



# Ordinary Meeting of Council

## MINUTES

**17 June 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 17 June 2021 commencing at 4.34pm.**

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

The President welcomed Councillors and staff and declared the meeting open at 4.34pm.

**2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

Nil.

**3. ATTENDANCE**

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr KJ Holzknecht	
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

**3.1 APOLOGIES**

Cr MC Nazzari

**3.2 APPROVED LEAVE OF ABSENCE**

**4. DECLARATION OF INTEREST**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS**

Nil

**7. ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.01 ORDINARY MEETING OF COUNCIL MINUTES 20 MAY 2021**

**210601**

*Moved Cr Letter, seconded Cr Penny*

*That the Ordinary Meeting of Council Minutes of 20 May 2021 be accepted.*

**CARRIED 6/0**

**8.02 SPECIAL COUNCIL MEETING MINUTES 4 JUNE 2021**

**210602**

*Moved Cr White, seconded Cr Barritt*

*That the Special Council Meeting Minutes of 4 June 2021 be accepted.*

**CARRIED 6/0**

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

**9.01 AUDIT COMMITTEE MEETING MINUTES 20 MAY 2021**

**210603**

*Moved Cr Holzknrecht, seconded Cr White*

*That the Audit Committee Meeting Minutes of 20 May 2021 be accepted.*

**CARRIED 6/0**

**9.02 ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING MINUTES OF 20 MAY 2021**

**210604**

*Moved Cr Holzknrecht, seconded Cr White*

*That the Audit Committee recommend that Council –*

- 1. acknowledge the Office of the Auditor General’s appointment of Moore Australia as the Shires external auditor for a 3 year term commencing financial year ended 30 June 2021; and*
- 2. approves the External Audit Strategy for the year ending 30 June 2021 prepared by the Shires auditors Moore Australia.*

**CARRIED 6/0**

**9.03 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES 8 JUNE 2021**

**210605**

*Moved Cr White, seconded Cr Letter*

*That the Local Emergency Management Committee Meeting Minutes of 8 June 2021 be accepted.*

**CARRIED 6/0**

**9.04 ADOPTION OF THE RECOMMENDATIONS OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES OF 8 JUNE 2021**

**210606**

*Moved Cr White, seconded Cr Letter*

*That the ‘Ex Tropical Cyclone Graeme Post Exercise Report’ as presented be endorsed and submitted to the State Emergency Management Committee.*

**CARRIED 6/0**

**10. REPORTS OF OFFICERS**

<b>10.01</b>	<b>FINANCIAL STATEMENTS FOR MAY 2021</b>
<b>Attachment:</b>	Monthly Financial Statements for May 2021
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill - Manager Finance and Administration
<b>Date:</b>	11 June 2021
<b>Disclosure of Interest:</b>	Nil

SUMMARY

Council to consider the monthly financial report for the period ending 31 May 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**

**210607**

***Moved Cr Penny, seconded Cr Holzknacht***

***That the Financial Statement for the period ending 31 May 2021 be adopted.***

**CARRIED 6/0**

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<b>10.02</b>	<b>CREDITORS ACCOUNTS PAID MAY 2021</b>
<b>Attachment:</b>	List of Payments for May 2021
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill – Manager Finance and Administration
<b>Date:</b>	11 June 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 May 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	\$336,663.35
Trust Fund	\$0.00
Credit Cards	\$9,186.39
<u>Total</u>	<u>\$345,849.74</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**

**210608**

***Moved Cr Holznecht, seconded Cr White***

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

- Municipal Fund cheque, EFT and direct debit payments totalling \$336,663.35;***
- Trust Fund cheque payments totalling \$0.00; and***
- Credit Card payments totalling \$9,186.39***

***be endorsed.***

**CARRIED 6/0**



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<b>10.03</b>	<b>REQUEST FOR CONTRIBUTION TOWARDS UNIFORM PURCHASE</b>
<b>Attachment:</b>	Nil
<b>File Ref:</b>	ADM0061
<b>Author:</b>	PA Hull, Strategic Support & Projects Officer
<b>Date:</b>	9 June 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider a request for a financial contribution towards the purchase of netball uniforms.

### BACKGROUND

As part of the NAIDOC week celebrations each year a state wide netball carnival is held in Perth, to promote competitive netball, and also to provide a platform to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.

In recent years the Tambellup community has been represented, and in 2021 three junior teams with players aged 8-15 years, and one senior team will be competing.

