

SPECIAL COUNCIL MEETING

AGENDA



For a Special Meeting of Council to be held on

5 November 2025

Dear Council Member,

A Special Meeting of the Shire of Cranbrook Council will be held on Wednesday, 5 November 2025 at the Shire of Cranbrook Council Chambers commencing at 5pm.

Business will be:

- Election of Shire President
- Election of Deputy Shire President
- Appointment to Committees and Council Representatives

The Swearing-In Ceremony for newly Elected Members will take place prior to the Special Council Meeting at 4.45pm.



Linda Gray
CHIEF EXECUTIVE OFFICER

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chief Executive Officer, Ms Linda Gray, by virtue of the provisions of the *Local Government Act 1995*, presides at this Meeting and 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 G (George) Pollard
Cr DM (Daisy) Egerton-Warburton
Cr JA (Jennifer) Quick
Cr P (Peter) Denton
Cr P (Perin) Mulcahy
Cr RW (Robert) Johnson
Cr C (Chelsea) Lange

Chief Executive Officer
Acting Manager of Finance
Executive Officer

Ms LA (Linda) Gray
Mrs C (Chelsea) Paterson
Miss JL (Jo) Scott

Members of the Public

2.1 APOLOGIES

3. PUBLIC QUESTION TIME

Please note that in accordance with the provisions of the *Local Government Act 1995*, and Regulations, that the only questions which may be asked and answered, at a Special Council Meeting are those which relate to the purpose and business of the Special Council meeting.

4. ELECTION OF SHIRE PRESIDENT

Background

Council is required to elect the President and Deputy President as the first item at the first meeting following an ordinary election day.

The term of the positions is for 2 years (until the next ordinary election).

Comment

The process of election is effectively the same, as the process for election of a Council Member, except that there are different ways of dealing with a tied vote for the offices.

The CEO is to preside at the meeting until the Office of President is filled. Once a Council Member has been elected as President and completed the Declaration, the President is to assume the Chair.

The Process of electing the Shire President.

The CEO, in presiding at the Special Council meeting will:

- invite nominations from Council Members for the position of Shire President - nominations may be provided, in writing to the CEO, in advance of the meeting, and at any time up to when the CEO advises that nominations close (Sch 2.3 LGA)
- if a Council Member nominates another Council Member to be President, the latter must accept the nomination, orally, or in writing to the CEO (Sch 2.3 LGA)
- at the close of nominations, the CEO is to announce the nominations for the office of Shire President - if only one candidate, then the CEO is to announce that candidate is elected unopposed, if more than nomination the CEO is to announce that an election will be held (Sch 4.1 LGA):
 - the CEO is then to write the name of each candidate on a piece of paper – it may be in alphabetical order or some other order, which is fair to all candidates (Reg 11 Const Regs)
 - the CEO must initial the back of each ballot paper (Sch 11b Const Regs)
 - the CEO will advise that the election will be conducted as though it were an election for Council Members, in that each Council Member may vote 1, or more preferences on the ballot paper, or mark against the name of the candidate for whom they wish to vote (Reg 11 Const Regs) and that although it is to be conducted as a secret ballot, the results of the election will be announced
 - if a Council Member makes an error, they may request a replacement ballot paper and the CEO shall provide it, and endorse “spoilt” on the original ballot paper (Reg 11C Const Regs)
 - the CEO will advise that each Council Member has only 1 vote, but may express their preferences by voting 1,2 etc and the result will be determined on a “Optional Preferential Voting” basis, with the candidate who receives an Absolute Majority, or if because it is not possible when preferences are distributed because of exhausted votes, then whichever candidate has the most votes, being declared the successful candidate (Sch 4.1 LGA)
 - Having counted the ballot papers cast, the CEO shall announce the results and if the CEO ascertains that a candidate achieved an absolute majority, or after distribution of preferences, has done so, or if not possible but has polled more votes than any other candidate, that person shall be declared elected Shire President
- If having counted the ballot papers cast, the CEO ascertains that there is an equality of votes between 2, or more candidates, the CEO will announce the result is a tie and that the count is to be discontinued and the Special Council meeting will be adjourned for up to 7 days (Sch 2.3 LGA) - note - the CEO could determine that reconvened Special Council meeting is to be held 30 mins after the closure of the current Special Council meeting.
- If at the subsequent Special Council meeting, having followed all the procedures for a fresh election, the CEO ascertains that there is an equality of votes between 2, or more candidates, the CEO will announce the result is a tie and shall proceed to draw lots between the tied candidates, to determine the result of the election.

