



12.1 Executive Directorate

APPENDICES ORDINARY COUNCIL MEETING

TO BE HELD

24th June 2026

Commencing at 5:00pm

AT

ADMINISTRATION CENTRE EATON

1 Council Drive – EATON

This document is available in alternative formats such as:

- ~ Large Print
- ~ Electronic Format [disk or emailed]
Upon request.

2026 Notice of WALGA Annual General Meeting

THURSDAY, 17 SEPTEMBER 2026
2:30PM
PERTH CONVENTION AND EXHIBITION CENTRE
21 MOUNTS BAY RD, PERTH WA

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on Thursday, 17 September 2026 at 2:30pm.

The AGM is being held in conjunction with the 2026 Local Government Convention (the Convention). Further information about the Convention is available on the [WALGA website](#).

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. **To participate as a Voting Delegate, registration is required.**

VOTING INFORMATION

Voting entitlement

Each Member Local Government is entitled to be represented by two Voting Delegates. A Voting Delegate is entitled to one vote.

A Proxy is entitled to vote in the absence of a Voting Delegate.

Voting Delegates and Proxies may be Elected Members or officers.

Registration of Delegates and Proxies

Voting Delegates and Proxies must be registered by the Local Government Chief Executive Officer.

The Chief Executive Officer of each Member Local Government will be sent the Delegate registration link via email. We ask that registration be completed via the link provided prior to 5:00pm on Tuesday, 1 September. However, Delegate registrations can be completed or amended up until the start of the AGM at 2:30pm on Thursday, 17 September.

The link to register Delegates and Proxies will be sent separately. **Please note that this link does not register you for the Local Government Convention.** To register for the Convention, please visit the [WALGA website](#).

Voting process

Voting will be conducted electronically via an app. Further information on voting will be sent to all registered Voting Delegates and Proxies prior to the AGM.

MEMBER MOTIONS

Submission

Member Local Governments are invited to submit motions for inclusion in the Agenda for consideration at the AGM. Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at associationgovernance@walga.asn.au.

Closing date

Member motions must be submitted prior to **5:00pm on Thursday, 30 July 2026**.

Guidelines for motions

Please refer to the *Guideline for the submission of Member Motions* on the [WALGA website](#) for detailed information on the submission of motions.

MEETING DOCUMENTS

Notice of proposed amendments to the Association Constitution

The Chief Executive Officer of WALGA will give not less than 60 days' notice of any proposal to amend the Association Constitution. This notice will be given via email to all Local Government Chief Executive Officers by 5:00pm on Thursday, 16 July.

Agenda

The Chief Executive Officer of WALGA will publish the Agenda for the AGM not less than 30 days prior to the AGM. The Agenda will be published by 5:00pm on Tuesday, 18 August on the WALGA website. All Elected Members and CEOs will be advised of the availability of the Agenda via email.

Hardcopy meeting documents will not be distributed.

The Order of Business shall be:

1. Record of attendance and apologies
2. Announcements
3. Adoption of AGM Standing Orders
4. Confirmation of previous Minutes
5. Adoption of Annual Report
6. Consideration of Executive and Member Motions

MEETING CONDUCT

The AGM will be conducted in accordance with the [WALGA AGM Standing Orders](#).

QUERIES

Please direct all enquiries relating to the registration of AGM Voting Delegates or the submission of Member motions to Habiba Farrag, State Council Governance Officer on (08) 9213 2050 or at associationgovernance@walga.asn.au.



Mayor Mark Irwin
WALGA President



Nick Sloan
WALGA Chief Executive Officer

2026 WALGA Annual General Meeting

Guidelines for the submission of Member Motions

GENERAL PRINCIPLES

The following principles should be followed by Members in the formulation of Member 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 AGM or would it be better handled immediately by WALGA?
- The likely political impact and potential media interest 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?

CRITERIA

Motions will be included in the Agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the [Association 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); and
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 per the [Advocacy Positions Manual](#) (as the matter has previously been considered and endorsed by WALGA).

Motions of similar objective:

7. Will be consolidated as a single item.

Prior to the finalisation of the Agenda, the WALGA President and Chief Executive Officer will determine whether Motions submitted by Members abide by the above criteria.

Members submitting Motions will be advised of the determinations.

COUNCIL RESOLUTION

Motions should be submitted with the support of a resolution of Council. When submitting a Motion, the Member Local Government should advise that the Motion has been endorsed by Council.

MOTION TEMPLATE

A Member Motion template has been prepared to assist Local Governments in submitting proposed Motions. The template is available on the [WALGA website](#).

Motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

SUBMISSION

Who can submit a Member Motion

As per clause 22(5) of the Constitution, an AGM Motion may only be submitted by the WALGA State Council or a Member Local Government.

How to submit a Member Motion

Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at associationgovernance@walga.asn.au.

CLOSING DATE

Motions must be submitted before **5:00pm on Thursday, 30 July 2026**.

SPECIAL URGENT BUSINESS¹

No Motion shall be accepted for debate at the AGM after the closing date unless the Motion:

- relates to special urgent business; and
- is approved for debate by an absolute majority of Delegates.²

Where practicable, prior notice of the special urgent business should be provided to the WALGA President.

The Delegate moving an item of special urgent business is to have sufficient copies of the Motion in writing for distribution to all Delegates at the meeting.

¹ [WALGA AGM Standing Orders](#), clause 8

² "Absolute Majority" means a majority of Voting Delegates whether present and voting or not.

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT:		Western Australian Local Government Association Convention and Annual General Meeting						
RISK THEME PROFILE:		6 - Community Engagement						
RISK ASSESSMENT CONTEXT:		Strategic						
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Participation and support of member Councils at the WALGA AGM is of importance to the industry as a whole.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.