



GENERAL MEETING OF ELECTORS

17 MARCH 2021

AGENDA

Notice is hereby given of the General Meeting of Electors to be held in the Bassendean Seniors and Community Centre, 50 Old Perth Road, Bassendean, commencing at 6.00pm.

Peta Mabbs
CHIEF EXECUTIVE OFFICER

12 March 2021

Agendas and Minutes are available on the Town's website
[Council Meeting Details » Town of Bassendean](#)

The Town is committed to ensuring our Council Meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community.










Any person attending is required to be respectful, courteous and have due regard for individual rights and differences.

Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.



Council Seating Plan

<p>Minute Secretary</p> <p>Amy Holmes</p>	<p>Manager Governance and Strategy</p> <p>Elizabeth Kania</p>			<p>Director Corporate Services</p> <p>Paul White</p>	
		<p>Chief Executive Officer</p> <p>Peta Mabbs</p>	<p>Mayor</p> <p>Cr Renée McLennan E: crmclennan@bassendean.wa.gov.au</p>	<p>Director Community Planning</p> <p>Luke Gibson</p>	
				<p>Executive Manager Infrastructure</p> <p>Phillip Adams</p>	
				<p>Executive Manager Sustainability and Environment</p> <p>Jeremy Maher</p>	
	<p>Cr Hilary MacWilliam E: crmacwilliam@bassendean.wa.gov.au</p>			<p>Cr Jai Wilson E: crwilson@bassendean.wa.gov.au</p>	
	<p>Cr John Gangell E: crgangell@bassendean.wa.gov.au</p>			<p>Cr Sarah Quinton E: crquinton@bassendean.wa.gov.au</p>	
	<p>Deputy Mayor</p> <p>Cr Kath Hamilton E: crhamilton@bassendean.wa.gov.au</p>			<p>Cr Chris Barty E: crbarty@bassendean.wa.gov.au</p>	

INFORMATION FOR COMMUNITY MEMBERS (ELECTORS)

Welcome to the Annual Elector's Meeting.

PURPOSE OF THE MEETING

The purpose of the meeting is to receive the 2019/20 Annual Report and any other General Business. This is also an opportunity to reflect on the past year.

MEETING PROCEDURES

In accordance with the *Local Government (Administration) Regulations 1996*, the Mayor is to preside at a general meeting of Electors and shall determine the procedure to be followed as set out below –

1. All present are required to sign the attendance register at the entry to the venue, including name and address.
2. In addition, it is a requirement of entry into Town facilities that a person must either scan the QR code with their smartphones using the new SafeWA app, or complete a paper-based register form.
3. Each person who participates in a vote or speaks must be an Elector of the Town of Bassendean.
4. The proceedings will be recorded for the purpose of producing the minutes and speakers are requested to use the microphone each time they speak. No other audio or visual recording is to be undertaken without the permission of the Presiding Member.
5. During General Business, questions or statements may only relate to matters that affect the Town of Bassendean and will be accepted at the discretion of the Presiding Member.

To allow considered responses to be provided to your queries, we request that any formal questions are submitted by Monday 15 March 2021 prior to the meeting to: <https://www.bassendean.wa.gov.au/forms/public-question-time/36>

6. The community is welcome to participate in the meeting. To ensure the efficient conduct of the meeting, please participate in a concise and respectful manner.
7. Speakers are asked to clearly give their name and address each time they speak.
8. All addresses are to be limited to a maximum of three (3) minutes. Extension of time is permissible only with the agreement of a simple majority of Electors present (*Local Government (Administration) Regulations 1996* Regulation 17).

Motions

9. Proposed motions are requested to be submitted no later than 24 hours prior to the meeting. Forms are available on the Town's website: [Council Meeting Details » Town of Bassendean.](#)

Motions from Electors, where presented in writing, will be read aloud by the Presiding Member to ensure that everyone is clear about what they are voting on. **Motions from the floor will only be accepted at the discretion of the Presiding Member.**

10. The Presiding Member will call for a mover and a seconder for a motion.
11. Upon a motion being proposed, each speaker is to address the Presiding Member.
12. Only Electors of the Town of Bassendean may move or second a motion.
13. 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 dealt with before any further amendment can be received.
14. Upon a motion being proposed, the Presiding Member will call for speakers to address the Chair.
15. When addressing the meeting a person is to: -
 - a) Rise and move to the front podium unless unable to do so;
 - b) State his or her name and address; and
 - c) Address the meeting through the Presiding Member.
16. The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate.
17. The Presiding Member will then ask for a vote on the motion on the floor.
18. Each Elector has one vote but an elector is not compelled to do so.
19. Voting is determined by a show of hands.
20. A simple majority carries the vote.
21. Minutes of this meeting will be available for inspection by members of the public at a later date. Any motions arising from the meeting requiring action will be presented to the next available Ordinary Meeting of Council for consideration.

Public questions and comments are recorded and there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.

1.0 WELCOME**Acknowledgement of Traditional Owners**

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**3.0 MAYOR'S ADDRESS/REPORT**

The Mayor, Cr McLennan, will present the Mayor's report for the year ended 30 June 2020.

4.0 CEO'S ADDRESS

The Chief Executive Officer, Ms Peta Mabbs, will provide an overview of the Administration's achievements.

5.0 DIRECTOR CORPORATE SERVICES ADDRESS

The Director Corporate Services, Mr Paul White, will provide a financial overview.

6.0 RECEIVING OF THE 2019/20 ANNUAL REPORT, FINANCIAL STATEMENTS AND AUDITOR'S REPORT

The Annual Report can be found on the Town's website at:
<https://www.bassendean.wa.gov.au/documents/972/annual-report-2019-2020>

OFFICER RECOMMENDATION – ITEM 6.0

That the 2019/20 Annual Report for the Town of Bassendean be accepted.

Voting Requirements: Simple majority

7.0 GENERAL BUSINESS

7.1 Questions

During this part of the Agenda, electors may ask questions or seek further clarification on any Council matter.

Please raise your hand and the Mayor will call you to the front of the room. Please speak clearly into the microphone and state your name, address and question.

If your question cannot be answered at this time, it will be taken on notice and an Officer will respond as soon as possible.

7.2 Motions

During this part of the Agenda, electors may put motions to the electors present. Please raise your hand and the Mayor will call you to the front of the room. Please speak clearly into the microphone and state your name, address and motion.

Any motions arising from the meeting requiring action will be presented to the next available Ordinary Meeting of Council for consideration.

Regulation 17 of the *Local Government (Administration) Regulations 1996 - Voting at meeting*

- a) *Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.*
- b) *All decisions at a general or special meeting of electors are to be made by a simple majority of votes.*
- c) *Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.*

8.0 MEETING CLOSURE