



# MINUTES - ANNUAL GENERAL MEETING OF ELECTORS

Held at the Dowerin Community Club, on Tuesday 5 February 2019 at 6.00pm

**NOTE: The Chief Executive Officer has approved these minutes as UNCONFIRMED for the purpose of distribution. They will remain UNCONFIRMED until the next Annual General Meeting of Electors when they will be considered, amended if and as necessary, and then confirmed.**

**R McCall  
Chief Executive Officer  
8 February 2019**

## 1. OPENING OF MEETING

The President declared the meeting open at 6.00pm and extended a welcome to all attending. Apologies for holding the meeting in January, however the Shire will endeavour to hold meeting in December 2019.

## 2. PRESENT

### COUNCILLORS

D.P. Hudson  
A.J. Metcalf  
R.I. Trepp  
B.N. Walsh  
B.A. Ward  
J.C. Chatfield  
L.H. Holberton

Shire President  
Deputy Shire President

*(arrived at 6:04pm)*

### STAFF

R. McCall  
G. Brigg  
S. Fitchat  
L. Valentine

CEO  
Works and Assets Manager *(arrived at 6:03pm)*  
Finance Manager *(arrived at 6:05pm)*  
Corporate & Community Services Manager

### ELECTORS

Mrs E Richards  
Mr D Phillips  
Mr D Marshall  
Mr I Phillips  
Mr S Emmott  
Ms R Cooper  
Mrs N Metcalf

Mrs A Robson  
Mrs M Phillips  
Mrs L Marshall  
Mrs L Phillips  
Mr E Emmott  
Mr D Metcalf  
Mrs P Woods *(arrived at 6:17pm)*

## 3. APOLOGIES

NIL

**4. MINUTES FROM THE PREVIOUS MEETING****4.1. CONFIRMATION OF MINUTES**

Moved: Ms A Robson

Seconded: Mr E Emmott

**Carried**

**THAT THE MINUTES OF THE ANNUAL ELECTORS MEETING HELD ON 12 DECEMBER 2017, BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING PROCEEDINGS.**

**4.2. BUSINESS ARISING**

NIL

**5. RECEIVAL AND ADOPTION OF THE SHIRE OF DOWERIN 2017-2018 ANNUAL REPORTS CONSISTING OF THE FOLLOWING FOUR PARTS:**

- 2017/2018 Annual Financial Statements;
- Auditor's Report;
- President's Report; and
- CEO's Report.

**ELECTORS RESOLUTION**

Moved: Cr J Chatfield

Seconded: Cr R Trepp

**Carried**

**THAT THE SHIRE OF DOWERIN 2017-18 ANNUAL REPORT BE RECEIVED.**

**6. GENERAL BUSINESS****6.1. QUESTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN**

**Letter Received from Wayne Allsopp:** Request for action on footpath maintenance/upgrades within Shire.

**Response:** Shire is currently completing an audit of footpaths. Identified maintenance and renewals will be discussed before the next budget and a plan put in place to address priority repairs. Maintenance will be staged, commencing in the 2019/20 budget.

**Letter Received from Lyn Phillips, with the following questions:**

**Question 1:** What is the correct protocol when addressing complaints and compliments to the Shire Council? There are no postal addresses or email addresses on the shire website, which makes it difficult to contact Councillors.

**Response:** The Shire website has both email and postal addresses. All correspondence should be directed to those addresses. Correspondence addressed to Councillors is forwarded. If the public want documents raised at Council Meetings, the Shire of Dowerin Standing Orders must be followed. Public

Question time allows the public to address the Council. Council can either respond during the meeting or take on notice.

**Question 2:** When letters are addressed to the CEO & All Shire Councillors, I request that these letters be tabled at the Council Meetings, and published in the minutes or at least acknowledged.

**Response:** As discussed in previous question, forms part of the Shire's Standing Orders.

**Question 3:** In my opinion the Council Meetings are pre-ordained, with little discussion. In this because after the public meeting a workshop is held, where general Council business is discussed and decided? Are public allowed to attend the Workshops?

**Response:** Council business is discussed at workshops but no decisions are made. The Councillor Workshops follow a Council Meeting and various issues are discussed. Those issues then are tabled at following Council Meeting for decision making. Workshops are not formal, more robust discussion with Councillors and Senior Staff. Workshops are not open to the public.

**Question 4:** The Road Verge Management Advisory Committee Meeting is to be held early in the New Year. Please would you advise the Committee members of a date, so they can plan their schedules for the month.

**Response:** The Committee will be meeting in late February/Early March. The Council is currently reviewing policies which will be taken to the advisory committee. Policies are established from guidelines and standards, policies are not derived from opinions or interpretation.

