



# Ordinary Meeting of Council

## MINUTES

**18 April 2019**

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY.



## LIST OF MOTIONS

<b>18 April 2019</b>	<b>Page No</b>
2018/19 Annual Budget Review	9
Application for Leave of Absence	2
Association Honours 2019	21
Confirmation of Previous Meeting Minutes 21 March 2019	2
Confirmation of Special Meeting Minutes 09 April 2019	2
Creditors Accounts paid March 2019	7
Draft Policy 2.12 – Conferences, Seminars and Training Courses – General Staff Attendance	19
Financial Statements for March 2019	4
Integrated Planning – Corporate Business Plan 2018-2022	16
New business of an urgent nature introduced by decision	31
Rate Assessment A6090 – Request for Reimbursement	23
Request to Amend RAV Rating – Tieline, Nardlah, Old Nardlah Roads and Kimberley, Darcy Streets, Broomehill	25
Strategic Resource Plan 2019-2034	13
Works Report for April 2019	29

## SHIRE OF BROOMEHILL - TAMBELLUP

**Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 18 April 2019 commencing at 4.37pm.**

### **1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

<b>Present:</b>	Cr SJF Thompson	President
	Cr MC Paganoni	Deputy President
	Cr GM Sheridan	
	Cr ME White	
	Cr MC Nazzari	
	Cr KJ Holzknecht	
	Cr CJ Letter	
	KB Williams	Chief Executive Officer (CEO)
	KP O'Neill	Manager Finance and Administration
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Governance and Executive Assistant

**Apologies:** P Vlahov

**Leave of Absence:** Nil

### **2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.37pm.

### **3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

### **4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATION FOR LEAVE OF ABSENCE**

Cr Letter requested a Leave of Absence for the 18 July 2019 Ordinary Meeting of Council.

**190401**

***Moved Cr White, seconded Cr Sheridan***

***“That Cr Letter be granted a Leave of Absence for the 18 July 2019 Ordinary Meeting of Council.”***

**CARRIED 7/0**

**6. DECLARATION OF INTEREST**

Cr Thompson declared a Proximity Interest in Item 11.09.

**7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 MARCH 2019**

**Council Decision: 190402**

***Moved Cr Sheridan, seconded Cr Paganoni***

***“That the Ordinary Meeting of Council Minutes of 21 March 2019 be accepted.”***

**CARRIED 7/0**

**8.2 SPECIAL MEETING OF COUNCIL MINUTES 09 APRIL 2019**

**Council Decision: 190403**

***Moved Cr Paganoni, seconded Cr Nazzari***

***“That the Special Meeting of Council Minutes of 09 April 2019 be accepted.”***

**CARRIED 7/0**

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

Nil

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**11. MATTERS FOR DECISION**

**11.01 FINANCIAL STATEMENTS FOR MARCH 2019**


---

<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Monthly Financial Statements for March 2019</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>11 April 2019</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

---

**Summary:** Council to consider the monthly financial report for the period ending 31 March 2019.

**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 2018/19 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. At the end of March approximately 90.3% in rates and charges had been collected.

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

**Asset Management****Implications:**

There are no implications for the Asset Management Plan.

**Financial Implications:**

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

**Workforce Plan****Implications:**

There are no implications for the Workforce Plan.

**Voting Requirements:** Simple Majority

**Council Decision:            190404**

***Moved Cr Holznecht, seconded Cr Letter***

***“That the Financial Statement for the period ending 31 March 2019 be adopted.”***

***CARRIED 7/0***

**Reason For Change to  
Recommendation:**



**11.02 CREDITORS ACCOUNTS PAID MARCH 2019**


---

<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for March 2019</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>10 April 2019</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

---

**Summary:** Council to consider the list of payments made from the Municipal and Trust Funds during March 2019.

**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	\$718,344.46
Trust Fund	\$800.00
Credit Cards	\$903.86
<b>Total</b>	<b>\$720,048.32</b>

**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

**Asset Management Implications:** There are no implications for the Asset Management Plan.

**Financial Implications:** Lists the payments made from Municipal and Trust Funds during the previous month.

**Workforce Plan**

**Implications:** There are no implications for the Workforce Plan.

**Voting Requirements:** Simple Majority

**Council Decision:** **190405**

***Moved Cr Holzknacht, seconded Cr Paganoni***

***“That the list of accounts paid during March 2019, consisting of –***

- Municipal Fund cheque, EFT and direct debit payments totalling \$718,344.46;***
- Trust Fund cheque payments totalling \$800.00; and***
- Credit Card payments totalling \$903.86***

