



SHIRE OF CAPEL

NOTICE OF SPECIAL COUNCIL MEETING

A Special Meeting of Council will be held in the Council Chambers, Forrest Road, Capel on Monday 11 November 2019, commencing at 6.00pm.

IJ McCABE
CHIEF EXECUTIVE OFFICER

6 November 2019

PURPOSE OF MEETING

- To set the meeting schedule for Council meetings in 2020;
- Providing direction as to budget and rates settings for 2020/21; and
- Council's position on certain environmental and heritage matters related to the proposed route of the 'BORR' (Bunbury Outer Ring Road) through Gelorup.

GENERAL INFORMATION ON COUNCIL MEETINGS

COUNCIL MEETINGS

No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of Council being received.

MINUTES

Minutes of the latest Council meeting will be made available on the website within ten days of the meeting being held. Hard copy versions of Council Minutes are also available at the front counter at the Shire Administration building and for perusal online in the Shire's Public Libraries.

MEETING GUIDELINES

All speakers should be clear and to the point, and speak through the Presiding Member at all times. Members of the public are not permitted to enter into debate with elected members or staff. Any correspondence received after the agenda is finalised will not be reflected in the staff report and will not be distributed to elected members by administration.

To minimise disruption during meetings, please ensure your mobile phone is turned off before entering the Chambers. You may enter and leave the Chamber at any point during the meeting.

QUESTIONS

ASKING A QUESTION AT A COUNCIL MEETING

If you want to ask a question, here is what to do:

1. You may ask up to two (2) questions with a total time limit of two (2) minutes per speaker. Additional questions will be permitted if time allows at the discretion of the Presiding Member.
2. Please state your name, address and the agenda item number you are referring to, and then ask your question.
3. Please submit your question in writing to the Chief Executive Officer by 12.00noon on the day before the meeting. This allows for an informed response to be given at the meeting.
4. Questions that have not been submitted in writing by 12.00noon on the day before the meeting will be responded to if they are straightforward. Otherwise they will be taken on notice and will be answered in writing after the Council meeting.
5. A question may relate to any subject that is within the Council's jurisdiction but should be a matter of general community concern. Please give staff the opportunity to try to answer your questions before a Council meeting.
6. Where a question raises a significant issue about an agenda item that might not have been addressed in the staff report or prior discussions with elected members and cannot be adequately responded to, Council will need to consider whether the item should be held over or referred back for further consideration, taking into account statutory deadlines and other implications of deferring the item.
7. A person who has asked a question will not be permitted to make a presentation on the same topic at the same meeting – this is unfair to the other members of the public who wish to communicate with Council.

PLEASE NOTE:

Members of the public should note that no action should be taken on any item discussed at a Council meeting prior to written advice on the final resolution being received.

Questions on any matter that is on the Council agenda are required to be asked prior to the matter/s being discussed by the Council in the first 'Public Question Time' session of Council meeting. Questions on Council agenda items that have been dealt with at the same Council meeting will not be permitted during the second 'Public Question Time' session. [LG (Administration) Regulations 1996, regulation 7(2)].

If you wish to ask a question of Council, please complete the attached form (page 3).



COUNCIL MEETING PUBLIC QUESTION FORM

This form must be submitted by 12.00noon on the day **before** the Council meeting. Please either:

- Email it to info@capel.wa.gov.au
- Hand deliver it to the Chief Executive Officer at the Shire Administration building, Forrest Road, Capel.
- Fax this form to the Chief Executive Officer on 9727 0223

Questions received after that time may be taken on notice and answered in writing after the meeting.

Name:		Phone:	
Address:			

Question 1:

Question 2:

Signature:		Date:	
-------------------	--	--------------	--

A G E N D A

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	5
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	5
3	PUBLIC QUESTION TIME	5
4	DECLARATIONS OF INTEREST	5
5	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	5
6	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	5
6.1	MOTION 1	5
6.2	MOTION 2	5
6.3	MOTION 3	5
6.4	MOTION 4	5
6.5	MOTION 5	5
6.6	MOTION 6	6
7	MEETING CLOSURE	6

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Country

'The Shire of Capel acknowledges the Traditional Custodians, the Wadandi people, and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders, past, present and emerging.'

2 RECORD OF ATTENDANCE/APOLOGIES/

3 PUBLIC QUESTION TIME

4 DECLARATIONS OF INTEREST

5 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

6 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Motions prepared by the President Cr M Southwell, as follows:

6.1 MOTION 1

'That Council adopt the following Schedule of Ordinary Council meetings for 2020: February 26, March 25, April 29, May 27, June 24, July 29, August 26, September 30, October 28, November 25, December 16, with all meetings scheduled to commence at 6pm, and to be held at the Capel Council chambers with the exception of the May meeting to be held at the Dallyellup Shire civic centre and the September meeting to be held at the Boyanup Shire hall'.

6.2 MOTION 2

'That Council requests the CEO to cause an examination, trial and report on the use of the audio system in the Council chamber to record, keep and make available to the public audio recordings of Council proceedings, with the aim of introducing this by the February 2020 OCM'.

6.3 MOTION 3

'That Council minutes be prepared henceforth to reflect for each motion or amendment moved, a record of the names of each councillor showing whether they voted for or against'.

6.4 MOTION 4

'That the CEO advise staff the draft Budget for 2020/21 should be prepared and presented to Council at the appropriate time on the basis of no net increase in Rates revenue over current levels, retaining the current system of differential rates'.

6.5 MOTION 5

'That this Council acknowledges the tourism and marketing potential of Gelorup as a place of giant trees with significant environmental and Indigenous cultural heritage'.

6.6 MOTION 6

‘That the Shire formally advise the State Government, its Department of Transport, and the Bunbury-Geographe Sub-Regional Strategic Group that the preferred southern alignment for the BORR is not compatible with the Gelorup Corridor and an alternative route is needed’.

Cr Michael Southwell, Shire President
November 6, 2019

7 MEETING CLOSURE