

AGENDA

Notice is hereby given that an Ordinary Meeting of Council will be held at the Civic Centre, Dee Why on

Tuesday 26 September 2017

Beginning at 6.30pm for the purpose of considering and determining matters included in this agenda.

Mark Ferguson Chief Executive Officer

Issued: 21/09/2017

OUR VALUES

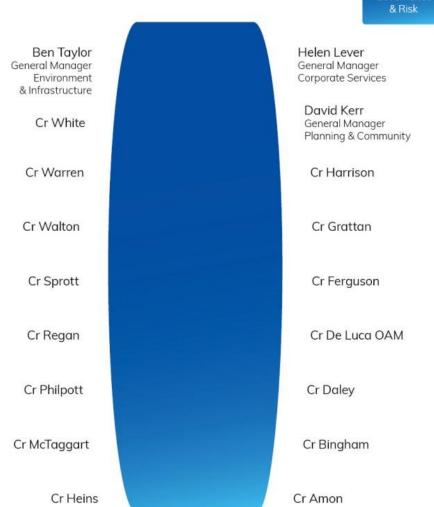
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Mark Ferguson

Chief Executive Officer



Agenda for an Ordinary Meeting of Council to be held on Tuesday 26 September 2017 at the Civic Centre, Dee Why Commencing at 6.30pm

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1.0 ELECTION OF MAYOR

ITEM 1.1 ELECTION OF MAYOR

REPORTING MANAGER EXECUTIVE MANAGER GOVERNANCE & RISK

TRIM FILE REF 2017/323425

ATTACHMENTS 1 UNSW Office of Local Government Mayoral Election

Procedures

2 **UNDER STATE 1** Nomination Form - Mayor

EXECUTIVE SUMMARY

PURPOSE

To elect a Councillor to the Office of Mayor for the 2017-2019 (two year) Mayoral term, being September 2017 to September 2019.

SUMMARY

Clause 394 of the *Local Government (General) Regulation 2005* provides that where a Mayor is to be elected by Councillors of an area, the election is to be held in accordance with Schedule 7 of the Regulation.

Nominations are being sought for candidates for the Office of Mayor for the 2017-2019 (two year) Mayoral term. In the event of two or more candidates accepting nomination for the Office of Mayor, Council will resolve to use one of the following election methods for the 2017-2019 (two year) Mayoral term:

- Open voting
- Ordinary ballot
- Preferential ballot.

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

- A. That nominations be called for candidates for the Office of Mayor for the 2017-2019 (two year) Mayoral term.
- B. That, in the event that two or more candidates accept nomination for the Office of Mayor, the election of Mayor for the 2017-2019 (two year) Mayoral term be conducted by one of the following methods:
 - i. Open voting
 - ii. Ordinary ballot
 - iii. Preferential ballot.
- C. That the election of the Mayor for the 2017-19 (two year) Mayoral term be held in accordance with the provisions of the *Local Government (General) Regulation 2005*.



REPORT

BACKGROUND

The Local Government (General) Regulation 2005 provides in clause 394 that:

The General Manager (or a person appointed by the General Manager) is the Returning Officer

Helen Lever, General Manager Customer and Corporate, has been delegated as the Returning Officer by the Chief Executive Officer for this election.

Conducting the Election of the Mayor

A nomination for the Office of Mayor 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.

The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.

If only one Councillor is nominated, that Councillor is elected. If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by:

- (a) Open voting
- (b) Ordinary ballot
- (c) Preferential ballot.

The election is to be held at the Council Meeting at which the Council resolved on the method of voting. The Returning Officer conducts the Ballot.

If the method is open vote this will be conducted by a show of hands. If the method is by preferential or ordinary ballot, this will be conducted by a secret vote.

Summary of Election Procedure

- Nomination papers have been prepared and will be distributed to Councillors at the Council Meeting.
- Councillors will be called upon by the Returning Officer to submit their nomination papers.
- Nominations received will be read to the Meeting by the Returning Officer who will ask if any
 of the candidates nominated wish to decline the nomination.
- If there are more candidates than one, an election will be carried out in accordance with the provisions of Schedule 7 of the *Local Government (General) Regulation 2005*.
- Councillors will resolve whether the election is to proceed by open voting, by ordinary ballot or by preferential ballot.
- If a ballot is required, the Returning Officer will determine the order of voting by lot.
 - Ballot papers will be distributed to Councillors for marking
 - Upon completion of marking of the ballot papers by Councillors, the ballot papers will be collected on behalf of the Returning Officer and the votes will be counted

REPORT TO ORDINARY COUNCIL MEETING





- When the ballot or ballots, as required pursuant to the provisions of Schedule 7, have been completed and a result obtained, the Returning Officer will announce the results at the meeting.
- If the election is by open vote, then the order of voting, votes to exclude candidates (if more than two) and votes to elect a candidate will be taken by show of hands recorded by the Returning Officer.

Detailed Procedures for Election Methods

Open Voting

An open vote will be conducted by a show of hands.

