



# Ordinary Meeting of Council

## MINUTES

**15 April 2021**

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## **SHIRE OF BROOMEHILL-TAMBELLUP**

### **Minutes of an Ordinary Meeting of Council of the Shire of Broomehill-Tambellup held in the Tambellup Council Chambers on Thursday 15 April 2021 commencing at 4.37pm.**

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The President welcomed Councillors, staff and Tambellup resident Mr Warren Jeater and declared the meeting open at 4.37pm.

**2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

Nil

**3. ATTENDANCE**

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr MC Nazzari	
Cr CJ Letter	
Cr DT Barritt	
Cr SH Penny	
KB Williams	Chief Executive Officer (CEO)
P Vlahov	Manager Works
KP O’Neill	Manager Finance and Administration
PA Hull	Strategic Support & Projects Officer
LK Cristinelli	Executive Assistant

**3.1 APOLOGIES**

Nil

**3.2 APPROVED LEAVE OF ABSENCE**

Cr Holz knecht has been approved a Leave of Absence for the 15 April 2021 Ordinary Council Meeting.

**4. DECLARATION OF INTEREST**

Nil

**5. PUBLIC QUESTION TIME**

Mr Jeater had a few queries for the Shire regarding the following:

- Tambellup Pavilion Lighting - The lighting near the East Terrace parking side of the Pavilion is not working:  
The lighting is being resolved in collaboration with the Tambellup Community Pavilion Association (TCPA). Temporarily the TCPA are using manual override to ensure that lighting is available for events, while new sensors are installed to bypass the unreliable timers. Electricians have been on site this week and last week, however, this task is complex and may take several weeks to be completed.  
The Shire will also be trimming the Box tree that blocks lighting to reduce the hazard. All lights should be working, however the Shire will continue to monitor them to ensure they are working.
- Roads - Tambellup West Road is still in a bad state and in need of repair:  
Tambellup West Road is in the Roads Program of works and will be commenced on 20 April. There has been a delay with the unexpected weather holding up current works.

The Shire has requested Main Roads review the signage near the Tambellup Cemetery. Unofficially they have indicated lack of support for this change, however we will await their formal response.

- Works in Progress - Curbing around Tambellup unfinished and unsafe:  
Works Manager confirmed that the Curbing Contractors will be in Tambellup in mid-May to fix. There have been problems getting bitumen contractors and the Shire needs a Contractor with a curbing profile.
- Diprose Park - Rubbish around park perimeter needs to be picked up:  
Parks and Gardens will address this in their maintenance program.
- Tambellup Bowling Green Ramp Safety:  
A balustrade has been ordered for this ramp. The balustrade is currently being manufactured. This should be installed within three to four weeks. As previously advised, removal and/or replacement of the ramp has not been budgeted, and is unlikely once lighting is resolved.
- Henry Street, Tambellup, culvert drain:  
The drain at the culvert on Gnowangerup-Tambellup Road has been assessed and the tree at the end of the drain will be removed. Qualified tree removal contractors are required for this work, and they will remove this tree when in town attending to other trees (such as the Tambellup Community Pavilion). Other works to improve drainage and safety are also scheduled, and will be undertaken when the works crew have finished existing tasks. This work may be two to three weeks away due to current workloads.

Mr Jeater retired from the meeting at 5.00pm

P Hull left the meeting at 5.00pm

P Hull returned to the meeting at 5.01pm.

