

# SPECIAL COUNCIL MEETING

## AGENDA



For a Special Meeting of Council to be held on

**20 OCTOBER 2021**

Dear Council Member,

A Special Meeting of the Shire of Cranbrook Council will be held on Wednesday, 20 October 2021 at the Shire of Cranbrook Council Chambers commencing at 12:30pm.

Special business will be:

- Election of Shire President
- Election of Deputy Shire President
- Appointment of Committees and Council Representatives
- Councillor Seating Arrangements

  
Linda Gray  
CHIEF EXECUTIVE OFFICER

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# AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chief Executive Officer, Ms Linda Gray will declare the meeting open at \_\_\_\_pm. The Chief Executive Officer will alert the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

## 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

### ATTENDANCE

Councillors

Cr PL (Phil) Horrocks  
Cr PM (Peter) Beech  
Cr RW (Robert) Johnson  
Cr Elect PW (Peter) Slater  
Cr Elect P (Perin) Mulcahy  
Cr Elect G (George) Pollard  
Cr Elect LM (Lee) Casson  
Cr Elect DM (Daisy) Egerton-Warburton

Chief Executive Officer  
Manager of Finance & Administration  
Manager of Works

Ms LA (Linda) Gray  
Mrs PA (Trish) Standish  
Mr JE (Jeff) Alderton

Members of the Public

### LEAVE OF ABSENCE

Nil

### APOLOGIES

Cr JA (Jennifer) Quick

## 3. PUBLIC QUESTION TIME

(Rules of Public Question Time circulated to members of public)

## 4. ELECTION OF SHIRE PRESIDENT

In accordance with Schedule 2.3 of the *Local Government Act 1995*, the Chief Executive Officer will preside at the meeting to conduct the election of President.

Nominations for the office of Shire President are to be given to the Chief Executive Officer. Elections for the position of Shire President are conducted in a format similar to that for Council Elections. Nominations must be given to the Chief Executive Officer in writing and voting is required to be conducted by secret ballot.

For Councillors who wish to stand for the position, a nomination form is available from the Chief Executive Officer. The term of office is two (2) years.

A period of time will be allowed after the Chief Executive Officer calls for nominations for the position of Shire President before conducting the ballot. The election of Shire President will take place and the newly elected Shire President will make a Declaration of Office of Shire President.

The Shire President will then take the Chair.

## **5. ELECTION OF DEPUTY SHIRE PRESIDENT**

Nominations for the office of Deputy Shire President are to be given to the Chief Executive Officer. Elections for the position of Deputy Shire President are conducted in a format similar to that for Council Elections. Nominations must be given to the Chief Executive Officer in writing and voting is required to be conducted by secret ballot.

For Councillors who wish to stand for the position, a nomination form is available from the Chief Executive Officer. The term of office is two (2) years.

A period of time will be allowed after the Shire President calls for nominations for the position of Deputy Shire President before conducting the ballot. The election of Deputy Shire President will take place and the newly elected Deputy Shire President will make a Declaration of Office of Deputy Shire President.

## **6. APPOINTMENT TO COMMITTEES**

Council Committees must now be reviewed and Committee members appointed in accordance with Sections 5.8, 5.9, 5.10 and 5.11 of the *Local Government Act 1995*.

Councillors are advised of their entitlement to be a member of at least one Committee (Section 5.10(2)). In the event that there are more nominations than positions on committees an election to the committee will be undertaken by the Chief Executive Officer.

The Council has two committees being the Audit Committee and Bush Fire Advisory Committee. The Council also has representation on various external committees and groups.

### **7.1 AUDIT COMMITTEE – to comply with section 7.1A of the Local Government Act 1995**

The Audit committee is a committee that the Council is required by legislation to have in place. In previous years all Councillors have been elected to the Audit Committee. The Council have the option to appoint all Council members or reduce the numbers.

