

# AGENDA

## **Annual General Meeting of Electors**

**7.00pm, Wednesday 4 February 2026**

**Bindoon Hall, Great Northern Highway, Bindoon**

## RECORDING OF THE ANNUAL GENERAL MEETING OF ELECTORS

### OBJECTIVE

- 1) To ensure that there is a process in place to outline access to the recorded proceedings of Council including Elected Member voting on Council Resolutions.
- 2) To emphasise that the reason for the recording of Council Meetings and Elected Member voting is to ensure the accuracy of Council Minutes and transparency on how elected members are voting to represent the community's interest and that any reproduction is for the sole purpose of Council business.

### STATEMENT

#### Recording of Proceedings

- 3) Proceedings for meetings of Council, Electors, and Public Question Time during Council meetings shall be recorded by the Shire on sound recording equipment, except in the case of meetings of the Council where the Council closes the meeting to the public.
- 4) Notwithstanding clause 1, proceedings of a meeting of the Council which is closed to the public shall be recorded where the Council resolves to do so.
- 5) No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without approval as per ***Shire of Chittering Standing Orders Local Law 2023***.
- 6) A table of Elected Member Voting to be published following every Ordinary or Special Council Meeting in the Northern Valley News and on the Shire website and Facebook page.

#### Access to Recordings

- 7) The record of proceedings from the Agenda Forum is to be circulated to Council before the issuance of the Ordinary Council Meeting Agenda to the public.
- 8) The record of proceedings of Council and Electors meetings is to be loaded on to the Shire's website once the minutes have been made available.

#### Retention of Recordings

- 9) Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the ***State Records Act 2000***.

#### Disclosure of Policy

- 10) An excerpt of this Policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors meetings to advise the public that the proceedings of the meeting are recorded.
- 11) Signage and a verbal notice via the Presiding Member shall be provided to ensure that attendees to Council meetings are aware of the recording practice of Council.

## INFORMATION ON HOW THE ANNUAL ELECTORS MEETING IS CONDUCTED

Welcome to the Shire of Chittering's Annual Electors meeting for **Wednesday, 4 February 2026**. 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 Bindoon 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 Friday, 30 January 2026. 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 no later than **6 March 2026**. Any motions arising from the meeting requiring action will be presented to the Ordinary Meeting of Council on **18 March 2026**.

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**

- 21) Only Shire of Chittering electors may submit questions to the Shire in writing.
- 22) Questions asked at the Annual General Meeting of Electors must relate to a matter within the remit of the Shire of Chittering.
- 23) 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.
- 24) Written questions lodged by 9am 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.
- 25) 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.
- 26) Questions determined as offensive, defamatory or the like will not be published.
- 27) 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.

- 28) 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.
- 29) Questions and any response will be summarised and included in the minutes of the Annual General Meeting of Electors.
- 30) Written questions should be sent via email to [chatter@chittering.wa.gov.au](mailto:chatter@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 February 2026** in the **Bindoon Hall**, Great Northern Highway, Bindoon commencing at **7pm**.

Leo Pudhota  
ACTING CHIEF EXECUTIVE OFFICER

---

## TABLE OF CONTENTS

ITEM 1. ACKNOWLEDGEMENT OF COUNTRY .....	1
ITEM 2. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS.....	1
ITEM 3. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS....	1
Attendance.....	1
Apologies .....	1
Approved leave of absence .....	1
ITEM 4. CONFIRMATION OF MINUTES .....	2
Annual General Meeting of Electors: 5 February 2025.....	2
ITEM 5. REPORTS .....	2
ITEM 6. GENERAL BUSINESS.....	6
ITEM 7. CLOSURE .....	6

**ITEM 1. ACKNOWLEDGEMENT OF COUNTRY**

*Good evening ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. 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 2. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS****ITEM 3. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS****Attendance**

The following members will be in attendance:

Cr Mark Campbell	President
Cr David Dewar	Deputy President
Cr Mary Angus	
Cr John Curtis	
Cr Beck Foulkes-Taylor	
Cr Nicholas Grayer	
Cr Kylie Hughes	

The following staff will be in attendance:

Melinda Prinsloo	Chief Executive Officer
Scott Clayton	Deputy Chief Executive Officer
Leo Pudhota	Executive Manager Technical Services
Jake Whistler	Executive Manager Development Services
Denaye Kerr	Executive Assistant

**Apologies**

Nil

**Approved leave of absence**

Nil

## ITEM 4. CONFIRMATION OF MINUTES

### Annual General Meeting of Electors: 5 February 2025

#### OFFICER RECOMMENDATION

That the minutes of the Annual General Meeting of Electors held on Wednesday, 5 February 2025, as published on the Shire website, be confirmed as a true and correct record of proceedings.

