



# SHIRE OF MENZIES

## NOTICE OF SPECIAL MEETING

A Special Meeting of the Council will be held in the Council Chambers 124 Shenton Street Menzies on Monday 14 October 2024 commencing at 11.00 AM.

## SPECIAL BUSINESS

To consider and resolve matters relating to the Chief Executive Officer's Contract of Employment.

A handwritten signature in black ink, appearing to read "G. Teede".

Glenda Teede  
Chief Executive Officer

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Menzies for any act, omission or statement or intimation occurring during Council / Committee meetings or during formal / informal conversations with staff. The Shire of Menzies disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council / Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation of approval made by a member or officer of the Shire of Menzies during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Menzies. The Shire of Menzies warns that anyone who has an application lodged with the Shire of Menzies must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Menzies in respect of the application.

## **DECLARATIONS OF INTEREST**

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to a Proximity or Financial interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

## **Councillor Meeting Information**

### **Shire of Menzies Council Meetings**

Council Members are bound by legislation to act with integrity and make decisions for the whole of the Shire.

#### **Attending meetings**

Council Members have a duty to attend all the Council Meetings to ensure that electors are adequately represented. In recognition of this, under the *Local Government Act 1995* a Council Member who is absent from three consecutive meetings of the Council without leave being granted by the Council, is automatically disqualified. If a member wishes to be absent for more than six consecutive ordinary meetings, Ministerial approval is necessary as well as the Council approval.

It should be noted that applications for leave of absence are usually supported but must be approved by the Council before, or at, the meeting(s) the Council Member is to be absent from. Leave of absence cannot be approved retrospectively.

#### **Voting at meetings**

If a Council Member is present at a Council Meeting, he or she is required by law to vote on all matters before that meeting unless he or she has a financial interest in the matter. Agendas are delivered to the Council Members within the required timeframes of the Local Government Act 1995, being a minimum of seventy-two (72) hours prior to the advertised commencement of the meeting. While late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Council Members are required to give due consideration to all matters contained in the agenda. Without adequate time for reading the agenda, it is extremely difficult for the Council Members to make effective assessments of issues and provide constructive input to the Council debate and decision making. It is recommended that further information be requested if there is insufficient material available to make an informed decision.

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## **1 DECLARATION OF OPENING**

The Presiding Member declared the meeting open at \_\_\_\_\_am.

## **2 ANNOUNCEMENT OF VISITORS**

## **3 RECORD OF ATTENDANCE**

Councillors:       Cr P Warner, Shire President  
                          Cr S Sudhir, Deputy Shire President  
                          Cr G Dwyer  
                          Cr J Dwyer  
                          Cr A Tucker  
                          Cr I Baird  
                          Cr K Tucker

Staff:                Ms G Teede, Chief Executive Officer  
                          Ms K Van Kuyl, Chief Financial Officer (Minutes)

## **4 PUBLIC QUESTION TIME (RELATING TO SPECIAL BUSINESS ONLY)**

## **5 APPLICATION BY MEMBERS**

## **6 DISCLOSURES OF INTEREST**

## **7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

Item 9.1.1 Matters relating to the Chief Executive Officer's Contract of Employment

## **8 PETITIONS/DEPUTATIONS/PRESENTATIONS**

# 9 REPORTS OF OFFICERS

9.1.1 Matters relating to the Chief Executive Officer’s Contract of Employment

## BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Item 9.1.1

This item is confidential in accordance with Section 5.23(2) (a) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

A matter affecting an employee or employees.

### OFFICER RECOMMENDATION:

That in accordance with Section 5.23(2) of the Local Government Act 1995 the meeting be closed to members of the public to consider Item 9.1.1 Matters relating to the Chief Executive Officer’s Contract of Employment

### COUNCIL DECISION:

|                           |  |
|---------------------------|--|
| Council Resolution Number |  |
|---------------------------|--|

|       |  |          |  |
|-------|--|----------|--|
| Moved |  | Seconded |  |
|-------|--|----------|--|

|         |  |
|---------|--|
| Carried |  |
|---------|--|

**MEETING OPENED TO THE PUBLIC:**

|                                  |  |
|----------------------------------|--|
| <b>Council Resolution Number</b> |  |
|----------------------------------|--|

|              |  |                 |  |
|--------------|--|-----------------|--|
| <b>Moved</b> |  | <b>Seconded</b> |  |
|--------------|--|-----------------|--|

That the meeting be opened to the Members of the Public.

|                |  |
|----------------|--|
| <b>Carried</b> |  |
|----------------|--|

**10 CLOSURE OF MEETING**

The Shire President, as Presiding Member declared the meeting closed at \_\_\_\_\_ am.