

# agenda

## Annual General Meeting of Electors

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF ELECTORS OF THE CITY OF JOONDALUP WILL BE HELD IN THE COUNCIL CHAMBER, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP

**ON** TUESDAY 7 MARCH 2023

**COMMENCING AT** 5.30PM

**JAMES PEARSON**  
Chief Executive Officer  
3 March 2023

### **Acknowledgement of Traditional Custodians**

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

*This document is available in alternate formats upon request*

## **CIVIC CENTRE EMERGENCY PROCEDURES**

The City of Joondalup values the health and safety of all visitors to City of Joondalup facilities. The following emergency procedures are in place to help make evacuation of the City of Joondalup Civic Centre safe and easy.

### **Alarms**

The City of Joondalup emergency system has two alarm tones:

- Alert Tone (Beep... Beep... Beep)
- Evacuation Tone (Whoop...Whoop...Whoop)

### **On hearing the Alert Tone (Beep... Beep... Beep):**

- DO NOT EVACUATE ON THIS TONE.
- Remain where you are.
- All designated Fire Wardens will respond and assess the immediate area for danger.
- Always follow instructions from the designated Fire Wardens.

### **On hearing the Evacuation Tone (Whoop...Whoop...Whoop):**

- Evacuate the building immediately as directed by a Fire Warden or via the nearest safe exit.
- Do not use lifts.
- Remain calm and proceed to the designated Assembly Area (refer to site plan below).
- People with impaired mobility (those who cannot use the stairs unaided) should report to a Fire Warden who will arrange for their safe evacuation.
- Do not re-enter the building until authorised to do so by Emergency Services.



## CODE OF CONDUCT

Council Members and Committee Members are to observe the City's adopted *Code of Conduct for Council Members, Committee Members and Candidates*. The following general principles guide the behaviours of Council Members (being the Mayor and Councillors) and other committee members while performing their role at the City:

### Personal Integrity

- (1) A council member or committee member should –
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) identify and appropriately manage any conflict of interest; and
  - (e) avoid damage to the reputation of the City.
- (2) A council member or committee member should –
  - (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the City in relation to the performance of their role.

### Relationship with others

- (1) A council member or committee member should –
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

### Accountability

A council member or committee member should –

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to Council or Committee meetings, Briefing Sessions or Strategy Sessions; and
- (d) be open and accountable to, and represent, the community in the district.

Employees are bound by the City's *Code of Conduct for Employees* which details similar provisions to be observed.

## PROCEDURES FOR ELECTORS' MEETINGS

In accordance with the regulation 18 of the *Local Government (Administration) Regulations 1996* the procedures to be followed at electors' meetings are to be determined by the person presiding over the meeting, being the Mayor.

The following procedures have been approved by the Mayor for electors' meetings (both the Annual General Meeting of Electors and Special Electors Meetings):

- 1 Only electors of the City of Joondalup are entitled to speak and vote.
- 2 Electors wishing to make a statement have a maximum of two minutes in which to make their statement.
- 3 Electors will be offered another opportunity to make further statements of up to two minutes following all other electors being provided an opportunity to make statements.
- 4 Electors will be offered an opportunity to ask two questions at a time.
- 5 Electors will be offered another opportunity to ask further questions following all other electors being provided an opportunity to raise questions.
- 6 There will be no adverse reflection on elected members or City employees, should this occur the statement or question will be ruled out of order and the elector will be asked to resume their seat.
- 7 Any motions are to be moved and seconded before any discussion is to occur.
- 8 A Mover for a motion has two minutes in which to speak on the motion.
- 9 The Secunder for a motion has two minutes in which to speak on the motion.
- 10 Debate may ensue.
- 11 The Mover of a motion has the right of reply, for up to two minutes.
- 12 All motions are determined by a majority vote of electors present.
- 13 Each elector present at the meeting is entitled to one vote on each matter to be decided, but does not have to vote.
- 14 All decisions are to be made by a simple majority vote.
- 15 Voting is to be conducted so that no voter's vote is secret.
- 16 Any other rules or procedures not defined are to be determined by the Mayor, as the person presiding over the meeting.

## QUESTIONS FROM ELECTORS IN WRITING

- 17 Only City of Joondalup electors may submit questions to the City in writing.
- 18 Questions asked at the Annual General meeting of Electors must relate to a matter within the remit of the City of Joondalup.
- 19 The City will accept a maximum of five (5) written questions per City of Joondalup elector. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
- 20 Written questions lodged by 9.00am on the day immediately prior to the scheduled Annual General Meeting of Electors will be responded to, where possible, at the Annual General Meeting of Electors. These questions, and their responses, will be distributed to elected members and made available to the public in written form at the meeting.
- 21 The Mayor shall decide to accept or reject any written question and the Mayor's decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Mayor will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.
- 22 Written questions unable to be responded to at the Annual General Meeting of Electors will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting, or if that is not possible, the agenda for the following Council Meeting.
- 23 An elector who submits written questions may also ask questions at the Annual General Meeting of Electors and questions asked verbally may be different to those submitted in writing.
- 24 Questions and any response will be summarised and included in the minutes of the Annual General Meeting of Electors.
- 25 Written questions should be sent via email to [council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au).

## MOTIONS FROM ELECTORS

- 26 Any motions to be moved at the Annual General Meeting of Electors should be received in writing by the City by 9.00am on the day of the Annual General Meeting of Electors. Motions should be sent via email to [council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au).
- 27 Preference will be given to those electors that submit motions in writing by the required time. Time permitting, the Mayor may consider further motions from the floor.
- 28 To give fair opportunity to all electors in attendance, an elector can only move one motion at a time.

## CITY OF JOONDALUP

Notice is hereby given that the **Annual General Meeting of Electors** will be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 7 March 2023** commencing at **5.30pm**.

JAMES PEARSON  
Chief Executive Officer  
3 March 2023

Joondalup  
Western Australia

## AGENDA

### OPENING AND WELCOME

### ATTENDANCES AND APOLOGIES

### CONTENTS OF THE 2020-21 ANNUAL REPORT

2021-22 Annual Report

To access this document electronically click here: [City of Joondalup Annual Report 2021-22.pdf](#)

### GENERAL BUSINESS

**Footnotes:**

**Voting:**

- Each elector present at the meeting is entitled to one vote on each matter to be decided but does not have to vote.
- All decisions are to be made by a simple majority vote.
- Voting is to be conducted so that no voter's vote is secret.

**Definition of Elector**

An elector is defined in the *Local Government Act 1995*. An elector is a person who is eligible to vote in an election of the City of Joondalup. For the purpose of meetings of electors, the definition of an elector is to include residents and ratepayers.

**Procedures at Electors' Meetings**

The procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting as outlined at the commencement of the agenda.