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

If there are three or more candidates, separate and continuing ballots are taken to exclude the candidate with the lowest number of votes, until only two candidates remain.

Ordinary Ballot

If the election proceeds by ordinary ballot, the Returning Officer is to determine the manner in which votes are to be marked on the ballot papers.

An informal ballot paper must be rejected at the count.

The formality of a ballot paper must be conducted in accordance with clause 345 (1) (b) and (c) and (6) of the *Local Government (General) Regulation 2005*.

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

If there are three or more candidates, separate and continuing ballots are taken to exclude the candidate with the lowest number of votes, until only two candidates remain.

Preferential Ballot

The steps to conduct a preferential ballot are as follows:

- 1. Councillors are to mark their votes by placing the number '1' '2' and so on, against the listed candidates' names so as to indicate the order of their preference for all candidates.
 - An informal ballot-paper must be rejected at the count.
 - The formality of a ballot paper is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of the *Local Government (General) Regulation 2005*.
- 2. If a candidate has an absolute majority of first preference votes, that candidate is elected.
- 3. If there is no candidate with a majority of first preference votes the candidate with the lowest number of votes is excluded. The votes on the excluded candidate's ballot-papers are transferred to the remaining candidates. This process is continued until a candidate has a majority of votes.
- 4. Under the Regulation "absolute majority", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot papers.

Tied candidates

The steps for a tied vote are as follows:

REPORT TO ORDINARY COUNCIL MEETING



ITEM NO. 1.1 - 26 SEPTEMBER 2017

If on any count of votes there are two candidates in, or remaining in the election and the numbers of votes cast for the two 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.

If on any count of votes there are three or more candidates in, or remaining in the election and the numbers of votes cast for two 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.

FINANCIAL IMPACT

Nil

SOCIAL IMPACT

Nil

ENVIRONMENTAL IMPACT

Nil





Mayoral Election Procedures

Office of Local Government **May 2017**



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ABOUT THIS DOCUMENT

WHAT IS THE MAYORAL ELECTION PROCEDURES?

The Local Government (General) Regulation requires that when there is no chairperson present at a meeting of a council, the first business of the meeting must be the election of a chairperson to preside at the meeting.

This is the case after council elections. As the Mayor is the chair of council meetings this means the first order of business must be the election of a Mayor.

This must be undertaken in accordance with the requirements of the Local Government (General) Regulation 2005.

The purpose of these procedures are to assist councils in the conduct of the Mayoral election and, if required, the Deputy Mayoral election. The procedures are based upon the relevant legislation (which is also included). They are intended to be a practical guide and in some places include specific things to be said at the meeting.

HOW WERE THE PROCEDURES DEVELOPED?

The guidance has been developed based on current practice and provides councils with procedures to give councils a practical starting point.

WHO SHOULD USE THE MAYORAL ELECTION PROCEDURES?

The Mayoral Election Procedures should be used by all councils when electing a Mayor and a deputy Mayor.

For councils that currently have procedures in place for the election of Mayors and deputy Mayors the Mayoral Election
Procedures is a useful comparison tool to check that the existing procedures cover off all areas and align with current practice.

HOW COULD COUNCIL USE THESE PROCEDURES?

Council may wish to provide these procedures to Councillors prior to the meeting to assist them in understanding the process for the election.

Council may also wish to create a summary of the key points of the procedure to assist those in the gallery or for inclusion on the website (if the meetings are webcast).

It is recommended that a practice run with staff be undertaken using the procedures to identify any issues and to agree on some of the practical aspects. This also assists in the smooth running of the election.

The election of the Mayor is a key moment in any Council and it is important that the process be smooth, open and easy to follow. It should not be too rushed or confusing. Where necessary, it is appropriate to stop and provide clarification for the benefit of Councillors, staff and the gallery.



FIRST COUNCIL MEETING

INTRODUCTION

In accordance with s236 of the Local Government (General) Regulation 2005, if no chairperson is present at a meeting of a council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

Administrators are appointed for the 'initial period' under the Proclamation. The 'initial period' commenced on the amalgamation day and ends immediately before the meeting of the new council held after the elections. Accordingly, the Administrator's role has ended before the first meeting of the council and there is no chairperson.

As the Mayor is the Chair of Council Meetings this means the first order of business must be the election of a Mayor (ie: Chair).

In accordance with Clause 394 of the local Government (General) Regulation 2005 the method of election of a Mayor by Councillors is conducted in accordance with Schedule 7.

Councils also need to be mindful of the requirements of s233A of the Local Government Act requiring that Councillors must take an oath of office at or before the first meeting and that this must be appropriately recorded.

2 MAYORAL ELECTION PROCEDURES



PROCEDURES

The General Manager is the nominated Returning Officer for the election of Mayor and Deputy Mayor.

The Returning Officer invites nominations. Nomination forms should be available to all Councillors prior to and at the meeting.

As Returning Officer, I now invite nominations for the position of Mayor/Deputy Mayor for the September 2017 to September 2019 term.

I remind you that nominations must be in writing and that, in accordance with the Local Government Act – Regulations, 2 or more Councillors must nominate a Councillor for the position of Mayor/Deputy Mayor.

