



**I hereby give notice that
an Extraordinary Meeting of Council will be held on:**

Date: Wednesday, 20 September 2017
Time: 2:00pm
Location: Norfolk Island Regional Council Chambers

BUSINESS PAPER
Extraordinary Council Meeting
20 September 2017

Besnes Piepa
f daa Ekstrordeneri Kaunsl Miiten
orn 20 Septemba 2017

Lotta Jackson
GENERAL MANAGER

Statement of Respect:

The Norfolk Island Regional Council promotes a climate of respect for all. We will endeavour to inspire in our community shared civic pride by valuing and protecting our unique culture and environment, both natural and built, for the current and future generations. We, the elected members and staff of the Norfolk Island Regional Council undertake to act with honesty and integrity, to conduct ourselves in a way that engenders trust and confidence in the decisions we make, and the actions we take on behalf of the Norfolk Island community. We acknowledge the Norfolk Island people, the traditional custodians of this Island.

Order Of Business

1	Welcome.....	4
2	Statement of Respect	4
3	Apologies	4
4	Disclosure of Interest.....	4
5	Public Access	4
6	Reports from General Manager	5
6.1	Determination of Method of Voting for Election of Mayor and Deputy Mayor by Councillors	5
6.2	Election of Mayor for the term September 2017 to September 2019	10
6.3	Election of Deputy Mayor for the term September 2017 to September 2019.....	11
6.4	Meeting Day and Time	12
7	Urgent Business without Notice.....	14
8	Questions for the next meeting	14
9	Close of Extraordinary Council Meeting	14

- 1 WELCOME
- 2 STATEMENT OF RESPECT
- 3 APOLOGIES
- 4 DISCLOSURE OF INTEREST
- 5 PUBLIC ACCESS

6 REPORTS FROM GENERAL MANAGER

6.1 DETERMINATION OF METHOD OF VOTING FOR ELECTION OF MAYOR AND DEPUTY MAYOR BY COUNCILLORS

Author: Lotta Jackson, General Manager

SUMMARY

The purpose of this report is for Council to adopt the Method of Voting for the Election of the Mayor and Deputy Mayor.

BACKGROUND

Schedule 7 of the *Local Government (General) Regulation 2005*, refers to the Election of Mayor and Deputy Mayor by Councillors. To facilitate a smooth election of Mayor and Deputy Mayor it is recommended that Voting by Ordinary Ballot is carried out. Open Voting (by show of hands) and Preferential Voting are also outlined in Schedule 7, however neither of these are recommended. For Councillors information, the full Schedule 7 is attached.

Part 1 of Schedule 7 provides the rules of returning officer, nomination, and election:

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.*
- (2) The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) The nomination is to be delivered or sent to the returning officer.*
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

3 Election

- (1) If only one councillor is nominated, that councillor is elected.*
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.*
- (4) In this clause:*

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

Part 2 (Ordinary ballot or open voting) of Schedule 7 sets out the rules of the ordinary ballot voting procedure which is the recommended method of voting:

5 Marking of ballot-papers

- (1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*
- (2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

6 Count—2 candidates

- (1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*
- (2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

7 Count—3 or more candidates

- (1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*
- (2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*
- (3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*
- (4) *A further vote is to be taken of the 2 remaining candidates.*
- (5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*
- (6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

CONCLUSION

Ordinary ballot is the usual method adopted by Councils in New South Wales under the Local Government Regulation and it is recommended that Council adopts the ordinary ballot for the election if more than one Councillor nominates for each position of Mayor and Deputy Mayor.

RECOMMENDATION

- 1) That Council adopts the ordinary ballot method for the election of the Mayor and Deputy Mayor.

ATTACHMENTS

1. Section 7 - Local Government (General) Regulations 2005

Schedule 7 Election of mayor by councillors

(Clause 394)

Part 1 – Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause: "**ballot**" has its normal meaning of secret ballot. "**open voting**" means voting by a show of hands or similar means.

Part 2 – Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.

- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 – Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

10 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause, "**absolute majority**", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal--the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes--the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 – General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Association of New South Wales.

