



TOWN OF

Bassendean

AGENDA

General Meeting of Electors

Tuesday 13 February 2024

Notice is hereby given to Electors and Elected Members of the
Town of Bassendean of
The General Meeting of Electors

to be held in the Council Chamber

48 Old Perth Road, Bassendean WA 6054

commencing at 6:00 pm

Cameron Woods

CHIEF EXECUTIVE OFFICER

6 February 2024

Meeting Information

About the General Meeting of Electors

The purpose of the meeting is to receive the 2022/2023 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 12pm (noon) Tuesday 13 February 2024 via email to mail@bassendean.wa.gov.au

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

Motions

1. Proposed motions are requested to be submitted by no later than 12pm (noon), Monday 12 February 2024 by hand delivering them to the Customer Service Centre at 35 Old Perth Road, Bassendean, or via email to mail@bassendean.wa.gov.au

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.

Recording and Live-streaming

All participation in the meeting, except for confidential business, will be audio recorded and live-streamed on the Town's website. The live stream will be archived and made available on the Town's website after the meeting.

Conduct at meetings

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.

For any questions regarding the meeting or any item presented in the agenda, please contact the Town of Bassendean at mail@bassendean.wa.gov.au.

Tune in to live streaming from the comfort of your own home by going to:
Town of Bassendean Council - YouTube

or if you miss it live, go to:
<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg>

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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

3 Mayor's Address

The Mayor, Cr Kathryn Hamilton, will provide her annual address.

4 Chief Executive Officer's Address

The Chief Executive Officer, Mr Cameron Woods, 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 financial overview of the 2022/2023 Financial Year.

6 Annual Report

On December 19th 2023, Council resolved to accept the Town of Bassendean's 2022/2023 Annual Report for the year ending 30 June 2023 including the Audited Annual Financial Statements for the year ended 30 June 2023.

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 West Australian newspaper 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 as an attachment to this Agenda.

Recommendation – Item 6.1

That the 2022/2023 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