The Returning Officer checks the nomination forms collected by staff and writes nominee names on Candidates Sheet.

The Returning Officer then reads out the names of the Nominees. The Returning Officer seeks confirmation that the Nominee accepts the nomination.

If only one Councillor has been nominated for the position of Mayor/Deputy Mayor, the nominee is duly elected.

As there is only one nominee for the role of Mayor/Deputy Mayor, I declare that Councillor is elected as Mayor/Deputy Mayor for the ensuing two years.

If more than one Councillor has been nominated, Council must determine the method of voting, firstly for the position of Mayor and then for Deputy Mayor, such as:

- · Open voting i.e. by show of hands.
- Ordinary ballot i.e. a secret ballot (place an "X" against the candidate of their choice);
- Preferential ballot i.e. place 1, 2, 3 etc. against each candidate;

Note: In the event of a tie, the Chair may use their casting vote. If there is a tie and no Chair, an election for the role of Chair should be conducted. Then the election for Mayor resumed.



OPEN VOTING -(SHOW OF HANDS)

Open voting is the most transparent method of voting at Council meetings. It allows the community to see and understand the voting that has occurred. It is also the least bureaucratic method and reflects normal Council voting methods.

The Returning Officer advises the meeting of the method of voting and explains the process.

It has been resolved that the method of voting for the position of Mayor/Deputy Mayor will be by show of hands.

I will now write each Candidate's name on a slip of paper and deposit it in a barrel, and the first name out of the barrel will be written first on the Tally sheet, with second name out being written second on the Tally sheet, etc.

The Returning Officer writes each Candidate's name on a slip of paper and deposits it in a barrel, and the first name out of the barrel is written first on the Tally sheet, with the second name drawn out being written second on the sheet, etc.

When all Candidate's names have been written on the Tally sheet, the Returning Officer announces the names of the Candidates and, commencing with the first Candidate;

Would those Councillors voting for Councillor please raise your hand.

The Returning Officer records the number of votes for each successive Candidate on the Tally Sheet and announces the number of votes received for each Candidate.

The Minute Taker records the vote of each Councillor.

The Returning Officer should check with the Minute Taker Public Officer that each Councillor has voted. If a Councillor has not voted it should be confirmed that they are abstaining (an informal vote).

4 MAYORAL ELECTION PROCEDURES

2 CANDIDATES

If there are only 2 Candidates for the position of Mayor/Deputy Mayor and the voting is higher for 1 Candidate over another (number of formal votes recorded on the Tally Sheet), the Returning Officer then announces the result

Councillorhas the higher number of formal votes and as a result I declare that Councilloris elected as Mayor/Deputy Mayor for the ensuing year.

In the event of a **tied vote**, the Returning Officer advises the meeting of the process.

In accordance with Regulation 12 of Schedule 7, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as Mayor/Deputy Mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The Returning Officer then draws a name out of the barrel and shows the meeting.

I declare that Councilloris elected as Mayor/Deputy Mayor for the ensuing year.

The Returning Officer then draws out the remaining name and read it for the purpose of completeness. The second name should be shown to the meeting.



3 OR MORE CANDIDATES

The Candidate with the lowest number of votes for the position of Mayor/Deputy Mayor is excluded.

Councillor, having the lowest number of votes, is excluded.

The voting continues as above until there are only 2 Candidates remaining (see voting for **2 Candidates** above).

In the event that the <u>lowest number of votes</u> <u>are tied</u>, the Returning Officer advises the meeting of the process.

In accordance with Regulation 12 of Schedule 7, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The Returning Officer then draws a name out of the barrel and shows meeting.

I declare that Councillor is excluded.

The Returning Officer then draws out the remaining name and read it for the purpose of completeness. The second name should be shown to the meeting.

ORDINARY BALLOT - (SECRET BALLOT)

The Returning Officer advises the meeting of the method of voting and explains the process.

It has been resolved that the method for voting for the position of Mayor/Deputy Mayor will be by Ordinary Ballot, i.e. placing an "X" against the Candidate of the Councillor's choice.

The Returning Officer announces the names of the Candidates for Mayor/Deputy Mayor and writes each Candidate's name on a slip of paper and deposits it in a barrel.

The Returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the Ballot papers and so on.

It will be necessary to have a number of blank papers as this process may require more than one round of voting.

The Returning Officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the Returning Officer who counts the votes and records them on the Tally sheet.

The Returning Officer announces the results.

Councillor having the lowest number of votes, is excluded.

The Returning Officer writes the names on a further set of the ballot papers and initials the front of each ballot paper.

The staff member again distributes ballot papers listing the remaining Candidates and gives the completed ballot papers to



the Returning Officer who again counts the votes and records on the Tally Sheet and announces the results.

The process continues until 2 Candidates remain, where a final vote takes place.

Councillor has the higher number of votes and hence I declare that Councillor is elected as Mayor/Deputy Mayor for the ensuing two years.