Kerry Smith, who is coordinating the teams' attendance at the carnival, has requested Council's consideration to making a financial contribution to the cost of four team sets of uniforms specifically for use at this event each year.

### COMMENT

Ms Smith advises an order has been placed with Mecca Sports for the supply of sufficient netball dresses, bibs and polo shirts for those participating in the competition. The cost to supply is \$2,898 including GST.

A number of community fundraising efforts and sponsorship pledges have raised around \$1,000, and the Tambellup Noongar Land Association has committed to contributing \$1,000. The community has requested Council's contribution of any amount towards the outstanding balance.

Ms Smith has advised that the uniforms will be collected at the conclusion of the carnival and stored for next year's event.

### CONSULTATION

Chief Executive Officer

### STATUTORY ENVIRONMENT

Nil

### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

*Strategic Community Plan 2018-2028*

KRA 1 – Our People - 1.4 Organisations in our community demonstrate strong leadership and commitment

1.4.1 – Provide support to our community groups to achieve outcomes that benefit the community.

**FINANCIAL IMPLICATIONS**

In the current budget, Members of Council – Donations has a budget of \$5,000, with \$518 expended to date.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**210609**

***Moved Cr Holzkecht, seconded Cr Penny***

***That Council advises Ms Kerry Smith that it will contribute \$500 to the purchase of netball uniforms for teams attending the NAIDOC Netball Carnival in Perth in July 2021.***

**CARRIED 6/0**

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**10.04****GREAT SOUTHERN CENTRE FOR OUTDOOR RECREATION EXCELLENCE –  
GREAT SOUTHERN REGIONAL TRAILS MASTERPLAN 2020-2029****Attachment:**

- Correspondence from GSCORE
- Regional Trails Master Plan Implementation Strategy – progress report
- Draft Service Agreement 2021-2023

**File Ref:**

CLAF171/ADM0565

**Author:**

PA Hull, Strategic Support &amp; Projects Officer

**Date:**

9 June 2021

**Disclosure of Interest:**Nil

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SUMMARY

Council to consider a request to extend the current Service Agreement with Great Southern Centre for Outdoor Recreation Excellence (GSCORE) and a contribution towards the development of a brand strategy (including logo and style guide) for the Great Southern Adventure Trails project (encompassing all identified trails within the Regional Trails Master Plan).

BACKGROUND

In May 2020 Council endorsed the Regional Trails Master Plan 2020-2029 (RTMP), and entered into a one year Service Agreement with GSCORE at a cost of \$5,000 plus GST for the implementation of the Plan. Council also made budget provision in 2020-2021 of \$10,000 to support GSCORE grant applications for signage design and manufacture for local trails, and \$20,000 for in kind works associated with trail development.

GSCORE has submitted the following requests for consideration:

Service Agreement

The current Service Agreement expires in June 2021, and GSCORE has requested Councils consideration of a two year extension at a cost of \$10,000 plus GST, to enable implementation strategies to continue. Correspondence and an updated Implementation Strategy progress report are attached for information.

Branding Strategy

One of the elements of the Implementation Strategy is the development of common branding and signage for all trails, and a marketing strategy for the regional priority trails. A Project Steering group has been established for this purpose, and the Shire is represented. The initial stage of this process, developing the brand strategy, has been completed with the assistance of consultants, and has been funded by Department of Biodiversity, Conservation and Attractions.

It was agreed by the Project Steering Group that the next stage, development of the visual brand, would be funded collectively by participating local governments. It is estimated that the cost of this stage will be \$5,000-\$10,000. GSCORE is seeking Council's contribution of \$1,000 or more towards this activity.

For discussion.

COMMENT

As highlighted in the correspondence from GSCORE, a great deal of work has been completed over the past twelve months to progress the overall Implementation Strategy. This has included the

development of concept plans and business cases for regional priority trails which have supported numerous grant applications for on ground works.

Relevant to the Great Southern Treasures local governments, GSCORE has recently been advised that its application to Lotterywest for the Great Southern Treasures trail (now known as the 'Bobtail Trail') interpretation, design and manufacture of signage was successful. In Broomehill and Tambellup, this will include signage for trails at Boot Rock Reserve, Holland Track walking section, and Tambellup Heritage Trail, with interpretation (the stories) to be developed in consultation with the community.

