

CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

MINUTES

14 October 2008

(REF: COMMITTEES-8542)

A meeting of the Chief Executive Officers Advisory Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Tuesday, 14 October 2008**. The meeting commenced at **12.39pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer presiding as Chairman opened the meeting at 12.39pm.

The Chairman noted that there were many meetings happening here and at various other sites which led to apologies from Mr Peter Schneider, Executive Manager Corporate Services and an apology from Mr Mick McCarthy, Executive Manager Regional Services who is due to attend the meeting after 1.00pm.

The Chairman welcomed Mr Cole, Mr Haggart and Ms Lefante to their first CEOAC meeting in their newly appointed roles.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

ATTENDEES

Mr Graeme Haggart	Acting Chief Executive Officer	Town of Bassendean
Ms Francesa Lefante	Chief Executive Officer	City of Bayswater
Mr Stuart Cole	Chief Executive Officer	City of Belmont
Mr Jonathan Throssell	Chief Executive Officer	Shire of Mundaring
Mr Mike Foley	Chief Executive Officer	City of Swan
Mr Gavin Watters	Chief Executive Officer	EMRC

APOLOGIES

Mr James Trail	Chief Executive Officer	Shire of Kalamunda
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EMRC Officers

Ms Terri-Ann Ashton (to 12.45pm)	Manager, Administration and Compliance
Ms Emma Joy	Executive Assistant to Chief Executive Officer (Minutes)

EMRC Officer Apologies

Mr Peter Schneider	Executive Manager, Corporate Services
Mr Mick McCarthy	Executive Manager, Regional Services

3 DISCLOSURE OF INTERESTS

Nil



4 ANNOUNCEMENT BY THE CHAIRMAN OR PERSON PRESIDING WITHOUT DISCUSSION ELECTION OF A CHAIRMAN AND DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER'S ADVISORY COMMITTEE (CEOAC)

4.1 ELECTION OF A CHAIRMAN OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE (CEOAC)

REFERENCE: COMMITTEES-8560

PURPOSE OF REPORT

To provide for an election to be conducted for the office of Chairman of the Chief Executive Officers Advisory Committee (CEOAC).

KEY ISSUES AND RECOMMENDATION(S)

- Following the retirement of Mr David Vaughan, CEO Shire of Kalamunda and Chairman of the CEOAC effective 21 July 2008 and following the resignation of Mr Gary Evershed, CEO of Town of Bassendean and Deputy Chairman of the CEOAC effective 22 August 2008, a new Chairman and Deputy Chairman must be elected.

Recommendation(s)

That the members of the Chief Executive Officers Advisory Committee elect a Chairman by secret ballot.

SOURCE OF REPORT

Manager, Administration and Compliance

BACKGROUND

It is a requirement of Schedule 2.3 of the Local Government Act 1995 (the Act) that the election is conducted by the Chief Executive Officer and the nominations for the Office are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the Chief Executive Officer is not to accept the nomination unless the nominee has advised the Chief Executive Officer, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes i.e. count to be discontinued and meeting adjourned for not more than 7 days. If there is still an equality of votes at the resumption of the meeting then lots will be drawn if there are only 2 candidates or candidates excluded and preferences transferred if there are more than 2 candidates.

REPORT

The Chief Executive Officer will preside at the meeting until the office of Chairman is filled.

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Chairman of the CEOAC.



Item 4.1 continued

1. A blank nomination form for the Office of Chairman of the CEOAC, nominate oneself
2. A blank nomination form for the Office of Chairman of the CEOAC, nominate another
3. A blank ballot paper for Election of Chairman of the CEOAC

Ballot papers will be made available prior to voting.

The members of the Chief Executive Officers Advisory Committee are the Chief Executive Officers of member Councils and the Chief Executive Officer of the EMRC.

The completed nomination forms are to be given to the Chief Executive Officer of the EMRC before the meeting or when the Chief Executive Officer calls for them when dealing with this item at the meeting.

CEOAC MEMBERS 2008/2009

Acting Chief Executive Officer	Mr Graeme Haggart	Town of Bassendean
Chief Executive Officer	Ms Francesca Lefante	City of Bayswater
Chief Executive Officer	Mr Stuart Cole	City of Belmont
Chief Executive Officer	Mr James Trail	Shire of Kalamunda
Chief Executive Officer	Mr Jonathan Throssell	Shire of Mundaring
Chief Executive Officer	Mr Mike Foley	City of Swan
Chief Executive Officer	Mr Gavin Watters	EMRC

STRATEGIC/POLICY IMPLICATIONS

Election of a Chairman is a statutory requirement.

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
Shire of Kalamunda	
Shire of Mundaring	
City of Swan	



Item 4.1 continued

ATTACHMENT(S)

1. A blank nomination form for the Office of Chairman of the CEOAC, nominate oneself (Ref: EMRC-85790)
2. A blank nomination form for the Office of Chairman of the CEOAC, nominate another (Ref: EMRC-85790)
3. Ballot Paper – Election of CEOAC Chairman (Ref: EMRC-85792)

VOTING REQUIREMENT

Secret Ballot by CEOAC Members.

