

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

Unconfirmed copy of Minutes from Special Council Meeting held on 10 September 2024 subject to confirmation at the Ordinary Council Meeting to be held 17 September 2024

**SHIRE OF MERREDIN**

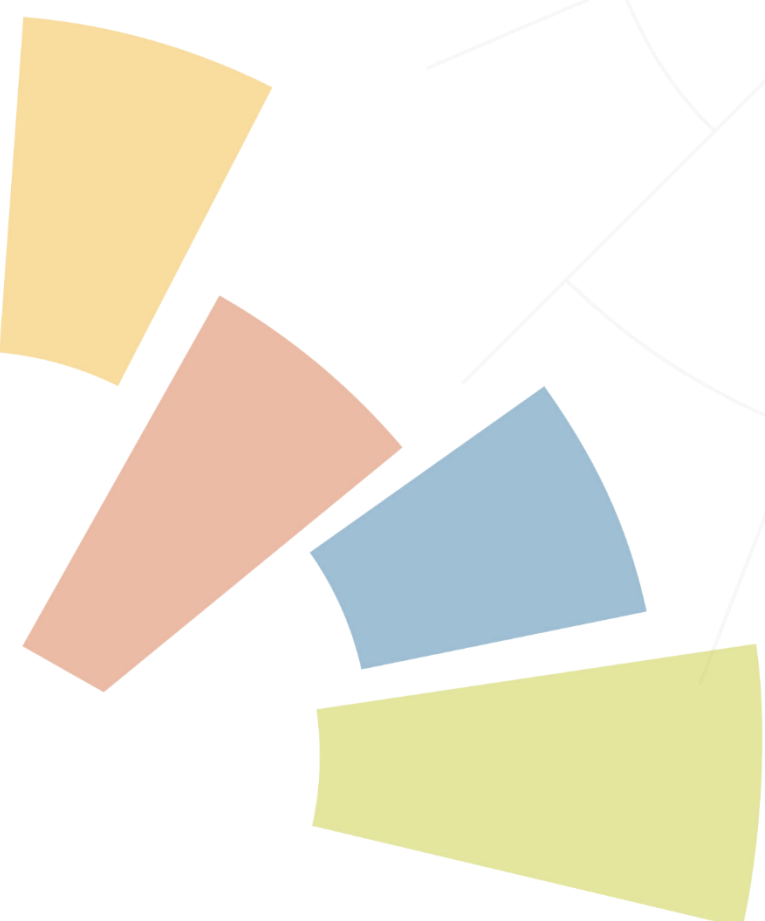
These Minutes were presented to Council at its Ordinary Council Meeting of 17 September 2024.

Donna Crook - Shire President

# MINUTES

## Special Council Meeting

Held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday, 10 September 2024  
Commencing 5:30pm



<b>Common Acronyms Used in this Document</b>	
CBP	Corporate Business Plan
CEACA	Central East Accommodation & Care Alliance Inc
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
EMS&C	Executive Manager Strategy & Community
EMCS	Executive Manager Corporate Services
EMDS	Executive Manager Development Services
EMES	Executive Manager Engineering Services
EO	Executive Officer
GECZ	Great Eastern Country Zone
GO	Governance Officer
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media and Communications Officer
MoU	Memorandum of Understanding
MP	Manager of Projects
MRCLC	Merredin Regional Community and Leisure Centre
SRP	Strategic Resource Plan



## Shire of Merredin Special Council Meeting

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Shire of Merredin  
Special Council Meeting  
5:30pm Tuesday, 10 September 2024



### 1. Official Opening

The Chief Executive Officer acknowledged the Traditional Owners of the land on which we meet today, and paid his respects to Elders past, present and emerging. The Chief Executive Officer then welcomed those in attendance and declared the meeting open at 5:30pm.

### 2. Record of Attendance / Apologies and Leave of Absence

**Councillors:**

Cr R Manning	Deputy President
Cr B Anderson	
Cr H Billing	
Cr D Crook	
Cr M McKenzie	
Cr L O'Neill	
Cr M Simmonds	
Cr P Van Der Merwe	

**Staff:**

C Watts	CEO
L Boehme	EMCS
A Tawfik	EMES
C Brindley-Mullen	EMS&C
P Zenni	EMDS
M Wyatt	EO
A Bruyys	GO

**Members of the Public:** Nil

**Apologies:** Nil

**Approved Leave of Absence:** Nil

### 3. Election of President

Schedule 2.3, Division 1 of the *Local Government Act 1995* requires that an election be conducted for the position of Shire President. The Chief Executive Officer is to preside at the meeting until the office of Shire President is filled and is to act as Returning Officer for the electoral process. The election must be conducted by the Chief Executive Officer in accordance with the prescribed procedure.

