



**MINUTES FOR THE  
ANNUAL GENERAL MEETING  
OF ELECTORS  
HELD ON  
19 December 2018**

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**SHIRE OF MINGENEW**

**MINUTES FOR THE ANNUAL ELECTORS MEETING HELD IN COUNCIL CHAMBERS ON 19  
December 2018 COMMENCING AT 6.00pm**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The President HM Newton declared the meeting open at 6.00pm and welcomed all in attendance.

**2.0 RECORD OF ATTENDANCE/APOLOGIES  
ELECTORS**

HM Newton	President	Town Ward
KJ McGlinn	Councillor	Town Ward
RW Newton	Councillor	Rural Ward
JD Bagley	Councillor	Rural Ward
GJ Cosgrove	Councillor	Rural Ward

**STAFF**

N Hay	Chief Executive Officer
B Bow	Governance Officer
E Budrikis	Community Development Officer

**APOLOGIES**

Jon & Jill Holmes  
Jill Thomas  
Cr L Eardley  
Cr C Lucken

**3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**4.1 ANNUAL MEETING OF ELECTORS HELD 20 DECEMBER 2017**

**OFFICER RECOMMENDATION AND ELECTORS RESOLUTION – ITEM 4.1**

**Moved: Cr Cosgrove / Seconded: Cr Newton**

**That the minutes of the Annual Meeting of Electors of the Shire of Mingenew, held in the Council Chambers on 20 December 2017, be confirmed as a true and accurate record of proceedings.**

**VOTING DETAILS:**

**CARRIED 5/0**

## 5.0 RECEIVAL OF THE 2017/18 ANNUAL REPORT

The Annual Report summarises the achievements of the Shire during the 2017-18 financial year and includes a report from the President and the Chief Executive Officer, the financial report and the Auditor's report for the period, and all matters prescribed by the Local Government Act 1995 (the Act). Copies of the Annual Report are available from the Shire's website [www.mingenew.wa.gov.au](http://www.mingenew.wa.gov.au) and available in hard copy from the Shire Office.

The Act requires Local Government Authorities to hold an Annual Electors Meeting once a year, no later than 56 days after the Council adopts the Annual Report. As required under section 5.29 of the Act, local public notice was given via advertisement in the Geraldton Guardian- 04 December 2018 edition, Mingenew Matters 06 December 2018 edition, displayed on the Shire's website from the 03 December 2018 and on library notice boards.

There were no questions submitted on the Annual Report by Electors prior to the Meeting.

### OFFICER RECOMMENDATION AND ELECTORS RESOLUTION- ITEM 5.0

Moved: Cr Cosgrove / Seconded: Pr H Newton

That the Electors of the Shire of Mingenew receive the Annual Report, as adopted by Council at the Ordinary Meeting held 19 December 2018, incorporating the Shire Presidents Report, the CEO report, the Annual Financial Report and the Auditor's Report.

VOTING DETAILS:

CARRIED 5/0

## 6.0 GENERAL BUSINESS

### 6.1 QUESTIONS RECEIVED IN WRITING PRIOR TO THE MEETING

Jill Thomas of Mingenew

#### Question 1:

2014-2015 Electors meeting listed ways to improve the communication including – increased use of SMS, regular input into Mingenew Matters, upgrade the website and set up Facebook. The use of these tools has been selective.

- SMS or talking texts have been used for bushfire advices etc.
- Mingenew Matters input has not been intermittent and not very informative.
- Mingenew website has been upgraded and Facebook has had input.

In 2018 the advertising of the Electors Meeting was made on Facebook and on the website in a timely manner. However, the notice was not put in the matters until the 6<sup>th</sup> December and then not listed in the important dates on the opening page of the Matters. There has not been a SMS at all.

Mostly, especially at this time of the year when everyone is "time poor", SMS would be by far the most effective way of advertising as this information is received instantly.

I have been advised by other businesses that the use of this method is very cost effective. Had I not been alerted to the fact that the Electors Meeting was to be held this month by someone who is on Facebook, I doubt I would know it was on at all. My and many others

**time online is very limited during harvest. Not everyone is on Facebook but I suggest that everyone has a mobile phone to receive a SMS.**

**Answer 1:**

*Communication between the Shire and Electors*

This has been a matter that has been raised several times with me during my few months in Mingenew, and an area where we are endeavouring to improve.

