



ANNUAL GENERAL MEETING OF ELECTORS MINUTES

held on

Monday, 18 December 2017

Commencing at 6.00pm

Function Room, Donnybrook Recreation Centre
Steere Street, Donnybrook

A handwritten signature in black ink, appearing to read 'BGR & e'.

Ben Rose
Chief Executive Officer

22 December 2017

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note these minutes may contain recommendations, which have not yet been adopted by Council.

SHIRE OF DONNYBROOK BALINGUP

ANNUAL GENERAL MEETING OF ELECTORS

MINUTES

**Held at the Function Room, Donnybrook Recreation Centre
Monday, 18 December 2017 at 6.00pm**

Pursuant to Section 5.27 of the *Local Government Act 1995*, a General Meeting of Electors is to be held within a local government district once every financial year.

The meeting was advertised for public information, as follows:

Preston Press, circulating on 29 November 2017

South Western Times, circulating on 30 November 2017

Notices were posted on the Shire Notice Boards, Donnybrook Library, Balingup Library, Donnybrook Recreation Centre and the Shire website.

MEMBERS PRESENT

COUNCILLORS:

Cr Piesse (President)
Cr Atherton
Cr Lindemann
Cr King
Cr Mills
Cr Mitchell
Cr Tan
Cr Van Der Heide
Cr Wringe

SHIRE OFFICERS:

B Rose – Chief Executive Officer
G Harris - Manager Finance and Administration
D Morgan – Manager Works and Services
L Guthridge – Manager Development and Environmental Services
B Wallin – Principal Planner
B Lowther – Manager Human Resources
A Clifford – A/Facility Manager
K O’Keeffe – Executive Assistant

APOLOGIES

Nil

ELECTORS:

Rayma Haygarth
Ian Kemp
Jim Gerde
Helen Tuia
Jean Wringe
Robyn Hayward

Frank Haygarth
Lyn Robins
Tony Scaffidi
Graham Atherton
Lucille Piesse
Peter McCabe

Sue Radford
June Scott
Lui Tuia
John Wringe
Greg Hayward

OPENING

The President welcomed those in attendance to the meeting and introduced fellow Councillors and the Executive.

1 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Frank Haygarth Seconded: Peter McCabe

That the minutes from the Electors Meeting held on 21 December 2016 be confirmed.

Carried Unanimously

2 ANNUAL REPORT

The format of the Annual Report aligns to Council's Strategic Community Plan.

2.1 President's Report

Shire President Piesse presented the Shire President's Report for the 2016/17 year. The report provides a summary of the key achievements including the financial position of the Shire, the completion of significant projects including Mungalup Road, the installation of the CCTV network in the town centre and the renovation and restoration of the Old Uniting Church. The Shire President commended the picture used for the front cover, indicating that the future of the Shire is tied to attracting young families to the Shire as the most liveable and affordable part of the South West. The Shire President acknowledged that the annual Report for 2016/17 has been presented by the outgoing shire President, Mr Angelo Logiudice.

Moved: Cr Piesse Seconded: Cr Mitchell

That the President's Report for 2016/17 year be received.

Carried Unanimously

2.3 Annual Financial Report and Audit Report

The Manager of Finance and Administration provided an overview of the 2016/17 Annual Financial Report and responded to questions on the financial statements.

Lui Tuia

The Annual Report should be available in hard copy at least two week prior to the Annual General Meeting of Electors.

Frank Haygarth

I agree, the Annual Report should be available in hard copy two weeks prior to the Annual General Meeting of Electors to be able to provide time to interpret the information being presented.

Shire President

Your comments are noted.

Frank Haygarth

I cannot find the breakdown for the Recreation Centre. You should be able to clearly see the income and expenditure instead of lobbing it together with other items.

Manager Finance and Administration

The Financial Report and Audit Report are prepared in line with Australian Accounting Standards and in accordance with statutory requirements. Sometimes the information is not readily identified in the Financial Report and Audit Report and may require drilling down to obtain. I suggest you submit your questions prior to the Annual General Meeting to allow for the relevant reports to be prepared and made available for you.

Frank Haygarth

We are not being provided with the right information. These reports should be available two weeks prior to the meeting.

Chief Executive Officer

The details are available to the public on the Shire Website and financial reports can be prepared and made available to you. These details of the Annual Report Financials were made available on the Shire website at least two weeks ago.

Lui Tuia

An addendum should be added to the Annual Report for Tuia Lodge and larger business models and made available at least two weeks prior to the meeting.

Manager Finance and Administration

The Annual Report is prepared according to statutory requirements. Additional financial reports will be freely available to you upon request.

Lui Tuia

We want to know whether profits are going up or down. In the past, addendums were provided.

John Wringe

When were the Financial Reports put on the Shire Website?

Manager Finance and Administration

The Financial Reports were made publicly available on the Shire website as soon as they were signed off by the Chief Executive Officer; this occurred at least two weeks prior to tonight's meeting.

Moved: Lui Tuia

Seconded: Frank Haygarth

That the Annual Financial Report and Audit Report for the 2016/17 year be received.

Carried Unanimously

2.4 Annual Report

At this point the Shire President will call for questions from electors concerning the 2016/17 Annual Report.

Moved: John Wringe

Seconded: Peter McCabe

That the Annual Report for the 2016/17 Financial Year be received.

Carried Unanimously

3 GENERAL BUSINESS

In accordance with the Shire of Donnybrook Balingup *Meeting Procedures Local Law* a member of the public shall have two minutes to submit a question. Statements cannot be accepted.

