



MINUTES

Annual General Meeting of Electors

3 February 2026

LEGISLATIVE ENVIRONMENT

In accordance with Section 5.27 of the Local Government Act 1995 (the Act), an Annual Meeting of Electors is to be held once in each financial year to consider the contents of the Shire's Annual Report for the previous year, and to consider other general business.

ACKNOWLEDGEMENT OF COUNTRY



The Shire of Gingin would like to acknowledge the Yued people who are the traditional custodians of this land. The Shire would like to pay respect to the Elders past, present and emerging of the Yued Nation and extend this respect to all Aboriginal people. The Shire also recognises the living culture of the Yued people and the unique contribution they have made to the Gingin region.

PROCEDURE FOR ANNUAL GENERAL MEETING OF ELECTORS

In accordance with Reg. 15 of the *Local Government (Administration) Regulations 1996* (the Regulations), the matters to be discussed at an annual general meeting of electors are firstly the contents of the Annual Report for the previous financial year, and then any other general business.

Reg. 18 of the Regulations states that the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting. In accordance with s. 5.30 of the *Local Government Act 1995* (the Act), the President is to preside at electors' meetings.

The President has determined that the following procedure will apply to this meeting.

Attendance and Participation in the Meeting

1. Any member of the public may attend an electors' meeting as an observer.
2. **Only electors of the Shire of Gingin can ask questions and participate in discussion unless a motion is passed by those present at the meeting to allow a person who is not an elector to do so.**
3. **Only electors of the Shire of Gingin can move, second or vote on any motion.**
4. For the purposes of an electors' meeting, an elector is:
 - a person whose name is recorded on the State Residents' Roll for the Shire of Gingin;
or
 - a person whose name is recorded on the Shire of Gingin Owners and Occupiers Roll;
or
 - a ratepayer of the Shire of Gingin.
5. On entry, all attendees will be checked by Shire of Gingin staff against the Residents Roll, the Owners and Occupiers Roll and/or the Rate Record to verify their status. All verified electors will be issued with a 'Elector' card.
6. All attendees must:
 - a. enter their name, address and signature on the Attendance Register when entering the meeting venue. Information contained in the Attendance Register is for internal records purposes only and will not be published or distributed;
 - b. remain seated at all times during the meeting, unless invited by the President to address the meeting at the lectern;
 - c. not cause any disturbance or disrupt the meeting in any way; and
 - d. comply with this Procedure and the direction of the President at all times.

7. Attendees who do not adhere to the Procedure may be requested by the President to leave the meeting and/or the premises, and that person/s will be required to comply with the direction of the President.

Recording of the Meeting

8. An audio recording will be made of the meeting solely for the purpose of producing the Minutes. This recording will not be made publicly available.
9. No other audio or visual recording is to be undertaken without the permission of the President.

Order of Proceedings

10. The order of proceedings will be as set out in the Agenda for the meeting.
11. During General Business, statements may only relate to matters that affect the local government, and will be accepted at the discretion of the President.

Speaking at the Meeting

12. Submission of questions and/or motions in writing by 12.00 noon on the day before the meeting is encouraged. Questions submitted before the meeting will be addressed as a priority before further questions and motions are taken from the floor.
13. **In order for questions submitted prior to the meeting to be dealt with at the meeting, the questioner must attend the meeting and ask their question/s in person.** If the questioner does not attend the meeting then they will receive a written reply to their question/s, but the questions and responses provided will not be referenced during the meeting and will not appear in the Minutes.
14. When speaking at the meeting, a speaker must:
 - a. rise and move to the lectern unless unable to do so by reason of sickness or disability;
 - b. use the microphone provided;
 - c. state their name and address for the Minutes;
 - d. direct their question, motion or statement to the President only;
 - e. limit statements to fact, not opinion or supposition;
 - f. not reflect adversely on Councillors or Shire employees; and
 - g. refrain from making repetitive comments on matters that have already been discussed, to ensure that the meeting can progress effectively.

15. The President will manage the time allocated for speakers to a motion to ensure that all verified electors are given a fair and equal opportunity to speak.
16. If the President determines that sufficient and fair debate has occurred on a motion then the President, after inviting the mover to exercise the right of reply, will put the motion to the vote.

Voting at the Meeting

17. Each verified elector is entitled to one vote on any motion moved and seconded at the meeting, but electors do not have to vote on any matter if they choose not to.
18. The vote will be determined by verified electors raising their 'Elector' card either for or against the motion when asked to do so by the President.
19. Voting at an electors' meeting is to be conducted so that no vote is made in secret.
20. All decisions at an electors' meeting are to be made by a simple majority of votes.