The election will be conducted as follows:

1. Nomination forms have been previously provided to all Councillors to assist with the election process and, where possible, should be lodged with the Chief Executive Officer prior to the commencement of the meeting. The Chief Executive Officer will, however, announce the closing time for the submission of nominations at the commencement of the meeting and will continue to receive nomination forms up until that time.
2. If a Councillor is nominated by another Councillor, then the Chief Executive Officer is not to accept the nomination unless the nominee has confirmed to the Chief Executive Officer, either verbally or in writing, that he or she is willing to be nominated for the office.
3. If more than one nomination is received, then Councillors will be required to vote on the matter by secret ballot, as if they were electors voting at an election. Positions on the ballot paper will be drawn at the meeting and ballot papers will be compiled and distributed at that time. Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
4. Once all votes have been cast, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast at an election.
5. For the purposes of clarity, a valid vote can only be cast by in person, so remote attendees cannot vote.
6. As soon as is practicable after the result of the election is known, the Chief Executive Officer will declare and give notice of the result.
7. If there is an equality of votes between two or more candidates who are the only candidates in, or remaining in the count, the count is to be discontinued and the meeting adjourned for not more than seven (7) days. At the resumption of the meeting, the voting process will recommence.
8. At this point, any nomination previously submitted may be withdrawn and new nominations will be received by the Chief Executive Officer up to a specified time.
9. If there is still more than one nomination for the position then Councillors will be required to vote again by secret ballot. New ballot papers will be prepared and distributed at that time and Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
10. Once all votes have been cast for a second time, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast in an election.
11. If there is still an equality of votes following the second count, then in accordance with schedule 4.1 of the *Local Government Act 1995* and regulation 77A of the *Local Government (Election) Regulations 1997*, the Chief Executive Officer will draw lots to determine which candidate is elected.

The result will be declared by the Chief Executive Officer. The successful candidate will be called upon to make their declaration of office in accordance with s2.29 of the *Local Government Act 1995* and regulation 13 of the *Local Government (Constitution) Regulations 1998*, and will then assume the Chair as Presiding Member for the remainder of the meeting.

*The Chief Executive Officer advised the meeting that he received 1 written nomination for the position of President, being for Councillor Donna Crook who confirmed acceptance of her nomination. He then called for further nominations from the floor prior to then closing nominations.*

*As there were no further nominations made, Councillor Donna Crook was elected unopposed.*

Cr Crook, having been elected to the office of Shire President of the Shire of Merredin, then declared that she takes the office and will duly, faithfully, honestly, and with integrity, fulfill the duties of the office for the people in the district according to the best of her judgment and ability, and will observe the code of conduct adopted by the Shire of Merredin under section 5.103 of the *Local Government Act 1995*.

Cr Crook acknowledged Cr McKenzie for his time as President and thanked him for all the work he has done while in the position.

#### 4. Decision or Draw for the Position at the Council Table

Council's Standing Orders Local Law Clause 8.2 states:

***"Members to occupy own seats***

(1) *At the first meeting held after each election day, the Council shall allot a position at the Council table to each member.*

(2) *Each member is to occupy his or her allotted position at each Council meeting."*

Either a decision by consensus, or a draw will be conducted for the position at the Council table. Existing Councillors may wish to retain their existing seating position. Motion to suspend Standing Orders should be considered if members wish to discuss this in detail.

#### Voting Requirements

Simple Majority

Absolute Majority

#### Resolution

Moved: Cr Van Der Merwe                      Seconded: Cr Billing

**83445**                      **That Standing Orders be suspended to allow for seating positions to be discussed in detail.**

