City of Cockburn

Annual Electors' Meeting

Agenda

Thursday, 29 January 2026

This Annual Electors' Meeting will be conducted in accordance with Subdivision 4 of Division 2 of Part 5 of the *Local Government Act 1995,* and regulations 15, 17 and 18 of the *Local Government (Administration) Regulations 1996.*

All decisions will be made by a simple majority.

Only Electors (which includes ratepayers) are permitted to speak and vote at the meeting.

An Elector is a resident in the district and on the Electoral Roll, or who owns property in the district and is therefore eligible to be on the Electoral Roll.

Information and procedure on how the Annual Electors' Meeting will be conducted

Welcome to the City of Cockburn Annual Electors' Meeting.

Regulation 18 of the *Local Government (Administration) Regulations 1996* (the Regulations) states that the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

In accordance with Section 5.30 of the *Local Government Act 1995* (the Act),

- the Mayor is to preside at electors' meetings, or
- in the absence of the Mayor, the Deputy Mayor may preside at an electors' meeting; or
- in the absence of the Deputy Mayor, then the electors present are to choose one of the Councillors present to preside at the meeting but if there is no Councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

The Member Presiding, Mayor Logan K. Howlett JP, has determined the procedure to be followed.

Procedure for the Annual Electors' Meeting

Part 1 - Attendance at an Electors' Meeting

1. All attendees must register their attendance including name and address:
   a. in advance of the meeting via the City's website; or
   b. before entering the meeting, on the attendance register provided by City of Cockburn staff.
   The attendance register is for internal record purposes only and will not be published or distributed.
2. All attendees must:
   a. remain seated at all times during the meeting, unless invited by the Presiding Member to address the meeting at the lectern;
   b. not cause any disturbance or disrupt the meeting proceedings in any way; and
   c. comply with this Procedure and the direction of the Presiding Member at all times.
3. Attendees who are verified electors of the City of Cockburn will be provided first priority to access the Council Chamber and overflow areas (if required), subject to seating capacity.
4. Attendees who are not verified electors of the City of Cockburn will be required to remain in the designated overflow areas (as determined by City staff), unless, at the commencement of the meeting, there is sufficient capacity within the Council Chamber for those attendees to enter the Council Chamber. Should there be sufficient capacity, then staff will direct attendees to the Chamber.
5. Attendees who do not adhere to the Procedure, may be requested by the Presiding Member to leave the meeting and/or the building, and that person (or persons) are required to comply with the direction of the Presiding Member.

Part 2 - Participants at an Electors' Meeting *(ref Act section 5.26)*

6. All participants at an Electors' Meeting must be verified electors of the City of Cockburn.
7. A verified elector is:
   a. an elector whose name and address is recorded on the -
      i. City of Cockburn district electoral roll from the last ordinary Council election held; or
      ii. City of Cockburn owner and occupier electoral roll from the last ordinary Council election held; or
      iii. Western Australian Electoral Commission or Australian Electoral Commission website at 'check your enrolment eligibility' and which confirms electoral eligibility for the district of Cockburn; or
   b. a confirmed ratepayer of the City of Cockburn.
8. All attendees who wish to participate as a verified elector must be registered by the City staff as a verified elector. Proof of identity or other evidence may be requested.
9. Verification will cease at the commencement of the meeting. After this point, attendees will be admitted to the meeting but will not be verified.
10. All verified electors will be provided a 'Voting Card'. Upon request, the 'Voting Card' must be shown to evidence a person is a verified elector.
11. A person who is not a verified elector may not participate in an Electors' Meeting.

Part 3 - Recording and Live Broadcast of an Electors' Meeting

12. The proceedings will be video and audio recorded, and speakers are requested to use the microphones each time they speak.
13. The Electors' Meeting will be broadcast live online via the City's website.
14. No other audio or visual recording is to be undertaken without the permission of the Presiding Member.

Part 4 – Questions from Electors in Writing

15. City of Cockburn electors may submit questions to the City in writing via the City's website by 5pm on Friday, 23 January 2026.
16. Questions asked at the Annual Electors' Meeting must relate to matters affecting the City of Cockburn.
17. Questions are to be specific and not include statements or other information.
18. In the event the City receives multiple questions on the same subject matter which are similar in content and where the responses are similar in nature, the Presiding Member may choose to read out the questions and provide a single response to the questions.
19. Questions from the floor will only be accepted at the discretion of the Presiding Member.
20. Questions will not be accepted if they:
    a. include offensive remarks;
    b. reflect adversely on Elected Members or staff; or
    c. constitute a statement.
21. A maximum of three minutes per elector will be allowed for the asking of questions and receiving of responses.