#### Service Agreement

In order to continue the implementation of the RTMP in this Shire it is recommended that Council enters into the service agreement as proposed. The 'Bobtail Trail' encompasses all Great Southern Treasures partner local governments, and requires a coordinated approach across all partners in developing the scope of works, business case, marketing strategy and signage/wayfinding plan.

The contribution of \$10,000 over two years is standard across local governments in the central and northern parts of the region. The South Coast Alliance shires (Albany, Denmark, Plantagenet) are contributing at a higher rate due to the greater number and nature of projects in these local governments.

#### Branding Strategy

The development of a common 'brand' for all trails included in the RTMP will allow for all trails to be recognisable as part of the wider trail network across the region. While trails identified for Broomehill and Tambellup are not priority trails in the region, the common branding and associated marketing will ensure they are identifiable to people travelling through the region, as part of the broader project, but also the 'Bobtail Trail'. It is recommended that Council approve the request for a contribution of \$1,000 towards this strategy.

#### CONSULTATION

Chief Executive Officer

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

*Strategic Community Plan 2018-2028*

Key Result Area 2: Our Economy – Objective 2.1 Our community provides a unique tourism and visitor experience.

#### FINANCIAL IMPLICATIONS

Provision can be made in the 2021-2022 budget of \$10,000 plus GST for the two year Service Agreement. The request for \$1,000 towards the continuation of branding strategy development can be accommodated in the current financial year, from the Tourism and Area Promotion budget.

#### VOTING REQUIREMENTS

Simple Majority

**COUNCIL DECISION**

**210610**

***Moved Cr Letter, seconded Cr Holzknacht***

***That Council:***

- 1. Resolves to enter into a service agreement with Great Southern Centre for Outdoor Recreational Excellence for a two year period commencing 1 July 2021, for the ongoing implementation of the Great Southern Regional Trails Master Plan 2020-2029, and makes provision of \$10,000 in the 2021-2022 budget for this purpose; and***
- 2. Contributes \$1,000 from the 2020-2021 budget to Great Southern Centre for Outdoor Recreation Excellence, for continuation of the Regional Trails Master Plan 2020-2029 branding strategy development.***

**CARRIED 6/0**

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<b>10.05</b>	<b>WORKS REPORT FOR JUNE 2021</b>
<b>Attachment:</b>	<b>Plant Maintenance Report – June 2021</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	P Vlahov – Manager of Works
<b>Date:</b>	11 June 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

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

### BACKGROUND

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

### COMMENT

#### Road Construction Program

- The construction team have completed the culvert widening and gravel sheeting on Etna Road. This project is a Local Roads funded project.
- Work has commenced on the gravel sheeting of 2 km of Birt Road. This is a local Roads Project.
- The corner and intersection located at Greenhills South Road and Etna Road has been improved with gravel sheeting and culvert widening.
- Nymbup Road, Paul Valley Road and Beejenup Road are listed for various gravel sheeting.
- All submissions for the RRG 2021/22 and 2022/23 years have been submitted. Warrenup Road has been resubmitted.
- We have amended the Roads of Significance list and resubmitted it to Main Roads WA.
- An engineer report has been conducted on Tambellup West Road, Toolbrunup Road, Tieline Road and the Broomehill-Kojonup Road.
- Kerbing has been delayed due to wet weather. It has been rescheduled for the 16<sup>th</sup> June.
- 300m<sup>3</sup> of sand has been carted to the Broomehill Complex for the sand pad for the new Cricket Pavilion.

#### Plant Replacement

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

#### Maintenance Works

- Traffic Counters have been retrieved, uploaded and reset. The traffic count information for our future RRG submissions has been sent to Main Roads.
- Installation of guide posts on various roads.
- Sign repairs and installations. New town centre and directional signs have been installed at various locations in Tambellup.
- Grave digging.
- Various pothole patching.
- Ongoing general maintenance as required.
- Various fallen trees attended to.
- Bridge inspections are underway.
- A contract grader and roller has been engaged to assist with maintenance grading. This is mainly due to the fact that one of Council's graders has been engaged fulltime on the Local Roads gravel sheeting projects.

### Occupational Safety and Health

- Safety inspections have been conducted at the Tambellup Depot and the Broomehill Depot.
- Most of the items that were highlighted have been attended to. This has included the cleanout of the chemical shed and the updating of the MSDS file.
- There have been 3 minor incidents reported.

