



Shire of Derby / West Kimberley

Information Sheet: Electors General Meeting

The Electors General Meeting will be held at the Shire of Derby / West Kimberley Council Chambers.

**On Thursday 6 February 2025
Commencing at 4.30pm**

The business at the meeting will be:

1. Receiving of the Annual Report 2023/24
2. General Business

Disclaimer

Please note that this meeting is being live streamed. The recording will also be archived and made available on the Shire's website after the meeting.

If you choose to participate in the meeting it is assumed your consent is given for the audio and visual to be recorded. Please keep your comments respectful to the Council and other members of the community.

Derby

 (08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

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 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing



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Holding and convening Electors General Meeting

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.

Regulation 18 of the Regulations states that the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting. In accordance with section 5.30 of the Act, the President is to preside at electors' meetings. The President has determined the procedure to be followed.

Procedure for the Annual Electors General Meeting

Part 1 – Attendance at an Electors' General Meeting

All attendees must:

- a) Register their attendance including name and address, on the attendance register provided by Shire staff. The attendance register is for internal record purposes only and will not be published or distributed;
- b) Remain seated at all times during the meeting, unless invited by the Presiding Person to address the meeting;
- c) Must be fair and respectful before, during and after the meeting; and
- d) Comply with this procedure and the direction of the Presiding Person at all times. Attendees who do not adhere to this procedure, may be requested by the Presiding Person to leave the meeting and/or the building, and that person (or persons) are required to comply with the direction of the Presiding Person.

Part 2 – Participants at an Electors' General Meeting (ref Act clauses 5.26)

All participants at an Electors' General Meeting must be verified electors of the Shire of Derby / West Kimberley.

A verified elector an elector whose name and address is recorded on the –

- a) Shire of Derby / West Kimberley district electoral roll from the last ordinary Council election held;
- b) Shire of Derby / West Kimberley Owner and Occupier electoral roll; or
- c) Western Australian Electoral Commission or Australian Electoral Commission website at 'check your enrolment eligibility' which confirms electoral eligibility for the district; or
- d) A ratepayer of the Shire of Derby / West Kimberley.

All attendees who wish to participate as a verified elector must be registered by Shire staff as a verified elector. Proof of identity or other evidence will be requested.

All verified electors will be provided a coloured 'Voting Card' to indicate a 'for' (green) or 'against' (red) vote. A person who is not a verified elector may not participate in an Electors' General Meeting, but is welcome to attend.

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Part 3 – Recording and Live Broadcast of an Electors General Meeting

The proceedings will be video and audio recorded and streamed live to the Shires YouTube channel. The live stream will commence at the scheduled time and date of the electors meeting. If you choose to participate in the meeting it is assumed your consent is given for the audio to be recorded.

The use of any electronic visual or audio recording or transmitting device or instrument to record or transmit the proceedings of a meeting is prohibited unless the person has been given permission to do so by the Presiding Member

Part 4 – Order of Proceedings

1. Attendance and Apologies and Leave of Absence
2. Presentation of the contents of the 2023/2024 Annual Report
3. General Business

During general business, questions may only relate to matters that affect the local government and will be accepted at the discretion of the Presiding Member.

Part 5 – Putting a Motion to an Electors' General Meeting

Proposed motions are to be provided in writing to administration or by email to governance@sdwk.wa.gov.au by 4.00pm on Tuesday 21 January 2025. Forms are available on the Shire's [website](#).

"Motions from the floor" will be accepted at the discretion of the Presiding Member, time permitting.

Motions will be presented to the meeting in the order that they have been received by the Shire.

Part 6 – Asking a Question at an Electors' General Meeting

Questions must be provided in writing to administration or by email to governance@sdwk.wa.gov.au by 4.00pm on Tuesday 21 January 2025. Forms are available on the Shire's [website](#).

"Questions from the floor" will only be accepted at the Presiding Members discretion. If your question cannot be answered at the time, it will be taken on notice and a Shire Officer will respond as soon as possible.

Part 7 – Voting at an Electors General Meeting (ref Regulation 17)

The Presiding Member will ask for a vote on the motion. Voting is determined by raising the voting card either for or against a motion, at the time that the Presiding Member calls for the vote.

Part 8 – Minutes and Decisions of an Electors General Meeting (ref Act sections 5.32 and 5.33)

Minutes of the meeting will be available for inspection as soon as is practicable after the meeting and before the Council Meeting at which decisions made at the Electors' General Meeting are considered.

The decisions of an Electors' General Meeting are not binding on the Council, but as required by the Act.

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