In the event of a <u>tied vote</u>, the Returning Officer makes the following statement and announces the process.

The votes are tied between Councillor and Councillor

having received ## votes each, and, in accordance with Regulation 12 of Schedule 7, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as Mayor/Deputy Mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The Returning Officer then draws a name out of the barrel and shows the meeting.

I declare that Councillor is elected as Mayor/Deputy Mayor for the ensuing year.

The Returning Officer then draws out the remaining name and read it for the purpose of completeness. The second name should be shown to the meeting.

PREFERENTIAL BALLOT

The Returning Officer explains the process.

It has been resolved that the method for voting for the position of Mayor/Deputy Mayor will be by Preferential Ballot, i.e. placing an "1", "2" etc. against the Candidate of the Councillor's choice in order of preference.

The Returning Officer announces the names of the Candidates for Mayor/Deputy Mayor and writes each Candidate's name on a slip of paper and deposits it in a barrel.

The Returning officer requests that a staff member shake the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the Ballot papers and so on.

The Returning Officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives to the Returning Officer who counts the first preference votes and records on the Tally sheet.

If a candidate has an absolute majority of first preference votes (more than half), the Returning Officer declares the outcome.

Councillor, having an absolute majority of first preference votes, is elected as Mayor/Deputy Mayor for the ensuing two years.

If no candidate has the absolute majority of first preference votes, the Returning Officer excludes the candidate with the lowest number of first preference votes.

6 MAYORAL ELECTION PROCEDURES



Councillor, having the lowest number of first preference votes, is excluded.

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the Returning Officer announces the result.

Councillor, having an absolute majority of votes, is elected as Mayor/Deputy Mayor for the ensuing year.

In the event of a <u>tied vote</u>, the Returning Officer explains the process.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The Returning Officer then draws a name out of the barrel and shows the meeting.

I declare that Councilloris elected as Mayor/Deputy Mayor for the ensuing year.

The Returning Officer then draws out the remaining name and read it for the purpose of completeness. The second name should be shown to the meeting.

In the event that the <u>lowest number of votes</u> <u>are tied</u>, the Returning Officer advises the meeting of the process.

In accordance with Regulation 12 of Schedule 7, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded and their preferences distributed.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The Returning Officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The Returning Officer then draws a name out of the barrel and shows the meeting.

I declare that Councillor is excluded and any votes cast for them will be distributed by preference.

The Returning Officer then draws out the remaining name and read it for the purpose of completeness. The second name should be shown to the meeting.



LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - SCHEDULE 7

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

- 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

- 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.

8 MAYORAL ELECTION PROCEDURES



- (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

- 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 Associations of New South Wales.

MAYORAL ELECTION PROCEDURES



LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - REG 345 INFORMAL BALLOT-PAPERS

345 Informal ballot-papers

- A ballot-paper of an elector at an election is informal if:
 - (a) The elector has failed to record a vote on it in the manner directed on it. or
 - (b) It has not been initialled on the front by an election official, or
 - (c) It contains a mark or writing that, in the returning officer's opinion, would enable the elector to be identified.
- (2) Despite subclause (1), a ballot-paper of an elector at an election in which only one candidate is to be elected is not informal merely because a tick or a cross has been placed in one square and the other square or squares have been left blank. In such a case the tick or the cross is to be treated as a first preference.
- (3) Despite subclause (1), a ballot-paper of an elector at an election is not informal merely because a preference (other than a first preference) has been repeated or omitted so long as the ballot-paper shows at least the minimum number of preferences required by the directions.

- (4) Despite subclause (1), a ballot-paper of an elector at an election is not informal merely because it has not been initialled on the front by an election official, so long as it bears the mark referred to in clause 305 (2).
- (5) Despite subclause (1), a ballot-paper of an elector at an election is not informal by virtue of the existence of an unnecessary mark on the ballot-paper if, in the opinion of the returning officer, the elector's intention is clearly indicated on the ballot-paper.
- (6A)Despite subclause (1), a ballot-paper is not informal by reason only that the elector has placed one or more numbers, a tick or one or more crosses adjacent to but outside a square or squares if, in the opinion of the returning officer, the elector's intention is clearly indicated on the ballot-paper. In such a case, each such number, tick or cross is taken to have been placed within the relevant square.
- (7) Nothing in subclause (2) authorises any person to encourage a voter to place a tick or a cross in a square on a ballot-paper.

Note: <u>Section 308C</u> of <u>the Act</u> makes provision concerning the formality of ballot-papers where the voter marks, crosses or ticks a group voting square, or where the ballot papers contain the name of a candidate whom a court has declared to be incapable of being elected.



Mayoral Election Procedures





Nomination Form

Office of Mayor 2017/2019

In ac	cordance wi	th Clause 394 and Schedule 7 of the L	ocal Government (General) Regulation 2005,	
Cour	ncillor		is hereby nominated for	
		(name of nominee)		
the o	the office of MAYOR for the September 2017 to September 2019 term.			
Nom	<u>iinators</u>			
1.	Councillor			
		(name)	(signature)	
2.	Councillor			
		(name)	(signature)	
Nom	<u>inee</u>			
I, Co	uncillor		, consent to this nomination.	
		(name)		
		(Signature)	(date)	

Clause 324 of the Local Government (General) Regulation 2005 outlines the Statutory provisions for the nomination of candidates for election of **Mayor** by Councillors as follows:

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.



