



Minutes

Annual General Meeting (AGM) of Electors

On: Monday, 3 May 2021
At: Calingiri Sports Pavilion
Commencing: 6.02PM

TABLE OF CONTENTS

TABLE OF CONTENTS	1
1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	1
2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED .	1
3 CONFIRMATION OF MINUTES.....	2
3.1 Matters arising from the Minutes – Thursday 3 December 2020	2
4 ANNUAL REPORT.....	2
4.1 Matters arising from the Annual Report for Financial Year ended 30 June 2020	2
5 ANY OTHER GENERAL BUSINESS.....	4
6 DECLARATION OF CLOSURE	9

A copy of the meeting guidelines is provided on Page 2

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Meeting opened at 6.02pm.

The Shire president extended a warm welcome to residents for attending this year's Annual Electors Meeting.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

Elected Members

Cr P Bantock
Cr D Lovelock
Cr N Clarke
Cr J Kelly – In the Gallery
Cr G O'Brien- In the Gallery

Staff

CEO – Ms G Teede
Governance Officer – Mr S Fletcher
RSM – Mr T Bates
Minute Taker – Mrs J Klobas
Works and Services Manager – Mr J Muir
Community Emergency Services Manager – Mr N Parry

Apology

Cr J King
Cr S Penn
Rebecca Kelly
Naomi Purser
Neil Botha
Jenny Kelly

Residents

Mr G Bookham
Mrs M Bookham
Mr S Bookham
Mr M Palmer
Mr G Buscumbe
Mr D Hall
Mr G McGill
Cr J Kelly

Mrs J Kelly
Mr W Hankins
Mrs S Hankins
Ms N McInness
Mr L McInness
Mr G Nixon
Mr R Ash
Mrs S Woods
Mr S Babb
Ms V Simms
Mr S Willcocks
Mrs D Jones
Mr R Smith
Ms A Byrne-O'Neil.

3 CONFIRMATION OF MINUTES

Moved: Cr D Lovelock

Secunder: Mr G Buscumbe

STAFF RECOMMENDATION

That the minutes of the AGM of Electors held Thursday 3 December 2020 be accepted as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

3.1 Matters arising from the Minutes – Thursday 3 December 2020

Questions taken on notice during 3rd Dec 2020 meeting

Q1 Mrs Suzanne Woods, Calingiri

Queried Annual Income Received by the Shire from the Department of Transport and Licensing, which question, the Shire President noted, would be Taken on Notice.

A1. 19-20 Annual Income (Commissions) was \$10,723.31.

4 ANNUAL REPORT

Moved: Mr G Nixon

Seconded: Mr G McGill

STAFF RECOMMENDATION

That the Annual Report for the financial year ended 30 June 2020 be received.

CARRIED UNANIMOUSLY

4.1 Matters arising from the Annual Report for Financial Year ended 30 June 2020.

Suzanne Woods, Calingiri.

Q1. Annual Report should be accurate. Introduction only notes Calingiri Library, will the Shire update this?

A1. Shire President – Council has already adopted the annual report. The Community had the opportunity to provide feedback to Council members prior to the March OCM when the adoption occurred. Notes this error, however Mogumber & Bolgart libraries are listed in the main body of the document

Q2. In the Community safety section, it lists flood, storm, heatwaves, crashes, and pandemics – wondered whether we need to have road crash and heat wave in the report?

A2. Shire President – The information is documented statistics, will take your comment as personal opinion.

Q3. Page 21 lists regional gallery under buildings, assumes that is New Norcia, however that is not a shire building.

A3. Shire President – Noted.

Q4. Page 21 lists Children Centres

A4. Shire President – Refers to play groups that gather in Shire halls.

Q.5 Strategic Plan hasn't progressed far? A number of things flagged as red. What is the intention going forward?

