



AGENDA

Elector's General Meeting

4 September 2025

Commencing at 6:30 PM

Notice is hereby given that the next Elector's General Meeting will be held at the Morangup Community Centre, 3 Wallaby Way, Morangup WA 6083 on the abovementioned date and time.

The business of the meeting will be receiving the Annual Report and General Business.

All electors, ratepayers and residents of the Shire of Toodyay are welcome to attend.

To access the Annual Report and for further information on registering to attend please visit the Shire's website: <https://www.toodyay.wa.gov.au/documents/>

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

If you have any questions regarding the agenda, please email cr.request@toodyay.wa.gov.au at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

Aaron Bowman JP

CHIEF EXECUTIVE OFFICER



Information

Annual Electors Meeting

In accordance with s.5.27 of the *Local Government Act 1995* (the Act) and r.15 of the *Local Government (Administration) Regulations 1996* (the Regulations), a general meeting of electors is to be held once every financial year to firstly consider the contents of the annual report for the previous financial year, and then any other general business.

r.17 states that each elector who is present is entitled to one vote on each matter to be decided at the meeting but does not have to vote.

r.18 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 s.5.30 of the Act, the Shire President is to preside at electors' meetings. The Shire President has determined the procedure to be followed.

Procedure for the Meeting

Part One: Attendance at an Elector's Meeting

All attendees must register their attendance before the meeting commences.

Please ensure you provide your full name, address, and contact number. These details will be recorded on an attendance register (used for internal record purposes only). Only your name will be published, if you do attend the meeting.


At the Elector's Meeting all attendees must:-

- (a) remain seated at all times during the meeting, unless invited by the presiding person to address the meeting.
- (b) not cause any disturbance or disrupt the meeting proceedings in any way.
- (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) must comply with the direction of the presiding person.

Addressing the Meeting as a verified elector

When speaking at the meeting, a speaker must:

- Rise and move to where the microphones are presented by staff, unless unable to do so by reason of sickness or disability.
 - Use the microphone provided.
 - State his or her name for recording in the minutes.
 - Address the meeting through the presiding person.
 - Limit statements to fact, not opinion or suppositions.
 - Not reflect adversely on Council Members or Shire employees; and
 - Refrain from making repetitive comment on matters that have already been discussed, to ensure the meeting can progress effectively.
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Information

Part Two: Participants of an elector's meeting

All participants at an electors' meeting must be verified electors.

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

- (a) Shire of Toodyay Owner's and Occupiers Roll from the last Ordinary local government election held as an owner or occupier of rateable property in the Shire of Toodyay; or
- (b) State Electoral Roll via the Western Australian Electoral Commission website (www.elections.wa.gov.au/enrol). Electors may check if they are enrolled via the Australian Electoral Commission (www.aec.gov.au); or
- (c) A ratepayer of the Shire of Toodyay.

For clarity, a person who is not a verified elector may not participate in an electors' meeting.

Part Three – recording and live broadcast of an electors' meeting

The proceedings will not be recorded as there is not a requirement to do so in the regulations.

Part Four – order of proceedings

The annual electors' meeting will start at 6.30pm and doors will be open from 5.30pm. The elector's meeting will conclude when the Presiding Member has closed the meeting.

The order of the proceedings will be:

- 1. Opening and Announcement of Visitors;
- 2. Attendances and apologies;
- 3. Officer Report;
- 4. General Business
 - a. Public questions about the annual report
 - b. Motions may only relate to matters that affect the local government and will be accepted at the discretion of the presiding person.
- 5. Closure.

Part Five – speakers at an electors' meeting

Only verified electors may address an electors' meeting.


Part six – asking a public question at an electors' meeting

Procedure set by the Shire President pursuant to regulation 7(1)(a) of the *Local Government (Administration) Regulations 1996*

Electors who wish to ask a question **must complete** a [Public Question Registration Form](#) and submit it to the Chief Executive Officer via email: records@toodyay.wa.gov.au or in person at the Shire of Toodyay Administration Office, 15 Fiennes Street, Toodyay WA 6566 before **12 noon on the day of the Elector's Meeting**.

Anyone that is incapable of submitting their questions in writing due to a physical or other limitation is requested to contact the Shire of Toodyay as assistance is available.

A register will be kept of incoming questions. Questions will be asked and responded to in order of receipt. The person presiding the meeting will manage public question time and ensure that each person wishing to ask their pre-submitted questions is given a fair and equal opportunity to do so.