Other Matters

21. The President will determine questions of order or process not stated in this procedure.
22. The Minutes of electors' meetings will be made available to the public as soon as is practicable after the meeting, and before the Council meeting at which decisions made at the electors' meeting are to be considered.
23. As far as is practicable, all decisions made at an electors' meeting will be considered at the next Ordinary Council Meeting.
24. The decisions made at an electors' meeting are not binding on the Council. However the Act requires that the reasons for any Council decision made in response to a decision made at an electors' meeting must be recorded in the Minutes of the Council meeting.

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ORDER OF BUSINESS

1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6:14pm and welcomed all in attendance.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – L Balcombe (President), F Peczka (Deputy President), R Kestel, C Hyne, L Stewart, A Vis, N Woods and D Wilkie

Staff – S Wildgoose (Chief Executive Officer), R Wright (Executive Manager Corporate and Community Services), J Bayliss (Executive Manager Regulatory and Development Services), R March (Executive Manager Operations and Assets), K Okely (PA to CEO), L Fidge (Coordinator Corporate Planning), G Koorasingh (Manager Human Resources), M Kingston (Senior Rates Officer), M Agnew (Communications and Marketing Support Officer), Y Moorby (Governance Support Officer), L Burt (Coordinator Governance/Minute Officer)

Gallery – There were 123 members of the public present in the Gallery.

2.2 APOLOGIES

Cr Weeks

2.3 LEAVE OF ABSENCE

Nil

3 PUBLIC NOTICE OF AGM AND ANNUAL REPORT

Section 5.29 of the Act requires that members of the public must be notified of a forthcoming Annual Meeting of Electors, and of the availability of the Annual Report, by way of a notice appearing in a newspaper circulating throughout the district. Public notice must be given at least 14 days prior to the date of the meeting.

In accordance with this requirement, the Shire of Gingin gave public notice of the forthcoming Annual Meeting of Electors and the availability of the Annual Report in *The West Australian* newspaper on 20 December 2025.

The notice was also published on the Shire's website and Facebook page on 17 December 2025 and displayed on official notice boards at the Shire's Gingin Administration Centre and Lancelin Office, and the Gingin Public Library.

4 CONSIDERATION OF THE ANNUAL REPORT

The 2024/25 Annual Report, including the Annual Financial Statements for 2024/25, was received by Council at its Ordinary Council Meeting on 16 December 2025 (Item 12.2).

Consistent with Section 5.27 of the Act and Regulation 15 of the *Local Government (Administration) Regulations 1996* (the Regulations), electors present at the Annual General Meeting of Electors are invited to raise for discussion any matters concerning the content of the Annual Report and Financial Statements.

The President asked if there were any questions in relation to the Annual Report.

Nil.

5 GENERAL BUSINESS

5.1 QUESTIONS SUBMITTED IN WRITING PRIOR TO THE MEETING

Nil

5.2 OTHER MATTERS

In accordance with Section 5.27 of the Act and Regulation 15 of the Regulations, electors present at the Annual General Meeting of Electors are invited to raise any items of general business for discussion.

5.2.1 Living on Vacant Land – Application of Shire Rules Terry White - Gingin

After the loss of a building permit, my family was denied the ability to live on our vacant block. Neighbours who also do not have a permit, still live on their block. Why has my family been treated so badly, when the neighbours are still living on their block? There should be one set of rules for everybody.

President's response

Question taken on notice.

5.2.2 Voices of Gingin Facebook page Wendy Harris - Beermullah

MOTION

MOVED: Wendy Harris

SECONDED: Barry Callen

That the Shire of Gingin request an independent investigation by the Department of Local Government to identify the administrator of the Voice of Gingin page and determine if the page breaches the Local Government Act, the WA Electoral Act or any other legislation. It should include identifying the administrator of the page which may trigger an investigation by the Corruption and Crime Commission.

CARRIED

5.2.3 Earlier release of Council Agendas Ed Hartman - Neergabby

MOTION

MOVED: Ed Hartman

SECONDED: Kate Lane

That Council consider increasing the release time of the monthly Agenda from the present three to four days to at least two weeks.

CARRIED

5.2.4 Gingin Community Bus
Kaye Lowes - Gingin

When is the Gingin Community bus scheduled for replacement?

President's Response

Question taken on notice.

