



AGENDA

ANNUAL MEETING OF ELECTORS OF THE SHIRE OF GINGIN

19 FEBRUARY 2019



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ANNUAL MEETING OF ELECTORS
TO BE HELD ON
19 FEBRUARY 2019

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SHIRE OF GINGIN

I have pleasure in advising that, in accordance with Section 5.27 of the *Local Government Act 1995*, the 2017/18 Annual Meeting of Electors will take place at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on **Tuesday, 19 February 2019** commencing at 5.00pm.

AARON COOK
CHIEF EXECUTIVE OFFICER

In accordance with Section 5.27 of the *Local Government Act 1995* (the Act), an Annual Meeting of Electors is to be held once in each financial year to consider the contents of the Shire's Annual Report for the previous year, and to consider other general business.

ORDER OF BUSINESS

1. OFFICIAL OPENING – WELCOME BY PRESIDENT

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCE

2.2 APOLOGIES

2.3 LEAVE OF ABSENCE

Nil

3. PUBLIC NOTICE OF AGM AND ANNUAL REPORT

Section 5.29 of the Act requires that members of the public must be notified of a forthcoming Annual Meeting of Electors, and of the availability of the Annual Report, by way of a notice appearing in a newspaper circulating throughout the district. Public notice must be given at least 14 days prior to the date of the meeting.

In accordance with this requirement, the Shire of Gingin gave public notice of the forthcoming Annual Meeting of Electors in the Council to Community published in The Northern Valley News for January 2019. A notice advising of the availability of the Annual Report was published in The West Australian newspaper on 30 January 2019.

Both notices were also published on the Shire's website and Facebook page.

In addition, the notices also appeared on official notice boards at the Shire's Gingin Administration Centre and Lancelin Office, and the Gingin Public Library.

4. CONSIDERATION OF THE 2017/18 ANNUAL REPORT

The Annual Financial Statements for 2017/18 were adopted by Council at its meeting on 18 December 2018 (Item 11.2.1), with the 2017/18 Annual Report being received at the Council meeting on 22 January 2019 (Item 11.1.2).

Consistent with Section 5.27 of the Act and Regulation 15 of the *Local Government (Administration) Regulations 1996* (the Regulations), electors present at the Annual General Meeting of Electors are invited to raise for discussion any matters concerning the content of the Annual Report and Financial Statements.

5. OTHER GENERAL BUSINESS

In accordance with Section 5.27 of the Act and Regulation 15 of the Regulations, electors present at the Annual General Meeting of Electors are invited to raise any items of general business for discussion.

6. CLOSURE

FOOTNOTES:

The following footnotes provide an overview of the legislative provisions governing the format and procedure for the Annual Meeting of Electors.

Prepare Annual Report

The Act requires that the Local Government is to prepare an Annual Report (Section 5.53), accept the Annual Report (Section 5.54), advertise its availability to the public (Section 5.55) and hold an Annual Meeting of Electors within 56 days of accepting the Annual Report (Section 5.27).

Matters for discussion at the Annual Meeting of Electors

In accordance with Section 5.27 (3) of the Act and Regulation 15 of the Regulations, the matters to be discussed at the Annual Meeting of Electors are firstly the contents of the Annual Report for the previous Financial Year and then any other general business.

President to preside at the Annual Meeting of Electors

Section 5.30 of the Act stipulates that the President (or if not available, the Deputy President) is to preside at an Electors' Meeting.

Voting at the Annual Meeting of Electors

Regulation 17 of the Regulations outlines the voting provisions at an Electors' Meeting as follows:

Each elector at the Meeting is entitled to one vote on each matter to be decided, but does not have to vote;

All decisions are to be made by a "Simple Majority" vote; and

Voting is to be conducted so that no voter's vote is secret.

Procedure at the Annual Meeting of Electors

Regulation 18 of the Regulations states that the procedure at an Annual Meeting of Electors is to be determined by the person presiding (President or Deputy President) at the meeting.

Decisions made at an Annual Meeting of Electors

In accordance with Section 5.33 of the Act, all decisions made at an Annual Meeting of Electors are to be considered at the next Ordinary Meeting of Council or, if that is not practicable –

At the first Ordinary Meeting of Council after that meeting or

At a Special Meeting called for that purpose.

If at a Meeting of the Council a Local Government makes a decision in response to a decision made at an Annual Meeting of Electors, the reasons for the decision are to be recorded in the Minutes of the Council Meeting.

Definition of Elector

An Elector is defined under the Act as a person who is eligible to vote in an election of the Shire of Gingin.

Speaking at Electors' Meetings

When addressing the Meeting, please step up to the lectern and state your name and address for minute taking purposes.