***be endorsed.”***

**CARRIED 7/0**

**Reason For Change to Recommendation:**

<b>11.03</b>		<b>2018/19 ANNUAL BUDGET REVIEW</b>	
<b>Program:</b>	<b>Governance</b>		
<b>Attachment:</b>	<b>2018/19 Annual Budget Review</b>		
<b>File Ref:</b>	<b>ADM0163</b>		
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance &amp; Administration</b>	
<b>Date:</b>	<b>4 April 2019</b>		
<b>Disclosure of Interest:</b>	<b>Nil</b>		

**Summary:** Council to consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2018 to 28 February 2019.

**Background:** The Local Government (Financial Management) Regulations 1996, Regulation 33A requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget has been prepared to include all information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Council adopted a 10% or \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The purpose of a budget review is to ensure that income and expenditure for the current year is monitored against the adopted budget and where variances have occurred, or are likely to occur, amendments are made to the budget if necessary.

**Comment:** The 2018/19 Budget Review document incorporating year to date budget variations and forecasts to 30 June 2019 is presented for Council to consider. The budget review has been performed on a line by line basis against the February 2019 monthly financial statements.

Budget amendments were approved and adopted by Council at the October 2018 meeting to address the variance between budget and actual for the surplus carried forward on 1 July. Further amendments were approved at the February 2019 meeting to bring in additional grant revenue, loan proceeds and capital expenditure for construction of 3 GROH houses in Tambellup.

Amendments (exceeding \$5,000) included in the budget review, in addition to the amendments previously approved, include –

GL	Account Description	Increase in Cash	Decrease in Cash	Comment
03005.70	Discount - Rates		(14,000)	Increase in take up of discount
04103.15	Tambellup Admin Building - internal paint	15,000		Defer painting-transfer to Bldg Mtce Res
04104.15	Audit - professional services	15,000		Expenditure lower than anticipated
04301.08	General Admin - fringe benefits tax	5,000		Expenditure lower than anticipated
04301.16	General Admin - contract services	10,000		Trainee costs lower than budgeted
04126.16	Asset Management Plan - contract services		(10,000)	Realloc funds from LTFP
04128.16	Long Term Financial Plan - contract services	10,000		Realloc funds to AMP
04130.16	Corporate Business Plan - contract services	5,000		Plan prepared internally
08302.17	Independent Living Seniors - professional svc	10,000		Provision no longer required
09107.15	63 Taylor Street - repairs & maintenance	5,000		Transfer to Admin Bldg solar energy
09120.15	18 Ivy Street - repairs & maintenance	5,000		Defer retic-transfer to Bldg Mtce Res
09122.15	1 Janus Street - repairs & maintenance		(20,000)	Increased expend - carpets, paint, blinds
10301.83	Town Planning - fees & charges	15,000		Increased revenue-planning applications
11377.15	Tambellup Library & CRC - repairs & maintenance	5,000		Defer building mtce - transfer to Bldg Mtce Res
11526.15	Broomehill Museum - repairs & maintenance	5,000		Defer building mtce - transfer to Bldg Mtce Res
13151.83	Broomehill Caravan Park - fees & charges	25,000		Increased usage of caravan park
CAP134	Tambellup Admin Building - solar energy		(5,000)	Increased alloc from housing
CAP139	Transfer Stations - bin lifters	20,000		Provision no longer required
CAP128	Tambellup Depot - washdown bay		(23,000)	Carry over from previous year
RR23	Morgan Road - seal (Roads to Recovery)		(10,000)	Funds realloc from Taylor St R2R
RR24	Taylor Street - drainage design (Roads to Recovery)	10,000		Project not eligible for R2R, realloc to Morgan Rd
CAP143	Tambellup Caravan Park - investigate development	10,000		Transfer to Tourism & Economic Development Reserve
CAP144	Holland Track interpretive centre	20,000		Transfer to Tourism & Economic Development Reserve
14761.40	Development Costs - Lot 22 Taylor St, Tambellup		(20,000)	Resolve contamination issues
RESERVE	Building Maintenance Reserve - transfer to		(30,000)	Increased transfer from deferred building mtce items
RESERVE	Tourism & Economic Development Reserve - transfer to		(30,000)	Creation of new Reserve
RESERVE	Building Reserve - transfer to		(25,200)	Surplus funds from budget review transferred to Reserve

