



# SHIRE OF JERRAMUNGUP

## ANNUAL GENERAL MEETING OF ELECTORS

**To the President and Councillors,**

Please be advised that the Annual General Meeting of Electors of the Shire of Jerramungup is to be held on

Tuesday, 10 February 2026  
At the Town Hall,  
Bremer Bay  
Commencing at 6:00pm

Martin Cuthbert  
**CHIEF EXECUTIVE OFFICER**  
16 January 2026

## AGENDA

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## **ANNUAL GENERAL MEETING OF ELECTORS PROCEDURES**

### **Prepare Annual Report**

The *Local Government Act 1995* requires that the local government is to 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).

### **Matters for Discussion at the Annual General Meeting of Electors**

In accordance with section 5.27(3) of the *Local Government Act 1995* and regulation 15 of the *Local Government (Administration) Regulations 1996* – 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.

### **Shire President to Preside at the Annual General Meeting of Electors**

Section 5.30 of the *Local Government Act 1995* stipulates that the Shire President (or if not available the Deputy Shire President) is to preside at the Electors Meeting.

### **Voting at the Annual General Meeting of Electors**

Regulation 17 of the *Local Government (Administration) Regulations 1996*, 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 so that no voter's vote is secret.

### **Procedure at the Annual General Meeting of Electors**

Regulation 18 of the *Local Government (Administration) Regulations 1996*, states that the procedure at an Annual General Meeting of Electors is to be determined by the person presiding (Shire President or Deputy Shire President) at the meeting.

### **Decisions made at an Annual General Meeting of Electors**

In accordance with section 5.33 of the *Local Government Act 1995* all decisions made at an Annual General Meeting 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 Annual General Meeting 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 *Local Government Act 1995* as a person who is eligible to vote in an election of the Shire of Jerramungup.

### **Speaking at Annual General Meeting of Electors Meeting and Manner of Conduct**

- Speakers must be Electors of the Shire of Jerramungup;
- When addressing the meeting, all speakers are asked to clearly give their name and address each time they speak for minute taking purposes;
- No persons are to use offensive or objectionable expressions in reference to any Member, Employee of Council, or any other Person;
- All Elected Members, the Chief Executive Officer and Senior Managers attend this Meeting to observe the proceedings and hear comments from Electors. All questions and comments should be directed to the Shire President who may invite a response from the Chief Executive Officer, Presiding Members of Committees, Senior Staff or Elected Members.

**Shire of Jerramungup**  
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## **ANNUAL GENERAL MEETING OF ELECTORS**

### **AGENDA**

#### **1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS**

The meeting was opened at .....pm by the Presiding Member.

I would like to begin today by acknowledging the Goreng people who are the Traditional Custodians of the land on which we meet today, and the Shire of Jerramungup would like to pay their respects to their Elders both past and present.

#### **2.0 RECORD OF ATTENDANCE**

##### **2.1 ATTENDANCE**

**ELECTED MEMBERS:**

**STAFF:**

**VISITORS:**

**GALLERY:**

##### **2.2 APOLOGIES**

##### **2.3 ON LEAVE OF ABSENCE**

#### **3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

Annual General Meeting of Electors of the Shire of Jerramungup held on 5 February 2025.

**OFFICER RECOMMENDATION:**

**That the Minutes of the Annual General Meeting of Electors of the Shire of Jerramungup held at the Council Chamber, Jerramungup, on 5 February 2025 be CONFIRMED.**

#### **4.0 PRESENTATION OF THE 2024/2025 ANNUAL REPORT**

The 2024/2025 Annual Report is provided under separate cover.

##### **OFFICER RECOMMENDATION:**

**That the Annual Report for the period 1 July 2024 to 30 June 2025 as presented, be received.**

#### **5.0 GENERAL BUSINESS**

#### **6.0 CLOSURE OF MEETING**

The Presiding Member closed the meeting at .....pm

These minutes were confirmed at a meeting held

.....

Signed: .....

Presiding Person at the meeting at which these minutes were confirmed

Date: .....