

# COUNCIL MINUTES

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## Unconfirmed Minutes Annual General Meeting of Electors

5:30pm, 07 February 2023

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

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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 these Minutes.

## 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 The attendance register is for internal record purposes only and will not be published or distributed; and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 livestreamed online. To access a live stream of the proceedings please visit the City of Wanneroo website. 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 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. 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.

**UNCONFIRMED MINUTES OF ANNUAL GENERAL MEETING OF ELECTORS****HELD ON TUESDAY 07 FEBRUARY 2023****CONTENTS**

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# MINUTES

*Please refer to agenda for details of full reports and attachments.*

The Mayor opened the meeting at 5:35pm.

*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 thank you for your blessing upon 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 the City of Wanneroo to a prosperous future that all may share. We ask this in your name.*

*Amen*

## **Item 1 Attendances**

LINDA AITKEN, JP

**Mayor**

### **Councillors:**

CHRIS BAKER

North Ward

SONET COETZEE

North Ward

BRONWYN SMITH

North-East Ward

GLYNIS PARKER

North-East Ward

JACQUELINE HUNTLEY

Central-East Ward

PAUL MILES

Central-East Ward

FRANK CVITAN, JP

Central Ward

JORDAN WRIGHT

Central Ward

NATALIE HERRIDGE

South-West Ward

VINH NGUYEN

South-West Ward

JAMES ROWE, JP

South Ward

### **Officers:**

DANIEL SIMMS

Chief Executive Officer

MARK DICKSON

Director, Planning & Sustainability

HARMINDER SINGH

Director, Assets

DEBBIE TERENICK

Director, Community & Place

NOELENE JENNINGS

Director, Corporate Strategy & Performance

MICHAEL BERKELEY-HILL

Executive Manager Governance & Legal

NATASHA SMART

Manager Council & Corporate Support

JACKIE KALLEN

Manager Communications & Brand

SUE POTTER

Manager Strategic & Business Planning

BIMSARA PATHIRATHNA

Manager Finance

KATIE RUSSELL	Manager Community Development
ROHAN KLEMM	Manager Community Facilities
SERG SOBOLEV	Process Improvement Analyst
YVETTE HEATH	Minute Officer
FRANCES NOVA	A/Council Support Officer

**Guest:**

BRENT STEDMAN	Grant Thornton
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**Members of the Public:**

There were 8 members of the public present at the meeting. A total of 20 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**

HELEN BERRY	Central-West Ward (Leave of Absence 9 August 2022 to 31 January 2023)
BRETT TREBY	South Ward
NATALIE SANGALLI	Central-West Ward

**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 2021/22 Annual Report**

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File Ref:	45175 – 23/17077
Responsible Officer:	Director, Corporate Strategy & Performance
Attachments:	1

**Issue**

To present the City of Wanneroo Annual Report 2021/22 (Annual Report) and the Annual Audited Financial Statements (Audited Financial Statements) for the City of Wanneroo for the year ended 30 June 2022.

**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 and the Audited Financial Statements (**Attachment 1**) were considered at an Audit and Risk Committee meeting held on 1 December 2022. The Audit and Risk Committee recommended that the Council accepts the Annual Report and the Audited Financial Statements.

At the Special Council meeting held on 16 December 2022, 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 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 Wednesday 21 December 2022 following acceptance by the Council.

## **Comment**

The Annual Report provides a comprehensive account of the City's activities over the twelve months from 1 July 2021 to 30 June 2022. 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 2021/22 commitments made in the Corporate Business Plan 2021/22-2024/25.

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 five gold awards over the past six years. The City also received the inaugural Best in Public Administration Local Sector award for the 2019/20 Annual Report and again for the 2020/21 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 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

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

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

## Policy Implications

Nil

## Financial Implications

The cost of development and production the 2021/22 Annual Report has been included within the City's operating budget.

## Voting Requirements

Not applicable.

