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| DOCUMENT TYPE | Form or Template |
| TITLE | QUESTIONS AND MOTIONS (AGME) |
| NUMBER: | FMT-1030 |

PURPOSE

In accordance with the *Local Government Act 1995* a general meeting of electors must be held each financial year after Council accepts the annual report.

The matters to be discussed at the general electors' meeting are firstly, the contents of the annual report for the previous financial year and then any other general business.

PROCEDURES

In accordance with the *Local Government (Administration) Regulations 1996*, the Presiding Person is to preside at a general or special meeting of electors and is to determine the procedure to be followed. Information on how the Annual General Meeting of Electors is conducted shall be included in the Agenda.

Each elector who is present at a general meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote. All decisions at a general meeting of electors are to be made by a simple majority of votes. Voting at a general meeting of electors is to be conducted so that no voter's vote is secret.

All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable at the first ordinary council meeting after that meeting or at a special meeting called for that purpose, whichever happens first.

An elector is defined in the *Local Government Act 1995*. An elector is a person who is eligible to vote in an election of the Shire of Wyndham East Kimberley. For the purpose of meetings of electors, the definition of an elector is to include ratepayers.

MINUTES

Minutes of the proceedings at an electors' meeting are to be kept and preserved and can be made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

QUESTIONS AND MOTIONS

To submit a question for the meetings of electors, please complete the [Question Submission](#) section on page 2.

To submit a motion for the meetings of electors, please complete the [Motion to Council Submission](#) section on page 2.

- Priority will be given to questions of which prior notice has been given.
- Complex questions requiring research should be submitted as early as possible in order to allow the Shire sufficient time to prepare a response.
- Questions or statements from the floor at the meeting will be accepted at the discretion of the Presiding Member.

QUESTION SUBMISSION

Please submit your question to officeceo@swek.wa.gov.au or in person to the Shire Administration Office.

Questions are encouraged to be submitted by close of business 7 days prior to the AGME to allow sufficient time for a response. Questions submitted after this time, including from the floor of the meeting, may be accepted at the discretion of the Presiding Member.

| | |
|----------------|--|
| Full name* | |
| Address* | |
| Contact number | |
| Email* | |
| Question* | |

* Required field

MOTION TO COUNCIL SUBMISSION

Please submit your motion to officeceo@swek.wa.gov.au or in person to the Shire Administration Office.

Motions are encouraged to be submitted by close of business 7 days prior to the AGME to allow sufficient time for a response. Questions submitted after this time, including from the floor of the meeting, may be accepted at the discretion of the Presiding Member.

| | |
|----------------|--|
| Full name* | |
| Address* | |
| Contact number | |
| Email* | |
| Question* | |

* Required field

DOCUMENT AND VERSION CONTROL

| Responsible Directorate | | Office of the CEO |
|---|-------------------------------|--|
| Responsible Officer | | Executive Officer to the CEO |
| Statutory References | | Local Government Act 1995 Local Government (Administration) Regulations 1996 Meeting Procedures Local Law 2016 |
| Related Documents | | Nil |
| Amendment History (Adoption and last 3 amendments) | | |
| Version | Date Issued - Approval Number | Description of Change |
| 1.0 | -- | Approval |
| 2.0 | 18/12/2023 - LMA005 | Review approved for use - updated Format and Branding |
| 3.0 | 08/01/2025 – LMA059 | Review approved for use – Compliance Check |
| Date of Next Review | | January 2028 |