



MINUTES

Annual General Meeting

Wednesday 5 November 2025

At 5.30pm

Council Chambers, 21 Saunders Street, Wynyard

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AGENDA OF THE ANNUAL GENERAL MEETING OF THE WARATAH-WYNYARD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS 21 SAUNDERS STREET WYNYARD ON WEDNESDAY 5 NOVEMBER 2025 COMMENCING AT 5.30PM.

Annual General Meeting Statutory Requirements

This meeting is conducted under Section 72B. of the *Local Government Act 1993* (the Act) provides that in relation to an Annual General Meeting.

72B. Annual General Meeting

- (1) A council must hold an Annual General Meeting on a date that –
 - (a) is not later than 15 December in each year; and
 - (b) is not before 14 days after the date of the first publication of a notice under [subsection \(2\)](#).
- (2) [\[Section 72B Subsection \(2\) amended by No. 29 of 2015, s. 9, Applied:13 Apr 2016\]](#) A council must publish a notice in a daily newspaper circulating in the municipal area or other prescribed newspaper specifying the date, time and place of the Annual General Meeting.
- (3) [\[Section 72B Subsection \(3\) amended by No. 29 of 2015, s. 9, Applied:13 Apr 2016\]](#) If a quorum of the council is not present at an Annual General Meeting –
 - (a) the Annual General Meeting is to be reconvened and held within 14 days; and
 - (b) [\[Section 72B Subsection \(3\) amended by No. 29 of 2015, s. 9, Applied:13 Apr 2016\]](#) a notice is to be published in a daily newspaper circulating in the municipal area specifying the date, time and place of the Annual General Meeting.
- (4) Only electors in the municipal area are entitled to vote at an Annual General Meeting.
- (5) A motion at an Annual General Meeting is passed by a majority of votes taken by a show of hands or by any other means of ascertaining the vote the council determines.
- (6) A motion passed at an Annual General Meeting is to be considered at the next meeting of the council.
- (7) The general manager is to keep minutes of the Annual General Meeting

Chief Executive Officer's Certification

“Legislative terminology – Chief Executive Officer/General Manager: At the Waratah-Wynyard Council, the title Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the *Local Government Act 1993*; and carries the same meaning for the purposes of the *Local Government Act 1993* and all other legislation administered by or concerning the Council.”

1.0 RECORD OF ATTENDANCE

Councillors

Mayor, Dr Mary Duniam
Deputy Mayor Celisa Edwards
Councillor Gary Bramich
Councillor Andrea Courtney
Councillor Kevin Hyland
Councillor Michael Johnstone
Councillor Leanne Raw
Councillor Dillon Roberts

IN ATTENDANCE

Daniel Summers – Acting Chief Executive Officer
Sallie Moore-Wood – Director Governance and Digital Information Services
Mitchell Smith – Director Financial Services
Alan Cattermole – Director Community & Engagement
Sally Blanc – Executive Officer

Recorded on Attendance Sheet

| | |
|------------|--|
| Roy Duniam | |
| | |

Leave of Absence

Nil

Apologies

Vanessa Adams – Chief Executive Officer (GM)

2.0 WELCOME

The Mayor to make a statement.

I would like to begin by acknowledging the traditional owners and custodians of the land on which we meet today, the Tommeginne people, and to pay our respect to those that have passed before us, their history and their culture.

I would also like to advise that the meeting will be recorded and live streamed, in accordance with the Council Policy '**GOV.017 – Digital Recording of Council Meetings**'.

On behalf of the Council, I extend a warm welcome to all of you attending this Annual General meeting (AGM) this evening.

This AGM is an opportunity to reflect on the past year and an opportunity for community members to raise matters you consider are important to the community.

2024-25 was a year of project development and delivery, with significant progress on our key capital project for Boat Harbour Beach, the successful introduction of Food Organics and Garden Waste kerbside collections in our urban areas, and the many other successes big and small which you can read about in the report itself.

Council is proud of the breadth and depth of projects and activities undertaken on your behalf this year.

We have taken time to listen to, and work with, the community and hear what they feel is important, so we can incorporate their views into our long-term plans and future developments.

Council continued the important project to design its new childcare centre on a site adjacent to the High School and progress the necessary background approvals. This will consolidate all Council's child care offerings in one location including Out of Hours School care.

Ongoing work has occurred on long term solutions for our coastlines and our communities such as Sisters Beach and other areas prone to coastal erosion – important work underpinned by Council's commitment to environmental sustainability.

Council also completed the Sisters Beach Playground and exercise equipment installation and reviewed the Frederick Street Reserve Master Plan, both projects benefiting from significant community input.

On 17 December 2024, Waratah-Wynyard Council formally adopted its inaugural *Reflect Reconciliation Action Plan*, marking a significant milestone in its commitment to reconciliation. The plan acknowledges the Tommeginer people as Traditional Custodians and embeds First Nations perspectives into Council policy and practice.

