



Agenda

ANNUAL GENERAL MEETING OF ELECTORS

6.00pm, 29 November, 2016

Council Chambers

Civic Centre

Recording of Council Meetings Policy

Objective

- To ensure that there is a process in place to outline access to the recorded proceedings of Council.
- To emphasise that the reason for recording of Council Meetings is to ensure the accuracy of Council Minutes and that any reproduction is for the sole purpose of Council business.

Statement

Recording of Proceedings

- (1) Proceedings for meetings of the Council, Electors, and Public Question Time during Council Briefing Sessions shall be recorded by the City on sound recording equipment, except in the case of meetings of the Council where the Council closes the meeting to the public.
- (2) Notwithstanding subclause (1), proceedings of a meeting of the Council which is closed to the public shall be recorded where the Council resolves to do so.
- (3) No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.

Access to Recordings

- (4) Members of the public may purchase a copy of recorded proceedings or alternatively listen to recorded proceedings with the supervision of a City Officer. Costs of providing recorded proceedings to members of the public will be the cost of the recording plus staff time to make the copy of the proceedings. The cost of supervised listening to recorded proceedings will be the cost of the staff time. The cost of staff time will be set in the City's schedule of fees and charges each year.
- (5) Elected Members may request a recording of the Council proceedings at no charge. However, no transcript will be produced without the approval of the Chief Executive Officer. All Elected Members are to be notified when recordings are requested by individual Members.

Retention of Recordings

- (6) Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the State Records Act 2000.

Disclosure of Policy

- (7) This policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors meetings to advise the public that the proceedings of the meeting are recorded.



City of Wanneroo

Notice is given that the next Annual General Meeting of Electors will be held at the
Council Chambers Civic Centre
on **Tuesday 29 November, 2016** commencing at **6.00pm**.

H. Singh
A/Chief Executive Officer
22 November, 2016

CONTENTS

<u>ITEM 1</u>	<u>ATTENDANCES</u>	<u>1</u>
<u>ITEM 2</u>	<u>APOLOGIES AND LEAVE OF ABSENCE</u>	<u>1</u>
<u>ITEM 3</u>	<u>REPORTS</u>	<u>1</u>
3.1	2015/2016 ANNUAL REPORT FOR THE CITY OF WANNEROO	1
<u>ITEM 4</u>	<u>GENERAL BUSINESS</u>	<u>4</u>
<u>ITEM 5</u>	<u>CLOSURE</u>	<u>4</u>

CITY OF WANNEROO
PROCEDURE FOR THE ANNUAL GENERAL MEETING OF ELECTORS

Welcome to the City of Wanneroo's Annual Electors Meeting for 29 November 2016.

The matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business. In accordance with the *Local Government (Administration) Regulations 1996*, the Mayor is to preside at a general meeting of electors and is to determine the procedure to be followed.

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 Wanneroo.
3. The proceedings will be recorded for the purpose of production of the minutes and speakers are requested to use the microphones each time they speak.
4. No other audio or visual recording is to be undertaken without the permission of the Presiding Member.
5. The order of proceedings will firstly be reference to these rules by the Presiding Person followed by Attendances, Apologies, Leave of Absence, Declaration of Interest, presentation of the Annual Report and Audited Financial Statements, and General Business.
6. During General Business, questions or statements may only relate to matters that affect the local government and will be accepted at the discretion of the Presiding Person.

PUTTING A MOTION TO THE MEETING

1. Proposed motions must be provided in writing to Administration **by 12 noon on Friday, 25 November 2016**. Forms are available from Council Support (phone 94055000) or on the City's website www.wanneroo.wa.gov.au
"Motions from the Floor" will only be accepted at the discretion of the Mayor.
2. Motions from Electors will be read aloud by the Mayor to ensure that everyone is clear about what they are voting on.
3. The Mayor will call for a mover and a seconder for a motion.
4. Upon a motion being moved and seconded, the Mayor will call for speakers to address the Chair.
5. 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 for recording in the minutes;
 - c) address the meeting through the person presiding.
 - d) limit questions/statements to fact, not opinion or supposition.
6. The Mayor will then put the motion to the vote.
7. Each elector has one vote. An elector does not have to vote.
8. Voting is determined by a show of hands. A simple majority carries the vote.
9. Motions carried at the meeting are not binding on Council. Motions from the Electors' Meeting will be considered by the Council at its next Ordinary Meeting.
10. Any other circumstances arising in the course of the meeting will be determined at the discretion of the Presiding Person.

AGENDA

Good evening Councillors, staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this city and this region and I invite you to bow your head in prayer:

Lord, We ask for your blessing upon our City, our community and our Council. Guide us in our decision making to act fairly, without fear or favour and with compassion, integrity and honesty. May we show true leadership, be inclusive of all, and guide the City of Wanneroo to a prosperous future that all may share. We ask this in your name. Amen

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 Reports

Declarations of Interest by Elected Members, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.

3.1 2015/2016 Annual Report for the City of Wanneroo

File Ref:	26831 – 16/396802
Responsible Officer:	A/Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	1

Issue

To present the 2015/2016 Annual Report for the City of Wanneroo.

Background

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. 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.

Detail

Regulation 15 of the *Local Government (Administration) Regulations 1996* prescribes that the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

At its meeting held 7 November 2016, Council adopted the Audited Financial Report and accepted the 2015/16 Annual Report (which is inclusive of the concise audited financial report).

The Annual Report has been published on the City's website and hard copies will be available for members of the public at the general meeting of electors (refer **Attachment 1**).

Consultation

Section 5.55 of the Act requires that Council give local public notice of the availability of the Annual Report once accepted by Council. Advertisements were placed in newspapers, on the City's website and on Council's Public Notice Boards post the 7 November 2016 Ordinary Council Meeting.

Comment

The Annual Report provides a comprehensive account of the City's activities over the twelve months from 1 July 2015 to 30 June 2016. It outlines the progress made towards the strategic objectives as set out in the City's Strategic Community Plan 2013/14 - 2022/23, and details achievements and performance against the 2015/16 commitments made in the Corporate Business Plan 2015/16 - 2018/19.

Statutory Compliance

The preparation and publication of the Annual Report is in accordance with the *Local Government Act 1995*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2013 – 2023:

“4 *Civic Leadership - Working with others to ensure the best use of our resources.*

4.3 *A Strong and Progressive Organisation - You will recognise the hard work and professionalism delivered by your council through your interactions and how our community is developing.”*

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Not Applicable

Recommendation

The contents of the 2015/2016 Annual Report and the Audited Financial Statements are presented to the Electors of the City of Wanneroo.

Attachments:

1 [↓](#). Attachment 1 – Annual Report 2015 -2016 16/396821

Attachment 1 – Annual Report 2015 -2016

This attachment is currently available on the City's Web site or through the following link:

http://www.wanneroo.wa.gov.au/downloads/file/2396/annual_report_20152016

Item 4 General Business

Item 5 Closure