RECOMMENDATION(S)

That the members of the Chief Executive Officers Advisory Committee elect a Chairman.

The Chief Executive Officer advised that one nomination for the Office of Chairman of the CEOAC had been received from Mr Foley nominating Mr Throssell. Mr Throssell accepted the nomination. The Chairman called for any further nominations.

No further nominations were received and the Chief Executive Officer announced that the nominations were closed.

ANNOUNCEMENT: OF THE OFFICE OF CHAIRMAN

There being no other nominations Mr Throssell was declared Chairman of the Chief Executive Officers Advisory Committee for the term commencing 14 October 2008.

The Chief Executive Officer, Mr Gavin Watters vacated the Chair at 12.42pm.

At 12.42pm, Mr Throssell took the Chair and thanked members for their support.



Nomination for Chairman of the CEOAC

To the Chief Executive Officer

I hereby nominate _____ for the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officers Advisory Committee for the term of Office commencing on the date of the election and continuing until terminated in accordance with the provisions of the Local Government Act 1995.

Signed: _____

Date: _____

*I _____ hereby certify that I accept the above nomination to the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officers Advisory Committee.

Signed: _____

Date: _____

*This certificate is to be completed when a Representative is nominated by another Representative.



Nomination for Chairman of the CEOAC

To the Chief Executive Officer

I hereby nominate myself, _____ for the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officers Advisory Committee for the term of Office commencing on the date of the election and continuing until terminated in accordance with the provisions of the Local Government Act 1995.

Signed: _____

Date: _____



**Eastern Metropolitan Regional Council
CEOAC Tuesday 7 October 2008**

**BALLOT PAPER FOR THE
ELECTION OF THE CEOAC CHAIRMAN**

HOW TO VOTE

Please number all the boxes opposite the candidates' name in the order of your choice, using number 1 for your first choice, number 2 for your second choice, and so on. Remember to number every box to make your vote count. Do not make any other marks on the ballot paper.

Last name, First Name

Last Name, First Name

Last Name, First Name



4.2 ELECTION OF A DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE (CEOAC)

REFERENCE: COMMITTEES-8561

PURPOSE OF REPORT

To provide for an election to be conducted for the office of Deputy Chairman of the Chief Executive Officers Advisory Committee (CEOAC).

KEY ISSUES AND RECOMMENDATION(S)

- Following the retirement of Mr David Vaughan, CEO Shire of Kalamunda and Chairman of the CEOAC effective 21 July 2008 and following the resignation of Mr Gary Evershed, CEO of Town of Bassendean and Deputy Chairman of the CEOAC effective 22 August 2008, a new Chairman and Deputy Chairman must be elected.
- In accordance with section 5.12 (2) of the Local Government Act 1995, the members of a committee may elect a deputy presiding member from amongst themselves.

Recommendation(s)

That the members of the Chief Executive Officers Advisory Committee elect a Deputy Chairman by secret ballot.

SOURCE OF REPORT

Manager, Administration and Compliance

BACKGROUND

In accordance with section 5.12 (2) of the Local Government Act 1995, the members of a committee may elect a deputy presiding member from amongst themselves.

It is a requirement of Schedule 2.3 of the Local Government Act 1995 (the Act) that the election is conducted by the Chairman and the nominations for the Office are to be given to the Chairman in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the Chairman is not to accept the nomination unless the nominee has advised the Chairman, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes i.e. count to be discontinued and meeting adjourned for not more than 7 days. If there is still an equality of votes at the resumption of the meeting then lots will be drawn if there are only 2 candidates or candidates excluded and preferences transferred if there are more than 2 candidates.

REPORT

Material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Deputy Chairman of the CEOAC.

1. A blank nomination form for the Office of Deputy Chairman of the CEOAC, nominate oneself
2. A blank nomination form for the Office of Deputy Chairman of the CEOAC, nominate another
3. A blank ballot paper for Election of Deputy Chairman of the CEOAC

Ballot papers will be made available prior to voting.



Item 4.2 continued

The members of the Chief Executive Officers Advisory Committee are the Chief Executive Officers of member Councils and the Chief Executive Officer of the EMRC.

The completed nomination forms are to be given to the Chairman before the meeting or when the Chairman calls for them when dealing with this item at the meeting.

CEOAC MEMBERS 2008/2009

Acting Chief Executive Officer	Mr Graeme Haggart	Town of Bassendean
Chief Executive Officer	Ms Francesca Lefante	City of Bayswater
Chief Executive Officer	Mr Stuart Cole	City of Belmont
Chief Executive Officer	Mr James Trail	Shire of Kalamunda
Chief Executive Officer	Mr Jonathan Throssell	Shire of Mundaring
Chief Executive Officer	Mr Mike Foley	City of Swan
Chief Executive Officer	Mr Gavin Watters	EMRC

STRATEGIC/POLICY IMPLICATIONS

Election of a Deputy Chairman is permissible in accordance with section 5.12 (2) of the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
Shire of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. A blank nomination form for the Office of Deputy Chairman of the CEOAC, nominate oneself (Ref: Committees-8562)
2. A blank nomination form for the Office of Deputy Chairman of the CEOAC, nominate another (Ref: Committees-8562)
3. Ballot Paper – Election of CEOAC Deputy Chairman (Ref: Committees-8563)



Item 4.2 continued

VOTING REQUIREMENT

Secret Ballot by CEOAC Members.

