

# GUIDELINES FOR ANNUAL GENERAL MEETING OF ELECTORS (AGM)

## Holding and convening Annual General Meeting of Electors

A general meeting of the electors of a district is to be held once every financial year. A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the Annual Report for the previous financial year. The matters to be discussed at the general electors' meetings are the contents of the annual report for the previous financial year and then any other general business as prescribed in the *Local Government Act 1995* (the Act) and associated *Local Government (Administration) Regulations 1996* (the regulations).

## Meeting Procedure

The procedure to be followed at Electors' meetings is to be determined by the person presiding at the meeting under the regulations (reg. 18). The Town's *Standing Orders Local Law 2014* (the standing orders) applies to the meeting of electors as far as practicable (clause 19.7).

The following procedures will normally apply to the meeting:

1. Opening of meeting.
2. Acknowledgement of Traditional Owners and dignitaries
3. Recording of attendance.
4. Annual Report inclusive of Audited Financial Statements – Commissioner to give highlights.
  - Questions from electors on items relating to the Annual Report.
  - Acceptance of the Annual Report including the Audited Financial Statements.
5. General Business.
  - Written questions from electors on items relating to the business of the local government, and
  - Any other questions relating to the business of the local government.
  - General decisions (and associated statements) from electors.
6. Closure.

## Registration, Sign In and Seating Arrangements

To raise a matter for decision or vote on a decision, electors in attendance must be on the Town of Port Hedland Electoral Roll. Town officers will be verifying this on arrival, so to commence the meeting on time, members of the public who wish to be part of the voting process are encouraged to arrive prior to the meeting advised start time. Electors will be marked off the Town's Electoral Roll as they enter the meeting.

If a member of the public is not on the current Electoral Roll they must provide identification of enrolment (Federal and/or State Roll) within the Town of Port Hedland. The burden of proof is the responsibility of the elector to prove that they are an elector of the district.

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Should members of the public not be found on the roll then they will have the opportunity to sit in on the meeting as observers. Designated observer and electors sitting areas will be set for the meeting. Officers may also provide voting cards to be raised during voting proceedings.

## Questions and matters requiring a decision

The Presiding Member will require questions and matters requiring a decision to be submitted in writing under clause 6.7(3) of the standing orders. Each elector is allowed to ask up to three questions in relation to the annual report and three questions in general business under clause 6.7 standing orders. Electors asking questions must state their name and address prior to asking a question.

A public question form which is available [online](#) and matters requiring a decision are to be completed on the statement form, also available [online](#). Both will be made publicly available at the meeting.

## Decisions of the AGM

Electors requiring a decision to be made must submit their matter in writing and will be called by the Presiding officer to move their motion. The mover and seconder of a motion must state their name and address prior to moving or seconding a motion. The Presiding officer will then call for a seconder, before the mover will be provided the opportunity to speak for a maximum of five minutes, then the seconder will speak for a maximum of five minutes. The Presiding Member will allow for three speakers for and three speakers against and the mover will then have the right of reply. Voting will only take place after a motion that has been moved and seconded has been provided in writing to the administration in full. All decisions are to be made by simple majority (by way of a show of hands) and secret voting is not permitted pursuant to regulation 17 of the regulations.

In accordance with section 5.33 of the Act, all decisions made at electors' meetings are required to be considered by Council at the next Ordinary Council Meeting, the next Ordinary Council Meeting after that or at a Special Council Meeting called for that purpose.

## Minute Taking and Recording

The meeting will be recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes. If an elector does not give permission to record his/her participation he/she will have to indicate this at the meeting.

The public is reminded that in accordance with section 6.16 of the Town of Port Hedland Local Law on Standing Orders, 'A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding member'.

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## Rules of Conduct

All elected members, candidates and town officers will have to abide by the Town of Port Hedland [Code of Conduct](#). All members of the public attending electors meeting must be fair and respectful before, during and after the meeting.

The *Standing Orders Local Law 2014* will apply to the meeting as far as practicable under clause 19.7, including the Presiding Officer rule statements or questions out of order that they deem objectionable, offensive or defamatory.

## Relevant Legislation and Policy

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

[Standing Orders Local Law 2014](#)

[Town of Port Hedland Code of Conduct](#)