

AGENDA FOR ANNUAL GENERAL MEETING OF ELECTORS

WEDNESDAY 13 MARCH 2019

Muchea Hall
48 Archibald Street
Muchea

Commencement: 7.00pm



Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the *Local Government Act 1995* (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

RECORDING OF THE ANNUAL ELECTORS MEETING

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.



Notice is hereby given that the **Annual General Meeting of Electors** of the **Shire of Chittering** will be held on **Wednesday 13 March 2019** in the Muchea Hall, 48 Archibald Street, Muchea commencing at **7.00pm**.

NEIL HARTLEY
Acting Chief Executive Officer

TABLE OF CONTENTS

| | | |
|-----------|--|----------|
| 1. | DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS | 1 |
| 2. | RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE | 1 |
| | 2.1 Attendance | 1 |
| | 2.2 Apologies | 1 |
| | 2.3 Approved leave of absence | 1 |
| 3. | REPORTS..... | 2 |
| | 3.1 2017-2018 Annual Report for the Shire of Chittering* | 2 |
| 4. | GENERAL BUSINESS..... | 4 |
| 5. | CLOSURE | 4 |

* indicates separate attachments

INFORMATION ON HOW THE ANNUAL ELECTORS MEETING IS CONDUCTED

Welcome to the Shire of Chittering's Annual Electors meeting for 13 March 2019. 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 taped for the purpose of production of the minutes and speakers are requested to use the microphone(s) 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 12noon on Friday, 8 March 2019. Forms are available from Executive Support and 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 22 March 2019. Any motions arising from the meeting requiring action will be presented to the Ordinary meeting of Council on 20 March 2019.

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.

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open.

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

2.1 Attendance

The following Elected Members will be in attendance:

| | |
|--------------------|------------------------------|
| Cr Gordon Houston | President (Presiding Member) |
| Cr Peter Osborn | Deputy President |
| Cr Aaron King | |
| Cr George Tilbury | |
| Cr Carmel Ross | |
| Cr Mary Angus | |
| Cr Don Gibson | |
| Quorum – 4 members | |

The following Shire staff will be in attendance:

| | |
|-----------------|--|
| Neil Hartley | Chief Executive Officer |
| Peter Stuart | Executive Manager Development Services |
| Jim Garrett | Executive Manager Technical Services |
| Natasha Mossman | Executive Support Officer (Minute Secretary) |

2.2 Apologies

| | |
|---------------|--------------------------------------|
| Rhona Hawkins | Executive Manager Corporate Services |
|---------------|--------------------------------------|

2.3 Approved leave of absence

Nil

3. REPORTS

Declarations of Interest by Elected Members, including the nature and extent of the interest, Declaration of Interest forms are to be completed and handed to the Chief Executive Officer.

3.1 2017-2018 Annual Report for the Shire of Chittering*

| | |
|------------------------|---|
| Report date | 13 March 2019 |
| Applicant | Shire of Chittering |
| File ref | 04/02/3 |
| Prepared by | Acting Executive Support Officer |
| Supervised by | Chief Executive Officer |
| Disclosure of interest | Nil |
| Voting requirements | Absolute Majority |
| Documents tabled | Nil |
| Attachments | 1. Shire of Chittering 2017-2018 Annual Report, Financial Statements and Audit Report |

Executive Summary

The 2017-2018 Report and Financial Statements for the Shire of Chittering is presented to the Annual General 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 General Meeting of Electors.

The Annual General Meeting of Electors 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 on 15 to 17 October 2018 by Mr Wen Shien Chai from Moore Stephens (WA) Pty Ltd. The audit report was signed off by the Shire's auditor Mr Wen Shien Chai on 19 December 2018.

Mr Wen Shien Chai discussed queries relating to the 2017-2018 Annual Report and financial statements with the Audit Committee via teleconference at the Audit Committee Meeting held on 29 January 2019.

The draft Annual Report was considered at the same time as the Audited Financial Statements at a Special Council Meeting on 29 January 2019 meeting (Resolution 010119) along with the 2017-2018 Annual Report which is including of the concise audited financial report.

Consultation/Communication Implications

Local

Chief Executive Officer
President
Audit Committee

State

Nil

Legislative Implications

State

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

Local

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

The Annual Report represents an accurate snapshot of the Shire's activities over the 12 month period from 1 July 2017 to 30 June 2018. 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.

3.1 OFFICER RECOMMENDATION

That the 2017-2018 Annual Report be presented to the electors of the Shire of Chittering.

4. GENERAL BUSINESS

5. CLOSURE

The Presiding Member to declare the meeting closed.



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