3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 28 AUGUST 2017

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 28 August 2017, copies of which were previously circulated, be confirmed as a true and correct record of the proceedings of that meeting.

3.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD 6 SEPTEMBER 2017

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held 6 September 2017, copies of which were previously circulated, be confirmed as a true and correct record of the proceedings of that meeting.



6.0 CHIEF EXECUTIVE OFFICER'S DIVISION REPORTS

ITEM 6.1 ELECTION OF DEPUTY MAYOR

REPORTING MANAGER EXECUTIVE MANAGER GOVERNANCE & RISK

TRIM FILE REF 2017/312439

ATTACHMENTS 1 Unomination Form - Deputy Mayor

EXECUTIVE SUMMARY

PURPOSE

To determine whether a Councillor will be elected to the Office of Deputy Mayor and the method by which the election will be conducted.

SUMMARY

Section 231 of the *Local Government Act 1993* provides that Council may elect one of its members as Deputy Mayor. This Office may be elected for the Mayoral term (two years) or a shorter term. 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.

Council will need to determine if the term of the Deputy Mayor will be for two years or shorter.

If Council resolves to elect a Deputy Mayor, nominations shall be called for candidates for the Office of Deputy Mayor.

In the event that two or more candidates accept nomination for the Office of Deputy Mayor, Council shall determine whether the election of Deputy Mayor is to proceed by:

- Open voting
- Ordinary ballot
- Preferential ballot.

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

- A. That Council elect a Deputy Mayor.
- B. That, should Council resolve to elect a Deputy Mayor:
 - (a) the term of the Deputy Mayor be determined
 - (b) the election of the Deputy Mayor be conducted by one of the following methods:
 - i. Open voting
 - ii. Ordinary ballot
 - iii. Preferential ballot.



REPORT

BACKGROUND

The Local Government Act 1993, provides in section 231 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.

Conducting the election of the Deputy Mayor

A nomination for the Office of Deputy Mayor 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.

The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.

If only one Councillor is nominated, that Councillor is elected. If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by:

- (a) Open voting
- (b) Ordinary ballot
- (c) Preferential ballot.

The election is to be held at the Council Meeting at which the Council resolved on the method of voting. The Returning Officer conducts the ballot.

If the method is open vote this will be conducted by a show of hands. If the method is by preferential or ordinary ballot, this will be conducted by a secret vote.

Summary of Election Procedure

- Nomination papers have been prepared and will be distributed to Councillors at the Council Meeting.
- Councillors will be called upon by the Returning Officer to submit their nomination papers.
- Nominations received will be read to the Meeting by the Returning Officer who will ask if any of the candidates nominated wish to decline the nomination.
- If there are more candidates than one, an election will be carried out in accordance with the provisions of Schedule 7 of the *Local Government (General) Regulation 2005*.
- Councillors will resolve whether the election is to proceed by open voting, by ordinary ballot or by preferential ballot.

REPORT TO ORDINARY COUNCIL MEETING





- If a ballot is required, the Returning Officer will determine the order of voting by lot.
 - Ballot papers will be distributed to Councillors for marking
 - Upon completion of marking of the ballot papers by Councillors, the ballot papers will be collected on behalf of the Returning Officer and the votes will be counted
 - When the ballot or ballots, as required pursuant to the provisions of Schedule 7, have been completed and a result obtained, the Returning Officer will announce the results at the meeting.
- If the election is by open vote, then the order of voting, votes to exclude candidates (if more than two) and votes to elect a candidate will be taken by show of hands recorded by the Returning Officer.

Detailed Procedures for Election Methods

Open Voting

An open vote will be conducted by a show of hands.

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

If there are three or more candidates, separate and continuing ballots are taken to exclude the candidate with the lowest number of votes, until only two candidates remain.

Ordinary Ballot

If the election proceeds by ordinary ballot, the Returning Officer is to determine the manner in which votes are to be marked on the ballot papers.

The formality of a ballot paper must be conducted in accordance with clause 345 (1) (b) and (c) and (6) of the *Local Government (General) Regulation 2005*.

An informal ballot paper must be rejected at the count.

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

If there are three or more candidates, separate and continuing ballots are taken to exclude the candidate with the lowest number of votes, until only two candidates remain.

Preferential Ballot

The steps to conduct a preferential ballot are as follows:

Councillors are to mark their votes by placing the number '1' '2' and so on, against the listed candidates' names so as to indicate the order of their preference for all candidates.

An informal ballot-paper must be rejected at the count. The formality of a ballot paper is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of the *Local Government* (General) Regulation 2005.

If a candidate has an absolute majority of first preference votes, that candidate is elected.

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.

