



SHIRE OF
Chapman Valley
love the rural life!

SPECIAL COUNCIL MEETING

Notice is hereby given that a special meeting
of Council will be held on Monday 23 October 2017
at the Council Chambers Nabawa, starting at 6:00pm

Maurice Battilana
CHIEF EXECUTIVE OFFICER

AGENDA

23 OCTOBER 2017

DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read "M. Battilana", is written over a large, stylized, circular flourish.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

**SHIRE OF CHAPMAN VALLEY
AGENDA FOR THE SPECIAL MEETING OF COUNCIL TO BE HELD IN THE COUNCIL
CHAMBERS NABAWA ON MONDAY 23 OCTOBER 2017 AT 6:00pm**

Disclaimer (To be provided to Visitors Present)

ORDER OF BUSINESS:

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

4.0 DISCLOSURE OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

*"a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."*

Section 5.60B:

*"a person has a **proximity interest** in a matter if the matter concerns –
(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
(b) a proposed change to the zoning or use of land that adjoins the person's land; or
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."*

Regulation 34C (Impartiality):

*"**interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."*

| Item No. | Member/Officers | Type of Interest | Nature of Interest |
|-----------------|------------------------|-------------------------|---------------------------|
| | | | |

5.0 SWEARING IN OF COUNCILLORS

The Chief Executive Officer to conduct the swearing in of Councillors:

6.0 ELECTIONS

6.1 President – 2 year term

6.2 Deputy President – 2 year term

7.0 COMMITTEES

The Chief Executive Officer to call for nominations from Councillors for the following Committees:

Council Committees - Council Members Only - LG Act – Section 5.9(2)(a)
(ABSOLUTE MAJORITY REQUIRED FOR COMMITTEE APPOINTMENTS)

| | Purpose/Delegations | Previous Representatives | New Representatives |
|---|---|---|---|
| Building & Disability Services Committee | <p>Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:</p> <ul style="list-style-type: none"> ~ Review preliminary costings for proposed works for consideration in draft Council Budget; ~ Review the Capital & Building Works Program; ~ Disability Access & Inclusion Plan; and ~ Any other building/property items referred to the Committee by Council. <p>Delegation – Nil</p> | <p><u>4 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Forrester • Cr Humphrey • Cr Maluish <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Building Surveyor | <p><u>4 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr • Cr • Cr <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Building Surveyor |
| Finance & Audit Committee | <p>Will meet on an annual basis to provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System.</p> <p>Delegation – Nil</p> | <p><u>3 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Collingwood • Cr Forrester • Cr Royce <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Manager Finance & Corporate Services ~ Accountant | <p><u>3 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr • Cr <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Manager Finance & Corporate Services ~ Accountant |
| Road Infrastructure Committee | <p>Undertake an annual review the following:</p> <ul style="list-style-type: none"> ~ Road Works Program; ~ Road Hierarchy; ~ Heavy Haulage Vehicle Permit Roads; and ~ Any other works infrastructure item referred to the Committee by Council. ~ Review the plant replacement program <p>Delegation – Nil</p> | <p><u>All Councillors</u></p> <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Manager Works & Services ~ Deputy CEO ~ Works Leading Hand | <p><u>All Councillors</u></p> <p><u>Observers:</u></p> <ul style="list-style-type: none"> ~ CEO ~ Manager Works & Services ~ Deputy CEO ~ Works Leading Hand |

