



**Shire of Derby /
West Kimberley**

NOTICE OF ANNUAL GENERAL MEETING OF ELECTORS

Dear Elected Member,

The Annual General Meeting of Electors for the Shire of Derby/West Kimberley is to be held on:

Tuesday, 4 February 2020

at

Council Chambers, 30 Clarendon Street, Derby

Commencing at

5:30 PM

Amanda O'Halloran
CHIEF EXECUTIVE OFFICER

AGENDA

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Our Guiding Values

Respectful

By being helpful, friendly and supportive

Integrity

Through honesty, accountability and ethical behaviour

Leadership

By the Shire at the local and regional level and through encouragement of community leaders

Knowledgeable

By being well informed and accurate in what we do

Building Good Relationships

By being communicative, responsive and inclusive

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Derby/West Kimberley (Shire) for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any Elected Member or officer of the Shire during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire.

The Shire warns that anyone who has any application lodged with the Shire must obtain and should only rely on written confirmation of the outcome of the application and any conditions attaching to the decision made by the Shire in respect of the application.

Annual General Meeting of Electors Procedures

Prepare Annual Report

The *Local Government Act 1995* requires that the local government is to prepare an Annual Report (section 5.53), accept the Annual Report (section 5.54), advertise its availability to the public (section 5.55) and hold an Annual General Meeting of Electors within 56 days of accepting the Annual Report (section 5.27).

Matters for Discussion at the Annual General Meeting of Electors

In accordance with section 5.27(3) of the *Local Government Act 1995* and regulation 15 of the *Local Government (Administration) Regulations 1996* – the matters to be discussed at the Annual General Meeting of Electors are firstly the contents of the Annual Report for the previous financial year and then any other General Business.

Shire President to Preside at the Annual General Meeting of Electors

Section 5.30 of the *Local Government Act 1995* stipulates that the Shire President (or if not available the Deputy Shire President) is to preside at the Electors Meeting.

Voting at the Annual General Meeting of Electors

Regulation 17 of the *Local Government (Administration) Regulations 1996*, outlines the voting provisions at an Electors Meeting, being:

- Each Elector at the meeting is entitled to one vote on each matter to be decided, but does not have to vote;
- All decisions are to be made by a "Simple Majority" vote; and
- Voting is to be conducted so that no voter's vote is secret.

Procedure at the Annual General Meeting of Electors

Regulation 18 of the *Local Government (Administration) Regulations 1996*, states that the procedure at an Annual General Meeting of Electors is to be determined by the person presiding (Shire President or Deputy Shire President) at the meeting.

Decisions made at an Annual General Meeting of Electors

In accordance with section 5.33 of the *Local Government Act 1995* all decisions made at an Annual General Meeting of Electors Meeting are to be considered at the next Ordinary Meeting of Council or, if that is not practicable –

- At the first Ordinary Meeting of Council after that meeting; or
- At a Special Meeting called for that purpose.

If at a Meeting of the Council a local government makes a decision in response to a decision made at an Annual General Meeting of Electors Meeting, the reasons for the decision are to be recorded in the minutes of the Council Meeting.

Definition of Elector

An elector is defined under the *Local Government Act 1995* as a person who is eligible to vote in an election of the Shire of Derby/West Kimberley.

Speaking at Annual General Meeting of Electors Meeting and Manner of Conduct

- Speakers must be Electors of the Shire of Derby/West Kimberley;
- When addressing the meeting, all speakers are asked to clearly give their name and address each time they speak for minute taking purposes;
- No persons are to use offensive or objectionable expressions in reference to any Member, Employee of Council, or any other Person;
- All Elected Members, the Chief Executive Officer and Directors attend this Meeting to observe the proceedings and hear comments from Electors. All questions and comments should be directed to the Shire President who may invite a response from the Chief Executive Officer, Presiding Members of Committees, Directors or Elected Members.

SHIRE OF DERBY/WEST KIMBERLEY

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ANNUAL GENERAL MEETING OF ELECTORS

AGENDA

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened atpm by the Shire President

2.0 RECORD OF ATTENDANCE

ELECTED MEMBERS:

STAFF:

GALLERY:

APOLOGIES:

ON LEAVE OF ABSENCE:

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 ANNUAL GENERAL MEETING OF ELECTORS HELD 30 MAY 2019

OFFICER RECOMMENDATION:

That the Minutes of the Annual General Meeting of Electors of the Shire of Derby/West Kimberley held at Council Chambers, Derby on 30 May 2019 be confirmed.

4.0 PRESENTATION OF THE 2018/2019 ANNUAL REPORT

The 2018/2019 Annual Report is provided under separate cover.

OFFICER RECOMMENDATION:

That the Annual Report for the period 1 July 2018 to 30 June 2019 as presented, be received.

5.0 PROGRESS REPORT FOR THE 2019/2020 YEAR

The Chief Executive Officer will give a presentation on progress of Shire activities for the 2019/2020 year.

OFFICER RECOMMENDATION:

That the Progress Report for the 2019/2020 year be received.

6.0 GENERAL BUSINESS

7.0 CLOSURE OF MEETING

Closure of meeting.

These Minutes were confirmed at a meeting on

.....

Signed:

Presiding Person at the meeting at which these Minutes were confirmed.

Date: