



# MINUTES

## **Annual General Meeting of Electors**

**7.00pm, Wednesday 7 February 2024**

**Bindoon Hall, Great Northern Highway, Bindoon**

## PREFACE

When the Chief Executive Officer approves these minutes for distribution they are in essence "Unconfirmed" until the following Annual Meeting of Electors, where the minutes will be confirmed subject to any amendments.

The "Confirmed" minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Annual Meeting of Electors are put together as an addendum to these Minutes.

## UNCONFIRMED MINUTES

These minutes were approved for distribution on 19 February 2024.



**Melinda Prinsloo**  
Chief Executive Officer

## CONFIRMED MINUTES

These minutes were confirmed at the Annual Meeting of Electors held on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*NOTE: The Presiding Member at the meeting at which these minutes are confirmed is the person who signs above.*

## CONTENTS

<b>ITEM 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS.....</b>	<b>4</b>
<b>ITEM 2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS .</b>	<b>4</b>
Attendance .....	4
Apologies .....	4
Approved leave of absence .....	5
<b>ITEM 3. CONFIRMATION OF MINUTES .....</b>	<b>5</b>
Annual General Meeting of Electors: 22 March 2023 .....	5
<b>ITEM 4. REPORTS .....</b>	<b>5</b>
AGM01 – 02/24 Annual Report for the Shire of Chittering.....	5
<b>ITEM 5. GENERAL BUSINESS .....</b>	<b>8</b>
GB01 – 02/24 Maxine Wright, Chittering .....	8
GB02 – 02/24 Tuarn Brown, Chittering.....	8
<b>ITEM 6. CLOSURE.....</b>	<b>8</b>

## **ACKNOWLEDGEMENT OF COUNTRY**

*Good evening ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.*

## **ITEM 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS**

The Presiding Member declared the meeting open at 7.00pm.

## **ITEM 2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS**

### **Attendance**

The following members will be in attendance:

Cr Aaron King	President
Cr Mary Angus	Deputy President
Cr Carmel Ross	
Cr John Curtis	
Cr David Dewar	
Cr Kylie Hughes	

The following staff will be in attendance:

Melinda Prinsloo	Chief Executive Officer
Scott Clayton	Deputy Chief Executive Officer
Leo Pudhota	Executive Manager Technical Services
Jake Whistler	Executive Manager Development Services
Denaye Kerr	Executive Assistant

Members of the General Public:

Tuarn Brown	Chittering
Renay Backer	Bindoon
Anne Elliot	Bindoon
Noel Elliot	Bindoon
Robert Pizzino	Bindoon
Maxine Wright	Chittering
Mick Wright	Chittering

Media: 0

### **Apologies**

Cr Mark Campbell

**Approved leave of absence**

Nil

**ITEM 3. CONFIRMATION OF MINUTES**

**Annual General Meeting of Electors: 22 March 2023**

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

Moved Cr Hughes, seconded Cr Angus

That the minutes of the Annual General Meeting of Electors held on Wednesday 22 March 2023, as published on the Shire website, be confirmed as a true and correct record of proceedings.

**CARRIED UNANIMOUSLY 6 / 0**

**ITEM 4. REPORTS**

**AGM01 – 02/24      Annual Report for the Shire of Chittering**

<b>Applicant</b>	Shire of Chittering
<b>File ref</b>	GOV.CM.2023
<b>Prepared by</b>	Executive Assistant
<b>Supervised by</b>	Chief Executive Officer
<b>Voting requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	1. 2022/23 Annual Report

**Executive Summary**

The 2022/23 Annual Report for the Shire of Chittering is presented to the Annual Meeting of Electors.

**Background**

The *Local Government Act 1995* requires a local government to prepare an Annual Report each financial year and to hold an Annual Electors Meeting.

The Annual Electors Meeting is to be held on a day selected by the local government, but not more than 56 days after the report is accepted by the local government.

The annual audit was undertaken by the Office of the Auditor General and signed off by the Director, Renuka Venkatraman.

The draft Annual Report was considered at the same time as the Audited Financial Statements at the Ordinary Council Meeting held 13 December 2023 along with the 2022/23 Annual Report which is inclusive of the concise audited financial report.

