

# SHIRE OF CARNARVON

## MINUTES OF ANNUAL GENERAL MEETING OF COUNCIL

### WEDNESDAY 16 JUNE 2021

**CONFIRMATION OF MINUTES**

These minutes were confirmed at the Annual  
General Meeting held on

as a true and accurate record

.....  
Chairman



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No responsibility whatsoever is implied or accepted by the Shire of Carnarvon for any act, omission or statement or intimation occurring during Council/Committee Meetings or during formal/informal conversations with Staff or Councillors. The Shire of Carnarvon disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee Meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Carnarvon during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Carnarvon. The Shire of Carnarvon warns that anyone who has an application lodged with the Shire of Carnarvon must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Carnarvon in respect of the application.

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**MINUTES OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS, STUART STREET, CARNARVON ON WEDNESDAY 16<sup>TH</sup> JUNE 2021**

The meeting was declared open at 5.00pm

**1.0 ATTENDANCES, APOLOGIES AND APPROVED LEAVE OF ABSENCE**

Cr E Smith ..... Shire President  
Cr J Nelson ..... Councillor Town Ward  
Cr K Pinner ..... Councillor Town Ward  
Cr L Vandeleur ..... Councillor, Town Ward  
Cr L Skender ..... Councillor, Town Ward

Mrs A Selvey ..... Chief Executive Officer  
Mr D Nielsen ..... Executive Manager, Infrastructure Services  
Mr D Perry ..... Executive Manager, Development Services  
Ms S Mizen ..... Manager, Finance  
Mrs D Hill ..... Senior Executive Officer

Observers .....1

**Apologies**

Cr K Simpson ..... Councillor, Coral Bay Ward  
Cr A Fullarton ..... Councillor, Town Ward  
Cr B Maslen ..... Councillor, Gascoyne/Minilya Ward

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**2.0 PUBLIC QUESTION TIME**

Nil

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**3.0 CONFIRMATION OF MINUTES**

**AGM 1.6/21**

**COUNCIL RESOLUTION**

**Cr Pinner/Cr Vandeleur**

*That the minutes of the Annual General Meeting held on 14<sup>th</sup> April 2021 be confirmed as a true and accurate record of proceedings.*

**CARRIED**  
**F5/A0**

## 4.0 RECEIVING OF THE ANNUAL REPORT

### 4.1 ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

<b>Date of Meeting:</b>	16 June 2021
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Carnarvon
<b>Name of Owner:</b>	Shire of Carnarvon
<b>Author/s:</b>	Sue Mizen, Manager Finance Andrea Selvey, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

#### Summary:

The Electors of the Shire of Carnarvon are requested to receive:

- The Report of the Shire President for the year ended 30 June 2020;
- The Report of the CEO for the year ended 30 June 2020;
- The Annual Report and Financial Statements for the year ended 30 June 2020; and
- The Auditors Report for the Financial Statements for the year ended 30 June 2020.

These reports are contained within one document titled the 2019/2020 Annual Report made available on the Shire's website, Administration Office and Carnarvon Library.

#### Background:

As required the Annual Financial Report for the year ending 30 June 2020 was submitted in draft to the Shire Auditor, reviewed and subsequently considered by the Shire Audit Committee on 17 May 2021 in accordance with *Section 6.4 (3) of the Local Government Act, 1995*.

Additionally, the draft Annual Report, incorporating the Annual Financial Report, was presented to Council at its Ordinary Meeting on the 25 May 2021, and accordingly adopted by Council. The final version of the Annual Report is tabled with this report.

#### Consultation:

Nil.

#### Statutory Environment:

Section 5.27 of the *Local Government Act, 1995* requires the Local Government to convene an Annual Electors' General Meeting once every financial year.

Section 5.53 of the *Local Government Act, 1995* requires the Local Government to prepare an Annual Report for an Annual Electors General Meeting, inclusive of the Shire President Report, CEO Report, Annual Financial Statements and Auditors Report for each financial year.