It is proposed to establish a new Reserve Fund, the Tourism and Economic Development Reserve with the provisions set aside in 2018/19 to investigate development of a Caravan Park in Tambellup and a Holland Track Interpretive Centre in Broomehill. As both of these projects will not have commenced in 2018/19, setting the funds aside in a Reserve ensures availability of funding in future budgets for these projects.

Likewise with Building Maintenance items, those not expected to be expended by 30 June will be transferred into the Building Maintenance Reserve to ensure availability of funding in future budgets to complete the work required.

After reviewing revenue and expenditure throughout the budget, a surplus of \$25,200 was realised. Staff have recommended that these funds are transferred into the Building Reserve for future use. This will achieve a balanced budget.

**Consultation:** Senior Staff

**Statutory****Environment:**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996 - Regulation 33A -*

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year;*
- (2A) The review of an annual budget for a financial year must –*
  - (a) consider the local governments financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) consider the local governments financial position as at the date of the review; and*
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
*\* Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

**Policy Implications:**

There is no policy applicable to this item.

**Strategic Implications:**

The budget is developed having regard for the aspirations contained in Councils *Community Strategic Plan* and *Corporate Business Plan*.

**Asset Management****Implications:**

The budget directly impacts the Asset Management Plan as it details the planned maintenance and renewal of existing assets, as well as creation of new assets.

**Financial Implications:**

This document reviews the Councils financial operations for the financial year to date, and provides the opportunity to reallocate funding within the budget if required.

**Workforce Plan****Implications:**

Provision has been included to pay the current workforce for the full year, and the associated overheads incurred in employing staff. The budget review does not propose any changes to the current workforce.

**Voting Requirements:**

Absolute Majority required in accordance with Regulation 33A.

**Council Decision :           190406**

***Moved Cr Paganoni, seconded Cr Letter***

***“That the 2018/19 Annual Budget be amended in accordance with the 2018/19 Budget Review document as presented.”***

***CARRIED 7/0  
By Absolute Majority***

**Reason For Change to  
Recommendation:**

**11.04 STRATEGIC RESOURCE PLAN 2019-2034**


---

<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Strategic Resource Plan 2019-2034</b>
<b>File Ref:</b>	<b>ADM0358</b>
<b>Author:</b>	<b>KP O'Neill</b> <b>Manager of Finance &amp; Administration</b>
<b>Date:</b>	<b>25 March 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**Summary:** Council to endorse the Shire’s Strategic Resource Plan 2019-2034, which is an informing strategy under the Integrated Planning and Reporting Framework.

**Background:** In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in WA as part of the State Governments Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

The Local Government Act 1995 requires all local governments to plan for the future of their district. In 2016, the IPR Framework and Guidelines underwent a revision in anticipation of local governments reviewing their current strategic community plans as required under the Local Government Act 1995 by 30 June 2017.

While the minimum requirement under legislation and regulation is the development of a Strategic Community Plan and Corporate Business Plan, regulations state that these documents should *“develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.”*

**Comment:** Consultants, Moore Stephens, were engaged to assist with development of the Strategic Resource Plan 2019-2034, which comprises long-term financial planning and asset management planning over the next 15 years.

The Long Term Financial Plan (LTFP) and Asset Management Plan (AMP) are referred to as ‘core’ informing strategies under the IPR Framework.

The LTFP is a 15 year rolling plan that incorporates the four year financial projections reported in the Corporate Business Plan. It is a key tool for prioritisation and ensuring that financial sustainability of the local government. The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates etc.

The AMP defines levels of service, the processes local governments use to manage each of their asset classes, and demand and financial projections. The AMP is linked to the Strategic Community Plan and Corporate Business Plan and has been developed for all major asset classes which includes plant and equipment, land, buildings and infrastructure (roads, drainage, parks and gardens etc).

The LTFP and AMP have been prepared with the assistance of Moore Stephens and are presented in a combined document titled Strategic Resource Plan 2019/2034.

