



# **Minutes**

## **Special Meeting of Electors**

On:	Thursday 3 December 2020
At:	Calingiri Football Club
Commencing:	6.00PM

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## **1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Meeting was declared open at 6.04pm.

## **2 WELCOME AND INTRODUCTION**

The Presiding Member welcomed Residents, Elected Members and staff to the Special Meeting of Electors.

Attendees: Shire President – Cr P Bantock  
Deputy Shire President – Cr D Lovelock  
Cr N Clarke  
Cr J Kelly

Staff: CEO – Ms Glenda Teede  
Governance Officer – Mr S Fletcher  
Executive Assistant – Mrs J Klobas  
Works & Services Manager – Mr J Muir  
Community Emergency Services Manager – Mr N Parry  
Office Manager – Ms A Prior  
Rates Office – Mrs J Cook  
Mr Bates, RSM, Finance Consultant for the Shire.

## **3 APOLOGIES**

The Shire President acknowledged receipt of the following Apologies.

- Jenny Kelly;
- Tom & Kaye Kelly
- Neil Botha
- Hayley Pilley
- Tania & Rob Menzies; and
- Lou Witham.

## **4 BUSINESS TO BE DISCUSSED AS STATED IN FORM 1**

The matter raised in Form 1 is a request. The question is as follows:

**Details pertaining to the financial management, control and annual budgetary status of the Shire of Victoria Plains over the preceding three (3) years - November 2016 to November 2019 inclusive**

## **5 PRESENTATION**

There was a presentation regarding the question raised in Form 1 commencing at 6.08pm by the Governance Officer and Mr Bates, RSM, Finance Consultant.

## 6 QUESTIONS AND ANSWERS


Speakers were invited to ask questions in accordance with Procedure 6.

The following residents asked questions:

**Mrs Suzanne Woods, Calingiri** queried figures relating to the below image and in particular sought an explanation regarding the figures in red which the Finance Consultant answered in full outlining there were no significant issues with the Shire's Finances overall.

## Understanding the Shire's Financial Reports

### Ratios



	Standard	2019	2018	2017	3 Year Average
Current ratio	≥ 1.00	0.99	1.26	1.67	1.31
Asset consumption ratio	≥ 0.50	0.72	0.68	0.97	0.79
Asset renewal funding ratio	≥ 0.75	1.12	0.84	0.94	0.97
Asset sustainability ratio	≥ 0.90	0.86	0.71	1.25	0.94
Debt service cover ratio	≥ 2.00	- 8.54	2.90	13.92	2.76
Operating surplus ratio	≥ 0.01	- 1.60	- 0.60	- 0.32	- 0.84
Own source revenue coverage ratio	≥ 0.40	0.34	0.50	0.51	0.45

**Cr J Kelly, Gillingarra** queried the amount held in Reserves relating to the below image which the Finance Consultant answered in full outlining there were no significant issues with the Shire's Reserves.

## Understanding the Shire's Financial Reports



### Reserve Funds

- Reserves are restricted cash funds held by the Shire for a specific purpose
- Can only be used in accordance with the purpose of the Reserve
- Purpose can only be changed by Council:
  - On adoption of the Annual Budget; or
  - By Resolution of Council (Special Majority) and change in purpose must be advertised



**Ms Annemarie O'Byrne, Calingiri**, sought an explanation regarding the *Reserves in Housing* including how the housing budget was exceeded over a number of years.

The Finance Consultant answered in full, outlining requirements of reserve fund expenditure and movement and confirming that any amendments to the budget required Council approval.

**Mrs Suzanne Woods, Calingiri** queried the estimated financial impact of the turnover of staff in the last 3 year period.

The Shire President noted this question was not related to the Agenda item, however in broad terms stated costs are factored into the *Salaries Budget*.

**Mrs Rebecca Kelly, Gillingarra** queried the *Long Service Leave budget* and whether any staff this year or next were owed or had accrued long serviced leave entitlements.

The answer provided was that no staff members were due long service leave either in 2020 or 2021.

**Mrs Nicole McInnes, Calingiri** queried the reserve to relocate the ATM.

The answer provided was that the relocation was budgeted for in 2018/2019 which amount included upgrade of the Administration building, not just the relocation of the ATM.

## 7 SPEAKERS WHO WISH TO MAKE A STATEMENT

Speakers can do the following in accordance with Procedure 7:

- a. Make a statement.
- b. Speak for or against a matter.
- c. Speak for or against a motion.

Nil

## **8      DECLARATION OF CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 7.00 pm.

## MEETING OF ELECTORS GUIDELINES

### Purpose

1. Only matters specified in Form 1 – Request for Special Meeting of Electors can be discussed at the meeting.
2. Only Electors are entitled to vote at the meeting:
  - a. Names and addresses will be checked upon arrival at the Meeting;
  - b. With the permission of the Meeting, non-Electors can speak (but not vote);
  - c. Voting is not compulsory and is by show of hands unless determined otherwise by the Shire President (Presiding Member). All decisions are to be made by a Simple Majority of votes. Secret voting is not permitted.
3. Minutes of the Meeting will be kept and made available on the Shire's website and for public inspection.

### Procedures

The meeting procedure is prescribed by Section 5.31 of the *Local Government Act 1995* and Regulation 18 of the *Local Government (Administration) Regulations 1996*. The Presiding Member will chair the Meeting, in accordance with Section 5.30(1) of the Act.

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).

The following procedures will normally apply to the meeting (unless changed by the Presiding Member):

1. Declaration of Opening and Announcement of Visitors.
2. Welcome and Introduction.
3. Apologies.
4. Business to be discussed - as stated in Form 1.
5. Presentation.
6. Questions and Answers:
  - i. Speakers to state their name and address.
  - ii. Maximum speaking time per person is three (3) minutes.
7. Speakers who wish to make a statement. This includes either making a statement, speaking "For" and "Against" a matter of alternatively / Consideration of Motions (if any).
8. Declaration of Closure.

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.