

FACTSHEET – ANNUAL GENERAL MEETING OF ELECTORS

In accordance with the *Local Government Act 1995* (the Act) the City of Fremantle arrange for a meeting of their electors to be held once a year. This meeting is held to discuss the contents of the previous year's financial report (Annual Report) and to address any other general business relevant to the City of Fremantle which may be raised by an elector.

Why, When and Where:

The Act requires that the Local Government 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 General Meeting of Electors within 56 days of accepting the Annual Report (section 5.27).

Annual General Meetings of electors are held once a year in the City of Fremantle. When the time and date of the meeting is confirmed, electors are notified.

Attending the Meeting

On arrival, Electors attending the meeting will be requested to record their names and addresses and to confirm their status as an elector as they enter the meeting.

The Annual General Meeting of Electors is a less formal meeting than a Council Meeting with the person presiding and a panel of City Officers situated at the front of the meeting room, to manage the meeting (person presiding) and to receive any questions asked by electors (officers).

Any member of the public is welcome to attend the meeting but will only be permitted to participate as an elector if they have confirmed that they are eligible to vote in the City of Fremantle local government elections.

Who Presides at the AGM of Electors

Section 5.30 – of the Act stipulates that the Mayor (or if not available the Deputy Mayor, Councillor or Elector, as determined by vote, in that order of preference) is to preside at the Electors meeting. The procedure followed at an AGM of Electors is to be determined by the person presiding at the meeting.

Matters for discussion at the AGM of Electors

In accordance with section 5.27(3) – of the Act and regulation 15 of the *Local Government (Administration) Regulations 1996* (the Regulations) - the matters to be discussed at the Annual General Meeting of Electors are firstly the contents of the Annual Report for the previous financial year and then any other general business.

During the meeting Electors will be invited to participate in the following way as directed by the person presiding:

- Move motions
- Second motions
- Vote on motions (see below)
- Ask questions

Voting at the AGM of Electors

Regulation 17 of the Regulations outlines the voting provisions at an electors meeting, being:

- 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 by a show of hands, ensuring that no voter's vote is secret.

Decisions made at an Electors AGM

In accordance with section 5.33 of the Act all decisions made at an AGM of Electors meeting 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 AGM of Electors meeting, 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 City of Fremantle.

Participation at Electors Meeting

When addressing the meeting, you will be requested to state your name and address and confirm that you are an eligible elector for minute taking purposes.

Asking Question at an Annual General Meeting

Members of the public can use this opportunity to ask a question about any issue relating to the business of the City. Complex questions requiring research should be submitted as early as possible in order to allow the City enough time to prepare a response.

The Presiding Person may nominate an Officer to answer the question or determine that any complex questions be taken on notice and answered in writing later.

It is preferred that questions be submitted in writing prior to the meeting; however, you can submit your completed form to a staff member at the meeting and ask your question orally at the meeting.

Question Sheets will be made available on the City's website alongside the Agenda and will also be provided at the entrance to the meeting.