- The Council Member elected Shire President shall make the required declaration (Form 7).
- The CEO will give Local Public Notice of the results of the election using Form 19.
- The CEO will advise the Minister of the results of the election using Form 20.

Statutory Implications:

Various provisions exist in the *Local Government Act 1995*, the *Local Government (Constitution) Regulations 1999* and the *Local Government (Elections) Regulations 1997* dealing with how the offices of President and Deputy President are filled, and they are summarised above.

Officer's Recommendation:

That Council congratulate Councillor _____, on being elected Shire President (for the next two years)

5. ELECTION OF DEPUTY SHIRE PRESIDENT
The Process of electing the Deputy Shire President.

Having made the declaration, as President, the Shire President will take the Presiding Member chair for the election of the Deputy Shire President (or if the Shire President is unable, or unwilling to do so, then the CEO shall do so – Sch 2.3 LGA).

The Shire President, as Presiding Member, will:

- invite nominations from Council Members for the position of Deputy Shire President - nominations may be provided, in writing, in advance of the meeting, and at any time up to when the Shire President advises that nominations close (Sch 2.3 LGA)
- if a Council Member nominates another Council Member to be Deputy Shire President, then latter must accept the nomination, orally, or in writing to the CEO (Sch 2.3 LGA)
- at the close of nominations, the Shire President is to announce the nominations for the office of Deputy Shire President - if only one candidate, then the Shire President is to announce that candidate is elected unopposed, if more than nomination the Shire President is to announce that an election will be held (Sch 4.1 LGA)
- the Shire President may direct the CEO to conduct the election (Sch 2.3 LGA) and if so:
 - the CEO is then to write the name of each candidate on a piece of paper – it may be in alphabetical order or some other order, which is fair to all candidates (Reg 11 Const Regs)
 - the CEO must initial the back of each ballot paper (Sch 11b Const Regs)
 - the CEO will advise that the election will be conducted as though it were an election for Council Members, in that each Council Member may vote 1, or more preferences on the ballot paper, or mark against the name of the candidate for whom they wish to vote (Reg 11 Const Regs) and that although it is to be conducted as a secret ballot, the results of the election will be announced
 - if a Council Member makes an error, they may request a replacement ballot paper and the CEO shall provide it, and endorse “spoilt” on the original ballot paper (Reg 11C Const Regs)
 - the CEO will advise that each Council Member has only 1 vote, but may express their preferences by voting 1,2 etc and the result will be determined on a “Optional Preferential Voting” basis, with the candidate who receives an Absolute Majority, or if because it is not possible when preferences are distributed because of exhausted votes, then whichever candidate has the most votes, being declared the successful candidate (Sch 4.1 LGA)
 - Having counted the ballot papers cast, the CEO shall announce the results and if the CEO ascertains that a candidate achieved an absolute majority, or after distribution of preferences, has done so, or if not possible but has polled more votes than any other candidate, that person shall be declared elected Deputy Shire President
- If having counted the ballot papers cast, the CEO ascertains that there is an equality of votes between 2, or more candidates, the CEO will announce the result is a tie and that the count is to be discontinued and that a fresh Special Council meeting must be held within 7 days (Sch 2.3 LGA) - note - the CEO could determine that the fresh Special Council meeting is to be called 30 mins after the closure of the current Special Council meeting.
- If at the fresh Special Council meeting, having followed all the procedures for a fresh election, the CEO ascertains that there is an equality of votes between 2, or more

candidates, the CEO will announce the result is a tie and shall proceed to draw lots between the tied candidates, to determine the result of the election.

- The Council Member elected Shire Deputy President shall make the required declaration (Form 7).
- The CEO will give Local Public Notice of the results of the election using Form 19.
- The CEO will advise the Minister of the results of the election using Form 20.

Statutory Implications:

Various provisions exist in the Local Government Act 1995, the Local Government (Constitution) Regulations 1999 and the Local Government (Elections) Regulations 1997 dealing with how the offices of President and Deputy President are filled, and they are summarised above.