**Question 5:** At this time of year, many beautiful Eucalyptus flowers are to be seen around Dowerin, on the road verges. We are blessed with such wonderful biodiversity. See attached photos from January. Last Wednesday evening, at the Wongan-Ballidu Bush Care Meeting, we were privileged to hear the presentation that was given by Pam Toster, to their Shire on the 19<sup>th</sup> December 2018. I believe many of the goals were very positive, and all Shires would benefit at a Community level, if they adopted such policy. Already some revegetation of road verges has been successfully implemented, with future work planned. Does Dowerin Shire warrant an Environmental Officer, with perhaps part-time employment.

**Response:** No, the Shire does not warrant an Environmental Officer. In previous years the Shire has budgeted for an Officer, however that has not been the case over the past few years. If the Shire identifies any projects, it could be factored into the budget.

**Question 6:** From a recent journey to SA across the Nullabor, we were privileged to see a rare Spikey Daisy, on a back road. To protect this rare plant, many white plastic pickets were installed around the plants, which grow in small clumps – perhaps an idea we could adopt here.

**Response:** Similar to yellow hockey sticks the Shire has here. Lyn stated that yellow ones are hard to see at times. Lyn mentioned they are called Spiney not Spikey. Lyn stated she could talk to Bree Philips – Rare Flora Officer.

**Question 7:** Please advise us, when will the Kalguddering Rd be graded or repaired? It was not fully graded in 2018? The large rocks and ironstone ridges are damaging machinery and vehicles. They are very rough to drive over and are dangerous. This road is a busy thoroughfare between Dowerin and Wongan – Ballidu Shire, so it is it a major or minor road? How do you quantify major and minor?

**Response:** **Kalguddering Road** is programmed in. We cannot actually physically grade our roads once per year. The Shire has an influx of bad roads. We are endeavouring to keep them graded. The Shire roads are managed on a risk basis, not complaint basis. We want to be productive and get work done rather than shifting from job to job. Kalguddering is a minor road. The Shire of Dowerin do not own the roads, we only manage them for Main Roads. Main Roads classify the roads. We have classed our roads into 5 categories out of 10. Speed and weight kill the roads. Through planning we will prioritise our roads.

**Question from L Marshall -** What is Uberin Road classed as?

**Response:** Minor

**Question from Lyn Phillips -** What about a dangerous rock?

**Response:** The Works and Asset Manager is trained by Australian Roads on Risk. Roads in Western Australia are some of the best in comparison to other states.

**Question from Lyn Phillips -** On a timeline, is there a chance that Kalguderring road will be prioritised?

**Response:** That will be Council Decision. The adopted Roads Strategy will outline the direction for the roads. This plan will feed into the Long-Term Financial Plan.

***The Shire President decided to move onto other questions, and address roads in the Information Session following the meeting.***

**Question 8:** Who is responsible for checking the condition of the roads? I realise Glen Brigg has multiple roles and responsibilities. Do the Shire Councillors do their annual bus drive around the roads?

**Response:** The Works and Assets is responsible to determine the condition of the roads. When required, arrangements are put in place for Councillors to inspect the roads.

**Question 9:** What are the legal ramifications if farmers repair roads themselves? Do they get a 'pat on the back', for making the road safer? I have seen several farmers filling holes with their loaders.

**Response:** Legally no one is to repair roads other than the Shire and authorised contractors. The Shire of Dowerin does not encourage people to undertake repairs themselves.

## 6.2. QUESTIONS FROM THE FLOOR

**Question from Mr E Emmott – Is Colin Smith returning to work?**

**Response:** The Works Supervisor, Colin Smith has been very sick and has had 5 months off. He is recovering and has indicated he will return 17 February 2019. The Acting Works Supervisor, Gavin Rickwood and is looking after outside crew.

**Comment from Mrs M Phillips:** Congratulate Shire in the Parks and Gardens on the Street.

**Response:** Thank you. We are very lucky to have such experienced staff.

**Question from Mrs L Marshall:** Who do we contact with sewerage issues?

**Response:** Contact the Shire. The information will be directed to the appropriate Officer.

**Question from Mrs A Robson:** What happens with parking in the street. I live opposite the school, due to people parking in front of my house, the garbage man cannot get to my bins. Is it possible to get no standing or no parking signs?

**Response:** The Shire will send a letter to the school. Refer to CEO.

## 7. MEETING CLOSURE

There being no further business Cr DP Hudson (President) declared the meeting closed at 6.32pm.

An informal Information Session on Roads and Assets, presented by Mr Glen Brigg, followed the meeting.