

Administration

Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966
Hours Mon–Fri 8:30am–4:30pm | Telephone Mon–Fri 8:00am–5:00pm 08 9439 0200
NRS 133 677 (hearing/speech impaired) | TIS National 131 450 (Translating and Interpreting Service)
customer@kwinana.wa.gov.au | www.kwinana.wa.gov.au

PARTICIPATING IN THE ANNUAL ELECTORS' MEETING GUIDE

Raising a Motion

The City of Kwinana's Annual Electors' Meeting is an important opportunity for residents and ratepayers to engage with the City, ask questions, and propose motions regarding local matters. The meeting is held once each financial year following the acceptance of the Annual Report and provides a formal forum for community input. If you have an idea or a community issue you would like to raise, you are welcome to move a motion from the floor. Here is everything you need to know about the process.

Do I need to submit my motion in advance?

No prior notice is required.

You do not need to submit a formal Notice of Motion in the days or weeks leading up to the meeting. The meeting includes dedicated sections for questions and motions from electors.

While you don't need to notify us in advance, all motions are required to be provided in writing at the meeting before a vote can take place, in accordance with City procedures.

Once you have moved your motion and another elector has seconded it, you must hand a fully written version of the motion to the City Administration. This ensures your motion is accurately captured in the official meeting minutes and that all attendees clearly understand what they are voting on.

It is recommended that motions be clear, concise and capable of being implemented by the Council.

Before the Meeting – Registration and Eligibility

To participate in the meeting (including asking questions, moving or seconding motions, and voting), you must be an eligible City of Kwinana elector.

Electors will be required to register on arrival to confirm their eligibility to participate and may be asked to provide identification if required.

Members of the public who are not eligible electors are welcome to attend the meeting, however only eligible electors may participate in asking questions, moving or seconding motions, and voting.

How to Move and Debate a Motion

To ensure fairness and an orderly meeting, the following process applies in accordance with the City of Kwinana *Standing Orders Local Law 2019*:

1. Eligibility and Identification

- You must be an eligible City of Kwinana elector (a resident or ratepayer on the electoral roll) to move a motion, second a motion, or vote.

- When called upon, both the mover and the seconder must clearly state their name and residential address for the record.
- The Presiding Member may require confirmation of eligibility before accepting a motion.

2. Moving the Motion

- Motions are raised during the section of the meeting allocated for motions by electors.
- Only one motion may be considered at a time.
- A motion must be moved and seconded before it can be discussed. No debate is permitted until the motion has been seconded.

3. Speaking Time Limits

- The mover has a maximum of five minutes to introduce and speak to the motion.
- The seconder has a maximum of five minutes to speak in support.
- Speakers must address the Presiding Member, state their name and address, and remain relevant to the motion.

4. The Debate

- The Presiding Member will invite up to three speakers for and three speakers against the motion to share their views.
- When speaking, electors should focus on factual information and avoid speculation or personal opinion where possible.
- Following the debate, the original mover is given the right of reply before the vote is taken.
- The Presiding Member may rule a motion out of order if it is unlawful, unclear, or outside the scope of the meeting.

Voting and Outcomes

How is the vote counted?

All decisions are made by a simple majority using a show of hands. Please note that secret ballots are not permitted. Only eligible electors present at the meeting may vote.

What happens if my motion is carried?

It is important to note that motions passed at an Annual Electors' Meeting are not immediately binding decisions of the City. Under the *Local Government Act 1995*, any decision made by electors must be formally considered by the Council at the next Ordinary Council Meeting, or at a Special Council Meeting called for that purpose.

The Council will consider the resolution and determine what action (if any) will be taken.