



Shire of  
Serpentine  
Jarrahdale

# Swearing In Ceremony and Special Council Meeting Confirmed Minutes

## Monday, 30 October 2023 6pm

**Purpose:** For the purpose of Election of the Deputy President and the allocation of seating.

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### Contact Us

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#### In Person

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Open Monday to Friday 8.30am-5pm (closed public holidays)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)

**Councillor Attendance Register**

In accordance with the 11 April 2022 Ordinary Council Meeting, Council Resolution OCM067/04/22, clause 1 – “That Council requests the Chief Executive Officer maintain a Councillor Attendance Register recording Councillor Attendances at Ordinary Council Meetings, Special Council Meetings, Q & A briefings for Ordinary Council Meetings, Q & A briefings for Special Council Meetings, Councillor Workshops held for Project Briefings, Councillor Workshops held for Budget Preparations and Policy Concept Forums.”

In accordance with the 12 December 2022 Ordinary Council Meeting, Council Resolution OCM313/12/22, clause 6 – “That Council requests that the Councillor Attendance Register published in the Agenda and Minutes displays attendances for the calendar year and notes that the full Councillor Attendance Register, including previous calendar years, will continue to be published on the Shire’s website.”

**Council 1 January 2023 – 21 October 2023**

Date	Type	Cr Rich	Cr Atwell	Cr Byas	Cr Coales	Cr Dagostino	Cr Duggin	Cr Mack	Cr Strange	Cr Strautins
16/10/23	OCM	✓	✓	✓	✓	✓	✓	A	✓	✓
09/10/23	Q & A (OCM)	✓	✓	✓	✓	A	✓	✓	✓	A
02/10/23	PCF	✓	✓	✓	✓	✓	✓	✓	A	✓
18/09/23	OCM	✓	✓	A	✓	EP	✓	✓	✓	A
11/09/23	Q & A (OCM)	✓	✓	✓	✓	✓	✓	✓	✓	✓
11/09/23	SCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
04/09/23	PCF	✓	✓	✓	A	A	✓	✓	✓	A
28/08/23	PCF	✓	A	A	✓	A	✓	✓	✓	✓
23/08/23	OCM reconvened	✓	✓	✓	✓	✓	✓	✓	✓	A
21/08/23	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
14/08/23	PCF cont. (from 07/08/23)	✓	✓	✓	A	✓	✓	✓	A	✓
14/08/23	Q & A (OCM)	✓	✓	✓	A	✓	✓	✓	✓	✓
07/08/23	PCF	✓	✓	A	A	✓	✓	✓	✓	✓
02/08/23	WORKSHOP (CEO Employment - Presentation of self-assessment report against criteria)	✓	✓	✓	✓	A	✓	✓	A	✓
31/07/23	SCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
24/07/23	PCF	✓	✓	A	✓	A	✓	A	✓	✓



Continued

## Minutes - Swearing In Ceremony and Special Council Meeting – Monday, 30 October 2023

Date	Type	Cr Rich	Cr Atwell	Cr Byas	Cr Coales	Cr Dagostino	Cr Duggin	Cr Mack	Cr Strange	Cr Strautins
19/07/23	WORKSHOP (Budget)	✓	✓	A	✓	✓	✓	A	✓	✓
17/07/23	OCM	✓	✓	A	✓	A	✓	A	✓	✓
10/07/23	Q & A (OCM)	✓	✓	A	A	A	A	A	✓	✓
03/07/23	PCF	✓	✓	✓	A	A	A	✓	A	✓
26/06/23	PCF	✓	✓	A	✓	A	✓	✓	A	✓
21/06/23	OCM reconvened	✓	✓	A	✓	✓	✓	✓	✓	A
19/06/23	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
15/06/23	WORKSHOP (Budget)	✓	✓	A	✓	✓	✓	✓	✓	A
12/06/23	Q & A (OCM)	✓	✓	✓	✓	A	✓	A	A	A
07/06/23	WORKSHOP (Budget)	✓	A	A	✓	✓	✓	✓	✓	A
01/06/23	WORKSHOP (Budget)	✓	A	✓	A	✓	✓	✓	✓	A
29/05/23	PCF	✓	A	A	A	A	✓	✓	✓	A
25/05/23	WORKSHOP (Budget)	✓	✓	✓	✓	✓	✓	✓	A	✓
22/05/23	PCF	✓	✓	✓	✓	A	✓	✓	✓	A
15/05/23	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
08/05/23	Q & A (OCM)	✓	✓	A	✓	A	✓	✓	✓	A
08/05/23	WORKSHOP (Strategic Community Plan Major Review)	✓	✓	✓	✓	A	✓	✓	✓	A
01/05/23	PCF	✓	A	✓	✓	✓	✓	✓	✓	A
26/04/23	PCF	✓	A	✓	✓	A	✓	✓	A	A
17/04/23	OCM	✓	✓	A	✓	✓	✓	✓	A	✓
17/04/23	Q & A cont. (OCM)	✓	✓	A	✓	✓	✓	✓	A	✓
11/04/23	Q & A (OCM)	✓	✓	✓	A	A	✓	✓	A	A
03/04/23	PCF	✓	✓	A	✓	A	✓	✓	✓	✓



