



# SHIRE OF MENZIES

# Agenda

## NOTICE OF MEETING

I respectfully bring to the attention of the Council Members that a Special Meeting of the Council will be held in the Council Chambers, 124 Shenton Street, Menzies, on Tuesday, 21 October 2025, commencing at 7PM. The meeting will address the following special business items: Election of Shire President, Election of Deputy Shire President, Allotment of Seating Provisions and Committee and Council Representative Appointments.

A handwritten signature in blue ink, appearing to read "Peter Bentley", is written over the printed name.

Peter Bentley  
Acting 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 that 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 licence, 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.

## DISCLOSURES 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*.

## RECORDING OF MEETINGS

- All Council Meetings are digitally recorded, for audio only, except for Confidential Agenda Items (in accordance with Section 5.23(2) of the Local Government Act 1995) during which time recording ceases.
- Following publication and distribution of the meeting minutes to Council Members the digital audio recording will be available on the Shire's website.

### **Defamation** – cl 14K Local Government (Administration) Regulations 1996

- (1) A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —
- (a) publicly broadcasting a meeting;
  - (b) making a recording of a meeting;
  - (c) making a recording of a meeting publicly available;
  - (d) retaining a recording of a meeting or a copy of a recording;
  - (e) providing a copy of a recording of a meeting to the Departmental CEO.

## **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 CEO, as the Presiding Officer, pursuant to Schedule 2.3 (3) of the Local Government Act 1995 declared the meeting open at \_\_\_\_pm.

## **2 ANNOUNCEMENT OF VISITORS**

## **3 RECORD OF ATTENDANCE**

Councillors:      Cr S Sudhir  
                         Cr I Baird  
                         Cr K Tucker  
                         Councillor-elect Jill Dwyer  
                         Councillor-elect Paul Warner  
                         Councillor-elect Susanne Wessely  
                         Councillor-elect Andrew Tucker

Staff:                Mr P Bentley, Acting Chief Executive Officer  
                         Ms K Van Kuyl, Chief Financial Officer  
                         Ms M Yulo-Uy, Executive Officer (Minutes)

## **4 SWEARING IN OF NEWLY ELECTED COUNCILLORS**

### **4.1 ELECTION OF SHIRE PRESIDENT**

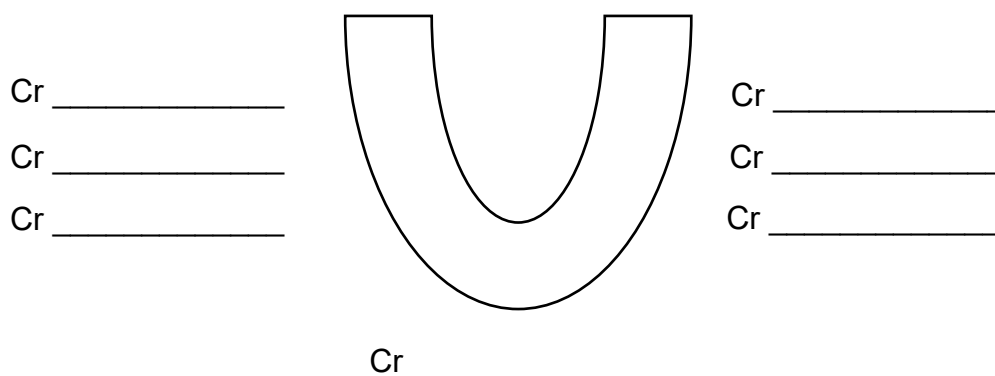
### **4.2 ELECTION OF DEPUTY SHIRE PRESIDENT**

### 4.3 ALLOTMENT OF SEATING PROVISIONS

In accordance with Clause 8.1(1) Part 8 of the Meeting Procedures Local Law 2021, at the first meeting held after each election day, the Council will, by consensus, determine a position at the Council table for each member.

#### OFFICER RECOMMENDATION:

That pursuant to Clause 8.1(1) Part 8 of the Meeting Procedures Local Law 2021, the seating positions of Councillors as set out in the following diagram be allotted such that Councillors are to occupy those positions until otherwise agreed by the Council.



#### COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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### 5 PUBLIC QUESTION TIME

### 6 APPROVED LEAVE OF ABSENCE

### 7 DISCLOSURES OF INTEREST

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

Nil

## **9 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## 10 REPORTS OF OFFICERS

### 10.1 Finance Reports - Nil

### 10.2 Administration Reports

10.2.1	Committee and Council Representative Appointments
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1558
DATE OF REPORT	18 October 2025
AUTHOR	Acting Chief Executive Officer, Peter Bentley
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Peter Bentley
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

#### SUMMARY:

To appoint Committee members and Council Representatives.

#### BACKGROUND:

Local government elections were held on 18 October 2025. Committee appointments must be renewed after an ordinary election.

#### COMMENT:

The following is a list of all council committees and their membership prior to the election:

#### **Audit, Risk and Improvement Committee (Section 7.1A [LGA])**

Purpose of the committee:

1. Provide guidance and assistance to the local government-
  - a. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
  - b. as to the development of a process to be used to select and appoint a person to be an auditor; and
2. May provide guidance and assistance to the local government as to-
  - a. matters to be audited; and
  - b. the scope of audits; and
  - c. its functions under Part 6 of the Act; and
  - d. the carrying out of its functions relating to other audits and other matters related to financial management; and



3. Is to review a report given to it by the CEO under Regulation 17(3) of the Local Government (Audit) Regulations 1996 (the CEO's report) and is to-
  - a. report to the Council the results of that review; and
  - b. give a copy of the CEO's report to the Council.