## ITEM 5. REPORTS



**AGM01 – 02/26****Annual Report for the Shire of Chittering**

<b>Applicant:</b>	Shire of Chittering
<b>File Ref:</b>	SOCR-1845402348-41338
<b>Prepared by:</b>	Manager of Governance and Corporate Performance
<b>Supervised by:</b>	Chief Executive Officer
<b>Voting requirements:</b>	Absolute Majority
<b>Attachments:</b>	1. 2024/25 Annual Report

**Executive Summary**

The 2024/25 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 for each financial year and to hold an Annual Electors Meeting. The meeting must be held within 56 days of the Annual Report being accepted by Council.

The Shire's annual audit was conducted by the Office of the Auditor General, with the audited financial statements signed off by the Senior Director Financial Audit, Tim Sanya, on 8 December 2025.

The Audit, Risk and Improvement Committee considered the Annual Report at its meeting held on 9 December 2025, prior to the report being presented to Council. The Annual Report, together with the audited financial statements, was subsequently presented to Council at the Ordinary Council Meeting on 12 December 2025.

The 2024/25 Annual Report includes a concise audited financial report as part of its comprehensive review of the Shire's performance for the financial year.

The Shire is committed to continually improving the quality of its reporting. This commitment has seen the Annual Report evolve from a purely statutory document into an integrated reporting, communication and engagement tool. This approach supports the transparent sharing of financial and operational information with both internal and external stakeholders.

Building on improvements made over recent years, the Shire undertook benchmarking for the third consecutive year with award-winning local governments to further strengthen transparency and the quality of performance reporting. This ongoing benchmarking process informed continued refinements to the Annual Report's structure, content and presentation.

The report is guided by the criteria of the Australasian Reporting Awards (ARA), which promote best-practice standards in financial and performance reporting.

In 2022/23, the Shire received a Silver Award at the Australasian Reporting Awards. Building on feedback received through the ARA adjudication process, the Shire implemented further improvements in structure, content and presentation for the 2023/24 Annual Report.

As a result, the Shire's 2023/24 Annual Report was awarded a Gold Award, representing the highest level of recognition and making the Shire of Chittering the smallest local government to achieve this status. This

achievement reflects the Shire's ongoing commitment to transparency, accountability and high-quality governance.

The Annual Report is the primary mechanism for reporting on progress against the Shire's Strategic Community Plan and provides a comprehensive overview of achievements delivered through the Corporate Business Plan and Annual Operational Plan during the 2024/25 financial year.

### Consultation/Communication Implications

#### Local

- Chief Executive Officer
- Audit, Risk and Improvement Committee
- Executive Management Team
- Key staff across all service areas
- An integrated consultation approach was undertaken to ensure all services delivered during the 2024/25 financial year, and their associated performance, were accurately captured.

#### State

- Nil

### Legislative Implications

#### State

- Local Government Act 1995, Section 5.54(2)  
(2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.'*
- Local Government Act 1995, Section 5.55  
*That Council give local public notice of the availability of the Annual Report once adopted by Council.*
- Local Government Act 1995, Section 5.27  
**Electors' general meetings**
  - (1) *A general meeting of the electors of a district is to be held once every financial year.*
  - (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
  - (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*
- Local Government Act 1995 Section 5.29  
**Convening electors' meetings**
  - (1) *The CEO is to convene an electors' meeting by giving—*
    - (a) *at least 14 days' local public notice; and*
    - (b) *each council member at least 14 days' notice of the date, time, place and purpose of the meeting.*

#### Local

Nil

**Policy Implications**State

Nil

Local

Nil

**Financial Implications**

Nil

**Strategic Implications**State

Nil

Local

- Strategic Community Plan 2024-2034  
Theme: Administration and Governance  
Aspiration: Council Accountability and transparency

**Site Inspection**

Site inspection undertaken: Not applicable

**Environmental Consideration**

Environment consideration given: Not applicable

**Risk Assessment / Implications**

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
<b>Risk Category:</b> Compliance	Likely	Moderate	High	Presentation of the Annual Report to the electors within the statutory 56-day timeframe mitigates this risk and ensures legislative compliance.
<b>Opportunity:</b> Nil				

**Officer Comment/Details**

The Annual Report provides an accurate and comprehensive overview of the Shire's activities for the period 1 July 2024 to 30 June 2025. It outlines progress against strategic objectives, key projects and service delivery outcomes, supported by audited financial statements approved by the Shire's external auditors.

**OFFICER RECOMMENDATION**

**That the 2024/25 Annual Report be presented to the electors of the Shire of Chittering.**

**ITEM 6. GENERAL BUSINESS**

**ITEM 7. CLOSURE**