



TOWN OF

Bassendean

AGENDA

General Meeting of Electors

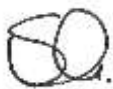
Wednesday 29 March 2023

Notice is hereby given of the General Meeting of Electors
to be held in the Council Chamber

Administration Building

48 Old Perth Road, Bassendean WA 6054

commencing at 6:00 pm



Luke Gibson
CHIEF EXECUTIVE OFFICER (INTERIM)

24 March 2023

Council Seating Plan

Minute Secretary
Matthew Morkhouse

Manager Governance and Strategy
Matthew Morkhouse



Chief Executive Officer (Interim)
Luke Gibson



Mayor
Cr Kathryn Hamilton
E: crhamilton@bassendean.wa.gov.au

Director Corporate Services
Paul White



A/Director Community Planning
Donna Shaw



Executive Manager Infrastructure
Phillip Adams



Executive Manager Sustainability and Environment
Nicole Davey



Cr Emily Wilding
E: crwilding@bassendean.wa.gov.au



Cr Hilary MacWilliam
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Cr Tallan Ames
E: crames@bassendean.wa.gov.au



Cr Renee McLennan
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Cr Jennie Carter
E: crcarter@bassendean.wa.gov.au



Cr Paul Poliwka
E: crpoliwka@bassendean.wa.gov.au



Meeting Information

PURPOSE OF THE MEETING

The purpose of the meeting is to receive the 2021/22 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. Each person who participates in a vote or speaks must be an Elector of the Town of Bassendean.
3. 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.
4. 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, it is requested that any formal questions are submitted by Monday 27 March 2023 via the online form available [here](#).

5. 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.
6. Speakers are asked to clearly give their name and address each time they speak.
7. 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

1. Proposed motions are requested to be submitted by Monday 27 March 2023 via the online form available [here](#).

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

2. The Presiding Member will call for a mover and a seconder for a motion.
3. Upon a motion being proposed, each speaker is to address the Presiding Member.
4. Only Electors of the Town of Bassendean may move or second a motion.
5. 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.
6. Upon a motion being proposed, the Presiding Member will call for speakers to address the Chair.
7. When addressing the meeting a person is to:
 - a) Rise and move to the public microphone unless unable to do so;
 - b) State his or her name and address; and
 - c) Address the meeting through the Presiding Member.
8. The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate.
9. The Presiding Member will then ask for a vote on the motion on the floor.
10. Each Elector has one vote but an elector is not compelled to do so.
11. Voting is determined by a show of hands.
12. A simple majority carries the vote.
13. 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.

Tune in to live streaming from the comfort of your own home by clicking [here](#) or if you miss it live, you can watch there recording by clicking [here](#).

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1 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 Attendances and Apologies

Apologies

Cr Carter – Leave of Absence

3 Mayor's Address

The Mayor, Cr Hamilton, will present the Mayor's report for the year ended 30 June 2022.

4 Chief Executive Officer address

The Chief Executive Officer, (Interim), Mr Luke Gibson, will provide a brief overview of the Administration's achievements.

5 Director Corporate Services address

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

6 2021/22 Annual Report

On 28 February 2023, Council resolved to accept the Town of Bassendean's 2021/22 Annual Report for the year ending 30 June 2022, including the Audited Annual Financial Statements for the year ended 30 June 2022.

In accordance with the *Local Government Act 1995* at least 14 days local public notice was given of the availability of the Annual Report (section 5.55) and the date, time, place and purpose of the Annual Electors' Meeting (section 5.29).

The local public notice was provided in accordance with section 1.7 of the *Local Government Act 1995*, by way of the public notice in the Perth Now newspaper on 9 March 2023 (as below) and on notice boards at the Town of Bassendean Customer Service Centre and the Bassendean Memorial Library.

In addition, the Town promoted the Annual Electors' Meeting by way of the following:

- On the Town's website
- By way of roadside signage displayed throughout the district
- On the Town's Facebook page

The Annual Report can be viewed by clicking [here](#).

Officer Recommendation – Item 6.0

That the 2021/22 Annual Report for the Town of Bassendean be accepted.

Voting Requirements: Simple majority

7 General Business

A period of 15 minutes will be allocated for questions by members of the public, unless Council, by resolution, decides otherwise.

Each member of the public with a question is entitled to ask up to two questions before other members of the public will be invited to ask their questions.

Please raise your hand and the Mayor will call you to the public microphone. 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.

If a question has been received prior to the meeting and the person is not present at the meeting, the CEO will respond by email, shortly after the meeting.

8 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 Council Meeting 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.*

9 Closure