Continued

## Minutes - Swearing In Ceremony and Special Council Meeting – Monday, 30 October 2023

Date	Type	Cr Rich	Cr Atwell	Cr Byas	Cr Coales	Cr Dagostino	Cr Duggin	Cr Mack	Cr Strange	Cr Strautins
27/03/23	PCF	✓	✓	✓	✓	✓	✓	✓	✓	✓
20/03/23	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
20/03/23	Q & A cont. (OCM)	✓	✓	✓	✓	✓	✓	✓	✓	✓
13/03/23	Q & A (OCM)	✓	A	✓	✓	✓	✓	✓	✓	A
08/03/23	WORKSHOP (Status update / report on 2022-23 CEO KPIs)	✓	A	A	A	A	A	✓	✓	A
02/03/23	SCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
27/02/23	SCM	✓	✓	✓	✓	✓	✓	✓	A	✓
27/02/23	PCF	✓	✓	✓	✓	✓	✓	✓	A	✓
20/02/23	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
20/02/23	Q & A cont. (OCM)	✓	✓	✓	✓	✓	✓	✓	✓	✓
15/02/23	WORKSHOP (Community Perception Survey)	✓	✓	✓	✓	✓	✓	✓	✓	A
13/02/23	Q & A (OCM)	✓	✓	A	✓	A	✓	A	✓	✓
06/02/23	PCF	✓	A	✓	✓	A	✓	✓	✓	✓
06/02/23	SCM	✓	A	✓	✓	A	✓	✓	✓	✓
30/01/23	SCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
30/01/23	Q & A (SCM – 6 February 2023)	✓	✓	✓	✓	✓	✓	✓	✓	A
23/01/23	Q & A (SCM – 30 January 2023)	✓	✓	✓	✓	✓	✓	A	✓	✓
23/01/23	WORKSHOP (Catalyse Presentation - Community Perception Scorecard)	✓	✓	✓	✓	✓	✓	A	✓	✓

A – Apology

LoA – Leave of Absence

NA – Non Attendance

EPNG – Electronic Participation Not Granted

EP - Electronic Participation



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Minutes of the Swearing In Ceremony and Special Council Meeting of the Shire of Serpentine Jarrahdale held on Monday, 30 October 2023 in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong.

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## Swearing In Ceremony

### 1. Introduction and welcome

Mr Paul Martin, Chief Executive Officer commenced proceedings at 6pm and welcomed attendees, acknowledged that the ceremony was being held on the traditional land of the Noongar People and paid his respects to the Traditional Owners, Elders Past, Present and Emerging.

Mr Martin welcomed Mr Athol Wigg, Justice of the Peace, Mr George Walley, a Traditional Owner of the region, past Councillors, distinguished guests, staff and members of the community and provided an overview of the evening's proceedings.

Mr Martin advised that the evening's proceedings would be conducted in two parts, firstly, the Declaration by the newly elected President and Councillors, and secondly, the Special Council Meeting, involving the election of the Deputy President and the determining of Councillor seating allocations.

Mr Martin advised he would preside over the proceedings until the President-elect has declared an Oath of Office.

### 2. Declaration of President and Councillors

In accordance with section 2.29 of the *Local Government Act 1995*, President-elect, Robert Coales declared an Oath of Office in the presence of Mr Athol Wigg, JP.

In accordance with section 2.29 of the *Local Government Act 1995*, Councillors-elect declared an Oath of Office in the presence of Mr Athol Wigg, JP:

- Councillor Nathan Bishop.
- Councillor Reece Jerrett.

President Coales assumed the Chair as the Presiding Member.

President Coales acknowledged and thanked Mr Athol Wigg for his invaluable service he has provided to the Shire and community and noted that Mr Wigg served as Councillor in the Shire during the years of 2002 to 2007, and had attended 8 Swearing-In Ceremonies (including tonight), formally swearing-in 40 Elected Members.