Information

The following general rules apply to question time:

- A person is required to state their name and to what item on the agenda their question refers to before they ask their question. Two questions are permitted to be asked at a time.
- Any preamble to provide context before a question is to be brief and relevant to the question itself and must directly support the question being asked.
- Questions should not include a statement or personal opinion.
- Questions may not be directed at specific Councillors or employees;
- Questions are not to be framed in such a way as to reflect adversely on a Councillor or Employee.
- No debate or discussion about the question or answer will take place at the meeting.
- No member of the public may interrupt the meeting's proceedings or enter into private conversations.
- Questions asked will be included in the minutes of the meeting however any pre-amble to the questions asked will not be included.
- If questions cannot be answered at the meeting they will be 'taken on notice' and a written response will be provided.

Part seven – putting a motion to an Electors' Meeting

Motions must be submitted prior to the Elector's Meeting when registering to attend. Proposed motions are to be provided in writing, at least three days prior to when the meeting is to be held. **(by 4.00pm on Monday 1 September 2025).**

Please note that:

- Motions from the floor will not be accepted.
- Motions will be presented to the meeting in the order the Shire has received them.
- Motions from electors will be read aloud by the presiding person.
- The presiding person will request a mover and a seconder for a motion.
- A speaker will have a maximum of three minutes to make a statement on their motion.
- To ensure efficient and equitable time for all electors submitted motions, an abbreviated debating protocol will be used.
 - The mover will be invited to read their motion.
 - The presiding person will then call for a seconder for the motion, and any speakers against the motion.
 - There being no speakers against the motion, the presiding person will put the motion to the vote.
 - No motion is open to debate until it has been seconded.
- If there are speakers against the motion, the following debating protocol will apply.
 - The mover of a motion will be invited to speak first, and the speaker against the motion will be invited to speak next.
 - The presiding person will then call for other verified electors who wish to speak with a maximum of three speakers for and three speakers against the motion.
 - Each speaker will be given a maximum of three minutes each and may only speak once on a motion.
 - The mover of a motion has the right of reply, limited to a maximum of three minutes.
 - This closes the debate.

Information

Part eight – voting at an electors’ meeting (ref Regulation 17)

The presiding person will ask for a vote on the motion. Each verified elector is entitled to one vote on each matter to be decided at the meeting. An elector does not have to vote. Voting is determined by raising their hand either for or against a motion, at the time the presiding person calls for the vote. Voting at a general or special meeting of electors are to be decided by a simple majority of votes.

Part nine – minutes and decisions of an electors’ meeting (ref Act sections 5.32 and 5.33)

Minutes of this meeting will be available to members of the public as soon as is practicable after the meeting and before the Council meeting at which decisions made at the electors’ meeting are considered. All decisions made at an electors’ meeting are to be considered at the next ordinary Council Meeting. The decisions of an electors’ meeting are not binding on the Council, but as required by the Act, the reasons for any Council decision of this meeting are to be recorded in the minutes of the Council meeting.

Availability of Meeting Agenda and its Attachments

Information about Council Meetings is located on the website

<http://www.toodyay.wa.gov.au/Council/Council-Meetings>

Agendas & Minutes are located under the heading "Council Meetings" at

<http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes>



Information



Public Question Time Registration

s.5.24 of the Local Government Act 1995

Members of the public who wish to ask a question at a Council Meeting must complete this form

Date of Council Meeting: _____

Name(s): _____

Postal Address: _____

Organisation (if applicable): _____

Phone: _____ Email: _____

I am a: ☐ Resident ☐ Ratepayer ☐ Non-Resident ☐ Non-Ratepayer

Privacy Statement – In accordance with privacy requirements, the Questioner's address will not be made public. The information collected will only be used for matters related to Public Question Time.

Please be advised that I intend to ask the following questions in the order as numbered:

(1) _____

_____ Agenda Item No: _____

(2) _____

_____ Agenda Item No: _____

(3) _____

_____ Agenda Item No: _____

(4) _____

_____ Agenda Item No: _____

(5) _____

_____ Agenda Item No: _____

If you require extra room, please attach an A4 page

Signature: _____

Date: _____



Administration Centre
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

T (08) 9574 9300
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

Shire of Toodyay

Motion to Electors Meeting Form



Proposed motions should be provided in writing to the Shire of Toodyay by emailing to records@toodyay.wa.gov.au by no later than three (3) days before the Electors Meeting.

At the meeting, the motion must be moved and seconded before the matter can discussed.