Whilst there is no statutory requirement for Council to adopt and/or approve any of the core informing strategies, it is appropriate that Council endorse the documents in terms of recognised best practice.

**Consultation:** Moore Stephens, Russell Barnes & Jessica Spark  
Senior Staff

**Statutory Environment:** *Local Government Act 1995*  
*S5.56 Planning for the future*

*Local Government (Administration) Regulations 1996*  
*Division 3 – Planning for the future*

**Policy Implications:** Policy 1.13 – Asset Management Policy  
Objective: To ensure that services provided by the Shire of Broomehill-Tambellup continue to be delivered in a sustainable manner by ensuring that assets used to support the service delivery, continue to function to the level of service determined by Council;  
It will also provide clear direction as to how Council, as custodians of Community assets, will manage those assets within an Asset Management Framework.

**Strategic Implications:** Strategic Community Plan 2018-2028

Objective 1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

Objective 3.4 Our Council facilities and infrastructure are managed sustainably to meet current and future needs

**Asset Management Implications:** The Strategic Resource Plan incorporates asset management planning and supersedes Councils previous asset management plan adopted in 2013.

**Financial Implications:** Provision was made in the 2018/19 Budget for review of the Long Term Financial Plan and Asset Management Plan. The Strategic Resource Plan was completed by external consultants within these budget provisions.

**Workforce Plan Implications:** There are no implications for the Workforce Plan.

**Voting Requirements:** Simple Majority



**Council Decision: 190407**

***Moved Cr Sheridan, seconded Cr Letter***

***“That the Strategic Resource Plan 2019-2034, incorporating long term financial planning and asset management planning, be endorsed as presented.”***

***CARRIED 6/1***

**Reason For Change to  
Recommendation:**

**11.05 INTEGRATED PLANNING – CORPORATE BUSINESS PLAN 2018-2022**


---

<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>DRAFT Corporate Business Plan 2018-2022</b>
<b>File Ref:</b>	<b>ADM0358</b>
<b>Author:</b>	<b>PA Hull Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>04 April 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**Summary:** Council to adopt the Corporate Business Plan 2018-2028 as presented.

**Background:** The Integrated Planning and Reporting Framework requires that Council prepares a Corporate Business Plan which reflects the aspirations of the Strategic Community Plan and translates these into Council priorities and operations within available resources.

The Corporate Business Plan is a medium term document which covers the first four years of the Strategic Community Plan. A major review is completed at the end of the four year period in conjunction with the major review of the Strategic Community Plan. A yearly desktop review is also conducted to review the financial implications for the year ahead in context of the annual budget and Long Term Financial Plan.

Aside from the Strategic Community Plan, a range of informing documents including the Workforce Plan, Long Term Financial Plan and Asset Management Plans and other strategies contribute to the development of the Corporate Business Plan.

**Comment:** The Corporate Business Plan is presented for Councils endorsement. It is considered the actions are realistic and achievable, and will contribute to achieving the objectives identified by the community during consultation.

It is intended that progress towards achieving the objectives will be reported to Council on a quarterly basis.

**Consultation:** Council  
Chief Executive Officer  
Senior Staff

**Statutory Environment:** **Local Government (Administration) Regulations 1996**

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.*
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

**Policy Implications:** Nil

**Strategic Implications:** **Strategic Community Plan 2018-2028: Key Result Area 1 – Our People**

***1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community***

*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*

**Asset Management Implications:**

The Corporate Business Plan incorporates actions which contribute to maintenance of Council's assets.

**Financial Implications:**

Financial considerations associated with actions contained within the Corporate Business Plan are factored in to the annual budget and Long Term Financial Plan.

**Workforce Plan**

**Implications:** The Corporate Business Plan contains actions which reflect recommendations from the Workforce Plan.

**Voting Requirements:** Absolute Majority

**Council Decision:** **190408**

*Moved Cr Paganoni, seconded Cr Holzkecht*

*“That Council adopts the Corporate Business Plan 2018-2022 as presented.”*

**CARRIED 7/0**  
**By Absolute Majority**

**Reason For Change to Recommendation:**

---

**11.06 DRAFT POLICY 2.12 – CONFERENCES, SEMINARS AND TRAINING COURSES  
– GENERAL STAFF ATTENDANCE**


---

**Program:** Governance  
**Attachment:** Draft Policy 2.12  
**File Ref:** ADM0165  
**Author:** KP O’Neill **Manager Finance & Administration**  
**Date:** 04 April 2019  
**Disclosure of Interest:** Nil

---

**Summary:** Council to consider adoption of a new Policy for staff attendance at conferences, seminars and training courses.