## 6. PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS

Nil

## 7. ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL

Nil

## 8. CONFIRMATION OF PREVIOUS MEETING MINUTES

### 8.1 ORDINARY MEETING OF COUNCIL MINUTES 18 MARCH 2021

**210401**

*Moved Cr Letter, seconded Cr Penny*

*That the Ordinary Meeting of Council Minutes of 18 March 2021 be accepted.*

**CARRIED 6/0**

### 8.2 SPECIAL MEETING OF COUNCIL MINUTES 29 MARCH 2021

**210402**

*Moved Cr White, seconded Cr Nazzari*

*That the Special meeting of Council Minutes of 29 March 2021 be accepted.*

**CARRIED 6/0**

**9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING**

**9.1 BUSHFIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES 31 MARCH 2021**

**210403**

*Moved Cr White, seconded Cr Letter*

*That the Bushfire Advisory Committee Meeting Minutes of 31 March 2021 be accepted.*

**CARRIED 6/0**

**9.2 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES OF 31 MARCH 2021**

**210404**

*Moved Cr White, seconded Cr Letter*

**9.2.1**

*Recommendation:*

*That the Bushfire Advisory Committee advises Council that the following appointments to the position of Brigade Fire Control Officers and Fire Weather Officers for the 2021/2022 fire season are endorsed:*

*Fire Control Officers:*

*Broomehill East Brigade - Craig Dewar*

*Moved: Wayne Newbey      Seconded: Michael Altus      Carried*

*Broomehill West Brigade - Ed Anderson*

*Moved: Laurie Hull      Seconded: Nick Lockyer      Carried*

*Broomehill Central Brigade - Nick Nelissen*

*Moved: Neil Tears      Seconded: Brian Conning*

**For 1, Against 7  
Not Carried**

*Tambellup East Brigade - Al Clark*

*Moved: Mario Cristinelli      Seconded: Kim Oliver      Carried*

*Tambellup West Brigade - Nick Lockyer*

*Moved: Craig Dewar      Seconded: Ed Anderson      Carried*

*Tambellup Volunteer Fire & Emergency Service – Laurie Hull*

*Moved: Nick Lockyer      Seconded: Wayne Newbey      Carried*

*Fire Weather Officers:*

- 1. Michael Altus**
- 2. Kim Oliver**
- 3. Nick Lockyer**
- 4. Ed Anderson**
- 5. Al Clark**
- 6. Craig Dewar**

**CARRIED 6/0**

**210405**

***Moved Cr White, seconded Cr Letter***

**9.2.2**

***Recommendation:***

***That the trigger for a Harvest Vehicle Movement Ban be set at 29 FDI for measurement purposes.***

***CARRIED 6/0***

**10. REPORTS OF OFFICERS**

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<b>10.01</b>	<b>FINANCIAL STATEMENTS FOR FEBRUARY &amp; MARCH 2021</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for February &amp; March 2021</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O’Neill - Manager Finance and Administration
<b>Date:</b>	09 April 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider the monthly financial report for the period ending 28 February 2021 and 31 March 2021.

### BACKGROUND

The *Local Government (Financial Management) Regulations 1996* require a statement of financial activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the report relates.

Each financial year, Council is required to adopt a percentage or value to be used in the statement of financial activity for reporting material variances.

As part of the 2020/21 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

### COMMENT

Note 2 in the financial statements provides commentary on the material variances shown in the statement of financial activity by reporting program, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

Receivables - which includes outstanding rates, emergency services levy, pensioner rebates and other ‘sundry’ debtors - is reported at Note 6.

Note 8 tracks capital grants and contributions, the unspent balance of which is reported as ‘Restricted Cash’ throughout the financial report.

Capital revenue and expenditure is detailed in Note 12, which includes plant replacement, road construction, building improvements, reserve transfers and loan transactions.

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations 1996*

#### *34. Financial activity statement report*

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*

*(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*

- (b) budget estimates to the end of the month to which the statement relates;*
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing –*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) such other supporting information as is considered relevant by the local government.*

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan

#### FINANCIAL IMPLICATIONS

The report represents the financial position of the Council at the end of the previous month.

