



**CITY OF VINCENT**

# **SPECIAL COUNCIL MEETING**

**29 MARCH 2016**

## **Notice of Meeting and Agenda**

Notice is hereby given that a Special Council Meeting of the City of Vincent will be held at the Administration and Civic Centre, at 244 Vincent Street (corner Loftus Street), Leederville, on **Tuesday, 29 March 2016** at 6.00pm.

The purpose of the meeting is to consider receiving the Unconfirmed Minutes of the Audit Committee Meeting held on 15 March 2016 and adopting the Local Government Statutory Compliance Audit Return 2015.

Len Kosova  
CHIEF EXECUTIVE OFFICER

**ENHANCING AND CELEBRATING OUR DIVERSE COMMUNITY**

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## **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 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 (both visual and audio), except when the 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 No. 4.2.4 – Council Meetings – Recording and Access to Recorded Information.

## **SPECIAL COUNCIL MEETING**

### **ORDER OF BUSINESS**

**1. (a) Declaration of Opening**

**(b) Acknowledgement of Country Statement**

“Today we meet on the lands of the Nyoongar people and we honour them as the traditional custodians of this land”.

**2. Apologies/Members on Approved Leave of Absence**

2.1 Cr Laine McDonald on approved leave of absence until (and including) 7 April 2016 due to personal commitments.

**3. Public Question Time and Receiving of Public Statements**

*Under Section 7(4)(b) of the Local Government (Administration) Regulations 1996, Council at a Special Meeting is not required to answer a question that does not relate to the purpose of the meeting.*

**4. Declaration of Interests**

- 4.1 Financial - Local Government Act 1995, s5.60A
- 4.2 Proximity - Local Government Act 1995, s5.60B
- 4.3 Impartiality - Local Government (Administration) Regulations 34

**5. Reports**

5.1 Audit Committee – Receiving of Unconfirmed Minutes of 15 March 2016 and Adoption of the Local Government Statutory Compliance Audit Return 2015.

**6. Closure**

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**5.1 Audit Committee – Receiving of Unconfirmed Minutes of 15 March 2016 and Adoption of the Local Government Statutory Compliance Audit Return 2015**

<b>Ward:</b>		<b>Date:</b>	16 March 2016
<b>Precinct:</b>		<b>File Ref:</b>	SC243 & SC400
<b>Attachments:</b>	<u>1</u> – Audit Committee Unconfirmed Minutes <u>2</u> – Compliance Audit Report 2015		
<b>Tabled Items:</b>	Nil		
<b>Reporting Officer:</b>	L Kosova, Chief Executive Officer		
<b>Responsible Officer:</b>	L Kosova, Chief Executive Officer		

**OFFICER RECOMMENDATION:**

**That Council:**

- 1. RECEIVES the Minutes of the Audit Committee Meeting held on 15 March 2016, as shown in Attachment 1; and**
- 2. ADOPTS the Audit Committee’s recommendation from its Meeting on 15 March 2016 to adopt the Local Government Statutory Compliance Audit Return (CAR) for the period 1 January 2015 to 31 December 2015, included as Attachment 2.**

**PURPOSE OF REPORT:**

The purpose of this report is for the Council to receive the unconfirmed minutes of the Audit Committee held on 15 March 2016 and to consider the Audit Committee’s recommendation to adopt the 2015 Local Government Statutory Compliance Audit Return (CAR).

**BACKGROUND:**

A meeting of the City’s Audit Committee was held on 15 March 2016, with a copy of the Minutes included as **Attachment 1**. The Minutes of the meeting include one item that the Audit Committee have recommended for adoption by Council, being the 2015 CAR.

**DETAILS:**

Item 5.1 of the Audit Committee Meeting Minutes (Unconfirmed) included as Attachment 1 provides all relevant background and details relating to the 2015 CAR.

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

In accordance with the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Local Government (Audit) Regulations 1996*.

**RISK MANAGEMENT IMPLICATIONS:**

**Medium:** Council is required under Section 7.3 of the *Local Government Act 1995* to appoint a City auditor. Further, each local government is required to complete a Compliance Audit Return annually, in accordance with the *Local Government (Audit) Regulations 1996*.

**STRATEGIC IMPLICATIONS:**

The City's Strategic Plan 2013-2023 lists the following objectives:

*“4.1.2 Manage the organisation in a responsible, efficient and accountable manner”.*

**SUSTAINABILITY IMPLICATIONS:**

Not applicable.

**FINANCIAL/BUDGET IMPLICATIONS:**

Not applicable.

**COMMENTS:**

It is recommended that Council receive the Unconfirmed Minutes of the 15 March 2016 Audit Committee Meeting and adopts the Audit Committee's recommendation to adopt the CAR (included as **Attachment 2**). This will enable the CAR to then be lodged with the Department of Local Government and Communities.