We have been utilising Facebook as one of our primary communication channels as it is a medium through which we are able to disseminate information instantly, and it is free of charge. That said, I do acknowledge that not everyone has access to Facebook and, where possible, we also will utilise the Shire Noticeboard (at the front door of the Shire Office) as well as Mingenew Matters. I believe the latter however, is now printed less regularly than it used to be, which makes it more difficult to put news out in a timely manner.

Others have, like you, suggested that the text message line is an effective way of reaching people – and I tend to agree. One of the main challenges that we have at present relates to the way that our databases are set up; we have phone numbers from a number of people in our text message system, who signed on to receive fire updates – but not necessarily other messaging; so we also receive some complaints for putting non-fire matters out over the text line.

This is obviously a resolvable issue (call for people to opt in or out for both text messages and email correspondence to build more effective contact lists), but not a process that we have gone through as yet.

**Question 2:**

***Communication between staff and ratepayers.***

**I have had 2 instances in the last 6 weeks where I have phoned office staff who at the time were unavailable. I left a message for them to call back leaving number and name. I am still awaiting their call.**

**Further, last Friday I had business to do with the Shire and when entering the office saw a notice stating that the front desk was not manned between 8.30am and 1pm on Fridays. A simple SMS advertising this fact would have saved me a trip to town or at least made me revise my plans. How long will this service not be available?**

**Answer 2:**

*Regarding your lack of return phone calls:*

Thank you for bringing this to my attention, and my apologies for not receiving a response. I will follow this matter up with our administrative staff to try to ensure that messages are finding their intended recipients and being responded to in a timely fashion.

*Regarding the lack of staff at front desk:*

This was only for last Friday (14 December 2018) where both of our full-time administration staff were on leave for that morning. As a general rule we try to avoid this, but when personal circumstances arise it is sometimes not possible. We had put a notice on Facebook to notify people of this occurrence in addition to the notice at the front counter. Whilst the staff in the office were able to address a range of enquiries, the two absent staff are the only ones authorised to carry out licencing activities, which meant that no licencing services were available for that morning.

**Question 3:**

**What are the current office staff numbers, including consultants, their duties and do they have full time or part time roles?**

**Answer 3:**

At present we have the following office staff:

- 1 x Chief Executive Officer (CEO - full time)
- 1 x Finance Manager (FM - full time)
- 1 x Community Development Officer (CDO - full time)
- 1 x Administration Officer (AO - full time)
- 1 x Trainee (full time)
- 1 x Governance Officer (GO - 3 days/week)
- 1 x Rates Officer (RO - 3 days/week)
- 1 x Community Services Administration Officer (CSA - 4.5 days/fortnight)

In addition, we utilise the services of a range of consultants and casual staff who are not based in the Mingenew office. This tends to be for specialised work where we do not have full-time demand and lack someone local with the required expertise and/or experience:

- 1 x Emergency Management and Ranger Services (Ranger - 1 day/week; Shire of Carnamah)
- 1 x Environmental Health Officer (EHO – 1 day/month; private consultancy)
- 1 x Building Officer (BO – as needed; City of Greater Geraldton)
- 1 x Town Planner (TP – as needed; Shire of Chapman Valley)
- 1 x Projects Officer Finance (casual; as needed – employee; works remotely)
- 1 x Projects Officer Governance (casual; as needed – employee; works remotely)

I have also included our Works Supervisor (WS), who – while not office-based – has a range of administrative/compliance duties within his portfolio. For the purposes of the table below, several items also fall to the Leadership Team (LT) which consists of the CEO, FM, WS, CDO & GO.

Their duties are as follows:

<b>Administration:</b>	<b>1st</b>	<b>2nd</b>
Animal registrations	Trainee	AO
Banking	Trainee	AO
Catering	Trainee	CSA
Cemetery records	GO	
Complaints management	CEO	LT
Correspondence/mail collection	Trainee	
Customer Service	Trainee	All staff
Hire of community bus	Trainee	
Hire of facilities	CDO	CSA
Human resources	CEO	FM
IT Hardware	FM	CEO
IT Security	FM	CEO
Key management	Trainee	CDO
Library	Trainee	

