

# Minutes

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## ANNUAL GENERAL MEETING OF ELECTORS – 29 JUNE 2023

HELD IN THE SHIRLEY HUMBLE ROOM, 15 ADAM STREET, NANNUP

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## 1. DECLARATION OF OPENING/ACKNOWLEDGMENT OF COUNTRY/ANNOUNCEMENTS OF VISITORS:

Shire President declared the meeting open at 5.00 pm and welcomed the public gallery.

Shire President acknowledged the traditional custodians of the land, the Wardandi and Bibbulmun people; paying respects to Elders past, present, and emerging.

## 2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE:

Councillors	Officers
Cr Tony Dean (Shire President) Cr Vicki Hansen (Deputy President)	David Taylor – Chief Executive Officer Kellie Jenkins – Deputy CEO/Manager Corporate Services Sarah Dean – Governance, Risk & Assurance Officer
Cr Chris Buckland Cr Cheryle Brown Cr Patricia Fraser Cr Ian Gibb Cr Charles Gilbert Cr Bob Longmore	

Public Gallery
Glen Davies, Warren Smith, Isabel Green, Jim Green, Gerald Brown.

## 3. CONFIRMATION OF MINUTES OF PREVIOUS ELECTORS MEETING:

That the Minutes of the Shire of Nannup Annual Electors Meeting held on 25 May 2021 be confirmed as a true and correct record (Attachment 3.1).

<b><i>MOVED: CR HANSEN</i></b>	<b><i>SECONDED: CR BUCKLAND</i></b>
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***CARRIED***

## 4. REPORTS OF OFFICERS:

The following Reports are contained within the Annual Report attached to this Agenda.

### 4.1 2020/21 ANNUAL REPORT INCORPORATING THE ANNUAL FINANCIAL STATEMENTS:

Please refer to the 2020/21 Annual Report (Attachment 4.1).

**RECOMMENDATION:**

That the 2020/21 Annual Report, incorporating the Annual Financial Statements, be received and adopted by Council.

**MOVED: CR LONGMORE****SECONDED: CR BUCKLAND****CARRIED****4.2 2020/21 AUDITOR'S REPORT**

Please refer to the 2020/21 Annual Report (Attachment 4.1).

**RECOMMENDATION:**

That the 2020/21 Auditor's Report for the year ended 30 June 2021 be received and adopted by Council.

**MOVED: WARREN SMITH****SECONDED: CR HANSEN****CARRIED****4.3 2020/21 SHIRE PRESIDENT'S REPORT**

Please refer to the 2020/21 Annual Report (Attachment 4.1).

**RECOMMENDATION:**

That the 2020/21 Shire President's Report be received and adopted by Council.

**MOVED: CR FRASER****SECONDED: CR BROWN****CARRIED****4.4 2020/21 CHIEF EXECUTIVE OFFICER'S REPORT**

Please refer to the 2020/21 Annual Report (Attachment 4.1).

**RECOMMENDATION:**

That the 2020/21 Chief Executive Officer's Report be received and adopted by Council.

<b>MOVED: CR BUCKLAND</b>
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<b>SECONDED: CR GILBERT</b>
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**CARRIED**

#### **4.5 2021/22 ANNUAL REPORT INCORPORATING THE ANNUAL FINANCIAL STATEMENTS**

Please refer to the 2021/22 Annual Report (Attachment 4.2).

<b>RECOMMENDATION:</b>
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That the 2021/22 Annual Report, incorporating the Annual Financial Statements, be received and adopted by Council.
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<b>MOVED: ISABEL GREEN</b>
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<b>SECONDED: CR LONGMORE</b>
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**CARRIED**

#### **4.6 2021/22 AUDITOR'S REPORT**

Please refer to the 2021/22 Annual Report (Attachment 4.2).

<b>RECOMMENDATION:</b>
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That the 2021/22 Auditor's Report for the year ended 30 June 2022 be received and adopted by Council.
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<b>MOVED: CR LONGMORE</b>
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<b>SECONDED: CR GIBB</b>
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**CARRIED**

#### **4.7 2021/22 SHIRE PRESIDENT'S REPORT**

Please refer to the 2021/22 Annual Report (Attachment 4.2).

<b>RECOMMENDATION:</b>
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That the 2021/22 Shire President's Report be received and adopted by Council.
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<b>MOVED: CR HANSEN</b>
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<b>SECONDED: CR BUCKLAND</b>
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**CARRIED**

#### 4.8 2021/22 CHIEF EXECUTIVE OFFICER'S REPORT

Please refer to the 2021/22 Annual Report (Attachment 4.2).

**RECOMMENDATION:**

That the 2021/22 Chief Executive Officer's Report be received and adopted by Council.

