

# 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 to be those prescribed in the *Local Government Act 1995* and associated Regulations.

## Meeting Procedure

The following procedures will normally apply to the meeting:

1. Opening of meeting.
2. Acknowledgement of Traditional Owners and dignitaries (Honorary Freeman etc.)
3. Recording of attendance.
4. Response to Previous Questions Taken on Notice at last AGM.
5. Confirmation of Minutes of Previous Meeting.
6. Annual Report inclusive of Audited Financial Statements – Commissioner to give highlights.
  - Questions from electors on items relating to the Annual Report.
7. General Business.
  - Questions from electors on items relating to other matters.
8. Closure.

## Registration, Sign In and Seating Arrangements

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 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 he/she must provide identification/proof of enrolment (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 as observers. Designated observer and electors sitting areas will be set for the meeting.

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## Questions from Electors

The Presiding Member will ask for show of hands and allow each elector to ask up to three questions, and move onto the next elector. Electors asking questions are requested to state their name and address prior to asking a question. For minute taking purposes electors are also encouraged to fill out a Public Question Form which is available [online](#) and will be made publicly available at the meeting.

## Voting

Only electors are entitled to move motions and vote at the meeting. The mover will be able to speak for a maximum of five minutes, then the seconder will speak for a maximum of five minutes. The mover and seconder of a motion must state their name and address prior to moving or seconding a motion. 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.

In accordance with section 5.33 of the *Local Government Act 1995* all decisions made at electors' meetings are required to be considered by Council at the next Ordinary Council Meeting 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 for recording 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'.

## Rules of Conduct

All elected members 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.

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## Relevant Legislation and Policy

Section 5.31 and 5.33 of the [Local Government Act 1995](#)

Regulation 18 of the [Local Government \(Administration\) Regulations 1996](#)

Section 6.16, 19.7 and 19.8 of the Town of Port Hedland [Standing Orders Local Law 2014](#)

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