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Office equipment management	FM	
Phones	CEO	FM
Record management	FM	GO
Record registration	Trainee	RO
Stationery orders	AO	
Training	CEO	LT
<b>Finance:</b>		
Acquittal of funding	FM	
Asset management	FM	CEO
Bank reconciliations	FM	AO
BAS	FM	
Budget development	FM	CEO
Creditor Control environment	FM	
Creditors Payments	AO	FM
Customer receipting	Trainee	AO
Debtors	RO	AO
External audit	FM	CEO
Financial monitoring and reporting	FM	CEO
Insurance	FM	CEO
Internal financial controls	FM	CEO
Invoicing	AO	FM
Long term financial planning	FM	CEO
Payroll	AO	FM
Petty cash	Trainee	AO
Private works orders	AO	FM
Purchase orders/procurement	LT	AO
Raising of rates	FM	RO
Rates queries	RO	FM
Rental Bonds	RO	CDO
Taxation	FM	
<b>Governance:</b>		
Annual report preparation	GO	CEO
Building permits	GO	BO
Compliance Calendar	GO	LT
Contract Management	GO	CEO
Council meeting agenda and minutes	GO	CEO
Delegations & Authorisations	GO	CEO
Elections	CEO	GO
Emergency services liaison/assistance	CEO	GO

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Environmental Health Officer liaison/assistance	GO	CEO
Financial Interest Registers	GO	
Firebreak Inspections	CEO	Ranger
Freedom of Information Requests	GO	
Infringement Notices	AO	GO
Internal Audit	CEO	GO
Leases/Licence register/tracking	GO	
Legislative compliance and reporting	CEO	GO
LEMA/LEMC assistance	CEO	GO
Licences (Van Park, Burial, Firearms, Building etc.)	GO	
Local laws	GO	CEO
Policy & Procedure Manuals	GO	LT
OSH audit preparation	GO	CEO
OSH liaison/assistance (incl. creating procedures)	GO	CEO
Public Information Disclosure (PID)	GO	
Ranger liaison assistance	CEO	
Reg 17 Audit	CEO	GO
Related Parties Disclosures	GO	CEO
Risk Management	CEO	GO
Tender register	GO	
Town planning	TP	CEO
Workers Compensation	GO	FM
<b>Community Services:</b>		
Building maintenance	CDO	CSA
Community programs	CDO	CSA
CRC liaison	CDO	
Events	CDO	CSA
Funding of community/sporting groups	CDO	CEO
Grant identification/application	CDO	CEO
Housing	CDO	GO
Local club/community group liaison	CDO	
Marketing	CDO	CEO
Public communication content creation	CDO	CEO
Public notices/messaging	CDO	CSA
Social media	CSA	CDO
Tourism and promotions	CDO	CEO
Website	CDO	CSA
Wildflower Country liaison	CEO	CDO
<b>Executive:</b>		

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Civic functions	CEO	CDO
Councillor liaison	CEO	
Economic development	CEO	
Emergency management	CEO	GO
External stakeholder liaison:		
<i>Main Roads</i>	CEO	Cr Cosgrove
<i>State Government</i>	CEO	
<i>Federal Government</i>	CEO	
<i>Funding bodies</i>	CEO	FM
<i>Local and regional tourism bodies</i>	CEO	CDO
<i>Local and regional business stakeholders</i>	CEO	
<i>Media</i>	CEO	Pr Newton
<i>Industry bodies (WALGA, LG Pro, LGIS)</i>	CEO	
<i>Other local governments</i>	CEO	LT
Industrial relations	CEO	
Integrated Planning	CEO	LT
Investigations	CEO	
Legal	CEO	
Lobbying	CEO	Councillors
Operational planning and management	CEO	LT
Organisational development	CEO	LT
Policy development/review	CEO	LT
Project development	CEO	
Project management	CEO	
Recruitment	CEO	LT
Reporting	CEO	LT
Strategic planning	CEO	LT
Workers Compensation	CEO	GO
Workforce planning	CEO	
<b>Works &amp; Services Management:</b>		
Airstrip maintenance	WS	CDO
Bridges	CEO	WS
Campsite/RV site maintenance	CDO	WS
Carparks	WS	CDO
Cemetery maintenance	CDO	WS
Cleaning	CDO	
Drum muster	CDO	CSA
Gardening	CDO	
Heavy vehicles/RAV network assessments	CEO	WS