**MOVED: CR FRASER****SECONDED: CR BUCKLAND****CARRIED**

#### 5. GENERAL BUSINESS:

Nil.

#### 6. PUBLIC QUESTION TIME:

**Glen Davis – Helyar Road**

Q 1 – Thanked the Shire for reinstating the Shire Business Newsletter. In keeping with Section 6.3 of the Strategic Community Plan, would the Shire expand on this newsletter to include information for all ratepayers regarding Shire matters and/or including decisions made at Council meetings and items being considered by Council at the next meeting?

During the discussion Glen clarified that the now Business Newsletter used to be broader in content and since its reinstatement has been business only focused and believed it would be valuable having the broader content included for the all ratepayers, in particular surrounding Council meeting agendas and minute outcomes. His experience is finding it difficult to find information before a Council meeting and no feedback on what decisions Council made

A 1 – CEO clarified currently the Shire has three types of newsletters;

1. Quarterly Newsletter that only one edition has been published so far which talks about projects the Shire has been undertaking.
2. Business Newsletter which is tailored specifically for business specific information so they are reading relevant information for them.
3. Shire Notes which forms part of the monthly Telegraph
4. And social media communications on an ongoing basis.

Using the business newsletter as an example, the risk would be that their messaging is diluted if there were perhaps one large newsletter developed. In relation to the public wanting to find the happening of Council considerations and corresponding decisions, these are available

publicly before and after each meeting on the Shire website and administrations front counter. I can appreciate the suggestion but it can be a challenge with limited resources. We will investigate a simplified process to make it easier for residents to see Council meeting items and outcomes, our communication strategies are adapting all the time and we will be take suggestions into consideration.

Q 2 – Does Council have a policy regarding sustainable development?

A 2 – Shire President responded that the Shire currently do not have a sustainable development policy but Council resolved at the June 2023 Ordinary Council meeting that Sustainability Advisory Committee would be established by August 2023 and be comprised of community members and councillors.

Q 3 – Does Council have a policy regarding sustainable development within the Shire? The Shire Local Planning Strategy 2018 included developing a sustainable framework for assessing developments and what is the timeframe for implementing that particular action plan? And if not Glen would like to see that action progressed. The Shire Local Planning Strategy 2018 contains 102 actions and considering it is now almost 5 years old would Council consider doing an audit of this to determine how many of these actions have been implemented.

A 3 – There is no Council Policy on this, however, Council at its June 2023 meeting adopted the commencement of establishing a Sustainability Advisory Committee of which includes members of the public and terms of reference are being developed. There is no developed sustainable framework, however Local Planning Scheme No.4 which was adopted in December 2022 and that review includes considerations out of the Local Planning Scheme 2018. In relation to performing a review of the 102 action items in the Strategy, this can be always be done and this will tell us whether a review of the Strategy is relevant.

Q 4 – Council meetings have audio recordings, are these kept under recording keeping requirements? Are these recordings available to the public? Given audio recordings are digital could they be sent to people? Many Councils put audio recordings on their websites and would Nannup Council consider doing the same?

A 4 – Yes recording are kept electronically with server backups and disposal processes within the records keeping requirements apply. There are times when the recording has failed and these are not able to be kept. Audio recording Council meetings is not a statutory requirement. We make the recording for clerical purposes of writing the minutes and on request I have invited people to come and listen to the recordings. The CEO did not recall that anyone had made a request to be sent the audio recordings electronically, but the files are large creating difficulties sending via email. The website would need to be checked to ensure

it has the capacity and capability, Council could always consider loading these recordings onto it along with the Minutes.

### **Warren Smith – Thomas Road**

Q 1 – Since having the recent GP Down South Meeting in Nannup, St Johns have been investigating the non-urgent patient transport possibilities whereby other Shire's had purchase a vehicle for this purpose. Couple of options are purchasing through St John's and driven by a pre-vetted volunteer base. Could the Shire put out an EOI for sponsors of such a vehicle for Nannup residents?

Could the Shire help the Nannup St Johns Ambulance Association source and/or secure funding for the purchase of a non-urgent patient transfer vehicle?

A 1 – CEO responded that this was a great idea and that Shire officers and Councillors had already been discussing this since the departure of the Community Home Care (CHC) vehicle from Nannup and the possibility of the Shire purchasing a vehicle or the utilisation of the existing community bus, discussion are still early but certainly the Shire can support you in this space and possible funding options (Shire, community, sponsorship, etc). The CHC vehicle failed because the costs were too high and patients could not afford the fees, the model the Shire is looking at is a subsidised model for Nannup residents. Shire officers will keep in contact with you to progress this initiative.

### **7. CLOSURE OF MEETING:**

Shire President declared the meeting closed at 5.37 pm.