As we move forward into 2026, I am incredibly proud of this Council's achievements and know that the hard work and dedication of staff and Councillors will continue to be at the heart of our success.

In conclusion, I would like to thank the community of Waratah-Wynyard for their ongoing engagement with Council and encourage them all to continue to work with us as we shape the future. We also thank our committed and dedicated elected members and employees who strive to provide the best outcomes for our municipal area.

3.0 CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting were circulated to Councillors and are included in Attachment 1 at the end of this document.

| | |
|-------------|-------------|
| MOVED BY | CR ROBERTS |
| SECONDED BY | CR COURTNEY |

That Council receives and notes the Minutes of the Annual General Meeting of the Waratah-Wynyard Council, held at 21 Saunders Street, Wynyard on 9 December 2024, previously circulated and adopted at the Council Meeting on 16 December 2024

The MOTION was put and was CARRIED

IN FAVOUR

| | | | |
|--------------|--------------|-------------|------------|
| MAYOR DUNIAM | CR BRAMICH | CR COURTNEY | CR EDWARDS |
| CR HYLAND | CR JOHNSTONE | CR RAW | CR ROBERTS |

4.0 ANNUAL REPORT PUBLIC SUBMISSIONS

Under the provisions of the *Local Government Act 1993*, Council invited the community to make submissions on its Annual Report for discussion at the Annual General Meeting. The closing date for submissions was 22 October 2025.

NIL RECEIVED

5.0 PUBLIC QUESTIONS WITHOUT NOTICE

A summary of questions without notice and response(s) and the name of the person asking the question will be recorded in the minutes.

NIL

6.0 PUBLIC STATEMENTS WITHOUT NOTICE

A summary that includes the name of the person making a public statement and subject title of that statement will be recorded in the minutes.

NIL

7.0 NOTICES OF MOTION

NIL RECEIVED

8.0 ANNUAL REPORT 2024/25

PURPOSE

To adopt the Annual Report in line with legislative requirements.

BACKGROUND

The Annual Report of the Council for 2024/25 has been prepared pursuant to section 72 of the *Local Government Act 1993* which requires Council to prepare an Annual Report detailing its achievements in respect of goals and objectives for the financial year.

DETAILS

Council’s Strategic Planning Framework guides the organisation in identifying community needs and aspirations over the long term (Our Vision), medium term (Strategic Plan) and short term (Annual Plan and Budget Estimates). Council holds itself accountable through the Audited Financial Statements and Annual Report.

The Annual Plan and Budget Estimates are set in June each year and progress reporting occurs to Council on a quarterly basis.

The Annual Report provides highlights of the Council’s achievements throughout the year, together with a performance report on activities listed in the 2024/25 Annual Plan.

As required, the Annual Financial Report for the year ended 30 June 2025, together with the Independent Audit Report are included within the Annual Report. Council will formally receive the audited financial statements at the December Council Meeting.

In accordance with Section 72(2)(d) and (3) of the *Local Government Act 1993*, Council placed advertisements in the Advocate Newspaper on Saturday 18 October 2025 and Wednesday 30 October notifying the public of the Annual General Meeting on Wednesday 5 November 2025.

STATUTORY IMPLICATIONS

Statutory Requirements

Section 72 of the *Local Government Act 1993* requires Council to prepare an Annual Report containing the Annual Financial Statements and other statutory requirements. The Annual Report must be considered at the Annual General Meeting, which is to be held no later than 15 December

STRATEGIC IMPLICATIONS

Strategic Plan Reference

| |
|---|
| GOAL 1: Leadership and Governance |
| Desired Outcomes |
| 1.5 We highly value the use of an evidence-based approach to the development and implementation of strategies and policies that support and strengthen our decision making. |
| Our Priorities |
| 1.5.2 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations. |

Sustainable Murchison Community Plan 2040

| Community Future Direction Theme | Key Challenges & Opportunities: |
|--|--|
| Business & Industry | Specialised diversity of the economy – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports. |
| Tourism | Memorable visitor experiences all year round – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields. |
| Strong communities and social capital | Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities. |
| Access and infrastructure | Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development. |
| Natural resource management | Managing abundant, natural and productive resources – Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity. |
| Health and Wellbeing | Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities. |
| Education | Lifelong learning and education – Education and lifelong learning is valued and there is access to vocational training and tertiary education. Education retention rates have increased. |
| Place making and liveability | Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised. |
| Governance and working together | Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors. |

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications as a result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

RISK IMPLICATIONS

There are no risk implications as a result of this report.

CONSULTATION PROCESS

The Audit Panel will review the audited financial statements at its next meeting.