### Parks and Gardens

- The parks and gardens team has been engaged in general maintenance. This has included mowing, weeding, spraying and pruning. The Broomehill Golf Course has been mowed.
- The CBH dams are full, The Broomehill town dam is full and the Broomehill Complex Dam is at 70% capacity.
- The Jam Creek Road dams are at 75% capacity.
- All pumping systems are working.
- I have contacted and arranged for a solar pumping expert to examine our solar systems for evaluation. He is currently installing systems at Gnowangerup and Kulin Shires.

### RAV Requests Update

- All requests have been completed.

### Depot Maintenance

#### Tambellup Depot

- Nothing to report.

#### Broomehill Depot

- Nothing to report.

### Ranger Report

- Patrols of Broomehill and Tambellup town sites
- Patrols of bush reserves
- 2 Dogs picked up in Tambellup, returned to owners
- Ongoing issues with damage to bush reserves in Broomehill

### Building Maintenance Report

- Ongoing works request forms and general maintenance completed
- Repairs to broken window at Tambellup Hall
- Gutter cleaning to shire buildings commencing
- Repaired suspected cause of leak in Broomehill Recreational Complex
- Station Masters building hot water system replaced
- Covered brackets in back door in Broomehill fire shed to make safe
- Repairs to damaged framing on verandah of Bendigo bank
- Replaced fridge at Unit 3 Lavieville
- Replaced cistern at 18 Ivy Street house
- 20 Henry street house finished and put on the market with new photos taken by realtor
- Replaced toilet seat in Tambellup Hall
- Repaired generator/ bin store door at office
- Repaired window to Tambellup Office after break-in and supplied footage to police
- GPO repaired at Broomehill office
- Hot water system repaired at 11 Lavarock Street
- Light sensor replaced at 17 Taylor Street

- Hand rail installed at Tambellup Pavilion
- Leak in roof in Broomehill office repaired
- Changeover switch for new generator installed at Tambellup Pavilion

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

**210611**

***Moved Cr Penny, seconded Cr Letter***

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

***CARRIED 6/0***



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

**PROCEDURAL MOTION**

**Motion to close the meeting to the public and proceed behind closed doors.**

**210612**

***Moved Cr Holzkecht, seconded Cr White***

***That, in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:***

***(a) a matter affecting an employee or employees***

***CARRIED 6/0***

**CONFIDENTIAL****11.01 CHIEF EXECUTIVE OFFICER RECRUITMENT****Attachment:****UNDER SEPARATE COVER**

1. Terms of Reference (TOR) Shire of Broomehill-Tambellup Chief Executive Officer Selection Panel
2. Lo-Go Appointments proposal
3. Policy 1.28 - Standards for CEO recruitment, performance and termination

**File Ref:**

ADM0571

**Author:**

Cr Mark Paganoni – Shire President  
 KP O’Neill – Manager Finance & Administration

**Date:**

10 June 2021

**Disclosure of Interest:**

Nil

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION**210613*****Moved Cr Holzknacht, seconded Cr White******That Council:***

- 1. Initiate the recruitment process to appoint a Chief Executive Officer;***
- 2. Appoint Lo-Go Appointments to facilitate the process to recruit for the role of Chief Executive Officer;***
- 3. Approve a remuneration package that offers salary, superannuation, motor vehicle, housing and other benefits as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT level 4 banding, for the position of Chief Executive Officer with a contract term of three to five years;***
- 4. Appoint a Chief Executive Officer Selection Panel comprising the Shire President, Deputy Shire President and Cr Holzknacht supported by Lo-Go Appointments, to shortlist and interview candidates with all members of Council being invited to be present to conduct final interviews;***
- 5. Appoints Mrs Trish Standish, Manager Finance and Administration from the Shire of Cranbrook to join the CEO selection panel as the independent person, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996;***
- 6. Adopt the attached Terms of Reference (TOR) for the CEO Selection Panel that incorporates the standards for recruitment as defined in Schedule 2, Division 2 of the Local Government (Administration) Regulations 1996.***

**CARRIED 6/0**  
**By Absolute Majority**

## PROCEDURAL MOTION

### Motion to Proceed in Public

**210614**

***Moved Cr Letter, seconded Cr Penny***

***That Council re-opens the meeting to members of the public.***

**CARRIED 6/0**

### 12. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Nazzari has requested leave of absence from July to October 2021.

#### VOTING REQUIREMENTS

Simple Majority

#### COUNCIL DECISION

**210615**

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

***That Cr Nazzari be granted Leave of Absence from July to October 2021 as requested.***

**CARRIED 6/0**

### 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 and declared the meeting closed at 5.24pm.