A5. Shire President – The Shire is moving from a tactical mindset to a strategic mindset. Council now receives quarterly updates on the Corporate Business Plan (CBP). The CBP is strategic document covering a period of 4 years and links the 10-year Community Strategic Plan to the yearly annual budget. The quarterly updates show the Shire is starting to make progress on some of their strategic priorities. There are many still listed in red, and a lack of resources is often the reason progress has not occurred. Questions are often raised about the relevance of the Community Strategic Plan, so Council has adopted a planned timeline to update the CSP by its required deadline in 2022. Council wants to ensure the process is not rushed and has a lengthy timeline providing the community every opportunity to be involved in the process. The CSP is the number 1 opportunity for the community involvement in setting achievable goals and aspirations for the Shire.

Q.6 Has that been advertised to the community?

A6. Shire President – Yes, Council's adoption of the timeline has been mentioned in the Shire Presidents newsletter, both printed and email material.

The details of the timeline & resolution are in the minutes and the Shire will communicate more detail at the timeline progresses.

5 ANY OTHER GENERAL BUSINESS

Questions with Notice

Mrs Anne Marie Byrne O'Neill, Calingiri

Q1. As a small shire community why has our relationship between community and shire admin now evolved into a constant political platform and why after about FOUR years is this still a concern along with community consolation

A1. Shire President - While much of this question is personal opinion, Council has taken on the community's comments regarding engagement & consultation. Council recently adopted an interim community engagement policy and announced the timeline detailing how the Shire will update of the Community Strategic Plan. The Community Strategic Plan is the No 1 opportunity for our Community to be involved in the direction of the Shire. Council encourages the community to be involved in this opportunity.

There have been large changes to the way a Council & Shire Administration are monitored and guided by regulation over the last 4 years. This has definitely had an impact on how the community interact with the Shire. Many of the casual methods of operation are no longer allowed or best practice and I can see the community still misses the bygone era. The Shire has committed to community engagement, but the expectations of the community are often beyond the actual legal ability of the Shire. Council gets many updates on the hot topics that you & the community often bring up. We do have access to the information, and this gives us a greater understanding of how the administration is dealing with such matters. But most of the time, the information is confidential and privileged to a member on Council. The information that can be provided to the public is distributed where appropriate & when resourcing allows. What Council sees, is that the community is not satisfied with that amount of information and wants more. Yet often, and certainly in the case of some of the recent hot topics, the public cannot receive that information.

The Community can either trust the representatives they have elected to be on the Council, or alternatively, members of the community can nominate themselves into those privileged council positions and then have access to the privileged information.

Council has committed to work further on the community engagement policy. The hard thing for us on Council in managing the gap between expectations & what can actually be undertaken.

Q2 Could council list on a timeline, 2019 to present day, actions and results positive and negative, that council has put in place and then admin's performance, positive and negative, on acquitting those actions

A2. This question is a prime example of what I have just mentioned. A Council, who sits in this board like environment, cannot provide details on an administration's performance or how they acquit the actions they set an administration. The Council only employ the CEO and we set Key Performance Indicators for the CEO. This is privileged information between the Council & the CEO. In addition, there's also new regulations which guide how a council assess the performance of a CEO. Council encourages you to follow the Council Meetings, where Council updates policy or sets strategic direction for the Shire, which is their role. Council simply does not set day to day action. One thing Council is aware of, is the small amount of resources the Shire of Victoria Plains has and we can see the administration are often bogged down in hot topics. I often witness our CEO trying to please those who question the way the administration operates, but this only diverts the attention of our CEO & her Administration away from the strategic priorities. Allowing the Shire to get on with their job, rather than circling back on individual issues, would certainly be better for the Shire's operation as a whole.

Graham Bookham, Yerecoin

Q1 Roads in the district are graded biannually or less. Rates in Wyalkatchem are \$14.85 per hectare. SoVP is \$15.68 per hectare however SoVP has double the agriculture production rate. Suggested the Shire's rates could be increased to reflect the District's high level of production output. One grader trying to grade the roads (560 km's) is approximately one lap per year. Not enough resources, therefore contractors are a necessary evil.

