

# SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308  
Ph: (08) 6828 1800  
www.wandering.wa.gov.au



## Electors' General Meeting Procedure

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### What is an Electors' Meeting?

An Electors' Meeting is a type of meeting under the *Local Government Act 1995 (the Act)*.

It's important to understand that this meeting is not a decision making forum. The purpose of the Electors' Meeting is to primarily consider the Annual Report and Financial Statements, then any other general business.

### Holding an Annual General Electors' Meeting

The Chief Executive Officer (CEO) of the local government is to convene an Annual General Meeting of Electors of a district once every financial year. An Annual General Electors' 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.

In accordance with section 5.30 of the *Local Government Act 1995*, the Shire President shall preside at the Elector's General Meeting. Under section 5.34 of the Act, the Deputy Shire President may preside if the Shire President is unavailable.

In accordance with Regulation 18 of the Local Government (Administration) Regulations 1996, the procedures to be followed at electors' meetings are to be determined by the person presiding over the meeting, being the Shire President.

The following procedures have been approved by the Shire President for electors' meetings (both for the Annual General Meeting of Electors and Special Electors Meetings):

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## Attending and Participating

1. Members of the public attending the meeting are required to sign the attendance register upon entry to the meeting including name and address. Members of the public who wish to participate in the meeting are encouraged to arrive 30 minutes prior to the start to allow time for registration.
2. All attendees who wish to raise a statement, question or motion, must write it down on one of the sheets provided.
3. Only electors of the Shire of Wandering are entitled to speak and vote.
4. If a member of the public is not on the current electoral roll, they must provide identification/proof of enrolment (being on the Federal and/or State Roll) within the Shire of Wandering. The burden of proof lies with the elector to demonstrate they are eligible.
5. Electors will be marked off the Shire of Wandering Electoral Roll as they enter the meeting.
6. The proceedings will be recorded and uploaded on our website to meet legislative requirements. No other audio-visual recordings will be permitted without permission from the Shire President.

## Order of Business

7. The Shire President will chair the meeting.  
Unless otherwise decided by the Shire President the order of business shall be:
  - Declaration of Opening
  - Record of Attendance / Apologies
  - Annual Report, Annual Financial Statement and Auditor's Report
  - General Business
  - Closure
8. During general business, statements, questions or motions may only relate to the matters that affect the local government and will be accepted at the discretion of the Shire President.
9. When addressing the meeting, a person is to:
  - Rise and move to the microphone/lectern,
  - State their name and suburb, and
  - Address the meeting through the Shire President
10. The Shire President can rule a question or motion out of order if it:
  - contains a statement reflecting adversely on the integrity of the Shire of Wandering, any elected member, officer or other party;
  - involves any language considered offensive; or
  - is the same or similar in content to a question or motion made at the meeting.

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## Questions

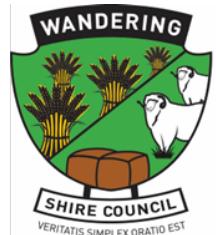
11. If you have a question for the meeting, please complete the Electors Meeting Public Question Form, by 4:30pm Tuesday 24 February 2026.
12. The Shire President will call for any questions at the meeting. Precedence will be given to those questions received in advance of the meeting.
13. The Shire President will allow 20 minutes for questions. The Shire President may call a motion to extend question time at the end of the expired 20 minutes.
14. Electors will be offered an opportunity to ask three questions at a time. Sub-parts of questions are counted as a question (i.e. question 1 parts (a), (b) and (c) will be counted as three questions).
15. Electors will be offered another opportunity to ask further questions following all other electors being provided an opportunity to raise questions, if time permits and at the discretion of the Shire President.
16. Electors asking questions are requested to state their name prior to asking a question. All questions should be addressed through the Shire President. Questions should not be accompanied by an argument, statement or expression of opinion.
17. There will be no adverse reflection on elected members or Shire employees and should this occur, the question will be ruled out of order and the elector will be asked to resume their seat.

## Motions from Electors

18. Proposed motions must be submitted via the Electors Meeting Request to Propose a Motion Form, by 4:30pm Tuesday 24 February 2026.
19. The Shire President will call for any motions from electors at the meeting. Precedence will be given to those motions submitted in advance of the meeting.
20. The elector who proposed the motion will be asked to read out their motion before the Shire President asks for it to be seconded.
21. Any motions are to be moved and seconded before any discussion is to occur. If there is no seconder then the motion will lapse and not proceed.
22. A mover for a motion has two (2) minutes in which to speak on the motion.
23. The seconder for a motion has two (2) minutes in which to speak on the motion.
24. The Shire President will allow up to three speakers “for” and three speakers “against” and the mover will have the right of reply up to two (2) minutes. Each speaker is able to speak for up to two (2) minutes.

