NOTICE OF SPECIAL MEETING

A Special Meeting of Council has been requested by the President and will be held in the Council Chambers, Forrest Road, Capel on Tuesday 14 January 2020 in the Council Chambers, Forrest Road, Capel commencing at 6.00pm.

Ian McCabe
CHIEF EXECUTIVE OFFICER

PURPOSE OF MEETING

- To consider the need for an urgent review of the CEO’s performance.

GENERAL INFORMATION ON SPECIAL COUNCIL MEETINGS

COUNCIL MEETINGS

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

AGENDAS

The agenda for the upcoming Special Council meeting is available in PDF format on the Council’s website www.capel.wa.gov.au. A hard copy of the agenda can be obtained from the front counter of the Shire Administration building.

MINUTES

Minutes of the Special 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.
PUBLIC QUESTION TIME

As per Local Government (Administration) Regulations 1996 7 (1)(a) the President (Presiding Member) has determined the following procedures for “Question Time for Public”.

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. You may submit your question in writing to the Chief Executive Officer by 12.00noon on the day before the meeting, if a detailed response is needed at the meeting.

4. Questions may be taken on notice and 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. You may wish to give staff the opportunity to try to answer your questions before a Council meeting.

6. A person who has asked a question will not be permitted to make a presentation on the same topic at the same meeting – or vice versa.

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 Council agenda items that have been dealt with at the Council meeting will not be permitted during the second ‘Public Question Time’ session. [LG (Administration) Regulations 1996, regulation 7(2)].
COUNCIL MEETING PUBLIC QUESTION FORM

This form should be submitted by 12.00 noon on the day before the Council meeting, if a detailed answer is expected. 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

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**Question 2:**

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## Agenda

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Country

‘The Shire of Capel acknowledges the Traditional Custodians, the Wardandi 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/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3 PUBLIC QUESTION TIME

4 PURPOSE OF THE MEETING – Presiding Member

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