



# Council Agenda

**ANNUAL GENERAL MEETING OF ELECTORS**

**6.30pm, 03 December 2018**

**Council Chambers, Civic Centre, 23 Dundobar 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 **Monday 3 December, 2018** commencing at **6.30pm**.

D Simms  
Chief Executive Officer  
29 November, 2018

## CONTENTS

<b><u>ITEM 1</u></b>	<b><u>ATTENDANCES</u></b>	<b><u>1</u></b>
<b><u>ITEM 2</u></b>	<b><u>APOLOGIES AND LEAVE OF ABSENCE</u></b>	<b><u>1</u></b>
<b><u>ITEM 3</u></b>	<b><u>REPORTS</u></b>	<b><u>1</u></b>
3.1	ANNUAL REPORT 2017/18	1
<b><u>ITEM 4</u></b>	<b><u>GENERAL BUSINESS</u></b>	<b><u>6</u></b>
<b><u>ITEM 5</u></b>	<b><u>CLOSURE</u></b>	<b><u>6</u></b>

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

Welcome to the City of Wanneroo's Annual Electors' Meeting for Monday, 3 December 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 Member, 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 Member.
7. **Proposed Motions must be provided 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 Presiding Member.**
8. Motions from Electors' will be read aloud by the Presiding Member, to ensure that everyone is clear about what they are voting on.
9. The Presiding Member will call a mover and 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 Presiding Member will call for speakers to address the Chair.

12. When addressing the Meeting, an Elector 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 Presiding Person;
  - 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 Presiding Member 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 shall be determined by a show of hands.
18. A simple majority carries the vote.
19. The Presiding Member 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 Presiding Member, 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 5 February 2019. Any Motions arising from the Meeting requiring action will be presented to the next Ordinary Council Meeting 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 2017/18**

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File Ref:	35023 – 18/513206
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	2

#### **Issue**

To present the City of Wanneroo Annual Report 2017/18 (**Annual Report**) and the Annual Audited Financial Report for the City of Wanneroo for the year ended 30 June 2018 (**Annual Audited Financial Report**).

#### **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.

The Annual Report and the Annual Audited Financial Report, as audited by the Office of the Auditor General, were considered at an Audit and Risk Committee meeting held on Tuesday 13 November 2018, at which time the Audit and Risk Committee recommended that Council adopt the Annual Report and the Annual Audited Financial Report.

At a Special Council meeting held on 27 November 2018, Council adopted the Annual Report and the Annual Audited Financial Report. The Annual Report has been published on the City's website in accordance with Section 5.55A of the Act 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 the CEO 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 27 November 2018 Special Council Meeting.

## Comment

The Annual Report provides a comprehensive account of the City's activities over the twelve months from 1 July 2017 to 30 June 2018. It outlines the progress made towards the strategic objectives as set out in the City's Strategic Community Plan 2017/18-2026/27, and details achievements and performance against the 2017/18 commitments made in the Corporate Business Plan 2017/18 - 2020/21.

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 a Silver and two Gold Awards for the Annual Reports over the past three years. By entering the Awards, 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.

The Annual Audited Financial Report will be included in the designed version of the Annual Report.

## 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

<b>Risk Title</b>	<b>Risk Rating</b>
Strategic Community Plan	Low
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy and Performance	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
Integrated Planning and Reporting	Low
<b>Accountability</b>	<b>Action Planning Option</b>
Executive Leadership Team	Manage

<b>Risk Title</b>	<b>Risk Rating</b>
Financial Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
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 City of Wanneroo Annual Report 2017/18 and the Annual Audited Financial Report, are presented to the Electors of the City of Wanneroo.**

#### *Attachments:*

- 1 [↓](#) City of Wanneroo Annual Report 2017/18 (Separate to Agenda) 18/500143
- 2 [↓](#) Annual Audited Financial Report (Separate to Agenda) 18/513249



## **Attachment 1 – City of Wanneroo Annual Report 2017/19**

This attachment will be available under separate printed cover.

[Click here to access the unbranded online version of the Annual Report 2017/18.](#)

***Administration Use only***  
Attachment 2 – HPE # 18/513081

## Attachment 2 – Annual Audited Financial Report

This attachment will be available under separate printed cover.