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25. Where there are no speakers of the opposite view than the last preceding speaker, the Shire President will close the matter and put the matter to vote.

## Voting

26. All motions are determined by a simple majority vote of electors present.
27. Each elector present at the meeting is entitled to one vote on each matter to be decided but does not have to vote.
28. Voting is to be conducted by a show of hands so that no voter's vote is secret. The number of votes For and Against are recorded in the Minutes. A simple majority carries the vote.
29. Any other rules or procedures not defined are to be determined by the Shire President, as the person presiding over the meeting.

## Questions from Electors in Writing

30. Only Shire of Wandering electors may submit questions to the Shire in writing. Written questions may be:
  - a. provided in advance of the meeting where a response can be tabled at the meeting (see 29), where possible, or
  - b. provided at the meeting where a response can be provided at the meeting or taken on notice and published in the next Ordinary Council Meeting (see 31).
31. Questions asked at the Annual General Meeting of Electors must relate to a matter within the remit of the Shire of Wandering.
32. The City will accept a maximum of three (3) written questions per Shire of Wandering elector. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
33. Written questions lodged with the Shire of Wandering prior to the scheduled Annual Electors' Meeting will be responded to, where possible, at the meeting. These questions, and their responses, will be distributed to elected members and made available to the public in written form at the meeting.
34. The Shire President shall decide to accept or reject any written question and the Shire President's decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Shire President will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.
35. Written questions unable to be responded to at the Annual General Meeting of Electors will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting, or if that is not possible, the agenda for the following Council meeting.

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36. Questions and any responses will be summarised and included in the minutes of the Annual Electors' Meeting.

## Decisions made at the meeting

37. Decisions made at the Annual Electors Meeting are not binding on the Shire of Wandering Council. All decisions made at the meeting will be presented to Council at its next ordinary Council meeting as far as practicable for its consideration.

38. Minutes of this meeting will be available on the Shire's website as soon as practicable after the meeting.

## Conduct of Persons at the Meeting

39. All members of the public attending electors' meetings must be respectful of the Shire President, elected members and Shire officers to allow for the efficient running of the meeting.

40. Members of the public are admitted to electors' meetings upon the understanding that no expression of dissent or approval, conversation or interruption to the proceedings shall take place.

41. In the event of any interruption, the Shire President may exercise their discretion and require those interrupting to withdraw.

42. If a person or persons have been ordered by the Shire President to desist from such behaviour, but fails to do so, the Shire President can immediately adjourn the meeting to another date.

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# **Annual Electors' General Meeting**

## **Elector's Public Question Form**

## **Contact details**

Full Name	
Address	
Contact Number	
Email Address	

I declare that I am an elector of the Shire of Wandering

Electors\* are welcome to submit a question to the Annual Electors' General Meeting relating to the annual report or any other general business.

This form enables questions to be submitted. By submitting written questions in advance of the meeting it allows for the matter to be investigated and answers to be prepared in detail.

\* A Shire of Wandering Elector may be one of the following —

- a resident owner or occupier enrolled to vote in Local Government or State elections;
- an owner of rateable property (e.g. an absentee landowner or an owner of business premises, vacant land or other non-residential property);
- an occupier of rateable property (e.g. a tenant of business premises or other non-residential property).

### Question details

**Provide your question below**

*Please note that up to three questions may be submitted.*

## **Will you be in attendance to ask your question in person?**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**If you would like to authorise another person to ask on your behalf, please provide their name.**

This form can be completed and returned to the Governance Team by 4:30pm Tuesday 24 February 2026, by emailing [Lisa.Boddy@wandering.wa.gov.au](mailto:Lisa.Boddy@wandering.wa.gov.au) or hand delivering to the Shire of Wandering office located on 22 Watts Street, Wandering, WA 6308.

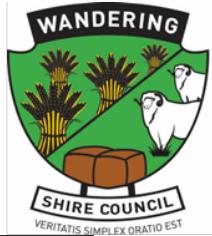
Please ensure that you bring ID with you to the meeting to confirm your elector status.

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## Annual Electors' General Meeting Elector's Request to Propose a Motion Form

### Contact details

Full Name	
Address	
Contact Number	
Email Address	

**I declare that I am an elector of the Shire of Wandering**

Electors\* are welcome to propose a motion to the Annual Electors' General Meeting.