Proposed Mover

First Name:

Last Name:

Phone:

Email:

Address:

Proposed Seconder

First Name:

Last Name:

Additional Attachments

Please ensure relevant attachments you have are included with this form.

Attachment 1:

Attachment 2:

Attachment 3:



PROPOSED MOTION

Please refer to "A Guide to Writing Motions."

Signature of mover

Date

A Guide To Writing Motions

The primary purpose of motions at elector's meetings is to enable electors to formally propose issues for the local government's consideration and potential action. These motions, if passed by a majority of electors present, are then forwarded to the council for further deliberation and decision-making. It signals to the Council that there is community support for the issue raised, prompting them to investigate, discuss, and potentially implement the proposed action.



WHAT IS A MOTION?

A motion is a formal proposal presented for a council decision. They provide a structured way for electors to raise concerns, suggest initiatives, or request action from the local government. Electors' meetings, facilitated by motions, are an important avenue for community participation and engagement in local governance. While not binding, motions passed at elector's meetings can significantly influence council decisions by highlighting community priorities and concerns.



WHO CAN SUBMIT A MOTION?

All Shire of Toodyay electors are eligible to submit motions for consideration at formal electors meetings.



ROLE OF THE ELECTED MEMBER

It is recommended that elected members use the following legislations to assist when making decisions on their motions:

- *Local Government Act 1995.*
- *Local Government (Administration) Regulations 1996.*
- Shire of Toodyay Local Laws



HOW TO WRITE A MOTION

When submitting a motion at a Shire of Toodyay Electors' Meeting, it should clearly outline the desired action, responsible party, method, timing, intended outcome, and any relevant legislation. Remember the following:

- 1 Define what you want to achieve and ensure the motion is realistic.
- 2 Address your motion as follows:
MOVED: [Name of mover]
SECONDED: [Name of Seconder]
That the Electors of the Shire of Toodyay request Council to:
[Motion]
- 3 Motion **must** be able to stand without the need for additional documents.
- 4 Avoid spelling errors, ambiguity or discriminatory/malicious intent in your motion.
- 5 You are allowed to seek advice from Shire of Toodyay Councillors and work with electors/residents to form a motion.



NEED HELP?

If you require assistance or general information, the Shire of Toodyay is able to assist.

To submit your motion, please fill out a Motion to Electors Meeting form in writing no more than 3 days before the Electors Meeting. Each elector may only move one motion at a time

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ATTACHMENTS can be found in the Attachments Paper on the Council website alongside this agenda.

- 1 OPENING AND ANNOUNCEMENT OF VISITORS
- 2 ATTENDANCE AND APOLOGIES
- 3 OFFICER REPORTS

3.1 2023-2024 Annual Report Accepted by Council

Date of Report:	6 August 2025
Applicant or Proponent:	Shire of Toodyay
File Reference:	MTG7
Author:	P Kaur – Executive Services Officer
Responsible Officer:	A Bowman JP – Chief Executive Officer
Previously Before Council:	24 July 2025 OCM
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. 2023-2024 Annual Report.

PURPOSE OF THE REPORT

To receive the 2023/2024 Annual Report (**Attachment 1**)

BACKGROUND

In accordance with s.5.27 of the *Local Government Act 1995*, a general meeting of the electors of a district is to be held once every financial year 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 purpose of holding a general meeting is to discuss prescribed matters in accordance with r.15 of the *Local Government (Administration) Regulations 1996* which states that “the matters to be discussed at a general electors’ meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.”

COMMENTS AND DETAILS

At the Ordinary Council Meeting held in July 2025, Council accepted the 2023/2024 Annual Report. This report is presented to be received.

IMPLICATIONS TO CONSIDER**Consultative:**

Nil.

Strategic:

Shire of Toodyay Council Plan 2023-2033

Outcome 9. Responsible and effective leadership and governance.

Policy related:

Governance.

Financial:

Nil.

Legal and Statutory:

s.5.27 Electors' general meetings - Local Government Act 1995

Risk related:

The risk in the Annual Report not being received by the Annual General Meeting of Electors is Insignificant. This report mitigates the risk.

Workforce related:

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Shire of Toodyay Annual Report for the 2023/2024 financial year, accepted by Council Resolution No.OCM141/07/25 on 24 July 2025, as presented, be received.

4 GENERAL BUSINESS

4.1 MOTIONS FROM ELECTORS

4.2 PUBLIC QUESTIONS ABOUT THE ANNUAL REPORT

5 CLOSURE

The Chairperson will close the meeting.