



# Council Agenda

**ANNUAL GENERAL MEETING OF ELECTORS**

**5.30pm, 30 January 2018**

**Council Chambers, Civic Centre, Dundebur Road, Wanneroo**

## **Recording of Council Meetings Policy**

### **Objective**

- To ensure that there is a process in place to outline access to the recorded proceedings of Council.
- To emphasise that the reason for recording of Council Meetings is to ensure the accuracy of Council Minutes and that any reproduction is for the sole purpose of Council business.

### **Statement**

#### ***Recording of Proceedings***

- (1) Proceedings for meetings of the Council, Electors, and Public Question Time during Council Briefing Sessions shall be recorded by the City on sound recording equipment, except in the case of meetings of the Council where the Council closes the meeting to the public.
- (2) Notwithstanding subclause (1), proceedings of a meeting of the Council which is closed to the public shall be recorded where the Council resolves to do so.
- (3) No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.

#### ***Access to Recordings***

- (4) Members of the public may purchase a copy of recorded proceedings or alternatively listen to recorded proceedings with the supervision of a City Officer. Costs of providing recorded proceedings to members of the public will be the cost of the recording plus staff time to make the copy of the proceedings. The cost of supervised listening to recorded proceedings will be the cost of the staff time. The cost of staff time will be set in the City's schedule of fees and charges each year.
- (5) Elected Members may request a recording of the Council proceedings at no charge. However, no transcript will be produced without the approval of the Chief Executive Officer. All Elected Members are to be notified when recordings are requested by individual Members.

#### ***Retention of Recordings***

- (6) Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the State Records Act 2000.

#### ***Disclosure of Policy***

- (7) This policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors meetings to advise the public that the proceedings of the meeting are recorded.



# City of Wanneroo

Notice is given that the next Annual General Meeting of Electors will be held at the Council Chambers, Civic Centre, Dundobar Road, Wanneroo on **Tuesday 30 January 2018** commencing at **5.30pm**.

D Simms  
Chief Executive Officer  
24 January, 2018

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**CITY OF WANNEROO**  
**INFORMATION ON HOW THE ANNUAL ELECTORS' MEETING**  
**IS CONDUCTED**

Welcome to the City of Wanneroo's Annual Electors Meeting for 30 January 2018. The purpose of the meeting is to receive the City's Annual Report and any other general business pertaining to Council business. In accordance with the *Local Government (Administration) Regulations 1996*, the Mayor is to preside at a general or special meeting of electors and is to determine the procedure to be followed.

1. All present are required to sign the attendance register at the entry to the Chambers, including name and address.
2. Speakers must be Electors of the City of Wanneroo.
3. The proceedings will be recorded for the purpose of production of the minutes and speakers are requested to use the microphones each time they speak.
4. No other audio or visual recording is to be undertaken without the permission of the Presiding Member.
5. The order of proceedings will firstly be reference to these rules by the Presiding Person followed by Attendances, Apologies, Leave of Absence, Declaration of Interest, presentation of the Audited Financial Statements, Annual Report and General Business.
6. During general Business, questions or statements may only relate to matters that affect the local government and will be accepted at the discretion of the Presiding Person.
7. **Proposed motions must be provided in writing to Administration by 12 noon on the day of the meeting. Forms are available from Governance and on the City's website. "Motions from the Floor" will only be accepted at the discretion of the Mayor.**
8. Motions from Electors will be read aloud by the Mayor to ensure that everyone is clear about what they are voting on.
9. The Mayor will call for a mover and a seconder for a motion.
10. No motion or amendment is open to debate until it has been seconded. Only one amendment on any one motion shall be received at a time and such amendment shall be disposed of before any further amendment can be received; but any number of amendments may be proposed.
11. Upon a motion being proposed, the Mayor will call for speakers to address the Chair.
12. When addressing the meeting, a person is to:-

- a) rise and move to the front podium unless unable to do so by reason of sickness or disability;
  - b) state his or her name for recording in the minutes;
  - c) address the meeting through the person presiding.
  - d) limit questions/statements to fact, not opinion or supposition.
13. The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate.
  14. An elector may rise and move without discussion, "that the question be now put", which, on being duly seconded and carried by a majority, will result in submission of the motion at once to the meeting, after the mover has replied.
  15. The Mayor will then ask for a vote on the motion on the floor.
  16. Each elector has one vote. An elector does not have to vote.
  17. Voting is determined by a show of hands.
  18. A simple majority carries the vote.
  19. The person presiding is to determine questions of order and procedure not stated above but an elector may move a motion of dissent from a ruling of the person presiding, which if seconded, shall be put without discussion.
  20. Minutes of this meeting will be available for inspection by members of the public as of 13 February 2018. Any motions arising from the meeting requiring action will be presented to the next Ordinary meeting of Council for consideration.

