

# COUNCIL AGENDA

## Annual General Meeting of Electors

5:30pm, 05 February 2024

Council Chamber (Level 1), Civic Centre,  
23 Dundobar Road, Wanneroo

[wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)

# 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.

## Evaluation and Review Provisions

### *Recording of Proceedings*

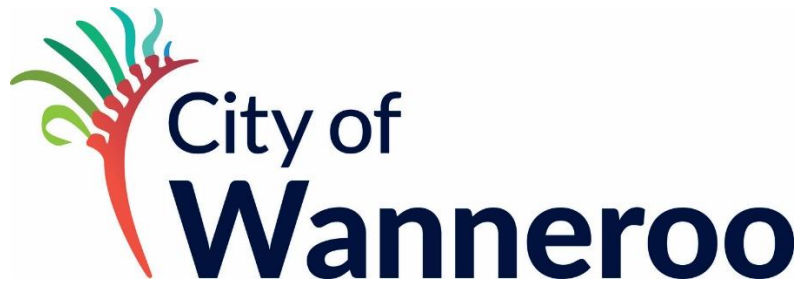
1. Proceedings for Meetings detailed in this policy; as well as Deputations and Public Question Time during these meetings shall be recorded by the City on sound recording equipment, except in the case of a meeting where Council closes the meeting to the public.
2. Notwithstanding subclause 1, proceedings 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

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



Notice is given that the next Annual General Meeting of Electors will be held in the Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo on **Monday 5 February, 2024** commencing at **5:30pm**.

B Parker  
Chief Executive Officer  
18 January, 2024

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## 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 and that procedure is published in this agenda.

## PROCEDURE FOR THE ANNUAL ELECTORS' GENERAL MEETING

### 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. not cause any disturbance or disrupt the meeting proceedings in any way; and
  - d. 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 recorded 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 recorded only for the purpose of Minutes.
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, presentation of the contents of the 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.
21. Only two amendments may be put to the vote; on any one motion.
22. An amendment may not negate the intent or purpose of the main motion.
23. Upon a motion being proposed, the Presiding Person may call for speakers to address the meeting.

#### Part 6 – Speakers at an Electors’ Meeting

#### **24. Only verified electors may address an Electors’ Meeting.**

25. 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;
  - 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.
26. Unless otherwise authorised by the Mayor, all speakers 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.
27. The mover of a motion will be invited to speak first, and the seconder will be provided the opportunity to speak next. If time permits and subject to the number of Motions received, the Presiding Member may then call for other verified electors who wish to speak for a maximum of three minutes each, unless otherwise authorised by the Mayor.
28. 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.
29. The right of reply is limited to a maximum of three minutes.
30. 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.
31. 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.
32. 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)

33. The Presiding Person will ask for a vote on the motion.
34. Each verified elector is entitled to one vote on each matter to be decided at the meeting. An elector does not have to vote.
35. Voting is determined by raising the Voting Card either for or against a motion, at the time the Presiding Member calls for the vote.
36. Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.
37. 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)

38. The Presiding Person is to determine questions of order or process not stated in this procedure.
39. 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.
40. As far as practical all decisions made at an Electors' Meeting are to be considered at the next Ordinary Council meeting.
41. 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.



# A G E N D A

*Good evening Councillors, staff, ladies and gentlemen, this meeting today is being held on Whadjuck Nyoongar Boodjar and I would like to acknowledge and pay my respects to Elders, past, present and future. I thank all past and present members of the community that have supported the City to better understand and value Nyoongar culture within the City of Wanneroo.*

*I invite you to bow your head in prayer:*

*Lord, We thank you for blessing our City, our community and our Council. Guide us all in our decision making to act fairly, without fear or favour and with compassion, integrity, wisdom and honesty. May we show true leadership, be inclusive of all, and guide all of the City's people and many families 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 2022/23 Annual Report**

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File Ref:	45939 – 24/5880
Responsible Officer:	Manager Strategic and Business Planning
Attachments:	1

#### **Issue**

To present the City of Wanneroo Annual Report 2022/23 (Annual Report) and the Annual Audited Financial Statements (Audited Financial Statements) for the City of Wanneroo for the year ended 30 June 2023.

#### **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 a general meeting of electors 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 meeting of electors are, firstly, the contents of the annual report for the previous financial year and then any other general business.

At the Ordinary Council meeting held on 12 December 2023, the Council accepted 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 Annual Electors' General Meeting.

## Consultation

The Annual Report and the Audited Financial Statements were considered at an Audit and Risk Committee meeting held on 28 November 2023. The Audit and Risk Committee recommended that the Council accept the Annual Report and the Audited Financial Statements.

## Comment

The Annual Report provides a comprehensive account of the City's activities over the twelve months from 1 July 2022 to 30 June 2023. It outlines the progress made towards the strategic objectives as set out in the City's Strategic Community Plan 2021-2031, and details achievements and performance against the 2022/23 commitments made in the Corporate Business Plan 2022/23 - 2025/26.

The Annual Report has been developed in accordance with good practice guidelines and feedback from the Australasian Reporting Awards. 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 Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

## Risk Management Considerations

<b>Risk Title</b>	<b>Risk Rating</b>
CO-009 Integrated Reporting	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy and Performance	Manage

<b>Risk Title</b>	<b>Risk Rating</b>
CO-017 Financial Management	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy and Performance	Manage

### **Policy Implications**

Nil

### **Financial Implications**

The cost of development and production of the 2022/23 Annual Report has been included within the City's operating budget.

### **Voting Requirements**

Nil

### **Recommendation**

**That the Annual Electors' General Meeting NOTE the contents of the City of Wanneroo 2022/23 Annual Report and the Audited Financial Statements as presented to the Electors of the City of Wanneroo.**

Attachments:

[1](#). *AGM of Electors attachment 1 placeholder page 24/16487*

## Attachment 1 – City of Wanneroo Annual Report 2022/23

*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 #24/16490

**Item 4 General Business**

During the item 'General Business', any Motions that have been submitted by an Elector may be considered.

**Item 5 Closure**