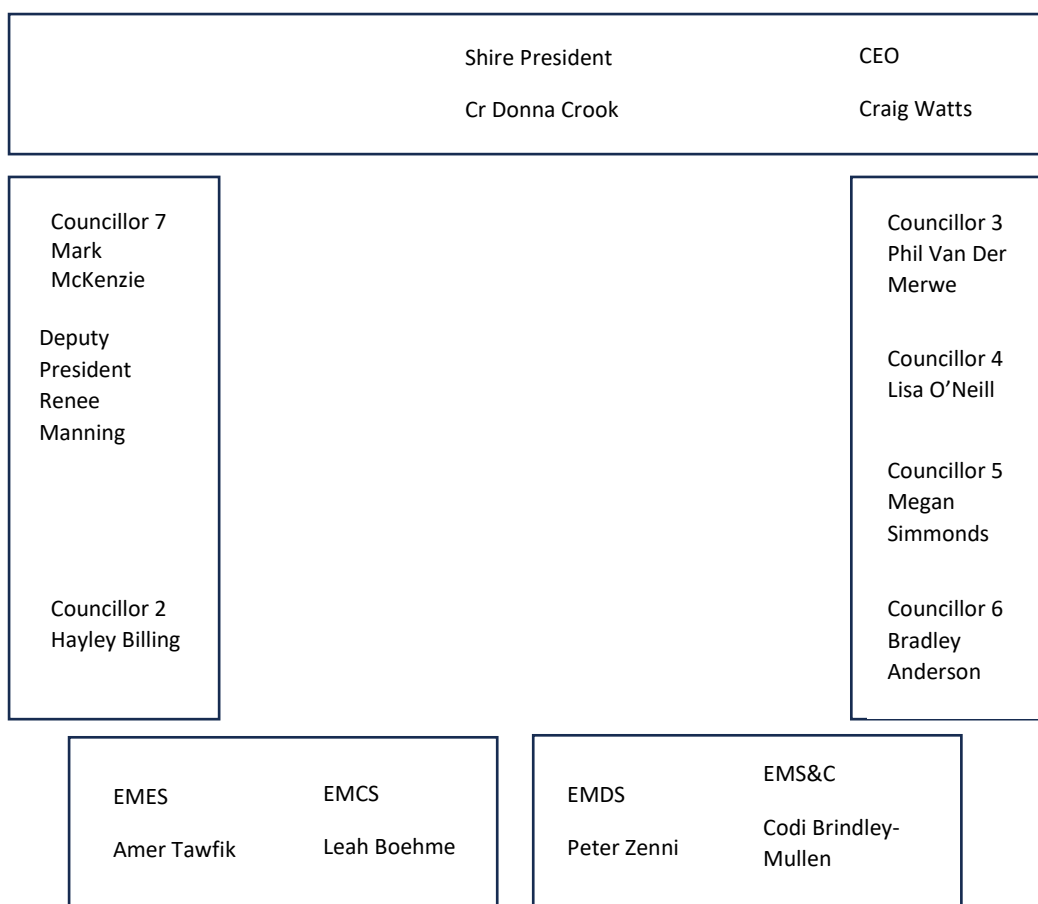
**CARRIED 8/0**

*For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr O'Neill, Cr Simmonds, Cr Van Der Merwe*  
*Against: Nil*

The Shire President undertook a discussion on seating allocations and determined no draw was required.

*Councillor seat allocation will be as follows, in accordance with the below seating plan:*

<b>Name</b>	<b>Position</b>
Cr Donna Crook	President
Cr Renee Manning	Deputy President
Cr Donna Crook	Councillor 1
Cr Hayley Billing	Councillor 2
Cr Phil Van Der Merwe	Councillor 3
Cr Lisa O’Neill	Councillor 4
Cr Megan Simmonds	Councillor 5
Cr Bradley Anderson	Councillor 6
Cr Mark McKenzie	Councillor 7



### Voting Requirements

Simple Majority

Absolute Majority

### Resolution

Moved: Cr Van Der Merwe                      Seconded: Cr O'Neill

**83446**                      That Council resume Standing Orders.

**CARRIED 8/0**

*For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr O'Neill, Cr Simmonds, Cr Van Der Merwe*

*Against: Nil*

## 5. Public Question Time

Nil

## 6. Disclosure of Interest

Nil

## 7. Applications of Leave of Absence

### Voting Requirements

Simple Majority

Absolute Majority

### Resolution

Moved: Cr O'Neill                                      Seconded: Cr Manning

**83447**                      That Councillor Van Der Merwe be granted a Leave of Absence for the September Ordinary Council Meeting being held 17 September 2024.

**CARRIED 7/0**

*For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr O'Neill, Cr Simmonds*

*Against: Nil*

## 8. Petitions and Presentations

Nil

## 9. Announcements by the Person Presiding without Discussion

Nil



**10. Matters for Which the Meeting may be Closed to the Public**

Nil

**11. Urgent Business Approved by the Person Presiding or by Decision**

Nil

**12. Motions of which Previous Notice has been given**

Nil

**13. Questions by Members of which Due Notice has been given**

Nil

**14. Matters Behind Closed Doors**

Nil

**15. Closure**

There being no further business, the President thanked those in attendance and declared the meeting closed at 5:37pm.

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