## Moved Cr Wright, Seconded Cr Baker

**That the Electors' Annual General Meeting NOTE the contents of the City of Wanneroo 2021/22 Annual Report and the Audited Financial Statements as presented to the Electors of the City of Wanneroo as per Attachment 1.**

**CARRIED**

**Votes For the Motion: 14  
Votes Against the motion: 0**

### Attachments:

1. City of Wanneroo 2021/22 Annual Report including Audited Financial Statements 23/15808

## **Attachment 1 – City of Wanneroo Annual Report 2021/22**

*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 #22/63196*

## **Item 4 General Business**

### **Motions Received Prior to the Meeting**

Eight 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	D Newton	Green waste annual collection	23/42927
2	D Newton	Attendance by Council Members at conferences and events	23/42929
3	T Klanowski	Duplication of Flynn Drive and retention of tuart trees	23/43910
4	D Wake	Management of fires in City's bushland reserves	23/44043
5	D Wake	Maintenance of habitat for Carnaby's Black Cockatoos	23/44043
6	M Dickie	Conversion of City's vehicle fleet to electric vehicles	23/48260
7	M Dickie	City's sustainable energy use	23/48260
8	M Dickie	City's investment in financial institutions supporting carbon intensive industries	23/48260

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 Mrs D Newton**

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**Moved D Newton, Seconded M Dickie**

**That Council adhere to the green waste collection as advertised.**

**CARRIED**

**Votes For the Motion: 16  
Votes Against the motion: 0**

#### **4.2 Proposed Motion submitted by Mrs D Newton**

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**Moved D. Newton, Seconded D Wake**

**That attendance by Elected Members to conferences be presented to Ordinary Council in a report followed by a report advising what was gained by attending.**

**CARRIED**

**Votes For the Motion: 16  
Votes Against the motion: 0**

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**4.3 Proposed Motion submitted by Ms T Klonowski**

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Moved T. Klonowski, Seconded D Wake

When duplicating Flynn Drive incorporate the retention of the estimated 200-plus-year-old mature tuart trees with understorey.

**CARRIED**

Votes For the Motion: 18  
Votes Against the motion: 0

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**4.4 Proposed Motion submitted by Mr D Wake**

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Moved D Wake, Seconded T Klonowski

That the City reviews how it manages fire in bushland within reserves it manages - noting the potential for prescribed burning in smaller reserves to degrade habitat, threaten wildlife and add to weed problems - and considers alternatives like effective weed management and community surveillance.

**CARRIED**

Votes For the Motion: 18  
Votes Against the motion: 0

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**4.5 Proposed Motion submitted by Mr D Wake**

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Moved D. Wake, Seconded T Klonowski

That the City engages with the State Government to seek to maintain and extend feeding and roosting habitat for the endangered Carnaby's Black Cockatoo, including within the Gnangara-Pinjar pine plantation- recognising that Wanneroo supports most of the population of this species on the Perth-Peel section of the coastal plain.

**CARRIED**

Votes For the Motion: 18  
Votes Against the motion: 0

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**4.6 Proposed Motion submitted by Mr M Dickie**

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Moved M Dickie, Seconded D Wake

That Council conduct a comprehensive study and report to the community on the potential for conversion of its vehicle fleet to electric vehicles, including running and repair costs of each type of vehicle compared to the current fleet, using both vehicles anticipated to be available in Australia as well as those currently in the market.

**CARRIED**

**Votes For the Motion: 18  
Votes Against the motion: 0**

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**4.7 Proposed Motion submitted by Mr M Dickie**

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Moved M Dickie, Seconded D Wake

That Council move immediately to prepare metrics for the City's sustainable energy use and greenhouse gas emissions so that real reductions in its environmental footprint can be implemented and reported to the community.

**CARRIED**

**Votes For the Motion: 18  
Votes Against the motion: 0**

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**4.8 Proposed Motion submitted by Mr M Dickie**

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Moved M Dickie, Seconded D Wake

That the City report on the effect of its move to divest its investments in financial institutions that support carbon intensive industries.

**CARRIED**

**Votes For the Motion: 15  
Votes Against the motion: 0**

**Item 5 Closure**

There being no further business, Mayor Aitken closed the meeting at 6:12pm.