



# Annual General Meeting of Electors' 2024

## Minutes

6 March 2024



**Gordon MacMile**  
Chief Executive Officer

# Acknowledgement of Country



We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

## Our Vision

*A Lifestyle of Choice; Connecting Community, Culture and Country.*

## Our Values



**H** **Honesty**

We are truthful, trustworthy and genuine in all that we say and do.



**E** **Empathy**

We are kind and show understanding of peoples circumstances, perspectives and differences.



**A** **Accountability**

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



**R** **Respect**

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



**T** **Teamwork**

We are cooperative, collaborative and united while working towards common goals of our Shire.

SHIRE OF CAPEL

ANNUAL GENERAL MEETING OF ELECTORS' – 6 March 2024

# MINUTES

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## 1. DECLARATION OF OPENING

The Presiding Member opened the meeting at 6:00pm and made the following Acknowledgement of Country:

*'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'*

Welcome one and all to the Shire of Capel's Annual General Meeting of Electors.

I would like to introduce you to your Councillors, Deputy President Sebastian Schiano, Cr Ashley Dillon, Cr John Fergusson, Cr Rosina Mogg, Cr Kieran Noonan, Cr Terri Sharp and Cr Christine Terrantroy.

Apologies have been received from Cr Peter McCleery.

Also present is our Chief Executive Officer and Executive Leadership Team: Mr Gordon MacMile CEO, Mrs Samantha Chamberlain, Director of Community and Corporate and Mrs Tanya Gillet, Director of Infrastructure and Development.

This meeting is the communities meeting, Councillors are present however I highly encourage community members to move and second their own motions. I will conduct this meeting generally in accordance with the Shire of Capel's Standing Orders Local Law 2016.

If there is a vote, each elector is entitled to one vote. Only electors of the Shire are entitled to vote at this meeting, so please ensure your eligibility to vote has been confirmed with Shire staff. Any supported decisions made by this meeting will be submitted for consideration by the Council at the next most practical meeting.

Could all speakers to either questions or motions please state their full name and the locality to which they reside before they speak for minute taking purposes.

I also wish to advise that tonight's proceedings is being recorded, with the audio to be available on the Shire's website at later date.

## 2. RECORD OF ATTENDANCE/APOLOGIES

### PRESENT:

Councillor – Shire President	D Kitchen
Councillor – Deputy Shire President	S Schiano
Councillor	A Dillon
Councillor	J Fergusson
Councillor	R Mogg
Councillor	K Noonan
Councillor	T Sharp
Councillor	C Terrantroy
Chief Executive Officer	G MacMile
Director of Community and Corporate	S Chamberlain
Director of Infrastructure and Development	T Gillett
Strategic Governance and Risk Coordinator	T Shipley

### LEAVE OF ABSENCE:

Nil

### APOLOGIES:

Councillor

P McCleery

### MEMBERS OF PUBLIC - Gallery:

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## 3. CONFIRMATION OF MINUTES

### 3.1 Annual General Meeting of Electors – 19 April 2023

*Attachment – Minutes Annual General Meeting of Electors' - 19 April 2023*

#### **AE/2024/01 – Officer's Recommendation / Decision – 3.1**

*Moved J McDougall, Seconded R Mogg.*

**That the Minutes of the Annual General Meeting of Electors held on 19 April 2023, be confirmed as a true and correct record.**

**Carried 15/0**

### 3.2 Business arising from the Minutes

#### **2023 Annual Meeting of Electors – Update on Progress of Adopted Motions**

*The Presiding Member read the following report:*

The 2023 Annual Meeting of Electors was held on 19 April 2023 and carried 4 motions, that were later considered at the May 2023 Ordinary Meeting of Council.

The following recommendations were adopted by the Council:

1. Notes decision AE/2023/03 relating to the Stratham Beach proposal and requests the Chief Executive Officer include the proposal for consideration as a part of a new budget development, following the Council's consideration of the Coastal Hazard Risk Management Adaptation Plan (CHRMAP).
2. Notes decision AE/2023/04 relating to a short-term accommodation Policy and requests the Chief Executive Officer investigate and prepare a report to Council relating to the creation of a policy.
3. Notes decision AE/2023/05 relating to the use of the roadside community notice boards and includes the proposal as part of a review of the Shire's Communication Strategy, where applicable.
4. Notes decision AE/2023/06 relating to the vote of appreciation.