#### VOTING REQUIREMENTS

Simple Majority

#### COUNCIL DECISION

**210406**

***Moved Cr Penny, seconded Cr Barritt***

***That the Financial Statements for the period ending 28 February 2021 and 31 March 2021 be adopted.***

**CARRIED 6/0**



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<b>10.02</b>	<b>CREDITORS ACCOUNTS PAID MARCH 2021</b>
<b>Attachment:</b>	List of Payments for March 2021
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O’Neill – Manager Finance and Administration
<b>Date:</b>	09 April 2021
<b>Disclosure of Interest:</b>	Nil

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SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during March 2021.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

COMMENT

Summary of payments made for the month:-

Municipal Fund	\$541,980.94
Trust Fund	\$0.00
<u>Credit Cards</u>	<u>\$1,191.05</u>
<u>Total</u>	<u>\$543,171.99</u>

CONSULTATION

Nil

STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations 1996*

*13. Lists of accounts*

- (1) *If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
- (a) the payee’s name;*
  - (b) the amount of the payment;*
  - (c) the date of the payment; and*
  - (d) sufficient information to identify the transaction.*

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan

**FINANCIAL IMPLICATIONS**

Lists the payments made from Municipal and Trust Funds during the previous month.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**210407**

***Moved Cr White, seconded Cr Letter***

***That the list of accounts paid during March 2021, consisting of –***

- Municipal Fund cheque, EFT and direct debit payments totalling \$541,980.94;***
- Trust Fund cheque payments totalling \$0.00; and***
- Credit Card payments totalling \$1,191.05***

***be endorsed.***

**CARRIED 6/0**

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<b>10.03</b>	<b>BROOMEHILL CARAVAN PARK CABINS – RENTAL FEE</b>
<b>Attachment:</b>	Nil
<b>File Ref:</b>	ADM0066
<b>Author:</b>	KP O’Neill – Manager Finance & Administration
<b>Date:</b>	09 April 2021
<b>Disclosure of Interest:</b>	Nil

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SUMMARY

Council to set the rental charges for the newly constructed cabins at the Broomehill Caravan Park.

BACKGROUND

Two cabins were constructed at the Broomehill Caravan Park as part of the Great Southern Housing Initiative project. A two bedroom cabin and single bedroom cabin have been built; construction and fitout is now complete.

The cabins are ready for hire to customers, however Council needs to determine a rental fee to enable this.

COMMENT

Staff have investigated the fees currently charged by other Shires that manage cabins at their Caravan Parks, and recommend the following be applied –

- 2 Bedroom cabin (maximum occupancy 4 people)
  - Nightly rate            \$130.00 for one person
  - Additional people      \$10.00 per person
  - Weekly rate             \$700.00
  - Bond                      \$200.00 (refundable after inspection)
  
- 1 Bedroom cabin (maximum occupancy 2 people)
  - Nightly rate            \$110.00 for one person
  - Additional people      \$10.00 per person
  - Weekly rate             \$550.00
  - Bond                      \$200.00 (refundable after inspection)

The cabins will be serviced weekly for visitors renting them by the week, for short stay visitors they will be cleaned after departure. Cleaning costs form part of the rental charge, and will not be charged separately unless any damage exceeds the bond.

Operational procedures for management of the cabins are being developed by Senior Staff, and will be communicated to all administration staff.

CONSULTATION

Chief Executive Officer

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

#### *s6.16. Imposition of fees and charges*

(1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

(2) *A fee or charge may be imposed for the following —*

*(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*

*(b) supplying a service or carrying out work at the request of a person;*

*(c) subject to section 5.94, providing information from local government records;*

*(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*

*(e) supplying goods;*

*(f) such other service as may be prescribed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

*(a) imposed\* during a financial year; and*

*(b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

## POLICY IMPLICATIONS

There are no policy implications

## STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA Two – Our Economy

2.1 Our community provides a unique tourism and visitor experience

Objective 2.1.3 Develop and support options for short stay visitor accommodation

## FINANCIAL IMPLICATIONS

Rental income will be received once the cabins are being occupied.