The Shire is striving to improve the quality of reporting. The content of the report has changed quite significantly from being a statutory document to a key marketing, reporting and communication tool and enables the Shire to communicate in an open, honest and transparent way on financial and business information to external and internal stakeholders. This annual report has been developed through extensive benchmarking with other award-winning local governments and the development of a new

template which was based on the criteria of the Australasian Reporting Awards (ARA). The ARA provides an opportunity for the Shire to benchmark its report against the ARA criteria, the Awards consider annual reports from across the globe, with the purpose being to improve the standards and quality of financial and business reporting. This Annual Report has been entered into the Australasian Reporting Awards (ARA).

The Annual Report is the primary vehicle for reporting on achievements against the Shire's strategic objectives as set out in the Shire's Strategic Community Plan and details achievements and performance against the 2022/23 commitments made in the Corporate Business Plan and Annual Operational Plan.

### **Consultation/Communication Implications**

#### Local

An extensive consultation process was conducted with the Executive Management Team and various key staff members. The integrated approach was to ensure that all services delivered during 2022/23 and its relevant performance are captured within the report.

#### State

Nil

### **Legislative Implications**

#### State

- Local Government Act 1995, Section 5.54(2)
  - (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.'*
- Local Government Act 1995, Section 5.55

*That Council give local public notice of the availability of the Annual Report once adopted by Council.*
- Local Government Act 1995, Section 5.27

**Electors' general meetings**

  - (1) *A general meeting of the electors of a district is to be held once every financial year.*
  - (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
  - (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*
- Local Government Act 1995 Section 5.29

**Convening electors' meetings**

  - (1) *The CEO is to convene an electors' meeting by giving—*
    - (a) *at least 14 days' local public notice; and*
    - (b) *each council member at least 14 days' notice of the date, time, place and purpose of the meeting.*

#### Local

Nil

### **Policy Implications**

#### State

Nil

#### Local

Nil

**Financial Implications**

Nil

**Strategic Implications**

State

Nil

Local

- Strategic Community Plan 2017-2027  
 Focus area: Strong leadership  
 Objective: S5.1 An engaged community  
 Strategy: S5.1.1 Encourage and promote community engagement

**Site Inspection**

Site inspection undertaken: Not applicable

**Environmental Consideration**

Environment consideration given: Not applicable

**Risk Assessment / Implications**

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
<b>Risk Category:</b> Compliance	Likely	Moderate	High	By bringing this to the electors within the 56 day timeframe from Council approval this risk is being mitigated and compliance will be met.
<b>Opportunity:</b> Nil				

**Officer Comment/Details**

The Annual Report represents an accurate snapshot of the Shire’s activities over the 12 month period from 1 July 2022 to 30 June 2023. In particular, the Annual Report also details progress made against the projects and actions as listed in the Shire’s *Corporate Business Plan and Strategic Community Plan*. The financials have been assessed and meet the approval of the Shire’s external auditors.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**  
 Moved Cr Angus, seconded Cr Ross  
 That the 2022/23 Annual Report be presented to the electors of the Shire of Chittering.

**CARRIED BY AN ABSOLUTE MAJORITY 6 / 0**

## ITEM 5. GENERAL BUSINESS

### GB01 – 02/24 Maxine Wright, Chittering

Maxine spoke on water issues in Wildflower Ridge Estate in Chittering.

**ELECTORS DECISION**

**Moved Maxine Wright, seconded Tuarn Brown**

**That Council instruct the Chief Executive Officer to write to Muchea Water to bring the community's concerns to their attention.**

**CARRIED 7 / 0**

### GB02 – 02/24 Tuarn Brown, Chittering

Tuarn wished to raise a motion of thanks to Council and also spoke on the timing of harvest and vehicle movement bans and the removal of bins in public spaces.

**ELECTORS DECISION**

**Moved Tuarn Brown, seconded Anne Elliott**

**A vote of thanks to the Shire Administration for assisting with arrangements of the new year's eve event.**

**CARRIED 7 / 0**

**ELECTORS DECISION**

**Moved Tuarn Brown, seconded Renay Bakker**

**That Council instruct the Chief Executive Officer to investigate the option of declaring harvest and vehicle movement bans earlier.**

**CARRIED 5 / 2**

**ELECTORS DECISION**

**Moved Tuarn Brown, seconded Anne Elliott**

**That Council instruct the Chief Executive Officer to investigate adding collection points at public spaces where bins have been removed.**

**CARRIED 7 / 0**

## ITEM 6. CLOSURE

The President closed the meeting at 7.52pm.