A1. Shire President – In recent years, the Shire engaged the expertise of Moore Stephens to look at the Shire's financial future. On their advice, and as required by regulation, Council adopted the Long-Term Financial Plan including the Strategic Resource Plan. It included a 7% rate increase for 5 years. The Shire has deviated away from this plan over the last 2 years. Reducing services instead. We are advised the base level of rates needs to be higher to maintain the Shire's ageing infrastructure such as roads and assets. The Shire has lobbied higher levels of government for funding towards the ageing roads and the Shire has been fortunate to have some road projects funded through the Wheatbelt Secondary Freight Network (93% funded by Federal & State Government) and the Federal Governments Local Roads & Community Infrastructure Fund. This however deviates our workforce away from general maintenance for a period of time as the funding has a time limit. We must complete the projects within a time frame or lose the funding. We hope the deviation will have a greater benefit on the

Shire as a whole.

Q2. Could the Shire get funding by turning some roads into highways. We could name the Calingiri Road the “Carnaby Highway”.

A2. Shire President – The Federal Government has their ‘Roads of Strategic Importance’ plan, placing roads into a hierarchy of importance. The Shire is fortunate some of our roads fall into that plan – the Ag Lime Route is within the Wheatbelt Secondary Freight Network. The Shire certainly has a history of seeking funding on key routes and spent many years lobbying for the AG-Lime Route. We will continue to lobby for State & Federal Funding wherever possible.

Sharlene Hankins, Calingiri

The Shire has a Customer Service Code of Conduct. It doesn’t feel like that is being adhered to. The Shire has not dealt with my fencing matter and I feel I’m being bullied into a legal corner.

Shire President – I’m aware of the matter between the Shire and Ms Hankins, to which I understand the Shire has written to you.

William Hankins, Calingiri

Rules weren’t followed from the start. Rules are still not being followed.

Shire President – The Shire is bound by many rules and regulations. This is a matter for the Administration to deal with, however I am aware the Shire has advised the Hankins’ on the current situation and specifically the purchasing policy the Shire must follow. The Works Manager & CEO have been discussing the matter again today (3 May 2021) and may have a small alternative which may appeal to the Hankins, however individual matters cannot be dealt with tonight.

Graham Nixon, New Norcia

Congratulations on roadworks to the Mogumber-Yarawindah Road. Work on this road was needed and it appears the project was completed in a timely manner and to a good standard.

Shire President – Thank you

Q 1 Can the Shire do something about the 60km speed limit on the old road through New Norcia. The 60km speed limit stretches from the town all the way to the highway, a slow lengthy drive. The 60km limit should start closer to New Norcia.

A1. Shire President – Confirmed the road was now managed by the Shire since the handover of the New Norcia Bypass occurred. However,

speed limits are not set by the Shire, all speed limits are set by Main Roads. The Shire can write a letter to Main Roads requesting the speed limit be reassessed.

Malcolm Palmer, Wyening.

Q1 Requested that Council meetings be held at Calingiri Sports Pavilion to allow members of the Public to attend just like tonight.

A1. The Shire President - The State Government changed the regulations last year, allowing Elected Members to attend Council Meetings by teleconference during the declared state of emergency. The Shire has 2 Councillors who have used the teleconference system for all meetings since that State Declaration. A number of other Councillors have used it for the odd occasion and the Shire also uses the system to hear from outside advisors & experts. The system is set up in the Council Chambers building and we are subject to capacity limits in all Shire buildings under current COVID restrictions. It would be a large expense to move the teleconference system to the Calingiri Sports Pavilion. History shows a small number of the public attend Council Meetings in person and I questioned if relocating the teleconference system was the best way to allocated Shire funds. During a normal Council meeting the Public can ask questions during public question time and watch the rest of the meeting take place. Realistically, these rights are still available. The Public can still submit their questions, albeit in writing and the public can view the recorded meetings online. The State Government has allowed for this scenario and closing the meetings to in person public attendance is allowed. The Shire is actually going above the requirements by recording the meetings for the public to view online. The recordings are large data files and need to be viewed from a desktop or laptop. The Shire' Libraries are available for viewing if need be.