On behalf of Councillors, Shire Officers, and the community, President Coales presented Mr Wigg with a certificate and gift of appreciation for his more than 60 years devotion to serving his community.

### 3. Welcome to Country and Smoking Ceremony

The Presiding Member, President Coales invited Councillors, distinguished guests, staff and members of the community to the front of the Civic Centre for a Welcome to Country and Smoking Ceremony conducted by Mr George Walley, a Traditional Owner of the region.



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## Special Council Meeting Agenda

### Opening of the Special Council Meeting

The Presiding Member, President Coales declared the meeting open at 6:28pm and welcomed Councillors, distinguished guests, staff and members of the community.

### 1. Election of Deputy President

In accordance with section 8 of Schedule 2.3 of the *Local Government Act 1995*, the Presiding Member, President Coales requested that the Chief Executive Officer conduct the election of the Deputy President.

The Chief Executive Officer advised two nominations were received in writing prior to the meeting from the following Councillors, in order of receipt:

- Councillor Tricia Duggin.
- Councillor Shaye Mack.

The Chief Executive Officer called for any further nominations for the position of Deputy President for the ensuing two-year term.

No further nominations were received.

The two nominations for the position of Deputy President are:

- Councillor Duggin.
- Councillor Mack.

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

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

Position number 1 on the ballot paper was Councillor Shaye Mack.

Position number 2 on the ballot paper was Councillor Tricia Duggin.

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

The Chief Executive Officer advised Elected Members that while there are no provisions in the *Local Government Act 1995* or the Shire's Standing Orders, in previous years, nominees for the position of Deputy President have been invited to provide a short statement in favour of their candidature.

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

Councillor Mack and Councillor Duggin each made a statement in support of their respective nominations.



### **Optional preferential voting**

The Chief Executive Officer asked the Manager Governance and Strategy to give a brief overview of the process for the vote of Deputy President.

In 2023, optional preferential voting will be applied to all local government elections, including elections for:

- mayor or president election by the council;
- deputy mayor or president; and
- committee presiding and deputy presiding members.

Where there are 2 candidates:

- The candidate with the most votes wins.
- If there is a tie, hold another meeting, conduct a second vote after adjournment (as per Schedule 2.3), if it is tied again, draw lots to determine the winner.

The Chief Executive Officer, Mr Martin distributed a ballot paper to each Elected Member, in alphabetical order, requesting they rank their candidates in preference of 1 being the most preferred to be Deputy President.

The Elected Members completed their ballot paper in secret, and lodged their ballot paper in the ballot box.

Once all Elected Members had voted, the Chief Executive Officer, Mr Martin counted the votes, overseen by Mr Frazer Sullivan, Director Corporate Services and Dr Kenneth Parker, Manager Governance and Strategy.

The Chief Executive Officer, Mr Martin declared the result of the votes, being:

- Councillor Tricia Duggin – 3 votes.
- Councillor Shaye Mack – 2 votes.
- There was 1 informal vote.

The Chief Executive Officer declared Councillor Tricia Duggin as Deputy President for the ensuing two-year term, expiring at the Local Government Elections in October 2025.

## **2. Declaration of the Deputy President**

In accordance with the *Local Government Act 1995* and Regulation 13(1)(c) of the *Local Government (Constitution) Regulations 1998*, the Deputy President, Cr Tricia Duggin made her declaration in the presence of Mr Athol Wigg, JP.