#### Update on Progress

1. Stratham Beach Proposal:
  - a. Council endorsed the Capel-Leschenault Coastal Hazard Risk Management Adaptation Plan (CHRMAP) in January 2024 and accepted the recommendations for MU2- Capel Coast including Stratham Beach that is relevant to AEM motion.
  - b. Council will now consider early actions regarding the CHRMAP including the recommended management approaches relevant to Stratham Beach proposal.
  - c. Council also supported the establishment of a Capel Coast sub-committee to assist with key future strategies, actions and initiatives. Expressions of interest for community representatives on the sub-committee will be advertised in the coming months.
  - d. SP and Shire Officers met recently with SW Police representatives to discuss safety and crime prevention, as well as the development of a CCTV Strategy throughout 2024.
2. Short-term Accommodation Policy:
  - a. The Shire developed a draft interim Short Term Rental Accommodation (Holiday Houses) that was adopted by Council in November 2023 for advertising and public comment.
  - b. The intention is for Council to consider the final adoption of the policy at the Council meeting later this month.
  - c. The State Government released a final Position Statement: *Planning for Tourism and Short Term Rental Accommodation*. Amendments to the *Planning and Development (Local Planning Scheme) Regulations 2015* are expected to be progressed this year and will occur concurrently with the development of the operational framework for the statewide registration scheme throughout 2024.
  - d. Following the introduction of State-wide legislation it is expected that the Shire will need to update the policy to reflect the new requirements.

3. Roadside Community Notice Boards:

- a. Roadside notice boards considered as part of communication mechanisms for community information and consultation.

4. Vote of Appreciation:

- a. Noted.

**4. ANNUAL REPORT FOR 2022/23**

*Attachment – Annual Report 2022/23*

**AE/2024/02 – Officer's Recommendation / Decision – 4.1**

*Moved R Watkins, Seconded J McDougall.*

**That the Shire of Capel Annual Report for 2022/2023 be received as read.**

**Carried 15/0**

**5. QUESTIONS RECEIVED PRIOR TO THE ANNUAL MEETING OF ELECTORS'**

**Brian Hearne – Peppermint Grove Beach**

**Question 1:**

I asked the following question at a past Annual Electors Meeting. It was taken on notice, not answered or included in the minutes. The question was.

Climate change is a critical issue that requires global action from all levels of government.

With a view to meeting government climate change targets can you advise what action has been taken or policies developed by the Shire to be carbon neutral? Has it considered adopting a waste to energy solution policy for rubbish disposal?

Has the council, or will the council develop a policy to accurately measure and report annually on Council's greenhouse gas emissions with independent verification?  
What progress has been made in relation to the matters just raised?

**Shire President Response:**

Thank you for your question Mr. Hearne. The Shire's adopted Sustainability Action Plan, aligned to the Sustainability Framework has identified an early priority of obtaining and recording energy consumption and efficiency data, that will be used as the baseline against which the outcomes of climate adaptation initiatives that will be then measured.

The Shire's Climate Change Adaptation and Sustainability Committee has already been presented with information regarding data gathering and tracking software.

The potential purchase and installation of software to gather baseline data will be included for consideration in the Shire's draft Annual Budget 2024/25.

In relation to other initiatives, the Shire through the South West Zone is supporting other Local Government and industry, such as the Renergi Project which is in a trial phase in Collie. We are working through with that and looking for other initiatives for our existing waste management contract.

**Question 2:**

On February 20, 2024 in questions that I sent to the CEO and a copy to Councillors, for the February 28 council meeting I highlighted the fact that 14 pages (my estimate) of the usual financial information was not included in the December financial report.

The pages, as far as I can ascertain, that are missing include items stating with Schedule 3 General Purpose funding and concluding with Schedule 14 Other Property and Services.

The Account Codes are 2030100 – 4140906.

On February 29, 2024 I again asked the CEO direct and also via info@capel about the missing financial data and am yet to receive a response.

Can you please respond to my fairly simple request?



**Shire President Response:**

The data sheets in question relate to the granular presentation of the General Ledger Accounts. Legislation has changed and does not require local governments to report this level of data within the monthly financial statements, however, this additional information and much more granular detail will be included as a new quarterly budget review process that will be included in the financial statements similar to the mid-year budget review and audit report. This is inline with the Shire adopting the new charter of accounts

For the December 2023 financial reports, the general ledger data was omitted from the full report, with an additional focus on presenting a detailed report on the progress of the 2023/24 capital works program, which complimented the capital works end of year forecast data presented in the 2023/24 Mid-Year Budget Review report to Council.

Councillors received a briefing earlier this afternoon on the new presentation format for Model Monthly Statements. This will again see changes to where detail is included in the Shire's monthly statement reporting.

**Question 3:**

Can I ask when they changed the rules and regulations?

**Director of Community and Corporate Response:**

Thank you for your question, the schedule data that depicts all of the cost centre analysis that you see, was never part of the legislation that we had to go down to that level. So, the financial statements you see at the front of the report does analyse variances and the general ledger takes it down to another level of analysis, so in turn what we have done historically of the general ledger reporting has always been supplementary data over and above what we have been legislated to do.