The Annual Report and Annual General Meeting have been advertised in accordance with legislation. No submissions were received by the public in relation to the Annual Report

CONCLUSION

It is recommended that Council receives and notes the Annual Report for 2024/25.

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|-------------|------------|
| MOVED BY | CR RAW |
| SECONDED BY | CR ROBERTS |

That Council notes the Annual Report for the year ended 30 June 2025

The MOTION was put and was CARRIED.

IN FAVOUR

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|--------------|--------------|-------------|------------|
| MAYOR DUNIAM | CR BRAMICH | CR COURTNEY | CR EDWARDS |
| CR HYLAND | CR JOHNSTONE | CR RAW | CR ROBERTS |

9.0 Closure

There being no further business the Annual General meeting closed at 5.43pm.



MINUTES

Annual General Meeting

Monday 9 December 2024

At 5.30pm

Council Chambers, 21 Saunders Street, Wynyard

ORDER OF BUSINESS

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AGENDA OF THE ANNUAL GENERAL MEETING OF THE WARATAH-WYNYARD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS 21 SAUNDERS STREET WYNYARD ON MONDAY 9 DECEMBER 2024 COMMENCING AT 5.30PM.

1.0 PRESENT

Councillors

Deputy Mayor Celisa Edwards
Councillor Gary Bramich
Councillor Andrea Courtney
Councillor Kevin Hyland
Councillor Leanne Raw
Councillor Dillon Roberts

In Attendance

Shane Crawford - General Manager
Daniel Summers Acting General Manager
Sallie Moore-Wood – Director Governance and Information Services
Mitchell Smith – Director – Financial Services
Alan Cattermole – Director Community Services
Sally Blanc - Executive Officer

Recorded on Attendance Sheet

| | |
|----------------|-----------------|
| Tracey Jones | Susan Robertson |
| Brett Donoghue | Warwick Mauger |
| Ian Jones | Codie Hutchison |
| Tracey Hoanke | Bronwyn Folden |

2.0 APOLOGIES

Mayor, Dr Mary Duniam
Councillor Michael Johnstone

3.0 WELCOME

The Deputy Mayor made the following statement on behalf of the Mayor.

“I would like to begin by acknowledging the traditional owners and custodians of the land on which we meet today, the Tommeginne people, and to pay our respect to those that have passed before us, their history and their culture.

I would also like to advise that the meeting will be recorded and live streamed, in accordance with the Council Policy ‘**GOV.017 – Digital Recording of Council Meetings**’.

On behalf of the Council I extend a warm welcome to all of you attending this Annual General meeting (AGM) this evening.

This AGM is an opportunity to reflect on 2024 and an opportunity for community members to raise matters you consider are important to the community.

Having delivered on the final stages of a number of key master plans in the last few years, 2023-24 was a year to look to the future – to reset, take stock and make strategic decisions now that we will see the benefit of in future years.

We have taken time to listen to, and work with, the community and hear what they feel is important, so we can incorporate their views into our long-term plans and future developments. We have carefully planned and prepared for our exciting Boat Harbour Master Plan project - putting the final steps in place for construction which has just commenced. This year we also adopted the Somerset Sporting Precinct Master Plan, which provides a blueprint for recreation infrastructure provision that will serve that community for many years to come. We are also very happy to see how many people are enjoying the completion of the Coastal Pathway.

Council has planned for the future of our childcare delivery, reviewing service provision and determining to design and construct a new, long day care centre in Wynyard. This new facility will help meet the growing demand in the community.

Long term solutions for our coastlines and our communities have been developed for Sisters Beach and other areas prone to coastal erosion – important work underpinned by Council’s commitment to environmental sustainability.

And finally, Council continues to participate in the Future of Local Government process, open to exploring and discussing all structural and functional reform options that would result in positive outcomes for the community.

As we move forward into 2025, I am incredibly proud of this Council’s achievements and know that the hard work and dedication of the General Manager, Executive Team, all staff, and Councillors will continue to be at the heart of our success.

I would like to make particular mention of General Manager Mr Shane Crawford who finishes officially with Council this Friday. On behalf of Councillors and staff, I thank Shane for his service to our community over the last seven years. He leaves council in a much better position that when he arrives and we wish him well into the future.”

4.0 ANNUAL GENERAL MEETING STATUTORY REQUIREMENTS

The Deputy Mayor noted the following statutory requirements:

Section 72B. of the *Local Government Act 1993* (the Act) provides that in relation to an Annual General Meeting.

72B. Annual General Meeting

(1) A council must hold an Annual General Meeting on a date that –

(a) is not later than 15 December in each year; and

(b) is not before 14 days after the date of the first publication of a notice under [subsection \(2\)](#) .

(2) A council must publish a notice in a daily newspaper circulating in the municipal area or other prescribed newspaper specifying the date, time and place of the Annual General Meeting.