\* A Shire of Wandering Elector may be one of the following —

- a resident owner or occupier enrolled to vote in Local Government or State elections;
- an owner of rateable property (e.g. an absentee landowner or an owner of business premises, vacant land, or other non-residential property);
- an occupier of rateable property (e.g. a tenant of business premises or other non-residential property).

### Motion details

#### **Provide your motion below**

Motions should begin with '*That the Council*' and where a recommendation has multiple parts, consider using numbers for each new point.

This form can be completed and returned to the Governance Team by 4:30pm Tuesday 24 February 2026, by emailing [Lisa.Boddy@wandering.wa.gov.au](mailto:Lisa.Boddy@wandering.wa.gov.au) or hand delivering to the Shire of Wandering office located on 22 Watts Street, Wandering, WA 6308.

Please ensure that you bring ID with you to the meeting to confirm your elector status.

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## Annual Electors' General Meeting

### Guidance on how to draft an effective motion

#### 1. Purpose

Electors wanting Council to consider making a decision on a matter can draft a motion to be presented at an Annual General Meeting of Electors (where electors may raise any motion that is related to the responsibilities and functions of the local government) or Special Meetings of Electors (where electors may raise motions that are related to the purpose for which the meeting was called for) and if endorsed by electors present will proceed to be considered by Council Members at an Ordinary Meeting of Council.

Legislation does not set out how electors are to word motions therefore the Shire of Wandering has provided this guide to assist electors in drafting motions.

#### 2. Who can Submit a Motion

All Shire of Wandering electors are eligible to submit motions for consideration at formal electors' meetings. Further information on electors' meetings can be found in Part 5, Division 2, Subdivision 4 of the *Local Government Act 1995* (S5.26 to S5.33).

#### 3. Council Members' Role

Effective contribution to and representation at meetings by Council Members increases the quality of council decisions. Council Members use the following legislation and guidelines to assist them at meetings when making decisions on motions:

- *Local Government Act 1995*.
- *Local Government (Administration) Regulations 1996*.

#### 4. Drafting Motions

The purpose of a motion is a formal proposal put to Council Members for a decision by Council, to take a specific action.

#### 5. How to Write a Motion

When submitting a motion at a Shire of Wandering Annual Electors Meeting or Special Meetings of Electors the motion should include what you want done, by whom and, in some cases, when it should be done.

All motions should be clear as to:

- What positive action is to be taken.
- Who is to do it.
- How it is to be done.
- When it is to be done.
- The outcome required.
- The legislation under which the action can be taken (if known).

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Outlined below are some characteristics to consider when drafting an effective motion.

## 5.1 Be Clear and Specific

- For a motion to be successful you need to spend the necessary time and effort to present a thoughtful and well worded motion.
- Consider what it is you want to achieve with the motion.
- Say it in the fewest number of words possible.
- Consider if your proposed motion can realistically be achieved and if it is something that other electors are likely to support.

## 5.2 Content

\*\*\* Motions need to be worded in a respectful manner, not make adverse reflections or be offensive toward any Council Member or employee.

An effective motion will:

- Have one issue per motion. If there is more than one issue, make it a separate motion.
- The motion must be able to stand alone without supporting documents.
- It must make sense and clearly state its purpose.
- If you want a report or a response to the action, include it in the motion.
- Include specific results that can be measured.
- Include a verb: your motion is a call for action.

## 5.3 Things that Detract from the Intent of your Motion

- Poor spelling and/or grammar.
- Poor wording, make sure the meaning is clear and don't be ambiguous.
- Frivolous, malicious or discriminatory intent.

## 5.4 Submission of Motions to the Shire of Wandering

- Any motions to be moved at the Annual General Meeting of Electors are requested to be lodged in writing to the Shire by 4:30pm Tuesday 24 February by emailing [Lisa.Boddy@wandering.wa.gov.au](mailto:Lisa.Boddy@wandering.wa.gov.au) or hand delivering to the Shire of Wandering office located on 22 Watts Street, Wandering, WA 6308.
- At the Annual Electors' Meeting the Shire President will call for any motions from electors. Precedence will be given to those motions submitted in advance of the meeting.
- Please note that you or someone on your behalf will need to be present at the Annual Electors Meeting to raise a motion, if no-one is present it will not be considered.