#### **Officer Recommendation**

**That the following Councillors be appointed to the Shire of Cranbrook Audit Committee:**

### **7.2 BUSH FIRE ADVISORY COMMITTEE – Established under the Bush Fires Act**

Current Membership – Cr Beech, proxy Cr Johnson, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer/s, Captain of each Bush Fire Brigade x 12, Secretary of each Bush Fire Brigade x 12.

#### **Officer Recommendation**

**That:**

1. Cr \_\_\_\_\_ be appointed as delegate to the Shire of Cranbrook Bush Fire Advisory Committee; and
2. Cr \_\_\_\_\_ be appointed as proxy delegate to the Shire of Cranbrook Bush Fire Advisory Committee.

### 7.3 DELEGATES AND REPRESENTATIVES

The following table lists the current Council delegates and representatives that are on external Committees and groups set up other than by Council.

WALGA ANNUAL GENERAL MEETING VOTING DELEGATES:	Shire President, Deputy Shire President
WALGA ANNUAL CONFERENCE: (Council Policy can authorise other Councillors)	Shire President, Deputy Shire President
GREAT SOUTHERN ZONE OF WALGA: <i>Meets quarterly</i>	Shire President, Deputy Shire President
SOUTHERN LINK VROC: <i>Meets quarterly</i>	Shire President, Deputy Shire President
LOCAL EMERGENCY MANAGEMENT COMMITTEE: <i>Meets three times a year</i>	Shire President
CRANBROOK TOURIST & BUSINESS PROMOTION GROUP: <i>No formal meeting arrangements</i>	Cr Slater
GREAT SOUTHERN TREASURES: <i>Meets every second month</i>	Cr Slater, proxy Cr Denton
LOWER GREAT SOUTHERN PLANTATION FIRE ADVISORY COMMITTEE: <i>Meets annually prior to bush fire season</i>	Chief Bushfire Control Officer Cr Carey, proxy Cr Quick
GILLAMII CENTRE: <i>Meets quarterly</i>	Cr Horrocks, proxy Cr Johnson
GREAT SOUTHERN REGIONAL ROAD GROUP: <i>Meets quarterly</i>	Cr Beech, proxy Cr Horrocks
ECONOMIC DEVELOPMENT WORKING GROUP: <i>No formal meeting arrangements</i>	Full Council
GREAT SOUTHERN RECREATION ADVISORY GROUP: <i>Meets three times a year</i>	Cr Carey, proxy Cr Bigwood
SOUTHERN AG-CARE: <i>Meets on an ad hoc basis</i>	Cr Fiegert
LOWER GREAT SOUTHERN REGIONAL WATER RESOURCES PLANNING REFERENCE GROUP: <i>Meets twice a year</i>	Cr Carey
CRANBROOK SHIRE RATEPAYERS AND TENANTS ASSOCIATION: <i>No formal meeting arrangements</i>	Cr Denton
GREAT SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL: <i>Meets on an ad hoc basis</i>	Cr Johnson, Cr Beech proxies Cr Quick, Cr Fiegert
TUNNEY LCDC: <i>Meets annually</i>	Cr Johnson
STIRLING RANGE NATIONAL PARK BUSH FIRE ADVISORY COMMITTEE: <i>Meets annually prior to bush fire season</i>	Cr Horrocks, proxy Cr Carey Chief Bush Fire Control Officer
NEIGHBOURHOOD WATCH: <i>No formal meeting arrangements</i>	Cr Denton
ROADWISE: <i>No formal meeting arrangements</i>	Cr Denton

LAKE POORRARECUP WORKING GROUP: <i>No formal meeting arrangements</i>	Cr Beech, proxy Cr Fiegert
CRANBROOK DISTRICT MOTORCYCLE CLUB STEERING COMMITTEE:	Cr Horrocks
SENIORS ADVISORY GROUP: <i>Meets quarterly</i>	Cr Slater, proxy Cr Quick

In addition to the above:

- Darwinia Cottages Cranbrook Committee Inc have invited Council to have a representative on their committee; and
- The steering committee for the development of the new Frankland River Community Facility have identified that a Council representative should sit on the new committee especially as part of the new facility will be taking the place of the Frankland River Town Hall, which is the responsibility of the Shire.