Groups - Steering, Advisory, Working, etc.
(SIMPLE MAJORITY REQUIRED)

| | | | |
|--|---|---|---|
| <p>Bush Fire Brigades Group Management Advisory Committee</p> | <p>Meet at least annually to:</p> <ul style="list-style-type: none"> ~ Elect Office Bearers; ~ Review previous year fire season; ~ Review the Shire's Fire Notice; ~ Liaise with external organisations (e.g. DFES, DPAW); ~ Review the DFES Capital & Operational Grants; ~ Any other bush fire related items referred to the Committee by Council. <p>Delegation – Nil</p> | <p><u>President (Presiding Member) and 1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr Collingwood (President) • Cr Forrester <p>CBFCO DCBFCO All Brigade FCOs Chief Executive Officer Senior Ranger</p> <p><u>Observers</u> 1 x DFES Rep. 1 x DPAW Rep.</p> | <p><u>President (Presiding Member) and 1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr (President) • Cr <p>CBFCO DCBFCO All Brigade FCOs Chief Executive Officer Senior Ranger</p> <p><u>Observers</u> 1 x DFES Rep. 1 x DPAW Rep.</p> |
| <p>Regional Local Emergency Management Committee</p> | <p>Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to:</p> <ul style="list-style-type: none"> ~ Review the LEMA & Recovery Plan; ~ Implement Emergency Exercises as required; ~ Any other emergency management related items referred to the Committee by Council. <p>Delegation – Nil</p> | <p><u>President (Presiding Member) and 1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr Collingwood (President) • Cr Humphrey <p>Chief Executive Officer;</p> | <p><u>President (Presiding Member) and 1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr (President) • Cr <p>Chief Executive Officer;</p> |
| <p>Bill Hemsley Park Management Committee</p> | <p>The role of the Bill Hemsley Park Management Committee (Formerly Parkfalls Management Committee) as agreed at the 17 April 2013 Council meeting is to make recommendation to Council for its consideration as to development and expenditure within the park</p> <p>Delegation – Nil</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Royce • Cr Forrester <p>2 x Parkfalls Residents Assoc. 1x Developer</p> <p><u>Observers:</u> ~ CEO ~ Deputy CEO</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr <p>2 x Parkfalls Residents Assoc. 1x Developer</p> <p><u>Observers:</u> ~ CEO ~ Deputy CEO</p> |

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| <p>Landcare & Environmental Advisory Group</p> | <p>To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley:</p> <p>a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council's adopted budget;</p> <p>b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required.</p> <p>All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources)."</p> <p>c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds.</p> <p>d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.</p> <p>e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process.</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Forrester <p><u>Observers</u> Chief Executive Officer Deputy CEO NACC Rep. Landcare & Environment Consultant</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr <p><u>Observers</u> Chief Executive Officer Deputy CEO NACC Rep. Landcare & Environment Consultant</p> |
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| Community Growth Fund Advisory Group | <p>Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds</p> <p>Delegation – Nil</p> | <p><u>2 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Warr <p><u>1 x Councillor (Proxy)</u></p> <ul style="list-style-type: none"> • Cr Maluish <p>Chief Executive Officer Manager Finance & Corp Svc Comm. Develop. Officer</p> | <p><u>2 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr • Cr <p><u>1 x Councillor (Proxy)</u></p> <ul style="list-style-type: none"> • Cr <p>Chief Executive Officer Manager Finance & Corp Svc Comm. Develop. Officer</p> |
| Tourism & Events Working Group | <p>Will meet on an ‘as needs’ basis only to:</p> <ul style="list-style-type: none"> ~ Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function; ~ Assist with coordinating the annual Australia Day function(s); ~ Discuss all other item(s) referred to them by Council in the areas of tourism and events. <p>Delegation – Nil</p> | <p><u>3 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Collingwood • Cr Forrester • Cr Warr <p>CEO Deputy CEO Comm. Development Officer 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)</p> | <p><u>3 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr • Cr <p>CEO Deputy CEO Comm. Development Officer 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)</p> |
| Chapman Valley Safety Team | <p>Will meet every three months to discuss Occupational Health and Safety issues in accordance with requirement of Occupational Health and Safety Act 1984 and make recommendations to Council.</p> <p>Delegation – Nil</p> | <p><u>1 x Councillor – to be reviewed Oct 2017 if Councillor required on this committee</u></p> <p>Chief Executive Officer Manager Works & Services Administration Rep. Works Crew Rep. Ranger/Builder/Gardener Rep. Regional Risk Coordinator</p> | <p><u>1 x Councillor – to be reviewed Oct 2017 if Councillor required on this committee</u></p> <p>Chief Executive Officer Manager Works & Services Administration Rep. Works Crew Rep. Ranger/Builder/Gardener Rep. Regional Risk Coordinator</p> |

