

Annual Electors' Meeting Fact Sheet

How is the date set?

The date of the Annual Meeting of Electors is set by Council at the same time that the annual report and annual financials for the previous financial year are accepted and needs to be within 56 days of adopted of the annual report and financials.

How to submit a question and motion for meeting?

Submit a question or a motion for the Meeting of Electors by e-mail to shire@dundas.wa.gov.au or in person at the Shire of Dundas Administration building.

How can I find out when the meeting is to be held?

The Chief Executive Officer must give electors of the Shire 14 days' notice of the meeting. This is done through the Shire's website, social media, e-newsletters and on the Shire's noticeboards at the administration building and library.

What is the format of the meeting?

Unless changed by the presiding person of the meeting, the format for the meeting is:

- discussion about contents of annual report for the previous financial year
- general business (including motions to be voted on by the electors of the Shire).

Do electors need to register to attend the meeting?

There is no requirement to pre-register to attend the meeting however, electors must sign the attendance register at the meeting. An elector must provide their name and address to confirm that they are an elector of the Shire before participating in the meeting.

Do I need to be an elector to attend the meeting?

Electors' meetings are open to all members of the public, however, only electors may move, second, speak to and vote on motions.

How are motions from electors dealt with at the meeting?

At an Annual Meeting of Electors, electors may raise any motion that is related to the responsibilities and functions of local government. It is preferred that these motions be provided in advance to shire@dundas.wa.gov.au to assist with them being recorded accurately, however, this is not required. Each elector present is entitled to one vote on each matter to be decided, but is not required to vote.

How are the decisions from a meeting considered by Council?

Decisions made at electors' meetings are considered by Council at the next Ordinary Council Meeting, or as soon as reasonably practicable.

A report is presented to Council that addresses all decisions made at the meeting, including proposed actions. A recommendation is made by the Shire on how the decisions should be progressed, for Council to make a decision.

What is the role of elected members at an Annual Meeting of Electors?

Elected members may attend electors' meetings and are able to move, second, speak to and vote on motions in their capacity as an elector.

The President is the presiding person of the meeting and is responsible for running the meeting. They are also entitled to move, second, speak to and vote on motions in their capacity as an elector.

What is the role of Shire of Dundas employees?

Senior officers may attend electors' meetings to provide information.