



AGENDA

Annual General Meeting of Electors

7.00pm, Wednesday 4 May 2022

Muchea Hall, Archibald Street, Muchea



RECORDING OF THE ANNUAL GENERAL MEETING OF ELECTORS

Objective

- To ensure that there is a process in place to outline access to the recorded proceedings of the Annual General Meeting of Electors.
- To emphasise that the reason for recording the Annual General Meeting of Electors is to ensure the accuracy of the minutes and that any reproduction is for the sole purpose of Council business.

Statement

Recording of proceedings

1. Proceedings for the Annual General Meeting of Electors shall be recorded by the Shire on sound recording equipment.
2. No member of the public is to use any electronic, visual or vocal recording equipment device or instrument to record the proceedings of the Annual General Meeting of Electors meeting without the written permission of the Shire President.

Retention of recordings

3. Recordings pertaining to the Annual General Meeting of Electors shall be retained in accordance with the *State Records Act 2000* (General Disposal Authority for Local Government Records). The current requirements for the retention of recording of proceedings is 30 years.

Disclosure of policy

4. This policy should be printed within the agenda of the Annual General Meeting of Electors to advise the public that the proceedings of the meeting are to be recorded.

INFORMATION ON HOW THE ANNUAL ELECTORS MEETING IS CONDUCTED

Welcome to the Shire of Chittering's Annual Electors meeting for Wednesday, 4 May 2022. The purpose of the meeting is to receive the Shire's Annual Report and any other general business pertaining to Council business. In accordance with the *Local Government (Administration) Regulations 1996*, the Shire President is to preside at a general or special meeting of electors and is to determine the procedure to be followed.

- (1) All present are required to sign the attendance register at the entry to Muchea Hall, including name and address.
- (2) Speakers must be Electors of the Shire of Chittering.
- (3) The proceedings will be recorded for the purpose of production of the minutes and speakers are requested to use the microphone each time they speak.
- (4) No other audio or visual recording is to be undertaken without the permission of the Presiding Member.
- (5) The order of proceedings will firstly make reference to these rules by the Presiding Person, followed by Attendance, Apologies, Leave of Absence, Declaration of Interest, presentation of the Audited Financial Statements and Annual Report and General Business.
- (6) During General Business, questions or statements may only relate to matters that affect the local government and will be accepted at the discretion of the Presiding Member.
- (7) **Proposed motions are requested to be provided in writing to Administration by 4pm on Monday 2 May 2022. Forms are available from the Shire's website. "Motions from the Floor" will only be accepted at the discretion of the Presiding Person.**
- (8) Motions from Electors will be read aloud by the Presiding Person to ensure that everyone is clear about what they are voting on.
- (9) The Presiding Person will call for a mover and a seconder for a motion.
- (10) No motion or amendment is open to debate until it has been seconded. Only one amendment on any one motion shall be received at a time and such amendment shall be disposed of before any further amendment can be received; but any number of amendments may be proposed.
- (11) Upon a motion being proposed, the Presiding Person will call for speakers to address the Chair.
- (12) When addressing the meeting, a person is to:
 - (a) rise and wait for a Shire officer to give you a microphone;
 - (b) state your name for recording in the minutes;
 - (c) address the meeting through the person presiding;
 - (d) limit questions/statements to fact - not opinion or supposition.
- (13) The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate.
- (14) An elector may rise and move without discussion "That the question be now put", which, on being duly seconded and carried by a majority, will result in submission of the motion at once to the meeting, after the mover has replied.
- (15) The Presiding Person will then ask for a vote on the motion on the floor.
- (16) Each elector has one vote. An elector does not have to vote.

- (17) Voting is determined by show of hands.
- (18) A Simple Majority carries the vote.
- (19) The person presiding is to determine questions of order and procedure not stated above, but an elector may move a motion of dissent from a ruling of the person presiding, which if seconded, shall be put without discussion.
- (20) Minutes of this meeting will be available for inspection by members of the public as of 18 May 2022. Any motions arising from the meeting requiring action will be presented to the Ordinary Meeting of Council on 18 May 2022.

The decisions of this meeting are not binding on the Council, but as required by the *Local Government Act 1995*, the reasons for any Council decision of this meeting are to be recorded in the minutes of the Council meeting.