| | | | |
|--|--|--|--|
| <p>Yuna Community Centre— Working Group</p> | <p>To oversee and steer the Yuna Community Centre Project under the condition any major variation to the project are to be brought back to Council for consideration.</p> <p>Delegation — Nil</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Farrell • Cr Forrester <p>Chief Executive Officer Building Surveyor (Project Facilitator) Comm. Develop. Officer 2 x CABY Reps.</p> | |
| <p>Nabawa Revitalisation Plan— Working Group</p> | <p>To oversee and steer the establishment of a Plan and associated activities that will produce a dynamic and inviting streetscape for residents and visitors and provide for greater connectivity between the facilities and the people of the town. The Plan is to be presented to Council for consideration.</p> <p>Delegation — Nil</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Forrester • Cr Warr <p>Community Representatives Chief Executive officer Deputy CEO Consultant (Josh Byrne & Ass) Department of Planning</p> | |
| <p>Coastal Management Strategy Steering Group</p> | <p>To undertake the review of the Shire of Chapman Valley Coastal Management Strategy.</p> <p>Delegation — Nil</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Collingwood • Cr Warr <p>Chief Executive Officer Deputy CEO Comm. Develop. Officer Landcorp Mid West Port Authority NACC Department of Planning Consultant (Land Insights) Community Representatives</p> | |

Representatives on External Organisations
(SIMPLE MAJORITY REQUIRED)

| | | | |
|---|--|--|---|
| <p>Northern Country Zone (WALGA)</p> | <p>Not Applicable</p> <p>Delegation – Nil</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Collingwood • Cr Farrell <p>Chief Executive Officer</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr <p>Chief Executive Officer</p> |
| <p>Sub-Regional Road Group Committee</p> | <p>Not Applicable</p> <p>Delegation – Nil</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr Collingwood • Cr Farrell <p>Chief Executive Officer Manager Works & Services</p> | <p><u>2 x Councillors</u></p> <ul style="list-style-type: none"> • Cr • Cr <p>Chief Executive Officer Manager Works & Services</p> |
| <p>Chapman Valley Landcare District Committee</p> | <p>Not Applicable</p> <p>Delegation – Nil</p> | <p><u>1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr Royce | <p><u>1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr |
| <p>Chapman Valley Agricultural Society</p> | <p>Not Applicable</p> <p>Delegation – Nil</p> | <p><u>1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr Warr | <p><u>1 x Councillor</u></p> <ul style="list-style-type: none"> • Cr |
| <p>Mid West Development Assessment Panel (DAP)</p> | <p>Not Applicable</p> <p>Delegation – Nil</p> | <p><u>2 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr J Collingwood • Cr P Forrester <p><u>2 x Councillors (Proxies)</u></p> <ul style="list-style-type: none"> • Cr A Farrell • Cr K Warr | <p><u>2 x Councillors (Members)</u></p> <ul style="list-style-type: none"> • Cr • Cr <p><u>2 x Councillors (Proxies)</u></p> <ul style="list-style-type: none"> • Cr • Cr |

8.0 CLOSURE

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required.

5.9. Committees, types of

- (1) In this section —
other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

- (1) *The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*
** Absolute majority required.*
- (2) *A person who is appointed as a deputy of a member of a committee is to be —*
 - (a) *if the member of the committee is a council member — a council member; or*
 - (b) *if the member of the committee is an employee — an employee; or*
 - (c) *if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
 - (d) *if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*
[Section 5.11A inserted by No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
or
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first.
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first.