Q2 Will the Shire continue to record the meetings post the State of Emergency Declaration.

The current recording method is operated by the Shire's Executive Assistant. The in-house method saves the Shire a lot of money, compared to bringing in expert IT help. The Shire could continue to provide this service if the budget & resourcing situation allows for it.

Annemarie Byrne-O'Neil, Calingiri

Q1. New Complaints Policy – is there a conflict of interest if the complaint is about the Complaints Officer? How are they addressed - what are your procedures?

A1. Shire President – The complaints policy recently adopted by Council is only for complaints about Elected members, Committee Members and

Candidates. Adoption of such policy was mandatory. It's not a policy regarding complaints about the complaint officer, Shire Staff of the Shire Administration. There are already methods in place for this, such as the Public Information Discloser Act or Ombudsman. More information is available on the Shire website.

Mr Bookham

Stressed the importance of lobbying for community needs such as regional phone towers.

Shire President. The Shire is involved in lobbying opportunities and the Shire recognises this activity is important to the community. It is listed within the Shire's Community Strategic Plan. The Shire often pushes our needs through to the WA Local Government Association's (WALGA) Zone meetings. Matters may get regional support and can be pushed through to State Council and State Government.

Suzanne Woods, Calingiri.

Disappointed with the Shire's delayed response to a letter sent to the CEO dated 15 December 2021, signed by 80 residents. Response only received on the 30 April 2021. Does this fit with the Community Strategic Plan's priority – improve relationship between Council and the Community.

Shire President – Apologised that a written response took that length of time. Due to the confidential lease arrangements, the Shire could not provide a large amount of information at the time. The same day Ms Woods submitted the letter to the Shire, she also submitted 3 questions on the matter to the December 2020 OCM. The Shire provided responses to these public questions and they were available in the Minutes of the meeting. The Shire also addressed the matter, providing the publicly available information in the next Shire newsletter, to address the wider community.

The situation regarding the Calingiri Roads Board Building and lease has since changed and further information could be provided. We hope the recent letter addresses your questions.

Cr Jim Kelly – Gillingarra Sport & Recreation Club

Q1. Will the Shire fix the rubbish at the Gillingarra Reserve Oval as soon as possible, which occurred from the recent fire?

A1. Shire President. Such requests should be submitted through a customer service request form to the Shire Administration.

Q2. I would want to bring this up now as the Shire should deal with it ASAP.

Shire President – Called Cr Kelly to a point of order – Councillors are bound by the Code of Conduct and cannot make instructions on these administrative matters.

Cr J. Kelly – Called a point of order – stating he did not make an instruction.

Shire President – Noted the point of order is not valid.

6 DECLARATION OF CLOSURE

The Shire President thanked members of the community for attending the Annual Electors Meeting and closed the meeting at 7.06pm.

UNCONFIRMED

MEETING OF ELECTORS GUIDELINES

Purpose

In accordance with the *Local Government Act 1995* a general meeting of electors must be held each financial year after a local government accepts the annual report.

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

Procedures

The procedure to be followed at a general or special meeting of electors is to be determined by the presiding member (this also includes specific regard to the Shire of Victoria Plains Meeting Procedures Local Law).

Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote. All decisions at a general or special meeting of electors are to be made by a simple majority of votes. Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

All decisions made at an electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable at the first ordinary council meeting after that meeting or at a special meeting called for that purpose, whichever happens first.

An elector is someone on the State Electoral Roll for the District of Victoria Plains or an Owner/Occupier in the Shire of Victoria Plains.

Minutes

Minutes of the proceedings at an electors' meeting are to be kept and preserved. They are published on the Shire's website for a period of not less than 5 years and are also made available for inspection by members of the public.

Shire of Victoria Plains Meeting Procedures Local Law

Specific clauses to be observed regarding a Meeting of Electors are:

18.8 Participation of non-electors

A person who is not an elector of the local government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.