(3) If a quorum of the council is not present at an Annual General Meeting –

(a) the Annual General Meeting is to be reconvened and held within 14 days; and

(b) a notice is to be published in a daily newspaper circulating in the municipal area specifying the date, time and place of the Annual General Meeting.

(4) Only electors in the municipal area are entitled to vote at an Annual General Meeting.

(5) A motion at an Annual General Meeting is passed by a majority of votes taken by a show of hands or by any other means of ascertaining the vote the council determines.

(6) A motion passed at an Annual General Meeting is to be considered at the next meeting of the council.

(7) The general manager is to keep minutes of the Annual General Meeting.

The Deputy Mayor noted that voting on motions was to be conducted via a show of hands.

5.0 CONFIRMATION OF PREVIOUS MINUTES

| | |
|-------------|------------|
| MOVED BY | CR ROBERTS |
| SECONDED BY | CR BRAMICH |

“That Council receive and note the Minutes of the Annual General Meeting of the Waratah-Wynyard Council, held at 21 Saunders Street, Wynyard on 15 January 2024, previously circulated and adopted at the Council Meeting on 22 January 2024.”

The MOTION was put and was CARRIED.

IN FAVOUR

| | | | |
|-----------|------------|-------------|------------|
| | CR BRAMICH | CR COURTNEY | CR EDWARDS |
| CR HYLAND | | CR RAW | CR ROBERTS |

6.0 ANNUAL REPORT PUBLIC SUBMISSIONS

Under the provisions of the *Local Government Act 1993*, Council invited the community to make submissions on its Annual Report for discussion at the Annual General Meeting. The closing date for submissions was 4 December 2024.

There were no submissions received.

7.0 ANNUAL REPORT 2023/243

The General Manager gave a presentation on project delivery, key activities, financial management strategy and current financial position. He also advised the Statutory Requirements for the Annual General Meeting.

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|-------------|-------------|
| MOVED BY | CR COURTNEY |
| SECONDED BY | CR ROBERTS |

That Council note the Annual Report for the year ended 30 June 2024

The MOTION was put and was CARRIED.

IN FAVOUR

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|-----------|------------|-------------|------------|
| | CR BRAMICH | CR COURTNEY | CR EDWARDS |
| CR HYLAND | | CR RAW | CR ROBERTS |

8.0 NOTICES OF MOTION

8.1 C HUTCHISON – RIGHT TO INFORMATION FINDINGS

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|-------------|-------------|
| MOVED BY | C HUTCISHON |
| SECONDED BY | CR COURTNEY |

That Council:

1. **Note the decision by the Ombudsman to direct Council to release in part, the 12-page report dated 3 September 2013 titled ‘Waratah-Wynyard Council - Report on the organisation’s ability to resolve issues’, by Mr. Neil Johnston of Small Business Safety Systems.**
2. **Further note parts of the report released by Council, remain redacted, despite calls in the community earlier in the year to release the report, unredacted.**
3. **Undertake a review of its Right to Information procedures, to ensure that applications are processed correctly.**
4. **Assess if recommendations within the report were adequately implemented in the past 10 years, prepare a report of this progress according to the criteria outlined in the recommendations, and complete this assessment prior to May 1 2025 released to Councillors and the general public on its website.**
5. **Collaborate with the community during 2025 to develop a Transparency Policy, that seeks to promote good governance principles of openness, honesty, and transparency, to avoid further reputational risk resulting from existing practices**

Cr Hyland moved a PROCEDURAL MOTION that the MOTION BE PUT.

The Mayor accepted the PROCEDURAL MOTION.

The MOTION was put and was CARRIED (13/2)

9.0 PUBLIC QUESTIONS WITHOUT NOTICE

9.1 T.JONES – REVIEW OF REPORT RECOMMENDATIONS

Mrs Jones of Wynyard asked how many iterate reviews there had been to address the recommendations in the report *{as referred to in Motion on this agenda}*.

The General Manager advised that none had been completed in the last seven years, with the focus being on forward looking and positive action rather than items that are no longer relevant.

He advised that the highest level of corporate governance and transparency is in place at this council.

9.1 T.JONES – PRESENTATION OF REVIEWS TO COUNCIL

Mrs Jones of Wynyard asked if subsequent reviews been presented to council in open meetings and if not why?

The General Manager noted that General Manager reviews follow a stringent process and external reviews have been undertaken. This includes Staff surveys and other methods keep on top of current staff matters and cultural trends.

Everything the public needs to know about how this council is operated is included in the open section of council meeting agenda's

10.0 PUBLIC STATEMENTS WITHOUT NOTICE

9.1 T.JONES – GOVERNANCE

Mrs Jones of Wynyard made a statement regarding her views on corporate governance.

11.0 Closure

There being no further business the Annual General meeting closed at 7.04pm.