Therefore these two groups have been included in the officer recommendation below.

#### Officer Recommendation

**That the appointment of delegates to outside organisations and community groups be as follows:**

WALGA ANNUAL GENERAL MEETING VOTING DELEGATES:	Shire President, Deputy Shire President
WALGA ANNUAL CONFERENCE: (Council Policy can authorise other Councillors)	Shire President, Deputy Shire President
GREAT SOUTHERN ZONE OF WALGA: <i>Meets quarterly</i>	Shire President, Deputy Shire President
SOUTHERN LINK VROC: <i>Meets quarterly</i>	Shire President, Deputy Shire President
LOCAL EMERGENCY MANAGEMENT COMMITTEE: <i>Meets three times a year</i>	Shire President
CRANBROOK TOURIST & BUSINESS PROMOTION GROUP: <i>No formal meeting arrangements</i>	Cr _____
GREAT SOUTHERN TREASURES: <i>Meets every second month</i>	Cr _____, proxy Cr _____
LOWER GREAT SOUTHERN PLANTATION FIRE ADVISORY COMMITTEE: <i>Meets annually prior to bush fire season</i>	Chief Bushfire Control Officer Cr _____, proxy Cr _____
GILLAMII CENTRE: <i>Meets quarterly</i>	Cr _____, proxy Cr _____
GREAT SOUTHERN REGIONAL ROAD GROUP: <i>Meets quarterly</i>	Cr _____, proxy Cr _____
ECONOMIC DEVELOPMENT WORKING GROUP: <i>No formal meeting arrangements</i>	Full Council
GREAT SOUTHERN RECREATION ADVISORY GROUP: <i>Meets three times a year</i>	Cr _____, proxy Cr _____
SOUTHERN AG-CARE: <i>Meets on an ad hoc basis</i>	Cr _____
LOWER GREAT SOUTHERN REGIONAL WATER RESOURCES PLANNING REFERENCE GROUP: <i>Meets twice a year</i>	Cr _____
CRANBROOK SHIRE RATEPAYERS AND TENANTS ASSOCIATION: <i>No formal meeting arrangements</i>	Cr _____

<b>GREAT SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL:</b> <i>Meets on an ad hoc basis</i>	Cr _____, Cr _____ proxies Cr _____, Cr _____
<b>TUNNEY LCDC:</b> <i>Meets annually</i>	Cr _____
<b>STIRLING RANGE NATIONAL PARK BUSH FIRE ADVISORY COMMITTEE:</b> <i>Meets annually prior to bush fire season</i>	Cr _____, proxy Cr _____ Chief Bush Fire Control Officer
<b>NEIGHBOURHOOD WATCH:</b> <i>No formal meeting arrangements</i>	Cr _____
<b>ROADWISE:</b> <i>No formal meeting arrangements</i>	Cr _____
<b>LAKE POORRARECUP WORKING GROUP:</b> <i>No formal meeting arrangements</i>	Cr _____, proxy Cr _____
<b>CRANBROOK DISTRICT MOTORCYCLE CLUB STEERING COMMITTEE:</b>	Cr _____
<b>SENIORS ADVISORY GROUP:</b> <i>Meets quarterly</i>	Cr _____, proxy Cr _____
<b>DARWINIA COTTAGES CRANBROOK COMMITTEE:</b>	Cr _____, proxy Cr _____
<b>FRANKLAND RIVER COMMUNITY FACILITY COMMITTEE:</b>	Cr _____, proxy Cr _____

#### 7. SEATS TO BE OCCUPIED AT COUNCIL MEETINGS

In accordance with clause 8.2 of the Council's Standing Orders, the Chief Executive Officer will now conduct a random draw for positions to be taken at the Council table.

Councillors are to then take their seats as drawn.

#### 8. CLOSURE OF MEETING

There being no further business to discuss, the Shire President, Cr \_\_\_\_\_ will declare the meeting closed at \_\_\_pm.