



A G E N D A

ANNUAL ELECTORS MEETING

To Be Held

Wednesday, 31st of January 2024

Commencing at 6.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - Eaton

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NOTICE OF AN ANNUAL ELECTORS MEETING

Dear Council Member

The next Annual Electors Meeting of the Shire of Dardanup Council will be held on Wednesday, the 31st of January 2024 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton – Commencing at 6.00pm.

MR PHIL ANASTASAKIS

Acting Chief Executive Officer

Date: 25th of January 2024

Note: If interested persons would like to make comment on any items in this agenda, please email records@dardanup.wa.gov.au or hand deliver written comment to the Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton. To be included in the meeting comments are to be delivered no later than 48 hours prior to the meeting.

The Chief Executive Officer will use his discretion as to whether the written comments are relevant and applicable to the meeting before approving their inclusion in the meeting.

VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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COUNCIL ROLE

| | |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency. |
| Executive/Strategic | The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |
| Legislative | Includes adopting local laws, town planning schemes and policies. |
| Review | When Council reviews decisions made by Officers. |
| Quasi-Judicial | When Council determines an application/matter that directly affects a person’s rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal. |

DISCLAIMER

“Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire’s decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person’s knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.”

RISK ASSESSMENT

| | |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inherent Risk | The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk’s impact or likelihood. |
| Residual Risk | The remaining level of risk following the development and implementation of Council’s response. |
| Strategic Context | These risks are associated with achieving Council’s long term objectives. |
| Operational Context | These risks are associated with the day-to-day activities of the Council. |
| Project Context | Project risk has two main components: <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes. |

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

| Rating (Level) | Health | Financial Impact | Service Interruption | Legal and Compliance | Reputational | Environment |
|--------------------------|---------------------------------------|---------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Insignificant (1) | Near miss Minor first aid injuries | Less than \$10,000 | No material service interruption - backlog cleared < 6 hours | Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance. | Unsubstantiated, low impact, low profile or 'no news' item | Contained, reversible impact managed by on site response |
| Minor (2) | Medical type injuries | \$10,001 - \$50,000 | Short term temporary interruption – backlog cleared < 1 day | Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern. | Substantiated, low impact, low news item | Contained, reversible impact managed by internal response |
| Moderate (3) | Lost time injury <30 days | \$50,001 - \$300,000 | Medium term temporary interruption – backlog cleared by additional resources < 1 week | Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued. | Substantiated, public embarrassment, moderate impact, moderate news profile | Contained, reversible impact managed by external agencies |
| Major (4) | Lost time injury >30 days | \$300,001 - \$1.5 million | Prolonged interruption of services – additional resources; performance affected < 1 month | Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified. | Substantiated, public embarrassment, high impact, high news profile, third party actions | Uncontained, reversible impact managed by a coordinated response from external agencies |
| Catastrophic (5) | Fatality, permanent disability | More than \$1.5 million | Indeterminate prolonged interruption of services – non-performance > 1 month | Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default. | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions | Uncontained, irreversible impact |

RISK - LIKELIHOOD TABLE

| LEVEL | RATING | DESCRIPTION | FREQUENCY |
|-------|-----------------------|-------------------------------------------------------|---------------------------------------------------------------|
| 5 | Almost Certain | The event is expected to occur in most circumstances | The event is expected to occur more than once per year |
| 4 | Likely | The event will probably occur in most circumstances | The event will probably occur at least once per year |
| 3 | Possible | The event should occur at some time | The event should occur at least once in 3 years |
| 2 | Unlikely | The event could occur at some time | The event could occur at least once in 10 years |
| 1 | Rare | The event may only occur in exceptional circumstances | The event is not expected to occur more than once in 15 years |

LEVEL OF RISK GUIDE

| CONSEQUENCE | | Insignificant | Minor | Moderate | Major | Catastrophic |
|----------------|---|---------------|---------------|--------------|--------------|---------------|
| LIKELIHOOD | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Moderate (5) | Moderate (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Moderate (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Moderate (6) | Moderate (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Moderate (6) | Moderate (8) | Moderate (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Moderate (5) |

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ANNUAL ELECTORS MEETING TO BE HELD ON WEDNESDAY, THE 31ST OF JANUARY 2024, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 6.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open, welcome those in attendance, refer to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, you will be directed to an appropriate Assembly Area where we will meet (and complete a roll call).

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED[2.1 Attendance](#)[2.2 Apologies](#)[2.3 Leave of Absence](#)

3 CONFIRMATION OF MINUTES – 25th OF JANUARY 2023**3.1 Annual Electors Meeting Held on the 25th of January 2023**

The Minutes of the Annual Electors Meeting held on the 25th of January 2023 are provided in [Appendix AEM: 3.1] for confirmation.

ANNUAL ELECTORS MEETING RESOLUTION

THAT the minutes of the Annual Electors Meeting [Appendix AEM: 3.1] held on the 25th of January 2023, be confirmed as true and correct subject to no /the following corrections:

4 RECEIPT OF ANNUAL REPORTS – 2022/23**4.1 Annual Report Document****ANNUAL ELECTORS MEETING RESOLUTION**

THAT the contents of the Council's Annual Report for 2022/23 [Appendix AEM: 4.1], inclusive of the President's Report, Chief Executive's Report, Auditors Report and Annual Financial Statements, be received.

5 QUESTIONS OR MOTIONS FROM THE PUBLIC AT THE PRESIDENT'S DISCRETION**6 CLOSURE OF MEETING**

There being no further business, the Presiding Officer to declare the meeting closed.