6.2 ELECTION OF MAYOR FOR THE TERM SEPTEMBER 2017 TO SEPTEMBER 2019

Author: Lotta Jackson, General Manager

SUMMARY

The purpose of this report is to elect the Mayor for the period September 2017 to September 2019.

BACKGROUND

Section 225 of the *Local Government Act 1993 (NSW) (NI)* states that each Local Government area must have a Mayor elected in accordance with the provisions of the Act.

The Mayor of the Norfolk Island Regional Council is elected by the Councillors from among their own number as per Schedule 7 of the *Local Government (General) Regulation 2005* using the method of election as determined by Councillors.

Section 230 of the *Local Government Act 1993 (NSW) (NI)* outlines the period the Mayor is elected:

- (1) *A mayor elected by the councillors holds the office of mayor for 2 years, subject to this Act.*
- (2) *A mayor elected by the electors holds the office of mayor for 4 years, subject to this Act.*
- (3) *The office of mayor:*
 - (a) *commences on the day the person elected to the office is declared to be so elected, and*
 - (b) *becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.*
- (4) *A person elected to fill a casual vacancy in the office of mayor holds the office for the balance of the predecessor's term.*

RECOMMENDATION

That the elected Mayor, to hold office for a term of two (2) years, September 2017 to September 2019, be declared as Councillor

ATTACHMENTS

Nil

6.3 ELECTION OF DEPUTY MAYOR FOR THE TERM SEPTEMBER 2017 TO SEPTEMBER 2019.

Author: Lotta Jackson, General Manager

SUMMARY

The purpose of this report is to elect the Deputy Mayor for the period September 2017 to September 2019.

BACKGROUND

Section 231 of the *Local Government Act 1993 (NSW) (NI)* states that:

- (1) The councillors may elect a person from among their number to be the deputy mayor.*
- (2) The person may be elected for the mayoral term or a shorter term.*
- (3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*
- (4) The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.*

It is recommended that the position of Deputy Mayor is for the same term as the Mayor, 2 years.

Procedures for Nominations and the Election of Deputy Mayor are as per Schedule 7 of the *Local Government (General) Regulation 2005* using the method of election as determined by Councillors.

RECOMMENDATION

That the elected Deputy Mayor, to hold office for a term of two (2) years, September 2017 to September 2019, be declared as Councillor

ATTACHMENTS

Nil

6.4 MEETING DAY AND TIME

Author: Lotta Jackson, General Manager

SUMMARY

The purpose of this report is to allow Council to determine the meeting day and time for the Ordinary meetings of Council for the period September 2017 to September 2018.

BACKGROUND

Council need to set a schedule of meetings to guide the business at hand.

Section 365 of the *Local Government Act 1993 (NSW) (NI)* states that 'the council is required to meet at least 10 times each year, each time in a different month'.

DISCUSSION

The proposed dates for Ordinary Council Meetings for the period October 2017 to September 2018, is for the 3rd Wednesday of each month at 2:00pm, except for January 2017 and June 2018, as follows:

Meeting Date & Time
18 October 2017
15 November 2017
20 December 2017
No meeting in January
21 February 2018
21 March 2018
18 April 2018
16 May 2018
27 June 2018 (Note: 4 th Wednesday)
18 July 2018
15 August 2018
19 September 2018

The reason for the meeting on the fourth Wednesday in June is so that the draft Operational Plan can be placed on public exhibition for 28 days at the May Ordinary Council Meeting and subsequently be adopted at the June Ordinary Council Meeting.

CONCLUSION

The day and the time for the meeting is a matter for Council to determine and as such the following recommendation is presented to Council for adoption.

RECOMMENDATION

That Council adopts the schedule of meetings at 2:00pm as follows:

Meeting Date & Time
18 October 2017
15 November 2017
20 December 2017
No meeting in January
21 February 2018
21 March 2018
18 April 2018
16 May 2018
27 June 2018 (Note: 4 th Wednesday)
18 July 2018
15 August 2018
19 September 2018

ATTACHMENTS

Nil

- 7 URGENT BUSINESS WITHOUT NOTICE**
- 8 QUESTIONS FOR THE NEXT MEETING**
- 9 CLOSE OF EXTRAORDINARY COUNCIL MEETING**