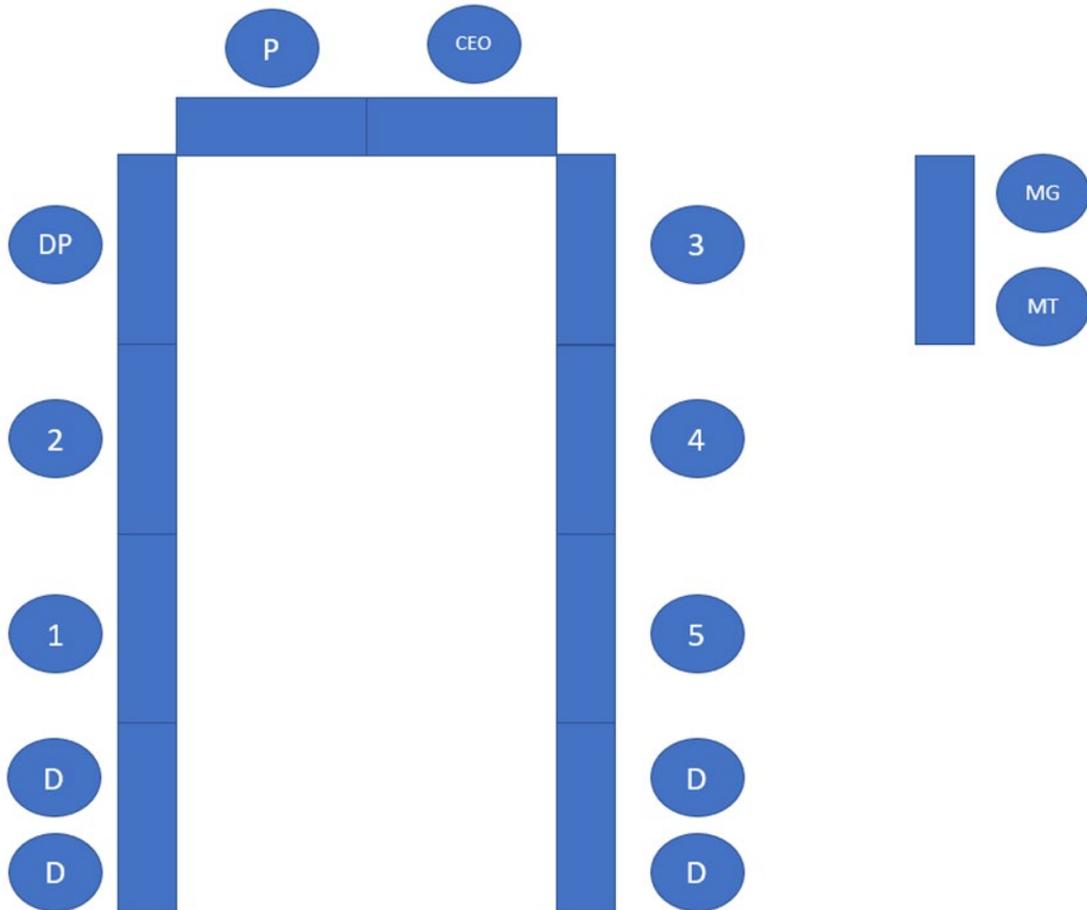
Councillor Duggin took her seat as Deputy President.



### 3. Allocation of seating

In accordance with Clause 8.2 of the Shire's *Standing Orders Local Law 2002 (as amended)*, the Chief Executive Officer conducted a random draw for the allocation of Councillor seat positions in the Chambers at Council and Committee Meetings.

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



- Seat 1 – Councillor Morgan Byas
- Seat 2 – Councillor Reece Jerrett
- Seat 3 – Councillor Nathan Bishop
- Seat 4 – Councillor Shaye Mack
- Seat 5 – Vacant



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**4. Attendances and apologies (including leave of absence)**

**In Attendance:**

**President:** R Coales.....Presiding Member

**Councillors:** N Bishop  
M Byas  
T Duggin  
R Jerrett  
S Mack

**Officers:** Mr P Martin.....Chief Executive Officer  
Mr R Najafzadeh .....Director Infrastructure Services  
Mr B Oliver.....Director Community Engagement  
Mr A Trosic .....Director Development Services  
Mr F Sullivan .....Director Corporate Services  
Dr K Parker .....Manager Governance and Strategy  
Ms M Gibson.....Governance Officer – Council and Committees  
(Minute Taker)

**Apologies:** Nil.

**Invited Guests:** Mr Athol Wigg, Justice of the Peace  
Mr George Walley, a Traditional Owner of the region

**Observers:** Members of the Public – 35  
Members of Staff – 2

**5. Public question time:**

No public questions were submitted in writing prior to the meeting.

**Presiding Member, President Coales asked if there were any public questions from the floor at 6:52pm. No public questions were asked.**

**6. Public statement time:**

No public statements were submitted in writing prior to the meeting.

**Presiding Member, President Coales asked if there were any public statements from the floor at 6:52pm. No public statements were made.**

**7. Petitions and deputations:**

Nil.

**8. Declaration of Elected Members and Officers interest:**

Nil.

**9. Motions of which notice has been given:**

Nil.

**10. Chief Executive Officer reports:**

Nil.



Continued

**Minutes - Swearing In Ceremony and Special Council Meeting –  
Monday, 30 October 2023**

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**11. Urgent business:**

Nil.

**12. Elected Members questions of which notice has been given:**

Nil.

**13. Closure:**

There being no further business, the Presiding Member declared the meeting closed at 6:53pm.

Officers assisting the meeting stopped the recording of the meeting.

I certify that these minutes were confirmed at the Ordinary Council Meeting held on  
20 November 2023.

.....Presiding Member – President Coales

22 NOV 2023

.....Date