

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

PURPOSE

This form is provided to assist eligible electors to submit questions or proposed motions for consideration at the Annual General Meeting of Electors (AGME).

The AGME is convened in accordance with the *Local Government Act 1995* following Council's acceptance of the Annual Report.

IMPORTANT INFORMATION FOR ELECTORS

- The AGME is a meeting of electors, not a Council meeting.
- Matters discussed include:
- The contents of the Annual Report for the previous financial year; and
- Any other general business raised by eligible electors.
- No binding decisions are made at the AGME.
- Any motions carried at the meeting are recommendations only and are referred to Council for consideration at a future Ordinary Council Meeting.

ELIGIBILITY

Participation at the AGME is limited to eligible electors of the Shire of Wyndham East Kimberley.

An eligible elector is a person who is enrolled on either:

- the Residents Roll, or
- the Non-Resident Owners and Occupiers Roll

The Presiding Member determines questions of eligibility and procedure at the meeting.

QUESTIONS AND MOTIONS

- Eligible electors may submit questions or proposed motions using page 2 of this form.
- Questions and motions are encouraged to be submitted by close of business, 7 days prior to the AGME to allow time for consideration.
- Questions or motions submitted after this time, including from the floor of the meeting, may be accepted at the discretion of the Presiding Member.
- Priority may be given to questions of which prior notice has been provided.

MEETING PROCEDURE

Information on how the Annual General Meeting of Electors is conducted, including:

- Public Question Time, and
- the acceptance of motions

is contained in the **AGME Agenda** and administered by the Presiding Member in accordance with the Act, Regulations and the Meeting Procedures Local Law 2016.

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	