REPORT TO ORDINARY COUNCIL MEETING



ITEM NO. 6.1 - 26 SEPTEMBER 2017

A candidate with an absolute majority of votes is elected. If no candidate the absolute majority of first preference votes, the candidate with the lowest number of votes is excluded. The preferences from the excluded candidate are distributed. The process continues until one candidate has received an absolute majority of votes.

Under the Regulation "absolute majority", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot papers.

Tied candidates

The steps for a tied vote are as follows:

If on any count of votes there are two candidates in, or remaining in the election and the numbers of votes cast for the two 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.

If on any count of votes there are three or more candidates in, or remaining in the election and the numbers of votes cast for two 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.

FINANCIAL IMPACT

Nil

SOCIAL IMPACT

Nil

ENVIRONMENTAL IMPACT

Nil





Nomination Form

Office of Deputy Mayor

In acc	cordance wit	th Clause 394 and Schedule 7 of the L	ocal Government (General) Regulation 2005,	
Coun	cillor		is hereby nominated for	
		(name of nominee)		
the o	the office of DEPUTY MAYOR for a period to be determined by Northern Beaches Council.			
Nom	<u>inators</u>			
1.	Councillor			
		(name)	(signature)	
2.	Councillor			
		(name)	(signature)	
Nom	<u>inee</u>			
I, Co	uncillor		, consent to this nomination.	
		(name)		
		(Signature)	(date)	

Clause 324 of the Local Government (General) Regulation 2005 outlines the Statutory provisions for the nomination of candidates for election of **Deputy Mayor** by Councillors as follows:

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.

REPORT TO ORDINARY COUNCIL MEETING

ITEM NO. 6.2 - 26 SEPTEMBER 2017



ITEM 6.2 DECLARATION OF POLLS – NSW LOCAL GOVERNMENT

ELECTION 2017

REPORTING MANAGER EXECUTIVE MANAGER GOVERNANCE & RISK

TRIM FILE REF 2017/324944

ATTACHMENTS 1 \$\ \ \partial 2017 Declaration of Polls for NSW Local Government

Elections from the NSW Electoral Commission

REPORT

PURPOSE

To outline the Declaration of Polls for the 2017 NSW Local Government elections.

REPORT

The NSW Electoral Commission, declared the polls for the positions of Councillors for the election held on 9 September 2017, as follows:

Northern Beaches Councillors:

Rory AMON
Candy BINGHAM

Pat DALEY

Vince DE LUCA OAM Kylie FERGUSON Sarah GRATTAN Roslyn HARRISON

Sue HEINS

Alex MCTAGGART Penny PHILPOTT Michael REGAN Stuart SPROTT David WALTON Natalie WARREN

Ian WHITE

FINANCIAL IMPACT

Nil

ENVIRONMENTAL IMPACT

Nil

SOCIAL IMPACT

Nil

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

That the results of the 2017 NSW Local Government election for Northern Beaches Council be noted.



Declaration of Councillor - LG.560

Council:

Northern Beaches

Ward (if applicable):

Curl Curl Ward

Election Day:

9 September 2017

Candidates to be Elected:

3

Quota:

6,684

The counting of votes resulted in the election of the candidates with the word "Elected" next to their name and I declare those candidates duly elected as Councillors until the next ordinary election of the Council.

Candidates	1st Preference Votes	Elected Candidates
GILTINAN Bob	3,197	
MYERS Barbara	46	
McKAY Geoff	16	
HICKEY David	30	
WARREN Natalie	4,180	Elected 3
EASTON Jane	40	
LAMBERT Judy	.44	
PEARCE Dan	3,636	`
FUNNELL Rhonda	44	
HARRIS Jaden	55	
REGAN Michael	8,480	Elected 1
WILSON Pat	80	
KINSEY Narelle	46	
WALTON David	6,719	Elected 2
WESTFIELD Mark	64	
CHOI Emma	56	

A full copy of the results may be viewed on the NSW Electoral Commission website

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Page 1 of 1



Declaration of Councillor - LG.560

Council:

Northern Beaches

Ward (if applicable):

Frenchs Forest Ward

Election Day:

9 September 2017

Candidates to be Elected:

3

Quota:

7,190

The counting of votes resulted in the election of the candidates with the word "Elected" next to their name and I declare those candidates duly elected as Councillors until the next ordinary election of the Council.

Candidates	1st Preference Votes	Elected Candidates
HARRISON Roslyn	14,253	Elected 1
PHILPOTT Penny	278	Elected 3
ERR Duncan	523	
SPROTT Stuart	10,350	Elected 2
OATES Harry	120	
UNEO Adelaide	73	
HARPE Chris	2,996	
SUN Joshua	58	`.
RODRIGUEZ Kerrie	107	

00		
1 Brennan	9	
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Declaration of Councillor - LG.560

Council:

Northern Beaches

Ward (if applicable):

Manly Ward

Election Day:

9 September 2017

Candidates to be Elected:

3

Quota:

6,647

The counting of votes resulted in the election of the candidates with the word "Elected" next to their name and I declare those candidates duly elected as Councillors until the next ordinary election of the Council.

