



## AGENDA

# Annual General Meeting of Electors

to be held


**Monday, 5 February 2024**  
**commencing at 5.00pm**

in the

**Council Chambers**  
11-13 Waldeck Street, Dongara

# AGENDA & BUSINESS PAPERS

*Note: The below Public Notice was advertised in the Dongara Denison Local Rag issues on the 17<sup>th</sup>, 24<sup>th</sup> & 31<sup>st</sup> of January 2024. In addition, the notice is published on the Shire of Irwin website, Facebook page and on the noticeboard located at the Public Library.*



*The Shire of Irwin's*  
**Annual Electors' Meeting**

*will be held on*  
**Monday, 5 February 2024**  
*at 5pm*

**Shire of Irwin Council Chambers**  
**11-13 Waldeck Street, Dongara.**

**ANNUAL ELECTORS' MEETING AND ANNUAL REPORT**  
The purpose of the Annual Electors' Meeting and order of business for matters to be discussed at the meeting are firstly, the contents of the Annual Report for the 2022/23 financial year and then any other general business.

A copy of the 2022/23 Annual Report will be available for download from the Shire's website [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au), in person from the Shire Office at 11-13 Waldeck Street, Dongara, by emailing [reception@irwin.wa.gov.au](mailto:reception@irwin.wa.gov.au) or by calling 9927 0000 and requesting a copy.

Some of the information highlighted within the Annual Report is:

- **Achievements of 2022/23**
- **Financial Report and Auditor's Report**

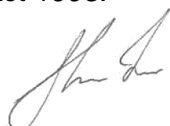
If you have any queries, please contact Sue Mearns Assistant to the Chief Executive Officer on 9927 0000 or email [smearns@irwin.wa.gov.au](mailto:smearns@irwin.wa.gov.au).

Shane Ivers  
Chief Executive Officer

PMB 21, 11-13 Waldeck Street Dongara WA 6525 | t 9927 0000 | e [reception@irwin.wa.gov.au](mailto:reception@irwin.wa.gov.au) | [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au)

Note: The meeting procedure is prescribed by Section 5.31 of the *Local Government Act 1995* and Regulation 18 of the *Local Government (Administration) Regulations 1996*, with regard to the *Shire of Irwin Meeting Procedures Local Law 2016*.

The Presiding Member will Chair the meeting in accordance with Section 5.30(1) of the *Local Government Act 1995*.



Shane Ivers  
**CHIEF EXECUTIVE OFFICER**

# Guidelines for the Annual General Meeting of Electors

## Holding and Convening Annual General Meeting of Electors

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.

## Meeting Procedure

The following procedures will normally apply to the meeting:

1. Opening of meeting
2. Record of attendance
3. 2022/23 Annual Report inclusive of Audited Financial Statements – CEO to give highlights
  - Questions from electors on items relating to the Annual Report
4. General Business
  - Questions from electors on items relating to other matters.
5. Closure of meeting

## Registration and Sign In

In order to be able to ask a question and/or move/second a motion and/or vote, all electors in attendance must be on the current Shire of Irwin Electoral Roll. Shire officers will be verifying this on arrival, so in order to commence the meeting on time, members of the public who wish to be part of the voting process are encouraged to arrive at least fifteen minutes prior to the meeting.

Electors will be marked off the Shire's Electoral Roll as they enter the meeting. If a member of the public is not on the current electoral roll, he/she must provide identification/proof of enrolment (being on the Federal and/or State Roll) within the Shire of Irwin. The burden of proof is the responsibility of the Elector in order to prove that they are an elector of the district. Should members of the public not be found on the roll, they will have the opportunity to sit in on the meeting and speak but will not be entitled to vote.

## Questions from Electors

The Presiding Member will allow each elector to ask up to two questions and move on to the next elector.

Electors asking questions are requested to state their name and street/locality of residence prior to asking a question.

## Rules of Conduct and Recording of Meeting

All elected members and Shire of Irwin staff will have to abide by the Shire of Irwin's Code of Conduct. All members of the public attending the electors' meeting must be fair and respectful before, during and after the meeting. The use of any electronic visual or vocal recording or transmitting device or instrument to record or transmit the proceedings of the meeting is prohibited.



# Table of Contents

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	5
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE .....	5
3. 2022/23 ANNUAL REPORT .....	5
4. GENERAL BUSINESS.....	5
5. CLOSURE .....	5

# **AGENDA**

## **ANNUAL GENERAL MEETING OF ELECTORS**

to be held

**Monday 5 February 2024**

at 5.00pm

- 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**
- 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

### **Members**

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor P Summers	
Councillor A Gillam	
Councillor I Scott	
Councillor H Palmer	
Councillor E Tunbridge	

### **Staff**

Mr S Ivers	Chief Executive Officer
Ms P Machaka	Manager Finance
Mr M Jones	Acting Manager of Operations
Mr P Bracegirdle	Manager Community Services
Mr M Connell	Manager Development Services
Ms S Mearns	Minute Taker

### **Electors and Members of the Public (Non electors)**

*[Please ensure you record your name on the attendance register at the entrance to the Council Chambers]*

### **Approved Leave of Absence**

### **Apologies**

### **3. 2022/23 ANNUAL REPORT**

S Ivers, CEO will provide an overview of the 2022/23 Annual Report and highlight significant events.

The Presiding Member will invite questions from electors in relation to the 2022/23 Annual Report.

### **4. GENERAL BUSINESS**

The Presiding Member will invite electors to ask up to 2 questions before moving on to the next elector.

When the Presiding Member invites you to ask your question, please stand, state your name and street / locality of residence and then proceed to ask one question at a time.

All questions are to be directed to the Presiding Member who may invite a response from the Chief Executive Officer or other senior staff members.

Maximum speaking time per person is four (4) minutes.

### **5. CLOSURE**

There being no further business, the Presiding Member will declare the meeting closed.