

AGENDA

Annual Electors' General Meeting

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

wanneroo.wa.gov.au

COVID-19 PANDEMIC SITUATION

The City of Wanneroo is committed to ensuring the safety of all attendees at public meetings and will adhere to all Western Australian Health directives as applicable to the arrangements for this meeting. Thank you for your understanding of these circumstances.

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Objective

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

Implementation

This Policy shall be printed within the Agenda of all Council Meetings which include:

- Ordinary Council Meeting;
- Special Council Meeting;
- Annual General Meeting of Electors;
- Special Electors Meeting; and
- Briefing Sessions.

To advise the public that the proceedings of the meeting are recorded.

Recording of Proceedings

1. Proceedings for Meetings detailed in this policy; as well as Deputations and Public Question Time during these meetings shall be recorded by the City on sound recording equipment, except in the case of a meeting where Council closes the meeting to the public.
2. Notwithstanding subclause 1, proceedings of a Meeting, 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 audio visual technology or devices to record the proceedings of a Meeting, without the written permission of the Mayor or the Mayors Delegate.

Access to Recordings

4. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online if the recording is published on the City of Wanneroo website. Costs of providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings; as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.
5. Council Members may request a copy of the recording of the Council proceedings at no charge.
6. All Council Members are to be notified when recordings are requested by members of the public, and of Council.
7. COVID-19 Pandemic Situation
During the COVID-19 pandemic situation, Briefing Sessions and Council Meetings that are conducted electronically, will be recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.
8. Briefing Sessions and Council Meetings that are recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.

COMMONLY USED ACRONYMS AND THEIR MEANING

Acronym	Meaning
ABN	Australian Business Number
ACN	Australian Company Number
Act	<i>Local Government Act 1995</i>
CBP	City of Wanneroo Corporate Business Plan
CHRMAP	Coastal Hazard Risk Management & Adaption Plan
City	City of Wanneroo
CPI	Consumer Price Index
DBCA	Department of Biodiversity Conservation and Attractions
DFES	Department of Fire and Emergency Services
DOE	Department of Education Western Australia
DOH	Department of Health
DPLH	Department of Planning Lands and Heritage
DPS2	District Planning Scheme No. 2
DLGSCI	Department of Local Government, Sport and Cultural Industries
DWER	Department of Water and Environmental Regulation
EPA	Environmental Protection Authority
GST	Goods and Services Tax
JDAP	Joint Development Assessment Panel
LTFP	Long Term Financial Plan
MRS	Metropolitan Region Scheme
MRWA	Main Roads Western Australia
POS	Public Open Space
PTA	Public Transport Authority of Western Australia
SAT	State Administrative Tribunal
SCP	City of Wanneroo Strategic Community Plan
WALGA	Western Australian Local Government Association
WAPC	Western Australian Planning Commission

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.



Notice is given that the next Annual Electors' General Meeting will be held in the Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo on **Tuesday 22 February, 2022** commencing at **5:30pm**.

D Simms
Chief Executive Officer
18 February, 2022

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A G E N D A

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 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

Recommendation

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.

Attachments:

[1](#) 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

Item 5 Closure



COUNCIL CHAMBER SEATING DIAGRAM