Kerb and channel/draining maintenance	WS	
Lawn/oval/turf maintenance	CDO	
Plant and fleet maintenance	CDO	WS
Plant and fleet replacement	WS	
Private works	WS	CDO
Public facilities	CDO	
Reticulation and water infrastructure	CDO	
Road funding applications	CEO	WS
Road signage	WS	
Rural road upgrade/maintenance	WS	CEO
Sporting fields maintenance	CDO	
Town streets maintenance	WS	CDO
Traffic counts	CEO	WS
Traffic management plans	WS	CDO
Waste management (landfill)	CEO	WS
Works administration support	CDO	CSA

**Question 4:**

**Road Works.**

I would like to request that work be undertaken on the following three roads:

1. Coalgate Rd from the northern end where it meets Yongarloo Rd to Neates Rd in the south
2. Yandanooka-Morawa Rd from the Yandanooka NE Rd for a few kilometres east.
3. Yandanooka North East Rd- from the Yandanooka exchange to the Mingenew-Morawa Rd. This road was listed for full construction including Bituminising in the 2014/15 Shire projects and Roads to Recovery funding covering 50% and the Shire covering 50%. It was confirmed at the meeting that the funds were on hand.

In 2015/16 the works were postponed for that financial year to address other areas of road maintenance-primarily the Depot Hill Rd. There were assurances that funds would be allocated to the Yandanooka NE Rd in the 2016/17 year. What is the current status of this funding and when will work commence to upgrade a very quickly deteriorating road?

**Answer 4:**

*Regarding road inspections:*

In September this year the Shire's roads were inspected as part of our asset valuation process.

*Regarding ongoing roadworks:*

I am unable to comment on previous commitments, beyond what I have in the Shire's current year budget, but I can confirm that there is 1.5km of Yandanooka North East road (between Morawa-Yandanooka Road and Campbell Road) which will be reconstructed and widened in the second half of the current Financial Year utilising Roads to Recovery funding (total project value approximately \$250,000). We have just received quotations back for the sealing work and are have this work scheduled for around April 2019.

*Regarding road funding more generally:*

Road funding is a constant challenge for small, rural local governments. In the 2018-19 financial year, the Shire has a large number of roadworks projects that it is required to undertake in order to acquire a range of grant funding that expires on 30 June 2019. Whilst this means that significant resources are being expended to improve a number of our roads, the nature of the work (and the relatively small size of our crew) has also restricted the Shire's ability to conduct ad-hoc maintenance work. Likewise, requirements around work scheduling (and the obvious challenges related to harvest) has provided us with relatively rigid parameters with regards to which road is completed when.

Road funding grants, which we rely upon for this work, are generally approved in the financial year before the work takes place and – once in place – are difficult to vary. The reality is that with approximately 500km of roads to maintain the Shire has very limited capacity to undertake roadworks without some element of co-funding. That said – whilst it may feel like the focus is on the Mingenew townsite – rural roads make up the largest expenditure item in the Shire budget, by far (this year our budgeted \$4.3m spend on the transport network represents 62% of total Shire expenditure). Of that \$4.3m, approximately \$3.2m is flood damage repair works (WA National Disaster Relief and Recovery Arrangements [WANDRRA] funding) while the remainder will be spend on:

- Clearing, widening and sealing Narandagy Rd between Yandanooka-Melara Rd and Manarra Rd (~\$240,000)
- Reconstruction and widening 3.42km of Mingenew-Mullewa Rd (~\$440,000)
- Widening and embankment works on 2.24km of Coalseam Rd (~\$375,000)

One of the biggest challenges that we have with road funding is that Main Roads WA (MRWA) which we rely upon for much of our funding (as they will typically match local government contributions on a 2:1 basis) will only fund roads which are prioritised under the Main Roads 2030 Program. Roads make it on to this list on the basis of:

- Road hierarchy category (RAV Rating)
- Traffic counts
- Economic or social contribution of the road to the overall transport network
- Road development need
- Road development strategy

At present, the only Shire roads on this list are:

- Burma Rd
- Coalseam Rd
- Depot Hill-Allanooka Springs Rd (not including Depot Hill North)
- Mingenew-Mullewa Rd
- Nanekine Rd

An opportunity exists at the moment to request to add additional roads to this list, but MRWA's assessment criteria must be taken into account; as such, it will still favour more significant roads like:

- Yandanooka North East Rd
- Mingenew South Rd
- Depot Hill Road North

We have been actively collecting traffic count data for these roads with a view to putting them forward.

