

**AGENDA**

**FOR THE**

**ANNUAL GENERAL MEETING OF ELECTORS**

**TO BE HELD ON**

**WEDNESDAY 2 FEBRUARY 2022**

**AT 6.00PM IN THE CONFERENCE ROOM**

**MELVILLE CIVIC CENTRE**

**Held electronically in accordance with Regulation 14D(2)(a) of the  
Local Government (Administration) Regulations 1996.**

Due to the State of Emergency declared in Western Australia, effective 16 March 2020 and the subsequent government directives with regard to public gatherings, in order to meet the requirements of Regulation 14E(3)(b) of the *Local Government (Administration) Regulations 1996*, the public may view this meeting electronically and the minutes and audio recording of the meeting will be available on the City's website as soon as practicable after the meeting.

There may be limited capacity to attend physically attend this meeting due to COVID-19 restrictions. You will need to register to attend the meeting in-person using this link [Register to attend the AGM in person](#)

The meeting will be live streamed, use this link to register to attend electronically [Register to attend the AGM electronically](#).

For information on submitting questions and updates on meeting arrangements visit [www.melvillecity.com.au/AGM](http://www.melvillecity.com.au/AGM)

*The City of Melville acknowledges the Bibbulmun people as the Traditional Owners of the land on which the City stands today and pays its respect to the Whadjuk people, and Elders both past and present.*

In accordance with the Council Policy CP- 088 Creation, Access and Retention of Audio Recordings of the Public Meetings this meeting is electronically recorded. All recordings are retained as part of the City's records in accordance with the State Records Act 2000 and the General Disposal Authority for Local Government Records.

The Audio Recording will be available within 10 days of the meeting and may be accessed at [www.melvillecity.com.au](http://www.melvillecity.com.au)



## NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that the Annual General Meeting of Electors will be held in the Conference Room, Melville Civic Centre, 10 Almondbury Road, Booragoon, commencing at 6.00pm on Wednesday, 2 February 2022.

The business paper for the Meeting is scheduled below and your attendance is requested.

**Marten Tieleman**  
Chief Executive Officer

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## AGENDA

1. PRESENT
2. IN ATTENDANCE
3. APOLOGIES
4. LEAVE OF ABSENCE
5. INTRODUCTION OF ELECTED MEMBERS AND OFFICERS

## **6. DECLARATIONS OF INTEREST**

The Members' and Officers' attention is drawn to the following provisions of the *Local Government Act 1995* regarding disclosures of interest;

### **6.1 FINANCIAL INTERESTS**

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

### **6.2 DISCLOSURE OF INTEREST THAT MAY CAUSE A CONFLICT**

Councillors and staff are required, in addition to declaring any financial interest, to declare any interest arising from the City of Melville Code of Conduct that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making processes.

## 7. BUSINESS

### 7.1 NOTICE OF ANNUAL GENERAL MEETING OF ELECTORS

The following Notice of Meeting was advertised:

- on the City's website;
- on public notice boards at the Civic Centre and all the City of Melville libraries;
- in Perth Now Melville on Thursday, 19 January 2022
- in the City's electronic Newsletter; and
- via the City's social media platforms.

The notice read:

*"City of Melville residents are invited to the City of Melville Annual General Meeting of Electors (AGM) to receive the Community Annual Report 2020-2021.*

**Date:** Wednesday, 2 February 2022  
**Time:** 6.00pm  
**Venue:** Conference Room, City of Melville Civic Centre,  
10 Almondbury Road, Booragoon  
and live-streamed via Zoom.

*To ensure the City of Melville can meet any state restrictions in relation to COVID-19, the AGM will be delivered in an in-person and electronic format. We encourage you to attend the meeting via Zoom live-stream (registration required) if possible. If you would like to attend in-person, you will also need to register. If there are no places available, you will be placed on a waitlist and notified if space becomes available.*

*In line with our sustainability policy, limited printed copies of the Community Annual Report 2020-2021 will be available at the meeting. Copies can also be obtained at our libraries and the City of Melville Civic Centre. You can also read it online at [www.melvillecity.com.au/our-city/city-management/annual-reports](http://www.melvillecity.com.au/our-city/city-management/annual-reports)*

*We welcome your questions on the Community Annual Report 2020-2021. Questions need to be submitted by 12noon Thursday 27 January 2022.*

*To submit a question, register for the live-stream or in-person attendance, and view the most up to date information about meeting capacity and arrangements under the changing environment associated with COVID-19 restrictions, visit [www.melvillecity.com.au/AGM](http://www.melvillecity.com.au/AGM)*

## **7.2 MANNER OF CONDUCT OF THE MEETING**

Welcome to the City of Melville Annual Elector's Meeting. The purpose of the meeting is to discuss the City of Melville Annual Report and any other general business pertaining to the business of the City of Melville. In accordance with the *Local Government (Administration) Regulations 1996*, the Mayor is to preside at a general or special meeting of electors and is to determine the procedure to be followed.

1. It is a requirement to advise that in the event of an emergency, everyone should take direction from officers who will guide you to the exit points of the building.
2. Toilets are located immediately before the entry to the Council Chambers.
3. All physically present are required to sign the attendance register at the entry to the meeting.
4. Each person who participates in a vote or speaks must be an Elector of the City of Melville.
5. The proceedings are being recorded for the purpose of production of the Minutes and speakers are requested to use the microphones each time they speak. The Minutes will include a summary of any questions asked and a summary of the response provided.
6. Speakers are asked to clearly give their name and address each time they speak.
7. Upon a motion being proposed, each speaker is to address the Chair.
8. Only Electors of the City of Melville may move or second a motion.
9. All addresses are to be limited to a maximum of five (5) minutes. Extension of time is permissible only with the agreement of a simple majority of Electors present (*Local Government (Administration) Regulations 1996 Regulation 17*)
10. The community are welcome to participate in the meeting. To ensure the efficient conduct of the meeting, please participate in a concise and respectful manner.
11. All Elected Members and Directors attend this meeting to observe the proceedings and hear comments from Electors. All questions and comments should be directed to the Mayor who may invite a response from the Chief Executive Officer, Presiding Members of Committees, Directors or Elected Members.

**8. PRESENTATION OF CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2020-2021 INCLUDING FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021.**

**8.1 Questions on the Community Annual Report 2020-2021**

**9. GENERAL BUSINESS**

**10. CLOSURE**