The decisions of this meeting are not binding on the Council, but as required by the *Local Government Act 1995*, the reasons for any Council decision on a decision of this meeting are to be recorded in the minutes of the council meeting.

# AGENDA

*Good evening Councillors, staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this city and this region and I invite you to bow your head in prayer:*

*Lord, We ask for your blessing upon our City, our community and our Council. Guide us in our decision making to act fairly, without fear or favour and with compassion, integrity and honesty. May we show true leadership, be inclusive of all, and guide the City of Wanneroo to a prosperous future that all may share. We ask this in your name. Amen*

## **Item 1 Attendances**

## **Item 2 Apologies and Leave of Absence**

## **Item 3 Reports**

**Declarations of Interest by Elected Members, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.**

### **3.1 Annual Report 2016/17**

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File Ref:	29932 – 17/450887
Responsible Officer:	Director Corporate Strategy and Performance
Disclosure of Interest:	Nil
Attachments:	1

#### **Issue**

To present the 2016/17 Annual Report for the City of Wanneroo.

#### **Background**

Section 5.53(1) of the *Local Government Act 1995* (the Act) requires local governments to develop and publish an Annual Report for each financial year. Section 5.27 of the Act requires that a general meeting of electors is to be held once every financial year and not more than 56 days after the local government accepts the annual report.

#### **Detail**

Regulation 15 of the *Local Government (Administration) Regulations 1996* prescribes that the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business. At its meeting held on 5 December 2017, Council adopted the Audited Financial Report and accepted the 2016/17 Annual Report (which is inclusive of the concise audited financial report). The Annual Report has been published on the City's website and hard copies will be available for members of the public at the general meeting of electors.

## Consultation

Section 5.55 of the Act requires that Council give local public notice of the availability of the Annual Report once accepted by Council. Advertisements were placed in newspapers, on the City's website and on Council's Public Notice Boards post the 5 December 2017 Ordinary Council Meeting.

## Comment

The Annual Report provides a comprehensive account of the City's activities over the twelve months from 1 July 2016 to 30 June 2017. It outlines the progress made towards the strategic objectives as set out in the City's Strategic Community Plan 2013/14 - 2022/23, and details achievements and performance against the 2016/17 commitments made in the Corporate Business Plan 2016/17 - 2019/20.

The Annual Report has been developed in accordance with good practice guidelines and feedback from the Australasian Reporting Awards, for which the City has been a recipient of the Gold and Silver Awards for the 2014/15 and 2015/16 Annual Reports. By entering the Awards for consecutive years, the City is endeavouring to improve the quality of reporting year on year to enhance transparency and the quality of communication to electors and wider community.

## Statutory Compliance

The preparation and publication of the Annual Report is in accordance with the *Local Government Act 1995*.

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

- “4 Civic Leadership
  - 4.2 Good Governance
    - 4.2.1 Provide transparent and accountable governance and leadership”

## Risk Management Considerations

Risk Title	Risk Rating
Strategic Community Plan	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
Integrated Planning and Reporting	Low
Accountability	Action Planning Option
Executive Leadership Team	Manage

Risk Title	Risk Rating
Financial Management	Moderate
Accountability	Action Planning Option
Executive Leadership Team	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate Risk Registers respectively.

Action plans have been developed to manage these risks and to support existing management systems.

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Voting Requirements**

Not applicable

### **Recommendation**

**The contents of the 2016/17 Annual Report are presented to the electors of the City of Wanneroo.**

*Attachments:*

1 [↓](#). 2016/17 Annual Report (Separate to Agenda) 18/22495

**Attachment 1 – The City of Wanneroo Annual Report 2016/17**

This attachment will be available under separate printed cover.

[Click here to access the full online version of the 2016/17 Annual Report](#)

***Administration Use Only***

Attachment 1 – HPE 17/348676

**Item 4 General Business**

**Item 5 Closure**