[Click here to access the full online version of the 2017/18 Annual Audited Financial Report](#)

*Administration Use only*  
Attachment 2 – HPE # 18/513081

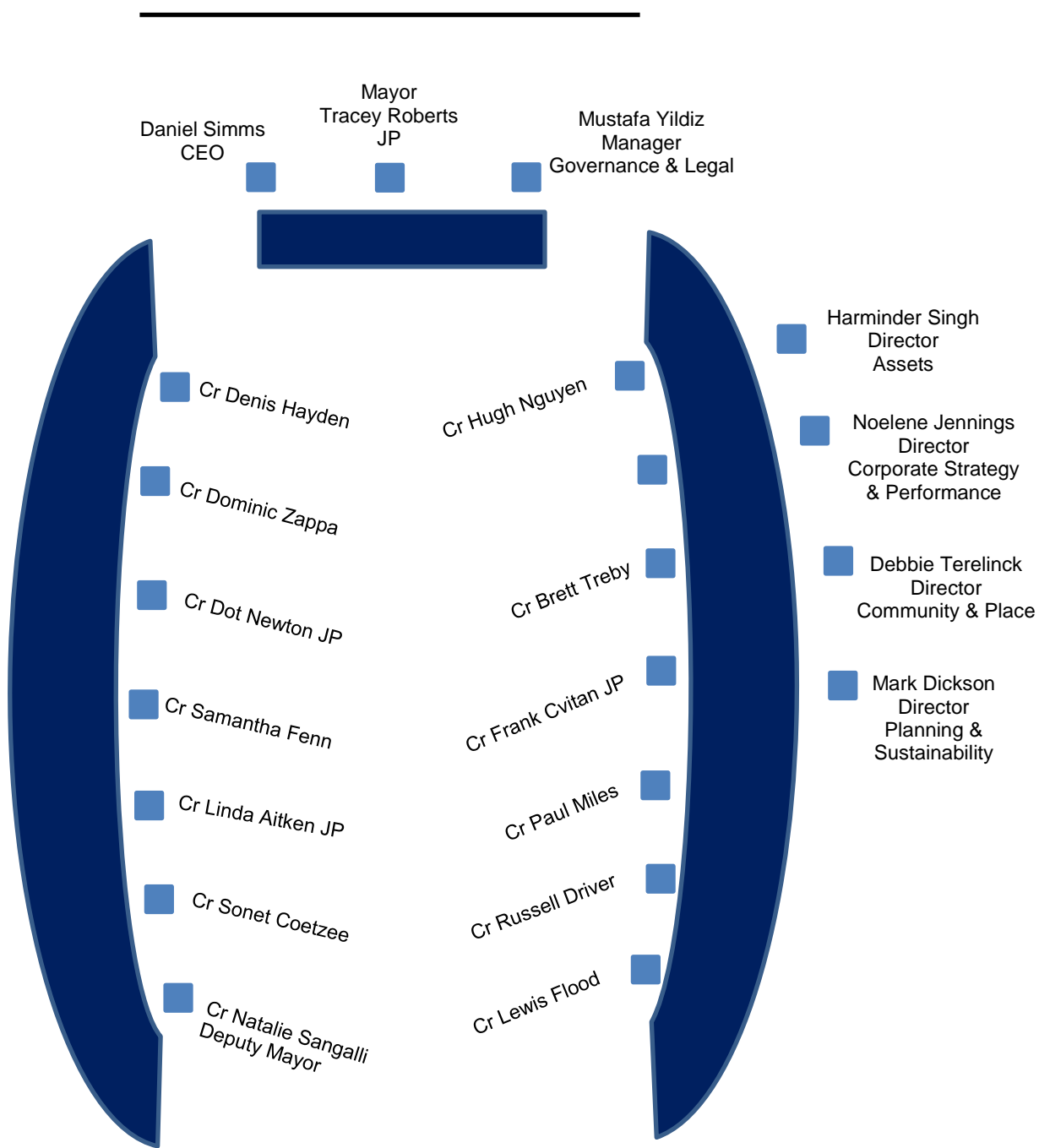
**Item 4 General Business**

**Item 5 Closure**



# COUNCIL CHAMBERS SEATING DIAGRAM

SCREEN



EXIT



MICROPHONE

PUBLIC GALLERY