



CITY OF VINCENT

**ANNUAL GENERAL MEETING OF ELECTORS
2 FEBRUARY 2016**

NOTICE OF MEETING AND AGENDA

Notice is hereby given that the City of Vincent's **Annual General Meeting of Electors** will be held at the Administration and Civic Centre, 244 Vincent Street (corner Loftus Street), Leederville, on **Tuesday 2 February 2016** at 6.00pm.

A handwritten signature in black ink, appearing to read 'Len Kosova', is positioned below the notice text.

**Len Kosova
CHIEF EXECUTIVE OFFICER
29 January 2016**

Enhancing and celebrating our diverse community

PURPOSE - The purpose defines the *business we are in*. It describes our reason for being, and the services and products we provide. Our purpose is:

“To provide and facilitate services for a safe, healthy and sustainable community.”

VISION – The vision statement is *what we are striving to become*, what we will look like in the future. Based on accomplishing key strategic challenges and the outcomes of Vincent Vision 2024, the City’s vision is:

“A sustainable and caring community built with vibrancy and diversity.”

GUIDING VALUES (*Describes what values are important to us*)

- **Excellence and Service**
We aim to pursue and deliver the highest possible standard of service and professionalism to the Vincent community.
- **Honesty and Integrity**
We are honest, fair, consistent, accountable, open and transparent in our dealings with each other and are committed to building trust and mutual respect.
- **Innovation and Diversity**
We encourage creativity, innovation and initiative to realise the vibrancy and diversity of our vision.
- **Caring and Empathy**
We are committed to the wellbeing and needs of our employees and community and value each other’s views and contributions.
- **Teamwork and Commitment**
Effective teamwork is vital to our organisation and we encourage co-operation, teamwork and commitment within and between our employees and our business partners and community.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the City of Vincent (City) for any act, omission, statement or intimation occurring during Council meetings. The City disclaims any liability for any loss however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council meeting does so at their own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning or development application or application for a licence, any statement or intimation of approval made by an Elected Member or Employee of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. The City advises that anyone who has any application lodged with the City must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Council in respect of the application.

Copyright

The City wishes to advise that any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

DISCLOSURE OF FINANCIAL INTERESTS

The Local Government Act 1995:

- requires Elected Members and Officers who have an interest in any matter to be discussed at the meeting to give written notice to the Chief Executive Officer before the meeting or before the item is discussed;
- requires disclosures to be brought to the attention of the meeting;
- States that persons who make such disclosures must not be participate or be present during any discussion relating to the matter unless approved by the Council, in accordance with Section 5.68 or 5.69 of the Local Government Act 1995,
- Specifies significant penalties for non compliance with the disclosure provisions.

PROCEDURE FOR PUBLIC SPEAKING TIME

The City of Vincent Local Law Relating to Standing Orders prescribes the procedure for persons to ask questions or make public statements relating to a matter affecting the City, either verbally or in writing, at a Council meeting.

Questions or statements made at an Ordinary Council meeting can relate to matters that affect the City. Questions or statements made at a Special Meeting of the Council must only relate to the purpose for which the meeting has been called.

1. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name, address and Agenda Item number (if known).
2. Public speaking time will be strictly limited to three (3) minutes per member of the public.
3. Members of the public are encouraged to keep their questions/statements brief to enable everyone who desires to ask a question or make a statement to have the opportunity to do so.
4. Public speaking time is declared closed when there are no further members of the public who wish to speak.
5. Questions/statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a Council Member or City Employee.
6. Where the Presiding Member is of the opinion that a member of the public is making a statement at a Council meeting, that does not affect the City, he may ask the person speaking to promptly cease.
7. Questions/statements and any responses will be summarised and included in the Minutes of the Council meeting.
8. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be *"taken on notice"* and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
9. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

RECORDING OF COUNCIL MEETINGS

- All Ordinary and Special Council Meetings are electronically recorded, except when Council resolves to go behind closed doors;
- All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office;
- A copy of the recorded proceedings and/or a transcript of a particular section or all of a Council meeting is available in accordance with Policy 4.1.23 - Recording of Council Meetings and Access to Recorded Information.