Candidates	1st Preference Votes	Elected Candidates
BINGHAM Candy	7,874	Elected 2
DOYLE Kyeema	106	
SMITH Craig	65	
GRATTAN Sarah	4,778	Elected 3
DYER Blake	52	
MASON Sita	103	
McCLORY Sean	1,461	
HOWELLS Carolyn	26	,
FITZGERALD Rodney	19	
CHARLES Madeleine	3,909	
WILLIAMS ROLDAN Clara	98	
LE ROUX Terry	24	
DALEY Pat	7,883	Elected 1
ROHAN Melina	. 104	
ADDISON Michael	84	

A full copy of the results may be viewed on the NSW Electoral Commission website				
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Declaration of Councillor - LG.560

Council:

Northern Beaches

Ward (if applicable):

Narrabeen Ward

Election Day:

9 September 2017

Candidates to be Elected:

3

Quota:

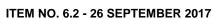
6,967

The counting of votes resulted in the election of the candidates with the word "Elected" next to their name and I declare those candidates duly elected as Councillors until the next ordinary election of the Council.

Candidates	1st Preference Votes	Elected Candidates
HEINS Sue	7,862	Elected 2
FISHER Rohan	120	
NICHOLSON Matt	135	
DE LUCA Vincent	5,432	Elected 3
BIASI Tony	134	
COOK Tammy	59	
WARD Pam	2,766	
WARD John	71	
SOTHERAN-CAMPBELL Sean	35	
AMON Rory	8,576	Elected 1
McGAHEY Vicky	199	
STRONACH Neil	73	
HARRIS Conny	2,319	
BALDWIN Stephen	. 34	
WALSH Jayden	52	

A full copy of the results may be viewed on the NSW Electoral Commission website			
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€ electoral commission NSW



Declaration of Councillor - LG.560

Council:

Northern Beaches

Ward (if applicable):

Pittwater Ward

Election Day:

9 September 2017

Candidates to be Elected:

3

Quota:

6,954

The counting of votes resulted in the election of the candidates with the word "Elected" next to their name and I declare those candidates duly elected as Councillors until the next ordinary election of the Council.

Candidates	1st Preference Votes	Elected Candidates
McTAGGART Alex	4,585	Elected 2
STEWART Joss	12	
MAKIN Margaret	19	
FERGUSON Kylie	8,249	Elected 1
COHEN Dale	63	
PORTER Allan	38	
GRIFFITH Selena	2,512	
DALY Suzanne	97	
MIDDLETON Peter	46	
RACKHAM Marcia	35	
MORGAN Lorrie	15	
TILLEY Hamish	1,320	
BUTT Barbara	37	
PEARSE Richard	23	
WHITE Ian	3,944	Elected 3
SCHROEDER Katinga	123	
GYE Bill	51	
KORZY Miranda	3,242	
WAWN Pru	45	
McINTOSH Andrew	35	
HOPTON Robert	1,486	
BLACKIE Tony	6	
HOPTON Christine	75	
BOSLEY Peter	1,712	
STONE Jenny	22	
LETTOOF John	22	

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ATTACHMENT 1 2017 Declaration of Polls for NSW Local Government Elections from the NSW Electoral Commission

ITEM NO. 6.2 - 26 SEPTEMBER 2017

€ electoral

Declaration of Councillor - LG.560

Council:

Northern Beaches

Ward (if applicable):

Pittwater Ward

Election Day:

9 September 2017

Candidates to be Elected:

3

Quota:

6,954

The counting of votes resulted in the election of the candidates with the word "Elected" next to their name and I declare those candidates duly elected as Councillors until the next ordinary election of the Council.

Candidates	1st Preference Votes	Elected Candidates
A full copy of the results may be viewed on t	he NSW Electoral Commission website	
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7.0 CUSTOMER & CORPORATE DIVISION REPORTS

ITEM 7.1 NORTHERN BEACHES COUNCIL MEETING SCHEDULE FOR

2018

REPORTING MANAGER EXECUTIVE MANAGER GOVERNANCE & RISK

TRIM FILE REF 2017/312156

ATTACHMENTS NIL

REPORT

PURPOSE

To adopt the Northern Beaches Council meeting schedule for the 2018 year.

REPORT

Section 365 of the Local Government Act 1993 requires Council to meet at least 10 times a year.

On 22 November 2016, Council resolved to adopt the 2017 meeting schedule (Resolution 159/16) and this comprises of four remaining Ordinary Meetings for 2017.

Meeting No:	Meeting Type	Meeting Day	Meeting Date	Meeting Time	Location
2017/11	Ordinary	Tuesday	26 September	6.30pm	Dee Why
2017/12	Ordinary	Tuesday	24 October	6.30pm	Dee Why
2017/13	Ordinary	Tuesday	28 November	6.30pm	Dee Why
2017/14	Ordinary	Tuesday	19 December	6.30pm	Dee Why

This report recommends a meeting schedule in 2018, whereby Ordinary Meetings are held on the fourth Tuesday of the month, commencing at 6.30pm.