5.2.5 Permanent Paramedic Presence in Gingin
Kaye Lowes - Gingin

MOTION

MOVED: Kaye Lowes SECONDED: Gemma Hickey

That Council to lobby St John Ambulance for placement of permanent paramedics in the Gingin townsite, possibly covering both Gingin and Bindoon as well.

CARRIED

5.2.6 Disability Access Inclusion Plan
Kaye Lowes - Gingin

Is there a plan to expand the footpaths program in the Gingin townsite for people with disabilities?

President's Response

Question taken on notice.

5.2.7 Tiny House Project
Kerry Enright - Guilderton

In the coming year can the Shire consider options for encouraging introduction of a tiny house project?

President's Response

Question taken on notice.

**5.2.8 Aged Care
Kerry Enright - Guilderton**

Are there any plans for formal aged care facilities with nursing not independent living, in the Shire of Gingin?

President's response

Not at this present time.

**5.2.9 Senior Officer Presence in Lancelin
Bevan Henderson - Lancelin**

Congratulations on having senior officers in the Lancelin office on a regular basis. Great idea and works well. It is appreciated.

**5.2.10 Lancelin Rubbish Tip
Bevan Henderson - Lancelin**

What is the problem with the rubbish tip situation in Lancelin, this week? It's been closed with no notice or signage explaining what is happening.

Response by CEO

The Shire expected the existing attendant to transition under the employment of the new provider, however, last week we found out that wasn't going to occur. A new person would be based at the tip, working under reduced hours for a week during the transition. Unfortunately, also during this period, the tip was closed for a number of vehicle movement days at the request of the Shire's Community Emergency Services Manager.

The new customer service person will take about a week to transition, and then it will be business as usual.

**5.2.11 Shire Land Purchased two years ago
Bevan Henderson - Lancelin**

What interest rate are we paying on the \$700,000 we paid for a piece of land two years ago?

President's Response

The interest rate is 5.33%.

Does the piece of land generate any income?

President's Response

Question taken on notice.

5.2.12 Funding for Lancelin Footpaths
Mal Lobb - Lancelin

MOTION

MOVED: Mal Lobb SECONDED: Bevan Henderson

That Council allocate \$100,000 per year to footpaths in Lancelin for the next five years.

LOST

5.2.13 Use of Social Media by Councillors
Steve Beckwith - Beermullah

MOTION

MOVED: Steve Beckwith SECONDED: Chloe Balcombe

That Council resolve to:

- 1. Develop and adopt a Council specific social media policy that applies to Councillors in their capacity as elected members.**
- 2. Ensure the policy clearly outlines expectations regarding:**
 - Professional conduct;**
 - Respect for confidentiality; and**
 - The avoidance of negative and disparaging public commentary.**
- 3. Include guidance aimed at protecting the reputation, functionality and culture of the council and maintain community confidence.**
- 4. Request that the policy be brought back to Council for adoption within one month.**

CARRIED

5.2.14 Landfill Site – Wannamal Road South
Kerry Butler - Gingin

MOTION

MOVED: Kerry Butler SECONDED: Teresa Helm

Could the Shire investigate with the State in relation to operations approved for the site and advise the community accordingly.

CARRIED

5.2.15 Potential Youth Centre in Shire of Gingin
Chloe Balcombe - Gingin

MOTION

MOVED: Chloe Balcombe SECONDED: Pat Heasman

That the Shire look into the prospect of establishing a local youth centre within the Shire.

CARRIED

5.2.16 Old Tennis Courts – Barlee St Gingin
Mary Cameron - Gingin

What are the Council's plans for this sizeable portion of community land, presumably zoned Recreation.

President's Response

No plans at this present time.

5.2.17 Gingin Railway Station Lease
Mary Cameron - Gingin

Where is the Shire at with the status of the lease, and has Council thought of recouping the lost revenue because of lack of tenant?

Executive Manager Corporate Services Response

The Shire is equally as frustrated as the community with this situation. There is an existing lease to the Shire which is currently in hold-over. The Shire is negotiating a new lease, but cannot enter into a sublease during a hold-over situation. The National Trust has been advised that if a new lease is not finalised in the coming weeks, then the Shire will stop paying rent. Subsequently, a new draft lease is being prepared by the National Trust. There is also a tenant ready to go with the sublease.

5.2.18 Council Advisory Groups
Mary Cameron - Gingin

There are six advisory groups suggested to be disbanded in the December Council meeting and a proposal to replace them with three regional advisory groups. Have these new groups been put in place and have terms of reference been adopted?

