

**Meeting Date:** Tuesday 20 September 2016  
**Location:** Committee Room 2, Level 5, Civic Centre, 1 Devlin Street, Ryde  
**Time:** 5.00pm

**NOTICE OF BUSINESS**

<b>Item</b>	<b>Page</b>
<b>LATE ITEM</b>	
4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON.....	1

**LATE ITEM****4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

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**Report prepared by:** Senior Coordinator - Governance**File No.:** CLM/16/1/2/2 - BP16/1215

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**REPORT SUMMARY**

The Chairperson and Deputy Chairperson of the Works and Community Committee are elected for a one (1) year term and the following procedures are to be followed for the election process:

- (a) Determination of method of voting (ordinary ballot, preferential ballot or open voting).
- (b) Announcement of nominations.
- (c) Conduct of election.

**RECOMMENDATION:**

- (a) That the Committee determine the method of voting for the election of the Chair and Deputy Chair.
- (b) That the Acting General Manager or his delegate, as Returning Officer, undertake the election of the Chair and Deputy Chair for the ensuing twelve (12) months by announcing the nominations and then conducting the election.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Amanda Janvrin**  
**Senior Coordinator - Governance**

Report Approved By:

**John Schanz**  
**Manager - Risk, Audit and Governance**

**Angela Jones-Blayney**  
**Acting Chief Operating Officer**