Part 5 - Putting a Motion to an Electors' Meeting

22. Proposed motions are required to be submitted in writing via the City's website by 5pm on Friday, 23 January 2026.
23. The Presiding Member will reject any motions that do not relate to matters affecting the City of Cockburn.
24. Motions will be presented to the meeting in the order they have been received by the City.
25. Motions received that are considered by the Presiding Member to have the same substance, intent or purpose, will collectively be considered as one Motion to avoid repetition and to ensure that the meeting progresses effectively. In such cases, only the first Motion received will be presented to the meeting.
26. To allow a reasonable and fair opportunity to all electors, the Presiding Member may limit the number of motions that may be submitted per elector.
27. Motions from the floor will only be accepted at the discretion of the Presiding Member.
28. The Presiding Member will request a mover and a seconder for a motion. Proposed motions must be moved and seconded by a verified elector present at the meeting before the motion can be discussed or voted on at the meeting.
29. Motions from electors will be read aloud by the Presiding Member and displayed on the public screen in the Council Chamber, to ensure that everyone is clear about what they are voting on.
30. No motion or amendment is open to debate or vote until it has been moved and seconded by a verified elector present at the meeting.
31. Only one amendment on any one motion shall be received at a time and such amendment shall be disposed of before any further amendment can be received; but any number of amendments may be proposed.
32. Upon a motion being moved and seconded, the Presiding Member will then call for speakers to address the meeting.

Part 6 - Speakers at an Electors' Meeting

33. Only verified electors may address an Electors' Meeting.
34. When speaking at the meeting, a speaker must:
    a. rise and move to the lectern unless unable to do so by reason of sickness or disability;
    b. use the microphone provided;
    c. state their name and suburb for recording in the minutes;
    d. address the meeting through the Presiding Member;
    e. limit statements to fact, not opinion or supposition
    f. not reflect adversely on Elected Members or staff;
    g. refrain from making repetitive comments on matters that have already been discussed, to ensure the meeting can progress effectively.
35. A speaker will have a maximum of three minutes to make their statement.
36. To ensure efficient and equitable time for all submitted motions, an abbreviated debating protocol will be used.
    h. Once a motion is moved and seconded, the Presiding Member will call for any speakers against the motion.
    i. There being no speakers against the motion, the Presiding Member will put the motion to the vote.

37. If there are speakers against the motion, the following debating protocol will apply:
    j. The mover of a motion will be invited to speak first, and the seconder will be provided the opportunity to speak next. The Presiding Member will then call for other verified electors who wish to speak.
    k. The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate. All other speakers may speak once on a motion or an amendment.
    l. The right of reply is limited to a maximum of two minutes.
38. A verified elector may rise and move without discussion, "That the motion be now put", which, on being seconded and carried by a simple majority, will result in submission of the motion at once to the meeting.
39. The Presiding Member will manage the time allocated for speakers to ensure that all verified electors are given a fair and equal opportunity to speak.
40. If the Presiding Member determines that sufficient and fair debate has occurred on a motion or amendment then the Presiding Member, after inviting the mover to exercise the right of reply (but not the mover of an amendment), will put that motion to the vote.

Part 7 - Voting at an Electors' Meeting *(ref Regulation 17)*

41. The Presiding Member will ask for a vote on the motion.
42. Each verified elector is entitled to one vote on each matter to be decided at the meeting. An elector does not have to vote.
43. Voting is determined by raising the Voting Card either for or against a motion, at the time the Presiding Member calls for the vote.
44. Voting at a special meeting of electors is to be conducted so that no voter's vote is secret.
45. All decisions at a special meeting of electors are to be made by a simple majority of votes.

Part 8 - Minutes and Decisions of an Electors' Meeting *(ref Act clauses 5.32 and 5.33)*

46. The Presiding Member is to determine questions of order and procedure not stated above.
47. Minutes of this meeting will be available for inspection for members of the public as soon as practicable after the meeting and before the Council meeting at which decisions made at the Electors' Meeting are considered.
48. All decisions made at an Electors' Meeting are to be considered at the next Ordinary Council meeting.
49. The decisions of an Electors' Meeting are not binding on the Council, but as required by section 5.33 of the *Local Government Act 1995,* the reasons for any Council decision on a decision at an Electors' meeting are to be recorded in the minutes of the Council meeting.

Agenda

1. DECLARATION OF MEETING

Acknowledgement of Country
The Presiding Member will acknowledge the Whadjup Peoples of the Nyungar Nation, who are the traditional custodians of the land on which the meeting is being held, and pay respect to their Elders both past and present and extend that respect to First Nations Peoples present.

The Presiding Member will welcome all those in attendance, open the meeting and explain the format of the meeting's procedure.

2. PURPOSE OF MEETING

This Annual General Meeting of Electors has been called in accordance with the section 5.27 of the Local Government Act 1995 and the matters to be discussed areas follows:

1. Annual Report 2024/2025
2. General Business

3. ANNUAL REPORT

City of Cockburn Annual Reort 2024-2025

4. GENERAL BUSINESS

4.1 Written Questions

4.2 Motions On Notice

4.3 Other Business

5. CLOSURE OF MEETING