**Question 4:**

How do Councillors know what's going when you're only going to get information quarterly rather than monthly?

**Shire President Response:**

Firstly I'll just apologies for my error in suggesting the legislation is changing requirements, that was my omission. Mostly that general ledger variations were showing variations greater than 10%, which is Council's adopted position, where it wants to see if there is a plus or minus variance of 10%. So that information will still be provided within the financial statements but under the new system we will move to more of a quarterly budget review process where all that data will still be included but on a much greater detail. But the new format will be much easier to read, much easier to follow what is actually happening within our accounts.

**Question 5:**

So, if I want to ask a specific question, about a specific item in the budget, I'll have to wait monthly instead of a quarter?

You can always ask, and we can answer if we can. The information will still be there in the background, which will need to be pulled out manually with our current technology.

**Question 6:**

For whatever reason, whether it be due to lack of staff or staff expertise or both the Shire appears to be spending significant ratepayer's money on consultants.

For the financial year 2022/23 can the Shire provide a list of contractors that provided services, the reason for the consultancy, the budget provision for the consultancy, and the cost of those services in 2022/23?

Likewise can similar information be provided for year to date expenditure in 2023/24? The types of consultancy that I am referring to include contracts with companies such as Element for the Place Plan, FIELDFORCE for a best practice review, Urbis Pty Ltd for a future land housing accommodation business case, the contract for Ironstone Gully Falls, Roberts Road engineering consultancy, the Cleanaway consultancy and I am sure there are many more.

**CEO Response:**

The Shire uses external consultants for three main reasons:

1. To supplement shortages in resourcing and difficulties in filling of internal positions, which has been an ongoing challenge for the past 2 years. This has been particularly prevalent in technical areas of our workforce.
2. Where specialised experience or skill is needed that would normally be part of the Shire's workforce capability, and
3. Where specialised experience, skill or capability is needed for a set period or specific strategic project, that would not justify looking to recruit and be an ongoing, permanent member of the Shire's workforce.

Regardless of shortages in resourcing and difficulties in recruiting, a rapidly growing shire like Capel will always need to engage consultants for specific purposes and to supplement the permanent internal workforce.

All expenditure on and payments to consultants is itemised in the Shire's monthly account payments reported to Council and publicly available there.

We would be happy provide a summary overview of the major and high value consultants you have indicated in your question.

## 6. QUESTIONS RECEIVED FROM THE FLOOR

*Public Question Time begun at 6:20pm.*

**Graham Briggs - Gelorup**

**Question:**

You no longer take e-waste, is there a reason for that, the e-waste now goes to Stanley Road?

**Director of Infrastructure and Development Response:**

Thank you for the question, I wasn't aware that had changed. I will take that on notice and provide a response.

**CEO Response:**

One of the challenges for all Local Government's that does take e-waste at their waste transfer stations is that there are very limited options of where it goes next. We have a set period as to how long we can store it. So, it is a challenge for all Local Governments.

*Public Question Time concluded at 6:22pm.*

## 7. MOTIONS FROM ELECTORS

**Mr Kevin Jones – Gelorup**

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*Mr Jones put forward the following motion:*

**AE/2024/03 – Motion / Decision**

*Moved K Jones, Seconded B James.*

**That the Shire of Capel, in collaboration with the Department of Fire and Emergency services investigate the viability of transitioning the management of the Gelorup Volunteer Bush Fire Brigade to the Department of Fire and Emergency Services, and assess the potential of such a change to improve services to the community. A report of the findings of the investigation, complete with an implementation plan should the transition be recommended, to be provided to Council for consideration no later than 30 June 2024.**

**Carried 28/0**

**Ms Theresa Sharp – Gelorup**

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*Ms Sharp put forward the following motion:*

**AE/2024/04 – Motion / Decision**

*Moved T Sharp, Seconded R Watkins.*

**Shire acknowledge and support investigations into helping facilitate collaborative arrangements (with Community, Shire and Police) to discuss the matters of security in Dalyellup (in public places) and what would be appropriate to help make our amazing public spaces safer.**

**Carried 27/0**

**Mr Hrimnir Benediktsson – Dalyellup**

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*Mr Benediktsson put forward the following Motion:*

**AE/2024/05 – Motion / Decision**

*Moved H Benediktsson, Seconded B Hearne.*

**That Council put more resources towards organising street clean ups, whether through community organisations or the Council personnel with the continuing growth of Dalyellup.**

**Carried 31/0**

*1 Member of the public left the room at 6:49pm.*

**8. MEETING CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 6:50pm.