CEO's Response

The whole item from December was deferred to February. No decision has been made in relation to either disbanding the existing groups or putting in place the proposed new groups. A further report will be presented to the February Council meeting. The existing groups have not formally been disbanded, but no representatives were appointed to them following the October 2025 elections.

5.2.19 Footpath to Lancelin South
Peter Murphy - Lancelin

Expenditure of \$500,000 for the footpath to South Lancelin in 2022 budget, which was not used. Could the Shire provide a guarantee the money is going to be spent?

President's Response

Question taken on notice.

5.2.20 Toilet Block in North Lancelin

Peter Murphy - Lancelin

Expenditure of \$300,000 in 2022 budget to build a toilet block in North Lancelin which didn't get built. Also, in 2023 budget there was \$100,000 to upgrade said toilet block.

President's Response

Question taken on notice.

5.2.21 Community Perception Survey

Mike Cramb - Lancelin

The Shire performance has been the best it has ever been, since 2018. I would like to pass on our thanks to you, Scott, and your executive team for really raising the bar and delivering the community needs. The same for the customer service. Please pass this on and keep up the good work.

In the same survey, conservation and environmental management was only rated at 40% in terms of community consultation. Please put this on the list at some point for the Shire to address shortfalls in the next community survey.

President's Response

Question taken on notice.

5.2.22 Budgeted Projects never Materialised

Mike Cramb - Lancelin

In relation to Peter Murphy's point, there have been several projects, approved for expenditure in Lancelin, that have never materialised. Peter Murphy mentioned a toilet block for \$400,000, and \$500,000 for Lancelin South footpaths. \$32,000 for independent living, \$320,000 for a commercial centre, \$650,000 for the commercial centre road and landscaping, and an upgrade to Cunliffe Street precinct of \$500,000 which was partially implemented. Around \$2.5 million dollars of approved budgets that have never materialised.

These projects received prior Council approval, could they be returned to Council's agenda.

5.2.23 Acknowledgement and Appreciation of the Council

Robert Brodie-Hall - Gingin

Propose a vote of thanks for all Councillors and staff for all the work that goes into securing the best merit based achievable outcomes which benefit the whole Shire of Gingin, the whole community. A thank you to Council.

5.2.24 Thanks for Clean-Up

Kathleen Wright - Wanerie

Thanks to the Shire and especially Olivia (Community Development Officer) for organising the event approval and trailer, which enabled immediate and effective waste disposal, and Ruth (Executive Manager Operations and Assets) for her assistance in connecting me with DBCA in relation to the Wilbinga Pine Plantation clean-up undertaken in October last year.

5.2.25 Industrial Hemp Industry

Kathleen Wright - Wanerie

MOTION

MOVED: Kathleen Wright SECONDED: Gemma Hickey

That the Shire of Gingin facilitate and support a community town meeting to explore opportunities associated with the industrial hemp industry, including providing an appropriate venue and assistance with community engagement, and that Council commit to working collaboratively with community and industry stakeholders to support the development of the industrial hemp sector where there is demonstrated local interest.

LOST

5.2.26 Circular Economy Waste and Industry Collaboration

Kathleen Wright - Wanerie

MOTION

MOVED: Kathleen Wright SECONDED:

That the Shire of Gingin explore opportunities to strengthen circular economy outcomes, including reducing waste to landfill and increasing material re-use, and consider how emerging industries such as industrial hemp could contribute to more sustainable waste management and local economic resilience, including through collaboration with relevant industry stakeholders.

LAPSED FOR WANT OF SECONDER

5.2.27 Community Wellbeing Initiatives
Kathleen Wright - Wanerie

MOTION

MOVED: Kathleen Wright **SECONDED:** Judith Allen

That the Shire of Gingin adopt and progress initiatives that strengthen community wellbeing and intergenerational connection, including exploring the establishment of repair cafés or skills-sharing programs that promote reuse, repair, and practical learning, and that Council work collaboratively with relevant community groups and partners to implement such initiatives where appropriate.

CARRIED

5.2.28 Council Decision Making Processes
Kathleen Wright - Wanerie

MOTION

MOVED: Kathleen Wright **SECONDED:** Teresa Helm

That the Shire of Gingin commit to inclusive, equitable, and respectful decision-making processes that ensure diverse community voices are heard and considered, including those of marginalised or under-represented groups, and that Council embed these principles into community engagement and consultation practices moving forward.

CARRIED

6 CLOSURE

There being no further business, the President declared the meeting closed at 7:30pm.