



# Clarence City Council Annual General Meeting 2023

## Agenda

**MONDAY 4 DECEMBER 2023  
7.00 PM**

- 1. Acknowledgement of Country**
- 2. Declare meeting open**
- 3. Introduction of Councillors**
- 4. Apologies from Councillors**
- 5. Meeting Procedures**
- 6. Confirmation of Minutes of 2022 Annual General Meeting**
- 7. Annual Report**
  - a) Presentation and general overview of achievements by the Mayor
  - b) Presentation by Chief Executive Officer
  - c) Presentation of Council's 2022/23 Financial Report by the Acting Chief Financial Officer
  - d) Summary of any submissions received – none received
  - e) Discussion on submissions received – none received
  - f) Motion to adopt Annual Report
- 8. Report of Activities and Achievements of Council Committees and Authorities**

Councillors may provide a report from their representative appointments.
- 9. Motions on Notice – none received**
- 10. Questions on Notice – none received**
- 11. Questions without Notice**
- 12. Close of Meeting**



# Procedural Information

## **The following procedures will apply in the conduct of this meeting**

The Mayor will present an overview of the Annual Report.

At the conclusion of the presentation any submissions which have been lodged in respect to the Annual Report will be discussed.

Questions and comments in respect to the submissions lodged in respect to the Annual Report should be concise to allow as many people as possible to have an opportunity to speak.

No person is to be interrupted while they are speaking.

You are asked, as a matter of courtesy, to stand and identify yourself before speaking.

All discussion and questions are to be addressed through the Chair.

No person may

- make any personal reflection on any Councillor, Council employee or member of the public;
- disrupt the meeting; or
- in the opinion of the Chairperson, use any offensive expression.

If you intend to move a motion for which written notice has been given, or ask a question, the following procedures apply :

- stand and await acknowledgement from the Chair
- all motions must be moved and seconded before debate is permitted
- only one motion may be before the Chair at any one time
- voting is by a show of hands and only Clarence electors are entitled to vote (voter cards will be given only to those persons who have indicated their elector status)
- a resolution is passed by half plus one of electors present voting in favour of it
- in speaking to a motion, individuals may speak only once and for no longer than 5 minutes.