CITY OF VINCENT INFORMATION ON HOW THE ANNUAL ELECTOR'S MEETING IS CONDUCTED

The purpose of the Annual General Meeting of Electors (AGME) is to receive the City's Annual Report and any other general business pertaining to Council. In accordance with the *Local Government (Administration) Regulations 1996*, the Mayor is to preside at a general or special 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 Chambers, including name and address.
2. Speakers must be Electors of the City of Vincent.
3. The proceedings will be recorded for the purpose of producing the minutes and speakers are requested to use the microphones 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 City of Vincent and will be accepted at the discretion of the Presiding Member.
5. Motions from Electors, where presented in writing, will be read aloud by the Presiding Member to ensure that everyone is clear about what they are voting on. Motions from the floor will only be accepted at the discretion of the Presiding Member.
6. The Presiding Member will call for a mover and a seconder for a motion.
7. 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; however any number of amendments may be proposed.
8. Upon a motion being proposed, the Presiding Member will call for speakers to address the Chair.
9. When addressing the meeting a person is to: -
 - a) Rise and move to the front podium unless unable to do so by reason of sickness or disability;
 - b) State his or her name and address for recording in the minutes; and
 - c) Address the meeting through the Presiding Member.
10. The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate.
11. An Elector may rise and move without discussion "That the question be now put", which, on being duly seconded and carried by a majority, will result in submission of the motion at once to the meeting, after the mover has replied.
12. The Presiding Member will then ask for a vote on the motion on the floor.
13. Each Elector has one vote. An Elector does not have to vote.
14. Voting is determined by a show of hands.
15. A simple majority carries the vote.
16. Minutes of this meeting will be available for inspection by members of the public. Any motions arising from the meeting requiring action will be presented to the next available Ordinary Meeting of Council for consideration.

The decisions of the AGME are not binding on the Council, but as required by the *Local Government Act 1995*, the reasons for any Council decision on a decision of this meeting are to be recorded in the minutes of the Council Meeting.

ORDER OF BUSINESS

1. Opening and Welcome
2. Apologies and Leave of Absence
3. Reports

3.1 2014/2015 Annual Report (including Financial Report 2014/2015)

Ward:	Both	Date:	27 January 2016
Precinct:	All	File Ref:	ADM0016
Attachments:	1 –Annual Report 2014/2015		
Tabled Items:			
Reporting Officer:	Len Kosova, Chief Executive Officer		
Responsible Officer:	Len Kosova, Chief Executive Officer		

OFFICER RECOMMENDATION:

That the City of Vincent's 2014/2015 Annual Report be presented to the Annual General Meeting of Electors for discussion.

PURPOSE OF REPORT:

To present the 2014/2015 Annual Report for the City of Vincent (included as **Attachment 001**).

BACKGROUND:

Council adopted the 2014/2015 Annual Report (inclusive of the Audited Annual Financial Report) at its Special Council Meeting held on 15 December 2015.

DETAILS:

The purpose of the Annual General Meeting of Electors is not to adopt the Annual Report but to discuss its contents and raise any general business that Electors may have in accordance with the *Local Government (Administration) Regulations 1996*.

CONSULTATION/ADVERTISING:

Section 5.55 of the Act requires that Council give local public notice of the availability of the Annual Report once adopted by Council. Notices publicising the availability of the City's Annual Report were placed in newspapers, on the City's website and on the City's Public Notice Boards after the 15 December 2015 Special Council Meeting.

LEGAL/POLICY:

Section 5.53 (1) of the Local Government Act 1995 (the Act) requires local governments to develop and publish an annual report for each financial year and Section 5.27 of the Act requires that a general meeting of electors is to be held once every financial year and not more than 56 days after the local government accepts the annual report.

RISK MANAGEMENT IMPLICATIONS:

Not Applicable.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Plan 2013-2023:

"4.1.2 Manage the organisation in a responsible, efficient and accountable manner."

SUSTAINABILITY IMPLICATIONS:

Not Applicable.

FINANCIAL/BUDGET IMPLICATIONS:

As detailed in the Annual Report and associated Audited Annual Financial Report.

COMMENTS:

The Annual Report represents an overview of the City's activities during the 2014/2015 financial year. The Annual report also details progress made against the Strategic Community Plan and Corporate Business Plan.

4. General Business

5. Close