Members:

Cr P Warner, Cr S Sudhir and Cr A Tucker

**Tourism and Economic Development Advisory Committee  
(Section 5.9 (2)(a)[LGA])**

Purpose of the committee:

1. Advise the Council on the development of tourism in the Shire of Menzies.
2. Advise the Council on economic development/commercial enterprise opportunities for the Shire of Menzies.

Members:

Cr S Sudhir, Cr K Tucker and Cr A Tucker

**EXTERNAL COMMITTEES AND REPRESENTATION:**

**Northern Goldfields Working Group (NGWG)**

Purpose of the group:

To provide a collaborative and united approach to regional issues outside of the Goldfields Voluntary Regional Organisation of Councils' scope, with a focus on Northern Goldfields projects.

Council Representatives:

Cr P Warner and Chief Executive Officer

**Lake Ballard Association (Inc)**

Purpose of the Association:

Manage the exhibition of sculptures on Lake Ballard.

Council Representatives:

Cr S Sudhir and Community Development Manager

**Goldfields Voluntary Regional Organisation of Councils (GVROC)**

Purpose:

- Enhance service delivery and infrastructure for our collective and individual Communities.
- Achieve a sustainable, cost-effective model for sharing of resources.

Council Representatives:

Cr P Warner, Cr S Sudhir and Chief Executive Officer

## **Regional Road Group (RRG)**

### **Purpose:**

The RRGs make recommendations to the State Road Funds to Local Government Advisory Committee (SAC) regarding the Annual Local Government Roads Program for the Region and any other relevant issues.

### **Council Representatives:**

Cr A Tucker, Cr S Sudhir and Chief Executive Officer

## **Local Emergency Management Committee**

### **(Section 38 Emergency Management Act)**

### **Purpose of the committee:**

To oversee, plan and test the local emergency management arrangements.

### **Council Representatives:**

Cr P Warner, Cr S Sudhir, Chief Executive Officer and Works Manager

## **CONSULTATION:**

None needed

## **STATUTORY AUTHORITY:**

### *Local Government Act 1995:*

Sections 5.8 to 5.18 (Subdivision 2) relates to the establishment of committees and their meetings.

Section 7.1A refers to the creation of an audit committee and appointment of members.

### *Local Government (Administration) Regulations 1996:*

Regulations 31 and 32 relate to expenses which shall be reimbursed and expenses which may be reimbursed for council members.

## **POLICY IMPLICATIONS:**

No council policy specifically relates to committees. However, Policy 1.1.1 Model Code of Conduct refers to committee members.

## **FINANCIAL IMPLICATIONS:**

Budget provision is made annually for expenses that may be reimbursed in accordance with Regulations.

## RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to appoint members to the audit committee as required by legislation may result in non-compliance with the Act.	Low	Ensure that the appointment process for the audit committee is conducted in compliance with relevant regulatory requirements.
Failure to ensure the Council is properly represented on regional committees may result in the council's interests being overlooked, affecting regional collaboration and the ability to influence decisions.	Medium	To ensure that council members are actively engaged and that the council's representation is maintained across all critical regional committees.

## STRATEGIC IMPLICATIONS:

The Shire of Menzies Council Plan 2025-2035 outlines the following Outcome and Strategies:

7. A strategically focused Council, leading our community.

7.1 Provide strategic leadership and governance.

7.2 Effectively represent, promote and advocate for the community and district.

Accordingly, the officer's recommendation aligns with the Shire of Menzies Council Plan.

## VOTING REQUIREMENTS:

Simple Majority for external appointments  
Absolute Majority for Committee appointments

## OFFICER RECOMMENDATION:

### Recommendation 1:

That Cr \_\_\_\_\_, Cr \_\_\_\_\_, and Cr \_\_\_\_\_ be appointed as members of the Audit, Risk and Improvement Committee.

(Absolute majority)

**Recommendation 2:**

That Cr\_\_\_\_\_, Cr\_\_\_\_\_, and Cr\_\_\_\_\_ be appointed as members of the Tourism and Economic Development Advisory Committee.

(Absolute majority)

**Recommendation 3:**

That Cr\_\_\_\_\_ and the Chief Executive Officer be the Council Representatives on the Northern Goldfields Working Group (NGWG).

(Simple majority)

**Recommendation 4:**

That Cr\_\_\_\_\_ and the Community Development Manager be the Council Representatives on the Lake Ballard Association (Inc).

(Simple majority)

**Recommendation 5:**

That Cr\_\_\_\_\_, Cr\_\_\_\_\_ and the Chief Executive Officer be the Council Representatives on the Goldfields Voluntary Regional Organisation of Councils (GVROC).

(Simple majority)

**Recommendation 6:**

That Cr\_\_\_\_\_ (Voting Member), Cr\_\_\_\_\_ (Deputy), and the Chief Executive Officer be the Council Representatives on the Regional Road Group (RRG).

(Simple majority)

**Recommendation 7:**

That Cr\_\_\_\_\_, Cr\_\_\_\_\_, the Chief Executive Officer and the Works Manager be the Council Representatives on the Local Emergency Management Committee (LEMC).

(Simple majority)

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	
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<b>Moved</b>		<b>Seconded</b>	
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<b>Carried</b>	
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## **11 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS**

Nil

## **12 CLOSURE OF MEETING**

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