



AGENDA

Annual General Meeting of Electors

7.00pm, Wednesday 5 February 2025

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, 5 February 2025**. 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, 31 January 2025. 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 **7 March 2025**. Any motions arising from the meeting requiring action will be presented to the Ordinary Meeting of Council on **19 March 2025**.

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.

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, 5 February 2025** in the **Bindoon Hall**, Great Northern Highway, Bindoon commencing at **7pm**.

Melinda Prinsloo
CHIEF EXECUTIVE OFFICER

CONTENTS

ITEM 1. ACKNOWLEDGEMENT OF COUNTRY	7
ITEM 2. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS.....	7
ITEM 3. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS....	7
Attendance	7
Apologies.....	7
Approved leave of absence	7
ITEM 4. CONFIRMATION OF MINUTES	8
Annual General Meeting of Electors: 7 February 2024.....	8
ITEM 5. REPORTS	8
ITEM 6. GENERAL BUSINESS.....	12
ITEM 7. CLOSURE	12

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

Apologies

Approved leave of absence

ITEM 4. CONFIRMATION OF MINUTES

Annual General Meeting of Electors: 7 February 2024

OFFICER RECOMMENDATION

That the minutes of the Annual General Meeting of Electors held on Wednesday, 7 February 2024, as published on the Shire website, be confirmed as a true and correct record of proceedings.

ITEM 5. REPORTS

AGM01 - 02/25	Annual Report for the Shire of Chittering
Applicant:	Shire of Chittering
File Ref:	SOCR-1845402348-41338
Prepared by:	Manager of Governance and Corporate Performance
Supervised by:	Chief Executive Officer
Voting requirements:	Absolute Majority
Attachments:	1. 2023/24 Annual Report

Executive Summary

The 2023/24 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 scheduled by the local government within 56 days of the report's acceptance.

The annual audit for the Shire was conducted by the Office of the Auditor General and signed off by the Senior Director Financial Audit, Tim Sanya, on 11 December 2024. The draft Annual Report, together with the Audited Financial Statements, was presented at the Ordinary Council Meeting held on the same date. The 2023/24 Annual Report includes a concise audited financial report as part of its comprehensive review.

The Shire is committed to continually improving the quality of its reporting. This commitment has led to a significant evolution of the annual report, transforming it from a purely statutory document into a vital marketing, reporting, and communication tool. This enhanced approach enables the Shire to share financial and business information with external and internal stakeholders in a manner that is open, honest and transparent.

To achieve this, the Shire undertook extensive benchmarking with other award-winning local governments and developed a new annual report template. The design and content of this template were guided by the rigorous criteria of the Australasian Reporting Awards (ARA), which aim to elevate the standards of financial and business reporting globally. By aligning our reporting practices with the ARA framework, the Shire has positioned itself to benchmark its performance against world-class standards.

We are proud to share that the Shire's 2022/23 Annual Report was entered into the Australasian Reporting Awards and received a prestigious Silver Award. This achievement reflects the dedication of the Shire to high-quality reporting and underscores its commitment to transparency and accountability in serving the community.

The Annual Report is the primary mechanism for reporting on achievements against the Shire's strategic objectives as outlined in the Shire's Strategic Community Plan. It also details the progress and outcomes of the 2023/24 commitments articulated in the Corporate Business Plan and Annual Operational Plan.

Consultation/Communication Implications

Local

- Chief Executive Officer
- Audit and Risk Committee
- Additionally, an extensive consultation process was conducted with the Executive Management Team and various key staff members. The integrated approach was to ensure that all services delivered during 2023/24 and its relevant performance are captured within the report.

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 ImplicationsState

Nil

Local

- Strategic Community Plan 2024-2034
 Theme: Administration and Governance
 Aspiration: Council Accountability and transparency
 Strategy: Strategy 5.3 – Community Engagement and Participation

Site Inspection

Site inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Risk Category: Compliance	Likely	Moderate	High	By bringing this to the electors within the 56-day timeframe from Council approval this risk is being mitigated and compliance will be met.
Opportunity: Nil				

Officer Comment/Details

The Annual Report provides an accurate overview of the Shire's activities over the 12-month period from 1 July 2023 to 30 June 2024. It highlights the progress achieved on projects and actions outlined in the Shire's *Corporate Business Plan and Strategic Community Plan*. The financial statements included in the report have been thoroughly reviewed and approved by the Shire's external auditors.

OFFICER RECOMMENDATION

That the 2023 – 2024 Annual Report be presented to the electors of the Shire of Chittering.

ITEM 6. GENERAL BUSINESS

ITEM 7. CLOSURE