



Unconfirmed Minutes Annual General Meeting of Electors 19th March 2024

NOTICE OF MEETING

The next Annual General Meeting of Electors will be held on 19 MARCH 2024 in the Council Chambers at Prinsep Street Norseman, commencing at 5:30pm to present the Annual Report and consider and resolve on the matters set out in the attached agenda.

All meetings are open to the public, except for matters raised by Council under "Confidential Items".

Only electors are entitled to participate at the meeting. In accordance with Section 1.4 of the Local Government Act 1995 an elector is defined as, "elector, in relation to a district or ward, means a person who is eligible to be enrolled to vote at elections for the district or ward," and as depicted in Section 5.26 of the Act this also includes ratepayers.

You can still attend and observe the meeting if you are not an elector, but participation can only be permitted if a resolution is passed by the electors present that permits you to do so.



Peter Fitchat
Chief Executive Officer
15th March 2024

UNCONFIRMED MINUTES for the Annual General Meeting of Electors to be held in the Council Chambers at the Shire Administration Office – Prinsep Street Norseman on the **19 March 2024** commencing at **5:30 PM**.

COUNCIL MEETING INFORMATION NOTES

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time-to-time Council may form a Committee to examine subjects and then report to Council.
3. Generally, all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

Written notice of each question should be given to the Chief Executive Officer prior to 10:30am on the day of the meeting. A summary of each question and response is included in the Minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next meeting of Council.

5. Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member

of staff must declare that interest and generally the Chairman of the meeting will advise the Officer if he/she is to leave the meeting.

6. Agendas including an Information Bulletin are delivered to Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item including a recommendation will then be submitted to Council for consideration. The Agenda closes the Monday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

7. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).
8. Public Question Time – Statutory Provisions – Local Government Act 1995 Time is to be allocated for questions to be raised by members of the public and responded to at: (a) Every ordinary meeting of a council; and (b) Such other meetings of councils or committees as may be prescribed Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

9A Question Time for the Public at Certain Meetings – s5.24 (1) (b)

- Local Government (Administration) Regulations 1996
- Reg 5 For the purpose of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are:
 - (a) every special meeting of a council; and
 - (b) every meeting of a committee to which the local government has delegated a power or duty.

Minimum Question Time for the Public – s5.24 (2)

- Reg 6 (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1),

nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

- Procedures for Question Time for the Public – s5.24 (2)

Local Government (Administration) Regulations 1996

Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:

- a) by the person presiding at the meeting; or
- b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members,

having regard to the requirements of sub regulations (2) and (3).

2. The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.

3. Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.

4. Nothing in sub regulation (3) requires:

- a) A council to answer a question that does not relate to a matter affecting the local government;
- b) A council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
- c) A committee to answer a question that does not relate to a function of the committee.

NOTE:

10.3 Unopposed Business

1) Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.

2) If no member signifies opposition to the motion the person presiding may declare the motion in sub clause (1) carried without debate and without taking a vote on it,

3) A motion carried under sub clause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.

4) If a member signifies opposition to a motion the motion is to be dealt with according to this Part.

5) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

QUESTION TIME FOR THE PUBLIC (Please Write Clearly)

DATE: ____ / ____ / ____

NAME: _____

TELEPHONE: _____

ADDRESS: _____

QUESTION TO THE PRESIDENT

- GENERAL QUESTION / QUESTION RELATED TO THE AGENDA (Strike out unnecessary words)

ITEM Number:

PAGE Number:

**PLEASE PASS TO THE CHIEF EXECUTIVE OFFICER FOR REFERRAL TO THE PRESIDENT BY 12.30PM ON THE DAY OF THE MEETING:
Shire Office in Norseman . 88-92 Prinsep Street.**

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1. Declaration of Opening and Announcement of Visitors.

The Shire President welcomes all in attendance and declares the meeting open at: **5:30pm**

1.1 Acknowledgment of Country

The Shire of Dundas recognises the Ngadju and Mirning as Traditional Custodians and pay our respects to their Elders, past, present, and emerging.

Recording of Meeting

This Annual General Meeting of Electors will be video recorded to assist in the preparation of the minutes of the meeting.

2. Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.

Local Government Act Section 5.60A(Financial), (Proximity) 5.60B, Impartial Interests – Shire of Dundas Code of Conduct for Elected Members and Candidates and the Code of Conduct for Employees.

Financial Interests:

None Declared

Proximity Interests:

None Declared

Impartiality Interests:

None Declared

Gifts Received by Councillors:

As per the Shire of Dundas Code of Conduct section 3.4 Gifts, adopted by the Council on 21 October 2014 and reference to Regulation 34B of the Local Government (Administration) 1996.

None Declared

3. Record of Attendance of Councillors / Officers and Apologies.

Cr Laurene G Bonza
Cr Sharon M Warner
Cr JE Patrick Hogan
Cr John F Maloney
Cr Sharon Brown
Cr Chantelle McLeod

Shire President
Deputy Shire President

Peter Fitchat
Panai Turner

Chief Executive Officer
Deputy Chief Executive Officer

Barry Hemopo Manager Works & Services
Public Gallery

R. Robinson A. Martin JL. Bennet D. McColl J. Brady <u>B.Batty</u>	M. Hindmarsh. M.Cassidy A.Mcloed F. McLeod S.McLeod
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Questions from the Public Gallery

Presidents explains the rules and process of the Annual General Meeting of Electors.

Question: What is happening with the Doctors situation and Medical Centre, the car the house, the building?

Submitter: Raylene Robinson

President Response: There is an Agenda Item in the following Ordinary Council Meeting.

Question: Request for an update on the service station development on Prinsep Street.