## VOTING REQUIREMENTS

**Absolute Majority** for imposition of a new fee or charge

**210408**

**Moved Cr White, seconded Cr Penny  
That Council move an amendment to the Motion.**

**CARRIED 6/0**

OFFICER RECOMMENDATION

*That Council sets the following charges for the cabins at the Broomehill Caravan Park –*

- *2 Bedroom cabin (maximum occupancy 4 people)*
  - Nightly rate                 \$130.00 for one person*
  - Additional people         \$10.00 per person*
  - Weekly rate                 \$700.00*
  - Bond                         \$200.00 (refundable after inspection)*
- *1 Bedroom cabin (maximum occupancy 2 people)*
  - Nightly rate                 \$110.00 for one person*
  - Additional people         \$10.00 per person*
  - Weekly rate                 \$550.00*
  - Bond                         \$200.00 (refundable after inspection)*

COUNCIL DECISION

**210409**

**Moved Cr Letter, seconded Cr Nazzari  
That Council sets the following charges for the cabins at the Broomehill Caravan Park with a 25% discount for stays longer than 28 days –**

- **2 Bedroom cabin (maximum occupancy 4 people)**
  - Nightly rate                 \$130.00 for one person**
  - Additional people         \$10.00 per person**
  - Weekly rate                 \$700.00**
  - 28 Day +                    25% Discount**
  - Bond                         \$200.00 (refundable after inspection)**
- **1 Bedroom cabin (maximum occupancy 2 people)**
  - Nightly rate                 \$110.00 for one person**
  - Additional people         \$10.00 per person**
  - Weekly rate                 \$550.00**
  - 28 Day +                    25% Discount**
  - Bond                         \$200.00 (refundable after inspection)**

**CARRIED 6/0  
By Absolute Majority**

REASON FOR CHANGE TO RECOMMENDATION

To include the amendment of a 25% discount for stays longer than 28 days in the motion.

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<b>10.04</b>	<b>ENDORSEMENT OF APPOINTMENT OF FIRE CONTROL OFFICERS</b>
<b>Attachment:</b>	Nil
<b>File Ref:</b>	ADM0461
<b>Author:</b>	L Paskevicius – Finance/Administration Officer
<b>Date:</b>	07 April 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to endorse the appointment of Community Emergency Services Manager, Cindy Pearce and the Shire Ranger, Damon Powell as Fire Control Officers (FCO's) for the 2021/2022 fire season.

### BACKGROUND

Fire Control Officers are appointed on an annual basis.

Section 38 of the *Bush Fire Act 1954* gives local authorities the authority to appoint such persons as it deems necessary.

Council's endorsement of these appointments is required.

### COMMENT

The Department for Fire and Emergency Services has requested that the Community Emergency Services Manager be appointed as a Fire Control Officer. This assists brigades with on ground operations, administration and compliance.

The appointment of the Shire Ranger as an FCO fulfils the position objectives including 'Act as an authorised officer to implement enforcement of the Dog Act, Cat Act, Bush Fires Act, Local Government Act and other miscellaneous legislation and regulations, in accordance with Council Local Laws and policies and will assist the current FCOs, Community Emergency Services Manager and other shire staff in undertaking seasonal tasks such as the property inspections and advice on issuing of infringements as per the *Bush Fires Act 1954*.

The Community Emergency Services Manager and Shire Rangers FCO appointment will be reviewed on an annual basis to fall in with the other brigade FCO appointments.

The required training has been completed.

### CONSULTATION

Chief Executive Officer

### STATUTORY ENVIRONMENT

*Bush Fires Act 1954*

### POLICY IMPLICATIONS

Council Policy 6.2 – 'Appointment of Bush Fire Control Officers' which states:

*'1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years prior to appointment.*

*2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within six months of appointment.'*

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

Key Result Area 1: Our People

1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.

1.5.1 Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents

FINANCIAL IMPLICATIONS

There are no financial implications associated with this matter.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**210410**

***Moved Cr White, seconded Cr Letter***

***That Council endorses the appointment of Community Emergency Services Manager Cindy Pearce and Shire Ranger Damon Powell as Fire Control Officers for the 2021-2022 fire season.***

***CARRIED 6/0***

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<b>10.05</b>	<b>WORKS REPORT FOR APRIL 2021</b>
<b>Attachment:</b>	<b>Plant Maintenance Report – April 2021</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	P Vlahov – Manager of Works
<b>Date:</b>	07 April 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider the Manager of Works Report for April 2021.

