

MINUTES

Unconfirmed Minutes Annual Electors' General Meeting

5:30pm, 22 February, 2022
Council Chamber (Level 1), Civic Centre,
23 Dundebur Road, Wanneroo

wanneroo.wa.gov.au

INFORMATION AND PROCEDURE ON HOW THE ANNUAL ELECTORS' GENERAL MEETING WILL BE CONDUCTED

Welcome to the City of Wanneroo Annual Electors' General Meeting.

In accordance with Regulation 15 of the *Local Government (Administration) Regulations 1996* (the **Regulations**), 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.

Regulation 18 of the Regulations states that the procedure to be followed at a general or special meeting of electors is to be determined by the Person Presiding at the meeting.

In accordance with clause 5.30 of the *Local Government Act 1995* (the **Act**), the Mayor is to preside at electors meetings.

The Mayor has determined the procedure to be followed (HPE 22/64954).

PROCEDURE FOR THE ANNUAL ELECTORS' GENERAL MEETING 22 FEBRUARY 2022

Part 1 - Attendance at an Electors' Meeting

1. All attendees must:
 - a. register their attendance including name and address, on the attendance register provided by City of Wanneroo staff. The attendance register is for internal record purposes only and will not be published or distributed; and
 - b. remain seated at all times during the meeting, unless invited by the Presiding Person to address the meeting at the lectern;
 - c. wear a mask at all times, even whilst speaking, in accordance with the State Government public health directives;
 - d. not cause any disturbance or disrupt the meeting proceedings in any way; and
 - e. comply with this Procedure and the direction of the Presiding Person at all times.
2. Attendees who are verified electors of the City of Wanneroo will be provided first priority to access the Council Chamber, subject to seating capacity.
3. Attendees who are not verified electors of the City of Wanneroo will be required to remain in the designated overflow areas (as determined by City staff), unless, at the commencement of the AGM, there is sufficient capacity within the Council Chamber for those attendees to enter the Council Chamber. Should there be sufficient capacity, then staff will direct attendees to the Chamber.
4. Attendees who do not adhere to the Procedure, may be requested by the Presiding Person to leave the meeting and/or the building, and that person (or persons) are required to comply with the direction of the Presiding Person.

Part 2 – Participants at an Electors’ Meeting (ref. Act clauses 5.26)

5. **All participants at an Electors’ Meeting must be verified electors of the City of Wanneroo.**
6. A verified elector is:
 - a. an elector whose name and address is recorded on the -
 - i. City of Wanneroo district electoral roll from the last ordinary Council election held; or
 - ii. City of Wanneroo Owner and Occupier electoral roll; or
 - iii. Western Australian Electoral Commission or Australian Electoral Commission website at ‘check your enrolment eligibility’ and which confirms electoral eligibility for the district of Wanneroo; or
 - b. a ratepayer of the City of Wanneroo.
7. All attendees who wish to participate as a verified elector must be registered by the City staff as a verified elector. Proof of identity or other evidence may be requested.
8. All verified electors will be provided a ‘Voting Card’. Upon request, the ‘Voting Card’ must be shown to evidence a person is a verified elector.
9. For clarity, a person who is not a verified elector may not participate in an Electors’ Meeting.

Part 3 - Recording and Live Broadcast of an Electors’ Meeting

10. The proceedings will be audio recorded only, for the purpose of production of the minutes and speakers are requested to use the microphones each time they speak.
11. The Electors’ Meeting will be audio broadcast live online. To access a live stream of the proceedings please click below. The live stream will commence at the scheduled time and date of the Electors’ Meeting.

[Live stream audio of Council Proceedings](#)

12. No other audio or visual recording is to be undertaken without the permission of the Presiding Person.

Part 4 – Order of Proceedings

13. The order of proceedings will firstly be reference to these procedures by the Presiding Person followed by Attendances, Apologies and Leave of Absence, confirmation of Minutes of the previous Annual General Meeting of Electors’, presentation of the contents of the 2021/22 Annual Report and General Business.
14. During General Business, statements may only relate to matters that affect the local government and will be accepted at the discretion of the Presiding Person.