RECOMMENDATION(S)

That the members of the Chief Executive Officers Advisory Committee elect a Deputy Chairman.

The Chairman advised that one nomination for the Office of Deputy Chairman of the CEOAC had been received from Mr Foley nominating himself.

The Chairman called for any further nominations.

No further nominations were received and the Chairman announced that the nominations were closed.

ANNOUNCEMENT: OF THE OFFICE OF DEPUTY CHAIRMAN

There being no other nominations Mr Foley was declared Deputy Chairman of the Chief Executive Officers Advisory Committee for the term commencing 14 October 2008.

Ms Terri-Ann Ashton, Manager Compliance and Administration departed the meeting at 12.45pm after the elections had concluded.



Nomination for Deputy Chairman of the CEOAC

To the Chief Executive Officer

I hereby nominate _____ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officers Advisory Committee for the term of Office commencing on the date of the election and continuing until terminated in accordance with the provisions of the Local Government Act 1995.

Signed: _____

Date: _____

*I _____ hereby certify that I accept the above nomination to the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officers Advisory Committee.

Signed: _____

Date: _____

*This certificate is to be completed when a Representative is nominated by another Representative.



Nomination for Deputy Chairman of the CEOAC

To the Chief Executive Officer

I hereby nominate myself, _____ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officers Advisory Committee for the term of Office commencing on the date of the election and continuing until terminated in accordance with the provisions of the Local Government Act 1995.

Signed: _____

Date: _____



**Eastern Metropolitan Regional Council
CEOAC Tuesday 7 October 2008**

**BALLOT PAPER FOR THE
ELECTION OF THE CEOAC DEPUTY CHAIRMAN**

HOW TO VOTE

Please number all the boxes opposite the candidates' name in the order of your choice, using number 1 for your first choice, number 2 for your second choice, and so on. Remember to number every box to make your vote count. Do not make any other marks on the ballot paper.

Last name, First Name

Last Name, First Name

Last Name, First Name



5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 MINUTES OF CEOAC COMMITTEE MEETING HELD ON 3 JUNE 2008

That the minutes of the Chief Executive Officers Advisory Committee meeting held on 3 June 2008, which have been distributed, be confirmed.

The Chief Executive Officer noted that there is often a lull between meetings mid year due to the end of financial year requirements taking precedence as has happened this year.

CEOAC RESOLUTION(S)

MOVED MR FOLEY

SECONDED MR COLE

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 3 JUNE 2008 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

6 PRESENTATIONS

Nil

7 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

8 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

9 REPORTS OF OFFICERS

9.1 ITEMS CONTAINED IN THE INFORMATION BULLETIN

REFERENCE: COMMITTEES-8628

The following items are included in the Information Bulletin, which accompanies the Agenda.

1 REGIONAL SERVICES

1.1 *ENVIRONMENTAL SERVICES ACTIVITY REPORT – MAY to SEPTEMBER 2008*
(Ref: Committees-8629)

1.2 *REGIONAL DEVELOPMENT ACTIVITY REPORT – MARCH TO SEPTEMBER 2008*
(Ref: Committees-8586)

1.3 *CARBON POLLUTION REDUCTION SCHEME (CPRS) : POTENTIAL REGIONAL AND COMMUNITY IMPACTS* (Ref: Committees-8635)



Item 12 continued

Chief Executive Officers' Advisory Committee (CEOAC) meetings 2008 commencing at 12noon:

Tuesday 18 November (informal meeting followed at Shire of Mundaring then at
by Christmas at a venue tbc) a local restaurant tbc

Chief Executive Officers' Advisory Committee (CEOAC) meetings 2009 commencing at 12noon:

Tuesday	10	February	At	EMRC Administration Office
Tuesday	3	March (informal)	At	City of Swan
Tuesday	7	April	At	EMRC Administration Office
Tuesday	5	May (informal)	At	Town of Bassendean
Tuesday	9	June	At	EMRC Administration Office
Tuesday	7	July (informal)	At	City of Bayswater
Tuesday	11	August	At	EMRC Administration Office
Tuesday	8	September (informal)	At	City of Belmont
Tuesday	13	October	At	EMRC Administration Office
Tuesday	17	November (informal)	At	Shire of Kalamunda

13 DECLARATION OF CLOSURE OF MEETING

The Chairman added his welcome to the new members and noted that Ms Lefante was the first female to be appointed to the CEOAC.

There being no further business the meeting was closed at 12.50pm.