### BACKGROUND

The Manager of Works Report is provided for Council's information.

### COMMENT

#### Road Construction Program

- The construction team have completed the widening of the curve located on Tieline Road at the intersection with Moultryerup Road, Broomehill. Bitumen has been ordered.
- Signage has been installed at the Flat Rocks Road Black Spot project. This has now completed the project.
- Some minor reseal and patching work on Tambellup West Road will complete this years Program.  
Work has commenced on the Crowden Street, Tambellup footpath and kerbing upgrade.

#### Plant Replacement

- Staff have commenced compiling and costing items to be considered for the next financial year.

#### Maintenance Works

- Traffic Counters have been placed on various roads in accordance with Regional Road Group future funding applications.
- Installation of guide posts on various roads.
- Sign repairs and installations.
- The various signs throughout the shire that were painted with graffiti have now been replaced.
- Various pothole patching.
- Ongoing general maintenance as required.

#### Occupational Safety and Health

- Inspections have been completed at both Broomehill and Tambellup Shire Depots.

#### Parks and Gardens

- Fertilized both ovals.
- Tidy and upgrade of gardens at Sandalwood Villas.
- General garden maintenance, oval mowing and weed control.
- The pumps located at both Jam Creek Dams have been struck by lightning and will be repaired as an insurance claim.
- The Jam Creek dams have received some run off and are at about one third capacity.
- Street and footpath sweeping.

#### RAV Requests Update

- All work required for outstanding reclassifications has been completed. Awaiting Main Roads WA response.



### Depot Maintenance

#### Tambellup Depot

- New Fencing has been erected along the Bridge Street boundary.

#### Broomehill Depot

- General house-keeping.

### Ranger Report

- Patrols of Broomehill and Tambellup town sites
- Patrols of bush reserves
- Fire break inspection of non-compliant block with Chief Bushfire Control Officer
- One dog impounded
- Injured kangaroo euthanized

### Building Maintenance Report

- Ongoing Works request forms and general maintenance completed
- Range hood issues rectified at Holland court units
- Lavieville Unit 1 and 2 ready and advertised for rent
- Fire alarm system procedure updated and staff re-trained
- Quotes for the Tambellup Pavilion hand rails to be received, one work order sent for the bowling green ramp
- Shelf installed at the Broomehill fire shed for the truck charger to make it safer
- 11 Lavarock Street cleaned, garden tidied and new photos taken by the Real Estate Agent to add to listing
- Two additional cameras installed at the Tambellup Pavilion to face the oval
- Broomehill Caravan Park cabins fitted out
- Quotes received for the Broomehill Pub façade to be painted have been awarded
- Issues for carpark lighting identified and booked for repair at the Tambellup Pavilion
- 20 Henry Street house issues raised by Agent - listed and booked for repair
- Shire Buildings have been inspected by Building Inspector and issues raised to be added to the next budget if not urgent
- Plumber repaired issues with the Tambellup Refuse Site hut

For Council discussion and comment.

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

KRA 1: Our People - Objectives 1.5.1; 1.5.2; 1.5.3

KRA 3: Our Places - Objectives 3.1.2; 3.3.3; 3.3.1; 3.4.1

**FINANCIAL IMPLICATIONS**

Costs for activities outlined within the Manager of Works monthly report are reflected in the annual budget.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION****210411**

***Moved Cr Nazzari, seconded Cr Penny***

***That Council receives the report from the Manager of Works for the month of April 2021.***

***CARRIED 6/0***

**11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**12. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**14. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

**15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil

**16. CLOSURE**

There being no further business, the President thanked Councillors and staff for their attendance and declared the meeting closed at 5.43pm.