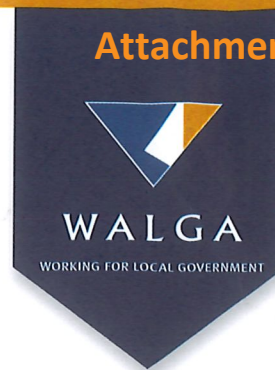




Chief Executive Officer Attachments  
ORDINARY MEETING OF COUNCIL  
Wednesday 15 May 2019

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.4.1	<b>WALGA Annual General Meeting 2019 Voting Delegates</b> 1. Correspondence received from WALGA (dated 11 April 2019)	1 – 6



11 April 2019

Our Ref: 01-003-02-0003 MD

Mr Neil Hartley  
Acting Chief Executive Officer  
Shire of Chittering  
DX 69251, 6177 Great Northern Highway  
BINDOON WA 6502

SHIRE OF CHITTERING  
RECEIVED

15 APR 2019

Dear Neil

Officer..... CEO/ESO  
File..... 14/01/2009  
Ref..... 119105193

**Notice of Annual General Meeting 2019**

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held on **Wednesday 7 August 2019** as part of the Local Government Convention. The meeting will be held at the Perth Convention Exhibition Centre, 21 Mounts Bay Road, Perth.

Notice of the Annual General Meeting is enclosed, together with general information on the meeting and guidelines for the preparation and submission of motions. Also attached is the Voting Delegates Form.

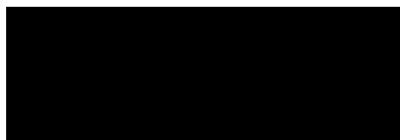
Please note that the closing date for submissions of motions is **Tuesday 4 June 2019**. Any motions proposing alterations or amendments to the Association's Constitution must be received by **Friday 10 May 2019** in order to satisfy the 60 day constitutional notice requirements.

The 2019 Local Government Convention is the premier event for Elected Members and Officers within Local Government. The Association's Annual General Meeting, as an integral part of this event, is a critical forum for mobilising the views of Western Australian Councils, confronting emerging issues and developing directions forward for our sphere of government.

Please return the enclosed Voting Delegates Form by Friday 5 July 2019.

For enquiries, please contact Margaret Degebrodts, Executive Officer Governance on 9213 2036 or via email [mdegebrodts@walga.asn.au](mailto:mdegebrodts@walga.asn.au).

Yours sincerely



**Nick Sloan**  
Chief Executive Officer

Enc: Notice of 2019 AGM and Voting Delegate Form



**Notice**  
of  
**Annual General Meeting**  
and  
**Procedural Information**  
for Submission of Motions

**Perth Convention and Exhibition Centre**

**Wednesday, 7 August 2019**

**Deadline for Agenda Items**

(Close of Business)

**Tuesday, 4 June 2019**



# 2019 Local Government Convention

## General Information

The 2019 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 7 August to 9 August 2019. The tentative schedule for the Convention is as follows:

<u>Tuesday, 6 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum (separate invitation)	3.30 pm	5.30 pm
Mayors and Presidents Reception (separate invitation)	5.30 pm	7.00 pm
<u>Wednesday, 7 August</u>		
State and Local Government Forum (separate registration)	9.00 am	11:00am
Registration for AGM and collection of voting keypads	10.00 am	1.30 pm
Honour Recipients Luncheon (by invitation only)	12.00 pm	1.15 pm
WALGA AGM (including Honours Awards Presentations)	1.30 pm	5.00 pm
Convention Opening Welcome Reception	5.00 pm	6.30 pm
<u>Thursday, 8 August</u>		
ALGWA AGM and Breakfast (separate invitation)	7.45 am	9:00 am
Opening and Convention Sessions	9.00 am	5.00 pm
Convention Gala Dinner	7.00 pm	11:00 pm
<u>Friday, 9 August</u>		
Convention Breakfast	7.30 am	8.45 am
Convention Sessions	9.15 am	4:00 pm

Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.

### WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 7 August 2019. This event should be attended by delegates from all Member Local Governments.

### Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a cost for those not registered as a Full Delegate.

### Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2019 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Tuesday, 4 June 2019**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm **Friday, 10 May 2019** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

### Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).



Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

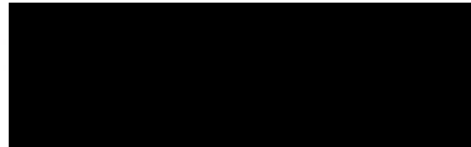
Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrod, Executive Officer Governance on 9213 2036 or via email [mdegebrod@walga.asn.au](mailto:mdegebrod@walga.asn.au).

### Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



**President Cr Lynne Craigie OAM**  
President



**Nick Sloan**  
Chief Executive Officer

# EMAIL BACK

## Voting Delegate Information 2019 Annual General Meeting



TO: Chief Executive Officer

Registered:
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All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, 7 August 2019 at the Perth Convention Centre.

Please complete and return this form to the Association by Friday **5 July 2019** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

**Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.**

VOTING DELEGATES	PROXY Voting Delegates
Name of Voting Delegates (2): ..... .....	Name of Proxy Voting Delegates (2): ..... .....
<p><b>For (Local Government Name):</b> Shire/Town/City of .....</p> <p><b>Signature Chief Executive Officer</b> _____                      (An electronic signature is <u>required</u> if submitting via email)</p> <p style="text-align: right;"><b>Date</b> _____</p>	

ON COMPLETION PLEASE EMAIL TO: [mdegebrodtd@walga.asn.au](mailto:mdegebrodtd@walga.asn.au)

Margaret Degebrodtd, Executive Officer Governance