



# AGENDA

**Annual General Meeting of  
Electors**

21 January 2025

## **NOTICE OF MEETING**

Notice is hereby given that in accordance with Section 5.27 of the *Local Government Act 1995* the 2024/25 Annual General Meeting of Electors will be held in the Main Hall at the Granville Civic Centre, Weld Street Gingin on 21 January 2025 commencing at 6:00 pm.

**Les Crichton**  
**ACTING CHIEF EXECUTIVE OFFICER**

## **ACKNOWLEDGEMENT OF COUNTRY**



The Shire of Gingin would like to acknowledge the Yued people who are the traditional custodians of this land. The Shire would like to pay respect to the Elders past, present and emerging of the Yued Nation and extend this respect to all Aboriginal people. The Shire also recognises the living culture of the Yued people and the unique contribution they have made to the Gingin region.

## **PROCEDURE FOR ANNUAL GENERAL MEETING OF ELECTORS**

In accordance with Reg. 15 of the *Local Government (Administration) Regulations 1996* (the Regulations), the matters to be discussed at an annual general meeting of electors are firstly the contents of the Annual Report for the previous financial year, and then any other general business.

Reg. 18 of the Regulations states that the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting. In accordance with s. 5.30 of the *Local Government Act 1995* (the Act), the President is to preside at electors' meetings.

The President has determined that the following procedure will apply to this meeting.

### **Attendance and Participation in the Meeting**

1. Any member of the public may attend an electors' meeting as an observer.
2. **Only electors of the Shire of Gingin can ask questions and participate in discussion unless a motion is passed by those present at the meeting to allow a person who is not an elector to do so.**
3. **Only electors of the Shire of Gingin can move, second or vote on any motion.**
4. For the purposes of an electors' meeting, an elector is:
  - a person whose name is recorded on the State Residents' Roll for the Shire of Gingin;  
or
  - a person whose name is recorded on the Shire of Gingin Owners and Occupiers Roll;  
or
  - a ratepayer of the Shire of Gingin.
5. On entry, all attendees will be checked by Shire of Gingin staff against the Residents' Roll, the Owners and Occupiers Roll and/or the Rate Record to verify their status. All verified electors will be issued with a 'Elector' card.
6. All attendees must:
  - a. enter their name, address and signature on the Attendance Register when entering the meeting venue. Information contained in the Attendance Register is for internal records purposes only and will not be published or distributed;
  - b. remain seated at all times during the meeting, unless invited by the President to address the meeting at the lectern;
  - c. not cause any disturbance or disrupt the meeting in any way; and
  - d. comply with this Procedure and the direction of the President at all times.

7. Attendees who do not adhere to the Procedure may be requested by the President to leave the meeting and/or the premises, and that person/s will be required to comply with the direction of the President.

#### **Recording of the Meeting**

8. An audio recording will be made of the meeting solely for the purpose of producing the Minutes. This recording will not be made publicly available.
9. No other audio or visual recording is to be undertaken without the permission of the President.

#### **Order of Proceedings**

10. The order of proceedings will be as set out in the Agenda for the meeting.
11. During General Business statements may only relate to matters that affect the local government, and will be accepted at the discretion of the President.

#### **Speaking at the Meeting**

12. Submission of questions and/or motions in writing by 12.00 noon on the day before the meeting is encouraged. Questions submitted before the meeting will be addressed as a priority before further questions and motions are taken from the floor.
13. **In order for questions submitted prior to the meeting to be dealt with at the meeting, the questioner must attend the meeting and ask their question/s in person.** If the questioner does not attend the meeting then they will receive a written reply to their question/s, but the questions and responses provided will not be referenced during the meeting and will not appear in the Minutes.
14. When speaking at the meeting, a speaker must:
  - a. rise and move to the lectern unless unable to do so by reason of sickness or disability;
  - b. use the microphone provided;
  - c. state their name and address for the Minutes;
  - d. direct their question, motion or statement to the President only;
  - e. limit statements to fact, not opinion or supposition;
  - f. not reflect adversely on Councillors or Shire employees; and
  - g. refrain from making repetitive comments on matters that have already been discussed, to ensure that the meeting can progress effectively.



15. The President will manage the time allocated for speakers to a motion to ensure that all verified electors are given a fair and equal opportunity to speak.
16. If the President determines that sufficient and fair debate has occurred on a motion then the President, after inviting the mover to exercise the right of reply, will put the motion to the vote.

**Voting at the Meeting**

17. Each verified elector is entitled to 1 vote on any motion moved and seconded at the meeting, but electors do not have to vote on any matter if they choose not to.
18. The vote will be determined by verified electors raising their 'Elector' card either for or against the motion when asked to do so by the President.
19. Voting at an electors' meeting is to be conducted so that no vote is made in secret.
20. All decisions at an electors' meeting are to be made by a simple majority of votes.

**Other Matters**

21. The President will determine questions of order or process not stated in this procedure.
22. The Minutes of electors' meetings will be made available to the public as soon as is practicable after the meeting, and before the Council meeting at which decisions made at the electors' meeting are to be considered.
23. As far as is practicable, all decisions made at an electors' meeting will be considered at the next Ordinary Council Meeting.
24. The decisions made at an electors' meeting are not binding on the Council. However the Act requires that the reasons for any Council decision made in response to a decision made at an electors' meeting must be recorded in the Minutes of the Council meeting.

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## ORDER OF BUSINESS

### 1 DECLARATION OF OPENING

### 2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

#### 2.1 ATTENDANCE

#### 2.2 APOLOGIES

#### 2.3 LEAVE OF ABSENCE

### 3 PUBLIC NOTICE OF AGM AND ANNUAL REPORT

Section 5.29 of the Act requires that members of the public must be notified of a forthcoming Annual Meeting of Electors, and of the availability of the Annual Report, by way of a notice appearing in a newspaper circulating throughout the district. Public notice must be given at least 14 days prior to the date of the meeting.

In accordance with this requirement, the Shire of Gingin gave public notice of the forthcoming Annual Meeting of Electors and the availability of the Annual Report in *The West Australian* newspaper on 4 January 2025.

The notice was also published on the Shire's website and Facebook page on 2 January 2025 and displayed on official notice boards at the Shire's Gingin Administration Centre and Lancelin Office, and the Gingin Public Library.

### 4 CONSIDERATION OF THE ANNUAL REPORT

The Annual Financial Statements for 2023/24 were received by Council at an Ordinary Council Meeting on 17 December 2024 (Item 12.1), with the 2023/24 Annual Report being received at an Ordinary Council meeting on 17 December 2024 (Item 12.1).

Consistent with Section 5.27 of the Act and Regulation 15 of the *Local Government (Administration) Regulations 1996* (the Regulations), electors present at the Annual General Meeting of Electors are invited to raise for discussion any matters concerning the content of the Annual Report and Financial Statements.

### 5 GENERAL BUSINESS

#### 5.1 QUESTIONS SUBMITTED IN WRITING PRIOR TO THE MEETING

Those who have submitted questions in writing prior to the meeting will be invited to put their question to the President at this point.

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ANNUAL GENERAL MEETING OF ELECTORS  
21 JANUARY 2025**



**5.2 OTHER MATTERS**

In accordance with Section 5.27 of the Act and Regulation 15 of the Regulations, electors present at the Annual General Meeting of Electors are invited to raise any items of general business for discussion.

**6 CLOSURE**