FINANCIAL IMPACT

Nil

ENVIRONMENTAL IMPACT

Nil

SOCIAL IMPACT

Nil



RECOMMENDATION OF GENERAL MANAGER CUSTOMER & CORPORATE

That Council adopt the following Ordinary Council Meeting schedule for 2018.

Meeting No:	Meeting Type	Meeting Day	Meeting Date	Meeting Time	Location
2018/01	Ordinary	Tuesday	30 January	6.30pm	Dee Why
2018/02	Ordinary	Tuesday	27 February	6.30pm	Dee Why
2018/03	Ordinary	Tuesday	27 March	6.30pm	Dee Why
2018/04	Ordinary	Tuesday	17 April*	6.30pm	Dee Why
2018/05	Ordinary	Tuesday	22 May	6.30pm	Dee Why
2018/06	Ordinary	Tuesday	26 June	6.30pm	Dee Why
2018/07	Ordinary	Tuesday	24 July	6.30pm	Dee Why
2018/08	Ordinary	Tuesday	28 August	6.30pm	Dee Why
2018/09	Ordinary	Tuesday	25 September	6.30pm	Dee Why
2018/10	Ordinary	Tuesday	23 October	6.30pm	Dee Why
2018/11	Ordinary	Tuesday	27 November	6.30pm	Dee Why
2018/12	Ordinary	Tuesday	18 December	6.30pm	Dee Why

^{*}Held on the third Tuesday due to Anzac Day public holiday falling in week four of the month.



10.0 NOTICES OF RESCISSION

ITEM 10.1 NOTICE OF RESCISSION MOTION NO 01/2017 - ITEM NUMBER

7.4 - UNLEASHED DOG EXERCISE AREAS, OUTCOMES OF COMMUNITY ENGAGEMENT MAY AND JUNE 2017 FROM THE EXTRAORDINARY COUNCIL MEETING HELD 8 AUGUST 2017

TRIM FILE REF 2017/353163

ATTACHMENTS 1 Usigned Notice of Rescission Motion No 01/2017 - Item

Number 7.4 - Unleashed Dog Exercises Areas, Outcome of Community Engagement May and June 2017 From the Extraordinary Council Meeting held 8 August 2017

Submitted by: Councillors Candy Bingham, David Walton and Sarah Grattan

MOTION

To rescind part of Resolution 180/17 being point B (a) regarding restrictions to Unleased Dog Area at Manly Lagoon, at the Council Meeting 26th September 2017 as follows:

- B) Lagoon Reserve is retained as an unleashed dog exercise area and
 - a) Restrictions apply, in the area from the western side of the playground to the eastern most part of the reserve, on weekends (Saturday and Sunday) and public holidays as follows:
 - Friday 9pm to Sunday 9pm (on leash)
 - Night before public holiday from 9pm to 9pm on the last day of the public holiday/ holidays (on leash)

NOTICE OF CONSEQUENTIAL MOTION

Submitted by: Councillor Candy Bingham

Should the rescission motion be ADOPTED, I give notice that it is my intention to move the following motion in lieu thereof of which due notice is hereby given:

That Council:

- 1 Immediately reinstate the off-leash dog area at Manly Lagoon on weekends and public holidays
- 2 Staff undertake research on how 'dog parks' successfully operate elsewhere in Australia and overseas, with the view to preparing a report to council on what improvements can be made on the Northern Beaches in providing facilities for dogs and their families.

BACKGROUND

The provision of facilities for dogs and their owners has become critical, particularly in the Manly Ward, where dog exercise areas have been reduced in recent years. The building of the Indoor Swim Centre and prohibition of dogs on the oval at LM Graham Reserve, followed by the recent banning of off-leash dogs at Manly Lagoon on weekends and public holidays (Item 7.4 Ordinary Meeting of Council 8th August 2017), are cases in point.

REPORT TO ORDINARY COUNCIL MEETING



ITEM NO. 10.1 - 26 SEPTEMBER 2017

With an estimated 42,000 dogs living on the Northern Beaches it is time for the issue of how dogs can be blended with other activities in our public spaces to be reviewed.

Research from other local government areas in Australia, as well as overseas, has shown that there are some excellent examples of how this can be achieved more effectively on the Northern Beaches.



To:

northern

beaches

CEO Mark Ferguson

Helen Lever, GM Governance

From:

Clr Candy Bingham

Date:

19/9/17

Notice of Motion to Rescind Resolution

We hereby give Notice of our Motion to rescind Resolution 180/17 Section B (a) regarding restrictions to Unleased Dog Area at Manly Lagoon, at the Council Meeting 26^{th} September 2017 as follows:

- " a) Restrictions apply, in the area from the western side of the playground to the eastern most part of the reserve, on weekends (Saturday and Sunday) and public holidays as follows:
- Friday 9pm to Sunday 9pm (on leash)
- Night before public holiday from 9pm to 9pm on the last day of the public holiday/holidays (on leash) "

Clr Candy Bingham

Clr David Walton

Clr Sarah Grattan



