



# AGENDA

## **Annual General Meeting of Electors**

**7.00pm, Thursday 6 May 2021**

**Chinkabee Complex, 6166 Great Northern Hwy, Bindoon**

**IMPORTANT INFORMATION**  
**ATTENDANCE AT MEETING DURING COVID-19 PANDEMIC**

Following advice from the State Government and the Department of Health WA in relation to COVID-19 (Coronavirus) pandemic, public attendance at the Shire of Chittering meetings has been restricted.

To maintain the required physical distancing between people during this time, the maximum public attendance at Chinkabee Complex has been capped at 100 people (40 in the Council Chambers). Any members of the public wishing to attend the meeting above this limit will unfortunately not be able to attend.

To manage expectations, members of the public wishing to attend the meeting can register their own interest from 9.00am to 3.00pm on the day of the meeting by emailing [denaye.kerr@chittering.wa.gov.au](mailto:denaye.kerr@chittering.wa.gov.au) or contacting the Shire on 9576 4606. Registration priority will be given on a first come first serve basis for members of the public wishing to ask questions and/or make a public statement.

Members of the public can only register themselves and cannot submit a request on behalf of others.

Any member of the public attending the meeting in person without registration will not be given access unless there is space available. However the audio of proceedings of the meeting will be made available after the meeting.

To ensure capacity is not compromised, entry to the premises will be restricted following 30 minutes past the scheduled start time of the meeting. Members of the public approved to attend are therefore encouraged to arrive at the meeting well before the scheduled start time of the meeting.

For your health and safety, members of the public are reminded to:

- follow the direction of the Presiding Members and Shire employees when attending meetings
- maintain 1.5 metre separation between themselves and other members of the public while attending meetings
- use the hand sanitiser that is provided by the Shire at the venue
- not attend meetings should they feel unwell or if they have been in contact with a known COVID-19 case, or been overseas in the previous two weeks.

From 5 December 2020, members of the public are requested to scan the Shire's SafeWA QR Code on entry to the Chinkabee Complex or register their details with the Shire.

Members of the public are therefore requested to download the SafeWA app from the Apple App Store or the Google Play Store.

Further information can be provided by contacting the Executive Assistant on 9576 4606.

## **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.

## INFORMATION ON HOW THE ANNUAL ELECTORS MEETING IS CONDUCTED

Welcome to the Shire of Chittering's Annual Electors meeting for Thursday, 6 May 2021. 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 Chinkabee Complex, 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 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 Wednesday 5 May 2021. 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 14 May 2021. Any motions arising from the meeting requiring action will be presented to the Ordinary Meeting of Council on 19 May 2021.

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](mailto: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 **Thursday 6 May 2021** in the Chinkabee Complex, 6166 Great Northern Highway, Bindoon commencing at **7.00pm**.

**Matthew Gilfellon**  
**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 February 2020**

#### **OFFICER RECOMMENDATION**

That the minutes of the Annual General Meeting of Electors held on Thursday 6 February 2020 be confirmed as a true and correct record of proceedings.

## **ITEM 4. REPORTS**

AGM01 – 05/21

## Annual Report for the Shire of Chittering

<b>Applicant</b>	Shire of Chittering
<b>File ref</b>	GOV.CM.2021
<b>Prepared by</b>	Executive Assistant
<b>Supervised by</b>	Chief Executive Officer
<b>Voting requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	1. 2019-2020 Annual Report

### Executive Summary

The 2019-2020 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 Shire's auditor Ms Renuka Venkatraman on 23 March 2021.

The draft Annual Report was considered at the same time as the Audited Financial Statements at the Ordinary Council Meeting held 21 April 2021 along with the 2019-2020 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

**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 2019 to 30 June 2020. 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 2019-2020 Annual Report be presented to the electors of the Shire of Chittering.**

**ITEM 5. GENERAL BUSINESS**

**ITEM 6. CLOSURE**