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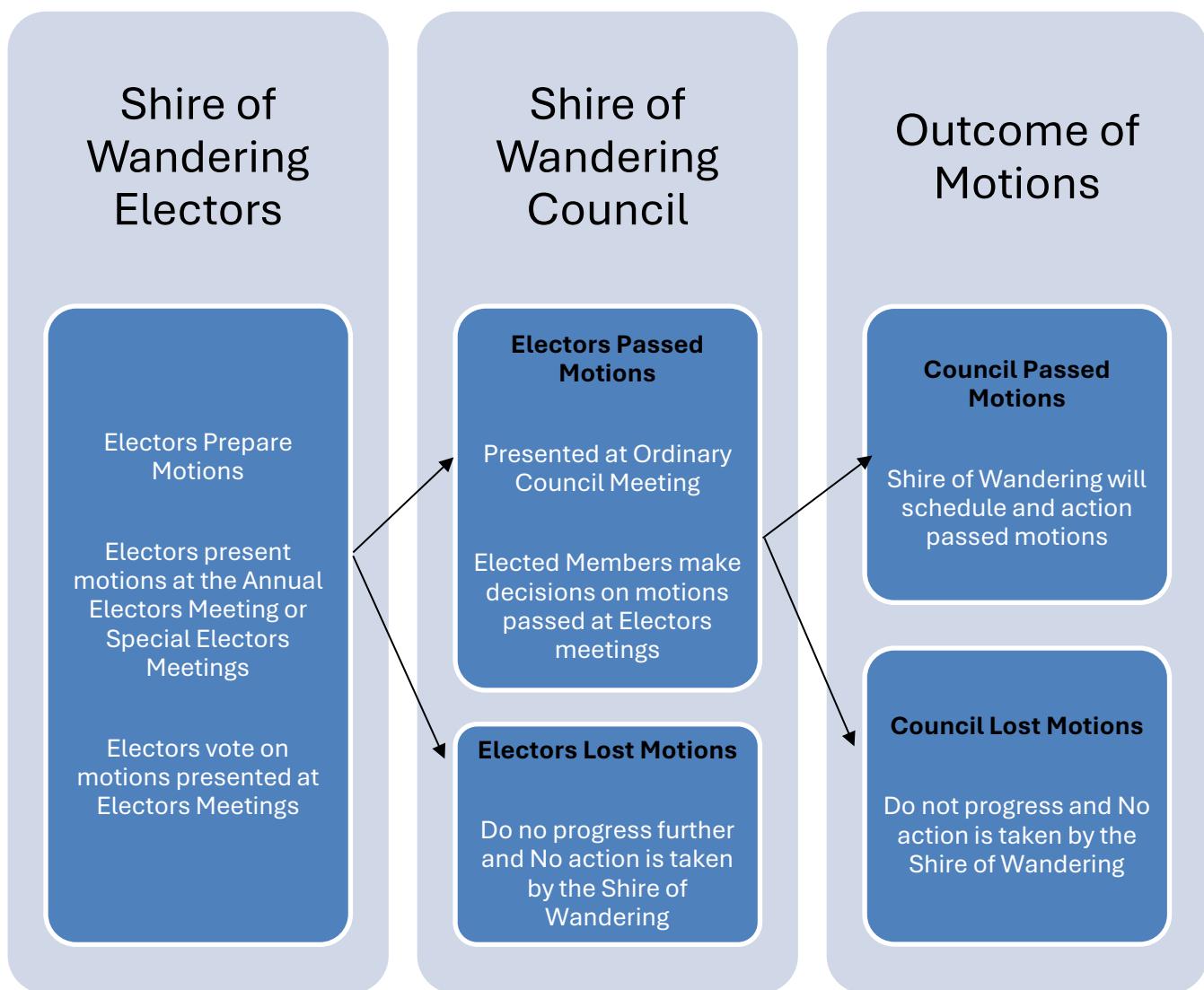
## 6. What happens to motions carried at the Annual Electors Meeting

Motions raised and supported by electors at a Shire of Wandering Annual Electors Meeting or a Special Meetings of Electors will progress to an Ordinary Meeting of Council at which decisions on electors' motions will be made by a majority vote of the elected members present at the meeting.

## 7. Assistance with writing motions

Electors are welcome to seek guidance from the CEO, Shire of Wandering, on how to structure a well-presented motion. This support is limited to providing advice and feedback on your own drafted wording. It does not extend to writing the full motion on your behalf. Electors wishing to receive assistance must make arrangements to meet with the CEO prior to the Annual Electors Meeting, subject to the CEO's availability.

Please call the Shire Office on (08) 6828 1800 or come and speak to a member of staff at reception to organise a suitable time with the CEO.



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## Annual Electors' General Meeting

# Attendance Sheet

25 FEBRUARY 2026