Submitter: Raylene Robinson

CEO Response: The developers are working on a number of items that Council requested, including noise/sound management.

President Response: Council also raised serious concerns regarding the traffic flow near the roundabout, and requested Main Roads to review their initial assessment that there was no issue. Main Roads WA believe no traffic issue exists with proximity to the roundabout.

Statements from the Public Gallery

Raylene Robinson: The grounds keepers are doing a great job keeping the town clean.

Motions from the Public Gallery

Nil

4. Confirmation of Minutes of Previous Meeting.

Moved: Cr. S Warner

Seconded: Cr. C McLeod

Recommendation

Minutes of the Annual General Meeting of Electors held 2nd March 2023 be confirmed as a true and accurate record.

Carried by Simple Majority

For: Cr L. Bonza. Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

Against: 0

5. Receipt of the Shire of Dundas Annual Report 2022 – 2023.

Agenda Reference & Subject	
Item 4 Receipt of the Shire of Dundas Annual Report 2022-2023	
Location / Address	Shire of Dundas
File Reference	IM.
Author	Chief Executive Officer, Peter Fitchat
Date of Report	15 th March 2024
Disclosure of Interest	Nil

Summary

The Electors of the Shire of Dundas are requested to receive:

- The President's Report:
- The CEO's Report:
- The annual financial report for the 2022/23 financial year, and
- The audit report for the 2022/23 financial year.

Background

A local government is required to prepare an Annual Report each year. The Annual Report provides an overview of the operations, activities and major projects undertaken by the Shire for the period. It also includes major initiatives that are proposed to commence or to continue in the next financial year.

The 2022/23 Annual report reflects the activities undertaken by Council to achieve the vision and strategic goals the community. Annual reports not only highly success and achievement, and captures areas where Council recognises there were challenges.

Key Points:

1. Infrastructure Improvements:

Refurbishment of the old Visitor Centre and opening of a new laundromat aimed at providing both local and traveller services, with a focus on creating new revenue streams to offset declines in mining-related revenue.

2. Community Consultation:

Successful proposal to purchase the local IGA supermarket with anticipated benefits such as additional housing for staff, revenue generation, employment opportunities, and improved services for the community.

3. Challenges in Medical Services:

Division within the community due to the Council's need to consider alternative arrangements for medical services, including terminating agreements with long-term providers for non-compliance with legislation.

4. Continued Community Services:

Maintenance of regular community services including free pool entry, youth programs, senior outings, and commemorative events such as ANZAC and Remembrance Day services.

5. Events and Activities:

Hosting of various events including music performances, plays, sporting events, and community gatherings, which were well-received by attendees.

6. Advocacy and Representation:

Participation in conferences such as WALGA and ALGA to advocate for housing, equitable road funding, and engagement with federal ministers on local government issues.

7. Financial Management:

Recognition to the senior staff for excellent financial management, with audits yielding positive results and paving the way for future community projects.

8. COVID Pandemic Impact:

Lingering supply issues attributed to the COVID-19 pandemic, though its shadow is gradually fading.

9. Forward Outlook:

Commitment to meeting new challenges and striving for positive outcomes for the community's future. Overall, the report highlights a mix of accomplishments, challenges, and ongoing efforts by the Shire of Dundas Council to enhance community well-being and sustainability.

Key points on Governance:

The Draft Annual Report of Dundas Shire Council for the 2022/23 financial year reflects a dedicated team effort focused on transparency, accountability, and community service. Key highlights include:

1. Council Meetings and Special Sessions:

The Council held 12 ordinary meetings and special sessions, notably confirming transfers for key property acquisitions including the IGA and Post Office.

2. Training and Community Engagement:

Extensive training initiatives were undertaken, with a focus on Post Office and IGA Systems.

3. Community Events and Sponsorships:

The council supported various community events, including races and collaborations with local institutions like the Woodlands Visitors Centre and Nullarbor Links World's Longest Golf Course.

4. Infrastructure Development and Maintenance:

Continued commitment to infrastructure projects, such as the Norseman Airstrip Terminal Building, supported by funding sources and aimed at enhancing regional connectivity.

5. Community Support and Recognition:

Acknowledgment of frontline workers and community contributions, with special recognition for participants in events like the Dawn Service.

6. Leadership and Advocacy:

Active participation in training and advocacy events, demonstrating a commitment to continuous improvement and regional collaboration. While council representatives advocated for community interests at the ALGA Conference.

Audit Report

The Independent Audit Report identifies that the Shire of Dundas has completed the 2022/23 financial year in accordance with the appropriate legislation and regulations and that there are no material matters affecting the Shire's financial position. Furthermore, there are no items of statutory non-compliance raised.

Annual Financial Report

The revenue of the Council is derived from rates, fees, charges and grants including Financial Assistance Grant total budget of \$8,739,871 during the year to support service provisions and various projects. After the Financial Year we are extremely proud to announce a surplus of \$4,774,393

excluding depreciation to provide various services to the community.

Statutory Implications

In accordance with *Regulation 15 of the Local Government (Administration) Regulations*:

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. and

In accordance with *Regulation 17 of the Local Government (Administration) Regulations 1996*, voting on matters at the Annual General Meeting of Electors is to be conducted as follows:

1. 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.
2. All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
3. Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

Moved: Cr. S Warner

Seconded: Cr. JEP Hogan.

Recommendation

That the Shire of Dundas Annual Report for 2022 – 2023 be received.

Carried by Simple Majority

For: Cr L. Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

Against: 0

6. General Business as Determined by the Chairperson.

Nil

7. Closure of Meeting.

There being no further business the Shire President thanked all those and declared the meeting closed at: **5:43pm**