Part 5 - Putting a Motion to an Electors’ Meeting

15. **Proposed motions must be provided in writing to Administration **by 12 noon** on the day of the meeting. Forms are available from Council Support (phone 9405 5000) or on the City’s website [Motion to Annual General Meeting - City of Wanneroo](#)**
16. **“Motions from the Floor” will only be accepted at the discretion of the Person Presiding.**

17. Motions will be presented to the meeting in the order they have been received by the City. To clarify, motions received in writing prior to the meeting will be presented first in the order of receipt.
18. Motions from electors will be read aloud by the Person Presiding and displayed on the public screen in the Council Chamber, to ensure that everyone is clear about what they are voting on.
19. The Presiding Person will request a mover and a seconder for a motion.
20. 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.
21. Upon a motion being proposed, the Presiding Person will call for speakers to address the meeting.

Part 6 – Speakers at an Electors’ Meeting

22. Only verified electors may address an Electors’ Meeting.

23. When speaking at the meeting, a speaker must:
 - a. rise and move to the lectern unless unable to do so by reason of sickness or disability;
 - b. use the microphone provided and wear a mask at all times, even whilst speaking;
 - c. state his or her name and address for recording in the minutes;
 - d. address the meeting through the Presiding Person;
 - e. limit statements to fact, not opinion or supposition
 - f. not reflect adversely on Council Members or City employees;
 - g. refrain from making repetitive comments on matters that have already been discussed, to ensure the meeting can progress effectively.
24. A speaker will have a maximum of three minutes to make their statement or to ask a question(s) to clarify any matters related to the motion under discussion.
25. The mover of a motion will be invited to speak first, and the seconder will be provided the opportunity to speak next. The Presiding Member will then call for other verified electors who wish to speak.
26. The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate. All other speakers may speak once on a motion or an amendment.
27. The right of reply is limited to a maximum of three minutes.
28. A verified elector may rise and move without discussion, “That the motion be now put”, which, on being duly seconded and carried by a simple majority, will result in submission of the motion at once to the meeting.
29. The Presiding Person will manage the time allocated for speakers to ensure that all verified electors are given a fair and equal opportunity to speak.
30. If the Presiding Person determines that sufficient and fair debate has occurred on a motion or amendment then the Presiding Person, after inviting the mover to exercise the right of reply (but not the mover of an amendment), will put that motion to the vote.

Part 7 - Voting at an Electors' Meeting (ref. Regulation 17)

31. The Presiding Person will ask for a vote on the motion.
32. Each verified elector is entitled to one vote on each matter to be decided at the meeting. An elector does not have to vote.
33. Voting is determined by raising the Voting Card either for or against a motion, at the time the Presiding Member calls for the vote.
34. Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.
35. All decisions at a general or special meeting of electors are to be made by a simple majority of votes.

Part 8 - Minutes and Decisions of an Electors' Meeting (ref. Act clauses 5.32 and 5.33)

36. The Presiding Person is to determine questions of order and procedure not stated above.
37. Minutes of this meeting will be available for inspection for members of the public as soon as practicable after the meeting and before the Council meeting at which decisions made at the Electors' Meeting are considered.
38. All decisions made at an Electors' Meeting are to be considered at the next Ordinary Council meeting.
39. The decisions of an Electors' Meeting are not binding on the Council, but as required by the Act, the reasons for any Council decision on a decision of this meeting are to be recorded in the minutes of the Council meeting.