Regulation 17 of the Local Government (Administration) Regulations 1996, states voting on matters at the Annual General Meeting of Electors is to be conducted as follows:

- (1) *Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.*
- (2) *All decisions at a general or special meeting of electors are to be made by a simple majority of votes.*
- (3) *Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.*

#### Relevant Plans and Policy:

Nil.

## Financial Implications:

There are no direct financial implications from the officer's recommendation to receive the Annual Report. However, the financial implications of the financial statements are at the heart of this report. The auditor's report provides an assessment, via the industry benchmark ratios, of the financial health of the Shire - further detail is provided under the Risk Assessment section of this report – see below.

## Risk Assessment:

		STEP 3 – Risk Tolerance Chart Used to Determine Risk				
Consequence		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Likelihood						
Almost certain	A	High	High	Extreme	Extreme	Extreme
Likely	B	Moderate	High	High	Extreme	Extreme
Possible	C	Low	Moderate	High	Extreme	Extreme
Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Risk Category	Description	Rating (Consequence x likelihood)	Mitigating Action/s
Financial	A significant adverse trend in the financial position of the Shire is noted by the Auditor with specific note of the Asset Sustainability Ratio and the Operating Surplus Ratio below the Dept of Local Government standard for the past three years.	Extreme	The draft Long-Term Financial Plan which will be finalised in 2021/2022 alongside the 2021/2022 budget process and Corporate Business Plan review will take this into account. The key points to note are: <ul style="list-style-type: none"> <li>The Shire has relatively low existing debt levels, giving the Council considerable capacity to manage any debt servicing risks; and</li> <li>The Corporate Business Plan will thoroughly review levels of service and will identify a rates revenue strategy which is intended to both reduce and smooth immediate funding needs and gaps, and any asset replacement funding needs.</li> </ul>
Health & Safety	N/A		
Reputation	The delay in calling an Electors' General Meeting (Annual Electors' Meeting) has the potential to raise concerns about the Shire's financial management and cause reputational damage.	Moderate	Open and transparent reporting of the reason for the delay in the Annual Report which is made publicly available.
Service disruption	N/A		
Compliance	The Shire has not reported the Asset Renewal Funding Ratio as required by section	Extreme	This will be addressed with the update of the Long Term Financial Plan which will inform and update the Asset Management Plan during 21/22.

	50(1)(c) of the Local Government (Financial Management) Regulations 1996 as information on planned capital renewals and required capital expenditure over a 10-year period was not available.		
Property	N/A		
Environment	N/A		
Fraud	Fraudulent reporting	High	The objective of the audit is to obtain reasonable assurance that the financial report is free from material misstatement, either by fraud or error. This is expressed in the Auditor's Report.

#### Strategic Implications:

#### Goal 5: Civic

Strong and listening Council.

ITEM	OUTCOMES AND STRATEGIES
5.2	The Shire has a high standard of governance and accountability
5.2.6	Compliance with the Local Government Act 1995 and all other relevant legislation and regulations

#### Comment

Nil

#### OFFICER'S RECOMMENDATION

*That the Annual Report for the year ended 30 June 2020 as previously adopted by Council, incorporating the Shire President Report, CEO Report, Audited Financial Statements and Auditor's Report, be received by the Electors of the Shire of Carnarvon.*

**AGM 2/6/21**

#### COUNCIL RESOLUTION & OFFICER'S RECOMMENDATION

*Cr Vandeleur/Cr Nelson*

*That the Annual Report for the year ended 30 June 2020 as previously adopted by Council, incorporating the Shire President Report, CEO Report, Audited Financial Statements and Auditor's Report, be received by the Electors of the Shire of Carnarvon.*

**CARRIED**

**F5/A0**

## **5.0 GENERAL BUSINESS AS PERMITTED BY THE SHIRE PRESIDENT**

President Smith thanked all the staff involved in compiling the Annual Report. The report is a credit to the staff who have managed to put this report together under exceptional circumstances.

Cr Nelson requested advice as to who Council's appointed Auditors were wherein the CEO advised that William Buck & Associates had been appointed by the Office of the Auditor General.

## **6.0 CLOSURE:**

The Chairman declared the meeting closed at 5.04pm.