That Council congratulate Councillor _____, on being elected Deputy Shire President (for the next two years)

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.

6.1 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 appointed to the Audit Committee. The Council have the option to appoint all Council members or reduce the numbers.

Officer's Recommendation

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

6.2 BUSH FIRE ADVISORY COMMITTEE – Established under the section 67 of the Bush Fires Act 1954

Current Membership – Cr Casson, 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's 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.

6.3 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 attendance)	Shire President, Deputy Shire President
GREAT SOUTHERN ZONE OF WALGA: <i>Meets quarterly</i>	Shire President, Deputy Shire President, Proxy Cr Mulcahy, 2 nd Proxy Cr Denton
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
GREAT SOUTHERN TREASURES: <i>Meets every second month</i>	Cr Quick, proxy Cr Mulcahy
LOWER GREAT SOUTHERN PLANTATION FIRE ADVISORY COMMITTEE: <i>Meets annually prior to bush fire season</i>	Chief Bushfire Control Officer Chief Executive Officer
GILLAMII CENTRE: <i>Meets quarterly</i>	Cr Mulcahy, proxy Cr Johnson
GREAT SOUTHERN REGIONAL ROAD GROUP: <i>Meets quarterly</i>	Cr Pollard, proxy Cr Egerton-Warburton
ECONOMIC DEVELOPMENT WORKING GROUP: <i>No formal meeting arrangements</i>	Full Council
GREAT SOUTHERN RECREATION ADVISORY GROUP: <i>Meets bi monthly</i>	Cr Casson, proxy Cr Egerton-Warburton
SOUTHERN AG-CARE: <i>Meets on an ad hoc basis</i>	Cr Quick
GREAT SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL: <i>Meets on an ad hoc basis</i>	Cr Johnson, Cr Casson proxies Cr Slater
TUNNEY LCDC: <i>Meets annually</i>	Cr Johnson
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 Egerton-Warburton, proxy Cr Mulcahy
CRANBROOK DISTRICT MOTORCYCLE CLUB STEERING COMMITTEE:	Cr Egerton-Warburton
SENIORS ADVISORY GROUP: <i>Meets quarterly</i>	Administration Staff
DARWINIA COTTAGES CRANBROOK COMMITTEE:	Cr Quick, proxy Cr Mulcahy
CEO PERFORMANCE REVIEW PANEL	Shire President, Cr Casson, Cr Mulcahy

Officer's 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	Shire President, Deputy Shire President
GREAT SOUTHERN VROC (one vote per LG)	Voting Member - Shire President, Deputy Member (no voting rights) - Deputy Shire President
LOCAL EMERGENCY MANAGEMENT COMMITTEE	Shire President
GREAT SOUTHERN TREASURES	Cr _____, proxy Cr _____
LOWER GREAT SOUTHERN PLANTATION FIRE ADVISORY COMMITTEE	Chief Bushfire Control Officer Cr _____, proxy Cr _____
GILLAMII CENTRE	Cr _____, proxy Cr _____
GREAT SOUTHERN REGIONAL ROAD GROUP	Cr _____, proxy Cr _____
ECONOMIC DEVELOPMENT WORKING GROUP	Full Council
GREAT SOUTHERN RECREATION ADVISORY GROUP	Cr _____, proxy Cr _____
SOUTHERN AG-CARE	Cr _____
DEVELOPMENT ASSESSMENT PANEL	Cr _____, Cr _____ proxies Cr _____, Cr _____
TUNNEY LCDC	Cr _____
NEIGHBOURHOOD WATCH	Cr _____
ROADWISE	Cr _____
LAKE POORRARECUP WORKING GROUP	Cr _____, proxy Cr _____
CRANBROOK DISTRICT MOTORCYCLE CLUB STEERING COMMITTEE	Cr _____, proxy Cr _____
SENIORS ADVISORY GROUP	Cr _____, proxy Cr _____
DARWINIA COTTAGES CRANBROOK COMMITTEE	Cr _____, proxy Cr _____
FRANKLAND RIVER COMMUNITY FACILITY COMMITTEE	Cr _____, proxy Cr _____
CEO PERFORMANCE REVIEW PANEL	Cr _____, Cr _____

7. CLOSURE OF MEETING

There being no further business to discuss, the Shire President, Cr _____ will declare the meeting closed at ____pm.