UNCONFIRMED MINUTES OF ANNUAL ELECTORS' GENERAL MEETING

HELD ON TUESDAY 22 FEBRUARY, 2022

CONTENTS

ITEM 1	ATTENDANCES	1
ITEM 2	APOLOGIES AND LEAVE OF ABSENCE	2
ITEM 3	REPORTS	2
3.1	2020/21 ANNUAL REPORT	2
ITEM 4	GENERAL BUSINESS	6
	MOTIONS RECEIVED PRIOR TO THE MEETING	6
4.1	MR PAUL LATIMER, ALKIMOS	6
4.2	MR SCOTT WILKINSON, CARRAMAR	7
4.3	MR SHAUN SALISBURY, QUINNS ROCKS	7
4.4	MR SHAUN SALISBURY, QUINNS ROCKS	7
ITEM 5	CLOSURE	7

MINUTES

The Mayor opened the meeting at 5:30pm.

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

TRACEY ROBERTS, JP

Mayor (Presiding Person)

Councillors:

CHRIS BAKER	North Ward
SONET COETZEE	North Ward
LINDA AITKEN, JP	North-East Ward
GLYNIS PARKER	North-East Ward
JACQUELINE HUNTLEY	Central-East Ward
PAUL MILES	Central-East Ward
HELEN BERRY	Central-West Ward
NATALIE SANGALLI	Central-West Ward
FRANK CVITAN, JP	Central Ward
JORDAN WRIGHT	Central Ward
NATALIE HERRIDGE	South-West Ward
VINH NGUYEN	South-West Ward
JAMES ROWE	South Ward
BRETT TREBY	South Ward

Officers:

DANIEL SIMMS	Chief Executive Officer
MARK DICKSON	Director, Planning and Sustainability
HARMINDER SINGH	Director, Assets
DEBBIE TERENCE	Director, Community & Place
NOELENE JENNINGS	Director, Corporate Strategy & Performance
KATE OOSTERHOF	Executive Manager Governance and Legal
NATASHA SMART	Manager Council and Corporate Support

JACKIE KALLEN	Manager Communications & Brand
MADONNA ILIFFE	Minute Officer
YVETTE HEATH	Council Support Officer
BASIA LAMB	Council Support Officer

Guest:

MITCH TOLMAN	Grant Thornton
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Members of the Public:

There were 17 members of the public present at the meeting. Verified electors who had registered their attendance were provided with a Voting Card in accordance with the Procedure of the Meeting.

Item 2 Apologies and Leave of Absence

Nil

Item 3 Reports

Declarations of Interest by Council 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 2020/21 Annual Report

File Ref:	42416V02 – 22/61092
Responsible Officer:	Director, Corporate Strategy & Performance
Attachments:	1

Issue

To present the City of Wanneroo Annual Report 2020/21 (Annual Report) and the Annual Audited Financial Statements (Audited Financial Statements) for the City of Wanneroo for the year ended 30 June 2021.

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 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 was considered at an Audit and Risk Committee meeting held on 23 November 2021 and the Audited Financial Statements, as audited by the Office of the Auditor General, were considered at a special Audit and Risk Committee meeting held on 14 December 2021. The Audit and Risk Committee recommended that the Council adopt the Annual Report and the Audited Financial Statements.

At the Council meeting held on 15 February 2021, the Council adopted the Annual Report and the Audited Financial Statements.

The Annual Report and Audited Financial Statements have been published on the City's website in accordance with Section 5.55A of the Act and hard copies made 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 the Council. Notices were placed on the City's website and public noticeboards on Friday 17 February 2022 following acceptance by Council.

Comment

The Annual Report provides a comprehensive account of the City's activities over the twelve months from 1 July 2020 to 30 June 2021. 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 2020/21 commitments made in the Corporate Business Plan 2020/21-2023/24.

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 silver and four gold awards for the annual reports over the past five years. The City also received the inaugural Best in Public Administration Local Sector award for the 2019/20 Annual Report. 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 the wider community.

The Audited Financial Statements are 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 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.2 - Responsibly and ethically managed

Risk Management Considerations

Risk Title	Risk Rating
Integrated Reporting	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

The above risk/s relating to the issue contained within this report have been identified and considered within the City's Corporate risk register. Action plans have been developed to manage this risk to support existing management systems.