5.12. Presiding members and deputies, election of

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
 - (a) *to "office" were references to "office of presiding member"; and*
 - (b) *to "council" were references to "committee"; and*
 - (c) *to "councillors" were references to "committee members".*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
 - (a) *to "office" were references to "office of deputy presiding member"; and*
 - (b) *to "council" were references to "committee"; and*
 - (c) *to "councillors" were references to "committee members"; and*

(d) to “mayor or president” were references to “presiding member”.

5.13. Deputy presiding members, functions of

If, in relation to the presiding member of a committee —

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

5.15. Reduction of quorum for committees

The local government may reduce* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

* Absolute majority required.

5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.
* Absolute majority required.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council’s powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
 - (ii) any other power or duty that is prescribed;

- and*
- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4;
and*
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —*
 - (i) the local government's property; or*
 - (ii) an event in which the local government is involved.*
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).*
- [Section 5.17 amended by No. 49 of 2004 s. 16(2).]*

NORTHERN COUNTRY ZONE

Shires of –
 CARNAMAH
 CHAPMAN VALLEY
 COOROW
 CITY OF GREATER GERALDTON
 IRWIN
 MINGENEW
 MOROWA
 NORTHAMPTON
 PERENJORI
 THREE SPRINGS



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Chief Executive Officer
 Shire of Chapman Valley
 PO Box 1
 NABAWA WA 6532

Dear Maurice,

Zone Office Bearer Elections 2013

The next meeting of the Northern Country Zone of WALGA will be the Annual General Meeting of the Zone at which the representative and the deputy representative to the WALGA State Council will be elected. This will be a “face to face” meeting to be held at Mingenew on Monday 25th November 2013 commencing at 10.00am.

The election will be the first item of business of that meeting.

To be able to comply with the timetable for the installation of the new State Council taking office on the 4th December 2013, Zone member councils will need to be mindful of the following:-

- Member Councils to elect/appoint their Zone Delegates and to advise the Zone Executive Officer, as soon as possible but preferably by on/or before the 8th November 2013.
- For the purpose of electing their representative and deputy representatives to the WALGA State Council, the Zones are required to hold these elections at the November 2013 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2013 November Zone meeting.
- State Councillor induction Session – morning of 4th December 2013.
- New State Council will take office at the Ordinary Meeting of State Council on the 4th December 2013.
- The position of President and Deputy President of WALGA will be elected at the March 2014 State Council Meeting.

Nominations are called from Member Council delegates of the Northern Country Zone of WALGA for the positions of representative and deputy representative to State Council.

- *Nominations must be in writing and can only be received from Elected Members who are nominated Zone delegates.*
- *The time period for the receipt of nominations is to be **one week** prior to the Zone meeting at which the election is to be held, for the Northern Country Zone of WALGA the nominations must be received by close of business on **Monday 18th November 2013**.*
- *Where there is more than one nomination for each vacant position, an election will be conducted using a secret ballot, with the Zone Executive Officer to represent WALGA as the returning officer for the election. Prior to the vote nominees for each position will be extended the opportunity to provide a 2 minute election bid to delegates.*

- *All voting delegates to the Zone are entitled to cast one (1) vote in the ballot process. The candidate with the greater or greatest number of votes is elected to the office.*
- *In the event of a **tied vote**, election will be determined by drawing names from a box. The Secretariat will put the names of the candidates concerned in a box and the first name drawn is the Elected Member.*
- *The Zone Executive Officer will advise WALGA in writing immediately following the Zone meeting of the outcome of the elections.*

Your advice of the names of delegates in due course would be appreciated and nomination for any of the positions vacant must be lodged prior or up to close of business Monday 18th November 2013.

Yours sincerely,

BRTompson

Barrye Thompson
Executive Officer
Northern Country Zone of WALGA
16th October 2013