



# Annual General Meeting of Electors' 2024

## Agenda

### NOTICE OF MEETING

The Annual General Meeting of Electors' will be held at the Dalyellup Community Centre on Wednesday, 6 March 2024 commencing at 6:00pm.

The purpose of this meeting is to discuss the contents of the Shire of Capel 2022/2023 Annual Report, to report back on motions from the 2023 Annual meeting, and any other general business of the electors of the district.



**Gordon MacMile**  
**Chief Executive Officer**

# Acknowledgement of Country



We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

## Our Vision

*A Lifestyle of Choice; Connecting Community, Culture and Country.*

## Our Values



**H** **Honesty**

We are truthful, trustworthy and genuine in all that we say and do.



**E** **Empathy**

We are kind and show understanding of peoples circumstances, perspectives and differences.



**A** **Accountability**

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



**R** **Respect**

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



**T** **Teamwork**

We are cooperative, collaborative and united while working towards common goals of our Shire.

## **INFORMATION ON ANNUAL GENERAL MEETING OF ELECTORS'**

### **Agendas**

The agenda for the Annual General Meeting of Electors' will be available in PDF format on the Shire's website at [www.capel.wa.gov.au](http://www.capel.wa.gov.au). A copy of the agenda can be viewed at the front counter of the Shire Administration building on request and electronically at the Shire's Public Libraries.

### **Minutes**

Minutes of the Annual General Meeting of Electors' will be made available on the Shire's website within ten days of the meeting being held. Hard copy versions of Minutes will also be available at the front counter at the Shire Administration building and for perusal online in the Shire's Public Libraries.

### **Attendance and Voting at the Annual General Meeting of Electors'**

Electors: Persons enrolled to vote within the district or being ratepayers of the Shire of Capel may participate and vote.

Your name will be checked against an electoral roll to ensure the meeting and any vote count is comprised of electors of the district only.

Voting is by show of hands, and each elector is entitled to one vote on each matter. The vote will be recorded and announced at the meeting.

### **Meeting Guidelines**

All speakers should be clear, to the point and speak through the Presiding Member at all times. Members of the public are not permitted to enter into debate with elected members or staff.

You may enter and leave at any point during the meeting.

### **Mobile phones and smart devices**

Video recording of a Council meeting is not permitted. To minimise disruption during the meeting, please ensure your mobile phone is turned off or on silent mode before entering.

### **COVID-19 Requirements**

All in-person attendees to the Electors meeting are required to fully comply with any COVID-19 safety requirements and WA Government Directions relevant at the time.

The Shire of Capel will clearly display any requirements at entry and all in-person attendees are required to comply with all lawful COVID-19 Directions to enter the meeting premise.



## Question Form – Annual General Meeting of Electors’

<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Meeting Date</b>	

*This form should be submitted by 12noon on the day **of** the meeting if a detailed answer is expected.*  
Please either:

- Email it to [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au) or
- Hand deliver to the Shire Administration building, Forrest Road, Capel.

Questions received after that time may be taken on notice and answered in writing after the meeting.

- 1 Questions received on notice (i.e. prior to the meeting day) will be asked first, followed by questions received at the meeting.
- 2 **All questions are to be in writing** and should be brief and as concise as possible.
- 3 Questions are to relate to matters that affect the Shire of Capel.
- 4 The Presiding Person may nominate a Member or Officer to answer the questions.
- 5 The Presiding Person may, at their discretion, determine that any question of a complex nature requiring research be taken on notice and answered in writing.
- 6 Any person seeking to ask a question that requires research, shall give written notice of the specific question to the Chief Executive Officer by 12pm on the meeting date.
- 7 No debate or discussion is to take place on any question or answer.

Question

Please hand this form to a Councillor or staff member once you have asked your question.

SHIRE OF CAPEL

ANNUAL GENERAL MEETING OF ELECTORS' – 6 March 2024

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**1. DECLARATION OF OPENING**

Acknowledgement of Country

*'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'*

**2. RECORD OF ATTENDANCE/APOLOGIES**

Attendance at this meeting by elected members, staff and electors and apologies will be recorded in the Minutes.

**3. CONFIRMATION OF MINUTES**

**3.1 Annual General Meeting of Electors – 19 April 2023**

*Attachment – Minutes Annual General Meeting of Electors 19 April 2023*

**Officer's Recommendation**

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**That the Minutes of the Annual General Meeting of Electors held on 19 April 2023, be confirmed as a true and correct record.**

**3.2 Business arising from the Minutes**

Report from the Shire President on decisions made and actions undertaken from motions of the previous Annual General Meeting of Electors on 19 April 2023.

**4. ANNUAL REPORT FOR 2022/23**

President's Statement

*Attachment – Annual Report 2022/23*

**Officer's Recommendation**

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**That the Shire of Capel Annual Report for 2022/2023 be received as read.**

**5. QUESTIONS RECEIVED PRIOR TO THE ANNUAL MEETING OF ELECTORS'**

**6. QUESTIONS RECEIVED FROM THE FLOOR**

**7. MOTIONS FROM ELECTORS**

**8. MEETING CLOSURE**