Policy Implications

Nil

Financial Implications

The cost of development and production the 2020/21 Annual Report has been included within the City's operating budget.

Voting Requirements

Not applicable

Moved Cr Treby, Seconded Cr Cvitan

That the Electors AGM NOTE the contents of the City of Wanneroo 2020/21 Annual Report and the Audited Financial Statements as presented to the Electors of the City of Wanneroo.

CARRIED

**Votes For The Motion: 15
Votes Against The Motion: 0**

Attachments:

1 [!\[\]\(f60b7a900783ac3fd531bfd9c111be6d_img.jpg\)](#). Attachment 1 - 2020/21 Annual Report 22/63196

Attachment 1 – City of Wanneroo Annual Report 2020/21

Due to the size of this attachment, it has been prepared under separate cover for distribution. The attachment is available on the [Annual Report page](#) of the City's website and the official record of the Agenda.

Administration Use only

Attachment 1 – HPE #22/39329

Item 4 General Business

Motions Received Prior to the Meeting

Five submissions of proposed motions were received in writing prior to the meeting from the following electors:

	Submitter	Brief Summary of Proposed Motion	Admin Ref.
1	Paul Latimer	End vaccine passports	22/54504
2	Scott Wilkinson	Request more parks	22/65881
3	Shaun Salisbury	Seek discount on rates due to prohibition on event attendance which is subject to requirement to check vaccination status Put Wanneroo events on hold due to prohibition on event attendance which is subject to requirement to check vaccination status	22/68019
4	Adrian Lippi	Seek reimbursement on rates due to prohibition on event attendance which is subject to requirement to check vaccination status Put Wanneroo events/places/spaces on hold due to prohibition on event attendance which is subject to requirement to check vaccination status	22/68022
5	Angela Rayson	No Vaccination passport requirements	22/68099

Announcement by Manager Council and Corporate Support:

"Madam Mayor in relation to the 5 Motions received in writing prior to the meeting:

- The first and the 5th motion contained similar or the same wording, substance and intent.*
- The 3rd and the 4th motion contained similar or the same wording, substance and intent.*

In these circumstances, to eliminate repetition and for the purposes of efficiency in accordance with clause 23 (g) of the Procedure, the first received Motion is the only motion of that substance that will be put to the Electors Meeting.

The submitters of the duplicate Motion have been contacted and advised personally of this process."

All proposed motions were displayed on the public screen in the Council Chamber, to ensure that everyone present was clear about what they were voting on. The Presiding Person requested a mover and a seconder for each motion that was put to the Meeting.

4.1 Proposed Motion submitted by Mr Paul Latimer, ALKIMOS

Moved Angela Rayson, Seconded Lee Rayson

To end all vaccine passports which are needed to enter any building within the Wanneroo area.

LOST

**Votes For The Motion: 4
Votes Against The Motion: 11**

4.2 Proposed Motion submitted by Mr Scott Wilkinson, CARRAMAR

Request more parks after rezoning of Quinn Rocks.

LAPSED FOR WANT OF A MOVER

4.3 Proposed Motion submitted by Mr Shaun Salisbury, QUINNS ROCKS

If rate paying electors are prohibited from attending events that they have in part contributed too, then we propose that these rate payers are given a reimbursement or discount on their rates to reflect this.

LAPSED FOR WANT OF A MOVER

4.4 Proposed Motion submitted by Mr Shaun Salisbury, QUINNS ROCKS

In line with the current Wanneroo plan and objectives for inclusion of all for example ref 1.1: "Consistently improve access to services and events and ensure they are inclusive of all community members" that all Wanneroo events that are not able to include all the community, are put on hold until such time as they can be fully inclusive.

LAPSED FOR WANT OF A MOVER

Item 5 Closure

There being no further business, the Mayor closed the meeting at 5:55pm.