

Guidelines for the Special Meeting of Electors

Request for a Special Meeting of Electors

Persons wishing to request the Council for a Special Meeting of Electors are strongly encouraged to contact the Town's Chief Executive Officer via the Governance business unit (9158 9300 or govc@porthedland.wa.gov.au) for advice concerning the matter.

Special Meetings of Electors are prescribed by s5.28 of the Local Government Act 1995 which states:

"5.28. Electors' special meetings

1. A special meeting of the electors of a district is to be held on the request of not less than -
 - (a) 100 electors or 5% of the number of electors - whichever is the lesser number; or
 - (b) 1/3 of the number of council members.
2. The request is to specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance with regulations.
3. The request is to be sent to the Mayor or President.
4. A special meeting is to be held on a day selected by the Mayor or President but not more than 35 days after the day on which he or she received the request."

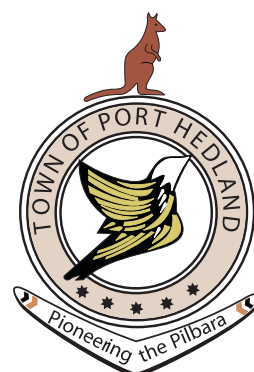
The following procedures will apply to a Special Meeting of Electors:

1. Holding and convening Special Meeting of Electors

Upon receiving the required number of Electors on form 1, the Mayor will request the CEO to convene a meeting which must be held within 35 days of the receipt of the request. The meeting time, date and venue is required to be advertised by way of public notice for a minimum of fourteen days prior to the meeting date.

2. Meeting Procedure

The meeting procedure is prescribed by Section 5.31 of the Local Government Act 1995 and Regulation 18 of the Local Government (Administration) Regulations 1996. The Presiding Member will Chair the Meeting, in accordance with Section 5.30(1) of the Act.





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The following procedures will normally apply to the meeting (unless changed by the Presiding Member):

- a. Opening
- b. Welcome and Introduction
- c. Apologies
- d. Items to be discussed as stated in Form 1 inclusive of:
 - Presentation from Administration on Business to be discussed - as stated in Form 1
 - Questions and Answers from electors
 - Speakers "For" and "Against" alternatively / Consideration of Motions (if any) from electors.
4. Close.

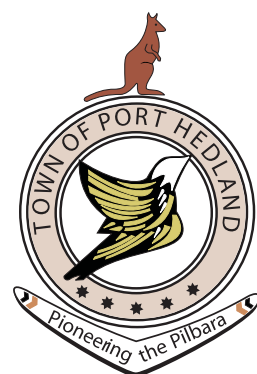
Registration and sign in

In order to be able to ask a question and/or move/second a motion and/or vote all Electors in attendance must be on the Town of Port Hedland Electoral roll. Town officers will be verifying this on arrival, so in order to commence the meeting on time, members of the public who wish to be part of the voting process are encouraged to arrive half an hour prior to the meeting. 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 he/she must provide identification/ proof of enrolment (being on the Federal and/or State Roll) within the Town of Port Hedland. The burden of proof is the responsibility of the Elector in order to prove that they are an elector of the district.

Should members of the public not be found on the roll then they will have the opportunity to sit in on the meeting but as observers only.

Minute Taking & Recording

The meeting will be recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If an Elector does not give permission for recording his/her participation he/she will have to indicate this at the meeting.





Guidelines for the Special Meeting of Electors

The public is reminded that in accordance with section 20.3 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so.

Presentations from the Administration on business to be discussed

The administration will provide a five minute report on each item listed on the agenda.

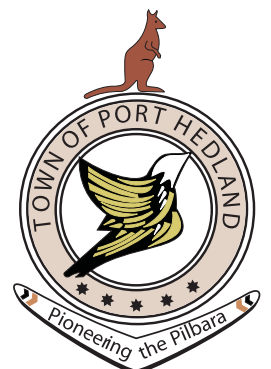
Electors will be given the opportunity to determine the first item on the agenda should they wish to select a different one from that listed on the meeting request form. Following this the agenda will follow the order of business as listed on the meeting request form.

Questions from Electors

Only questions related to the business items listed on the agenda for the meeting will be accepted. The Presiding Member will allow five minutes for questions from electors on each item. The Presiding Member will ask for show of hands, let each person ask two questions, move onto the next elector and if there is enough time go back to the first person, should this person have another question to ask. Electors asking questions are requested to state their name and address prior to asking a question.

Voting

Only Electors are entitled to vote at the meeting. The Presiding Member will only accept motions on matters listed on the agenda. Motions from the floor will be accepted only after the administration has presented on the item. Then mover will be able to speak for three minutes, then the seconder will speak for three 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 to the administration in full. All decisions are to be made by simple majority (via way of a show of hands) and secret voting is not permitted. The mover and seconder of a motion must state their name and address prior to moving or seconding a motion.





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Seating arrangements

Designated observer and voting sitting areas will be set for the day.

Closing of meeting

The Presiding Member will determine in advance the closing time of the meeting. This will be announced and is generally set for two hours after the commencement of the meeting.

Rules of Conduct & Recording of Meeting

All elected members and ToPH 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.

All recordings of meetings are prohibited except from the Town of Port Hedland for minute taking purposes.

Consideration by the Council

Decisions made at a Special Meeting of Electors are required to be considered in accordance with s5.33 of the Local Government Act 1995, which states:

“5.33 Decision made at electors’ meetings

1. All decision made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable -

- a. at the first ordinary council meeting after that meeting;

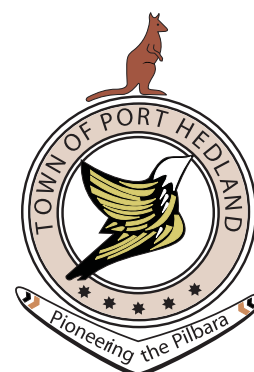
or

- b. at a special meeting called for that purpose,

whichever happens first.

2. If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.”

However, it should be noted that any decisions made at a Special meeting of Electors are not binding on the Council.



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Extract from ToPH Standing Orders

Meetings of Electors

20.1 MISCELLANEOUS

1. The standing orders apply, so far as is practicable, to any meeting of electors but, where there is any inconsistency between the provisions of the standing orders and the provisions of the Act, the latter shall prevail.
2. A person who is not an elector is not entitled to vote at a meeting of electors, and may not take part in any discussion at that meeting, unless the meeting, by a motion, requests or authorises the person to do so.