Questions from Electors in Writing

- Only Shire of Chittering electors may submit questions to the Shire in writing.
- Questions asked at the Annual General Meeting of Electors must relate to a matter within the remit of the Shire of Chittering.
- The Shire will accept a maximum of five (5) written questions per Shire of Chittering elector. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
- Written questions lodged by 9.00am on the day immediately prior to the scheduled Annual General Meeting of Electors will be responded to, where possible, at the Annual General Meeting of Electors. These questions, and their responses, will be distributed to elected members and made available to the public in written form at the meeting.
- The President shall decide to accept or reject any written question and the President's decision is final. Where there is any concern about a question being offensive, defamatory or the like, the President will make a determination in relation to the question.
- Questions determined as offensive, defamatory or the like will not be published.
- Written questions unable to be responded to at the Annual General Meeting of Electors will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting, or if that is not possible, the agenda for the following Council Meeting.
- An elector who submits written questions may also ask questions at the Annual General Meeting of Electors and questions asked verbally may be different to those submitted in writing.
- Questions and any response will be summarised and included in the minutes of the Annual General Meeting of Electors.
- Written questions should be sent via email to denaye.kerr@chittering.wa.gov.au.

During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.

Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.

Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.



Notice is hereby given that the **Annual Meeting of Electors** of the **Shire of Chittering** will be held on **Wednesday 4 May 2022** in the Muchea Hall, Archibald Street, Muchea commencing at **7.00pm**.

Matthew Gilfellow
CHIEF EXECUTIVE OFFICER

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ACKNOWLEDGEMENT OF COUNTRY

Good evening Councillors, staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

ITEM 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

ITEM 2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS

Attendance

Apologies

Approved leave of absence

ITEM 3. CONFIRMATION OF MINUTES

Annual General Meeting of Electors: 6 May 2021

OFFICER RECOMMENDATION

That the minutes of the Annual General Meeting of Electors held on Thursday 6 May 2021 be confirmed as a true and correct record of proceedings.

ITEM 4. REPORTS

AGM01 – 05/22 Annual Report for the Shire of Chittering

Applicant	Shire of Chittering
File ref	GOV.CM.2022
Prepared by	Executive Assistant
Supervised by	Chief Executive Officer
Voting requirements	Absolute Majority
Attachments	1. 2020-2021 Annual Report

Executive Summary

The 2020-2021 Annual Report for the Shire of Chittering is presented to the Annual Meeting of Electors.

Background

The *Local Government Act 1995* requires a local government to prepare an Annual Report each financial year and to hold an Annual Electors Meeting.

The Annual Electors Meeting is to be held on a day selected by the local government, but not more than 56 days after the report is accepted by the local government.

The annual audit was undertaken by the Office of the Auditor General and signed off by the Acting Deputy Auditor General, Mr Grant Robinson on 18 February 2022.

The draft Annual Report was considered at the same time as the Audited Financial Statements at the Ordinary Council Meeting held 16 March 2022 along with the 2020-2021 Annual Report which is inclusive of the concise audited financial report.

Consultation/Communication Implications

Local

Chief Executive Officer
Audit and Risk Committee

State

Moore Stephens

Legislative Implications

State

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations*
- *Local Government (Administration) Regulations*

Local

Nil

Policy Implications

State

Nil

Local

Nil

Financial Implications

Nil

Strategic Implications

State

Nil

Local

- Strategic Community Plan 2017-2027

Focus area: Strong leadership

Objective: S5.1 An engaged community

Strategy: S5.1.1 Encourage and promote community engagement

Site Inspection

Not applicable

Risk Assessment / Implications

There are no known risks to Electors receiving the Annual Report.

Officer Comment/Details

The Annual Report represents an accurate snapshot of the Shire's activities over the 12 month period from 1 July 2020 to 30 June 2021. In particular, the Annual Report also details progress made against the projects and actions as listed in the four year *Corporate Business Plan 2017-2021*. The financials have been assessed and meet the approval of the Shire's external auditors.

OFFICER RECOMMENDATION

That the 2020-2021 Annual Report be presented to the electors of the Shire of Chittering.

ITEM 5. GENERAL BUSINESS

ITEM 6. CLOSURE