The other significant source of road funding is the Federal Government's Roads to Recovery program. We have just been notified that we have been awarded approximately \$820,000 for FY2019-20 to FY2023-24. This funding is less restricted in terms of which roads we spend it on, and – as part of

further development of our longer-term roads construction and maintenance program, we will be prioritising areas for this funding (with your requests noted).

The other great challenge with roads funding is that – in almost all cases – it requires a matching co-contribution (often 33%-50%) from the Shire. As a result it is a constant (and often losing) battle to fund the type of maintenance and renewal programs on our road network that many of us (ratepayers, Councillors and staff included) would like to.

#### **Question 5**

**What is the status of the Shire's Asset Management Plan including the 'ongoing' maintenance of buildings including the Mingenew Shire Hall? In Martin Whitely's last Electors Meeting he stated that he was in final negotiations with Lottery West for funding for repairs to this building.**

#### **Answer 5:**

*Regarding the development of the Shire's Asset Management Plan (AMP) AMP:*

The Shire's updated AMP is under development; a consultant has been engaged to assist with this process and we are working through it. Concurrently we have been building a building maintenance plan for Shire buildings, to identify and prioritise works on our many structures. Our maintenance officer is presently engaged in scoping up works on a number of our buildings.

As with roads, we often find that our desires and expectations outstrip our budgets, but we are hopeful that with a more structured approach we will be in a better position to budget for and manage our maintenance workload.

*Regarding the Mingenew Hall:*

With specific regard to the Mingenew Hall, there has not been an application made to Lotterywest for the work on this building as yet. In recent months we have completed a structural engineering report on the building and are currently scoping up the electrical works required to properly restore the building (as it requires complete rewiring due to the presence of aged wires in metal conduits, and there are significant amounts of asbestos to be removed).

Once the scope of works is complete we will be in a position to submit an application to Lotterywest (and any other relevant funding bodies). Again, the challenge will be the co-funding of the project; the Shire has approximately \$65,000 in restricted funds to put towards it, but this is expected to only cover a relatively small portion of the scope.

#### **Question 6**

**What is the status of the Community Strategic Plan after the community consultation in October 2018? The plan could have ramifications with regard to Karara Mining's application to the Department of Water for further water allocation from the Parmelia Aquifer as there may be/could be other industries needing the same water. Has Council considered this?**

#### **Answer 6:**

*Regarding the plan development process:*

As promised at the community consultation meeting, we will be disseminating a first draft document for public consultation this week (prior to Christmas). The intent is that this document will come back to Council with community feedback in February before being revised, projects reviewed from a resourcing perspective, and prioritised, then the final draft plan will go back out for a final round of consultation thereafter.

*Regarding impacts on the Parmelia Aquifer:*

I don't believe that water allocations from the Parmelia Aquifer have featured in the public consultation sessions which were undertaken to this point, but an opportunity will exist with the upcoming consultation to raise those matters. As alluded to above, Council is not at the stage of the planning process where such matters have been considered (that will happen around February 2019).

Council will be briefed by a representative from the Department of Water and Energy Regulation (DWER) on the afternoon of 19 December 2018 with regards to the various processes regarding Karara's application. Conceptually though, should evidence emerge that the approval of Karara's application is likely to have a detrimental effect on the Shire's use of water, that evidence can be presented to Council who can elect to make a submission to DWER. I am not currently aware of any specific projects identified through the consultation process which would be likely to fall into this category.

## **JON & JILL HOLMES OF HOLMWOOD FARMS**

### **Statement of Appreciation**

I would like to thank the Shire for;

1. **Repairing the pothole near rail crossing at CBH.**
2. **Helping keep the bridge on Coalseam Road over the Lockier River open and being able to take Oversize implements across it.**
3. **The repair work on Michael Road.**

## **7.2 QUESTIONS AT THE MEETING**

Consistent with s5.27(3) of the Local Government Act 1995 and r15 of the Local Government (Administration) Regulations 1996, electors in attendance of the Annual General Meeting of Electors were invited to raise any matters concerning any other general business.

Nil questions raised.

## **7.3 MOTIONS TO BE CONSIDERED**

Nil motions put forward.

## **8.0 CLOSURE**

The President thanked all everyone for taking the time to attend the evening. There being no further business to discuss, President Newton declared the meeting closed at 6.05pm.