3.1 Questions which have been received prior to the meeting

Nil

3.2 Questions from Electors at the meeting

The Shire President opened up the floor to questions from Electors concerning matters under the jurisdiction of the Shire of Donnybrook Balingup.

Collin Sharp

I have been farming for 60-odd years. This is the first year I have noticed that the table drains on Charlies Creek and Thomson Brook Road have not been cleared out. When will they be cleared out?

Manager Works and Services

We do not have the budget to undertake works of this nature on an annual basis. The clearing of culverts and roadside maintenance is addressed on a priority basis.

Collin Sharp

If we get four inches of rain, we will experience flooding. I also wanted to mention that the bitumen on the edges of the Thomson Brook Road are breaking away and need attention.

John Wringe

There doesn't seem to be any oversight on works to be done. How much oversight is taken into consideration when it comes to blocked culverts etc?

Manager Works and Services

The Works and Services Team inspect roads and drains and schedule these jobs on a priority basis.

Frank Haygarth

The Shire has more bitumen roads than before and more plant and equipment than ever before. Where is the planning of works?

Chief Executive Officer

What must be taken into presently, when compared to historical scenarios when answering this, is the higher levels of standards and expectations. Pressures are increasingly placed on The Shire to undertake a wider scope of works, increasing expectation, compliance, regulations and administration.

Frank Haygarth

Why are there such inefficiencies?

Shire President

I will take that as a comment.

Frank Haygarth

I question how the roads are being graded. The current method makes the water run down the centre of the road.

Shire President

I will take that as a statement

John Wringe

At the Ordinary Council Meeting on 25 October 2017 there was an accusation raised that the award to Tuia Lodge for their high standard of care was achieved by a dishonest payment. When was the payment made and by whom? The person raising the question said it was a bribe. Was this investigated? Who made the payment and how much was it?

Chief Executive Officer

The matter is being investigated to determine whether a proper process was followed. The procurement process was administered through Tuia Lodge and processed through the Shire's accounting system. This is as far as I can comment on the matter at this stage.

John Wringe

Who ordered the procurement, how much was it for, and who received the payment?

Lui Tuia

As the person who went to Melbourne to receive the award I was accused of spending money illegally over the matter however I wish to clarify that I undertook the trip at my own expense. Other substantial organisations received awards at the same ceremony. We were honoured to receive it and celebrated with staff when we returned.

Shire President

This is not the forum for this; the matter was raised at the October Ordinary Council Meeting. There is no intention to incriminate anyone. The investigation was undertaken in order to respond to the public question.

John Wringe

Is there a deadline for the investigation and once resolved how will it be communicated?

Chief Executive Officer

There is no specific deadline, it is an internal process. The extent to which the outcome will be made public will be determined by the findings.

Collin Sharp

Are Works and Services employing contractors to undertake works around the Shire?

Chief Executive Officer

Not in the past twelve months, however, a review of service delivery will take place during the Year.

Neil Gubler

There is a potential accident waiting to happen on the intersection of South Western Highway and the Donnybrook - Boyup Brook Road. Can the Shire put pressure on Main Roads WA to install a slipway before someone gets killed?

Chief Executive Officer

The Shire has received a number of complaints about the Donnybrook- Boyup Brook Road, most recently the bleeding of tar. The Shire can put pressure Main Roads WA through a number of methods, for example, the Regional Road Group meetings

Manager Works and Services

I am not aware of a safety audit being conducted on that intersection. We can approach Main Roads WA on the matter.

Neil Gubler

A slipway on the South Western Highway would help address a dangerous situation.

Manager Works and Services

The Shire can ask Main Roads WA to assess the safety situation on the intersection.

Lui Tuia

There is limited truck parking in Donnybrook. Many truck drivers complain that they can't stop and have a meal because there is nowhere to park. Can the Shire look at something like a turn-around behind the Vibe Service Station? There is substantial room for one.

Chief Executive Officer

The railway line is located right behind the Vibe Service Station and would require seeking approval from ARC Infrastructure in the form of a licence or lease agreement for the use of the land. Main Roads WA would also need to be approached on the matter.

Manager Works and Services

Historically ARC Infrastructure are not supportive of allowing access to this land.

3.3 Motions from Electors

Decisions made by Electors at an Annual Electors Meeting are presented to a meeting of Council for consideration per Section 5.33 of the *Local Government Act 1995*, which reads:

"All decision 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"

Moved: Lui Tuia

Seconded: Frank Haygarth

If Council would not return the management of the Shire's Aged Care Services to the community, would Council consider transferring the management of the Shire's Aged Care Services to a suitably qualified Aged Care Provider such as Capecare.

Carried

(six people abstained from voting)

** 7.12pm – Cr Van Der Heide left the meeting and returned at 7.15pm.

Peter McCabe

Does the Shire do an audit on the street lighting around town? Only one light works in the Collins Street Carpark while the Apple FunPark is brightly lit.

President

Public Question Time has closed however I will allow this question to be answered.

Manager Works and Services

The Shire relies on the reporting of faults. I am aware of the Collins Street Carpark. The lights are very old and will be replaced as we get to them.

4 CLOSURE OF MEETING

The President thanked the electors for their input to the meeting and wished everyone a safe, happy and joyous Christmas, and a fire-free summer.

The President thanked the Councillors and Staff and declared the meeting closed at 7.25pm.

These Minutes were confirmed by the Electors as a true and accurate record at the Electors Meeting held on _____		
Shire President		Presiding Member