**Background:** There are currently no formal policies or management practices in place to provide guidance surrounding staff attendance at training courses, and the limits for expenses incurred whilst attending courses.

**Comment:** Informal arrangements have been in place previously, and adoption of a policy to clearly set out matters such as accommodation, meals and travelling will ensure consistency across the organisation.

**Consultation:** Chief Executive Officer

**Statutory**

**Environment:** *Local Government Act 1995* section 2.7(2)(b) requires the Council to ‘determine the local government’s policies’.

**Policy Implications:** Adoption of new Policy 2.12 which will provide guidelines surrounding employee’s attendance at conferences, seminars and training courses.

**Strategic Implications:** Strategic Community Plan 2018-2028  
Objective 1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

**Asset Management**

**Implications:** There are no Asset Management implications.

**Financial Implications:** Provision is made annually in the Budget for staff to attend conferences, seminars and training courses, at the discretion of the CEO.

**Workforce Plan**

**Implications:** Formalisation of current practices into Policy supports the objectives around training and development of staff included in the Workforce Plan.

**Voting Requirements:** Simple Majority

**Council Decision:            190409**

***Moved Cr Letter, seconded Cr Paganoni***

***“That Council adopts Policy 2.12 – Conferences, Seminars and Training Courses – General Staff Attendance as presented.”***

***CARRIED 7/0***

**Reason For Change to  
Recommendation:**

<b>11.07</b>	<b>ASSOCIATION HONOURS 2019</b>	
<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Honours 2019 - Categories of Awards</b>	
<b>File Ref:</b>	<b>ADM0159</b>	
<b>Author:</b>	<b>LK Cristinelli</b>	<b>Governance &amp; Executive Assistant</b>
<b>Date:</b>	<b>11 April 2019</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

**Summary:** The Western Australian Local Government Association (WALGA) is calling for nominations for the 2019 Association Honours.

This Item was presented to the 21 March 2019 Ordinary Council meeting and was deferred to the 18 April 2019 meeting to allow more time for Council to consider.

**Background:** Nominations for the 2019 WALGA Honours Program are now open and members of local governments and state councillors are invited to submit nominations.

The six categories of awards within the 2019 Honours program are as follows:

**Local Government Medal** – recognises outstanding achievement and significant contribution by Elected Members to the Association and/or to Local Government Sector. *Available for nomination by State Councillors and Local Government with a co-signature from a State Councillor.*

**Life Membership** – recognises the long and outstanding service of Elected Members and officers to the Association and/or to the Local Government sector. *Available for nomination by State Councillors and Local Governments.*

**Eminent Service Award** (previously Certificate of Appreciation) - recognises personal commitment, eminent service and contribution to the Local Government sector or the Association. *Available for nomination by State Councillors and Local Government.*

**Long and Loyal Service Award** – recognises Elected Members who have provided outstanding service as well as long and loyal service as an executive member of the Association for eight or more years, or as an Elected Member for twelve or more years. *Available for nomination by State Councillors and Local Governments.*

**Local Government Distinguished Officer Award** – recognises employees of Local Government or Agencies of the sector to reward their achievements. *Available for nomination by State Council Members and Member Local Governments.*

**Merit Award** (previously Distinguished Service Award) – recognises Elected Members who have provided distinguished service to the community through their Local Government. *Available for nomination by State Councillors and Local Governments.*

**Comment:** Does Council wish to make a nomination for Association Honours? Nominations for the 2019 WALGA Honours Program open 08 March 2019 and close at 5.00pm on Friday 10 May 2019. As in previous years, no late nominations will be accepted.

For Council discussion and comment.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** This issue is not dealt with in the Plan

**Asset Management Implications:** There are no Asset Management Implications

**Financial Implications:** This issue has no financial implications for Council

**Workforce Plan Implications:** There are no Workforce Plan Implications

**Voting Requirements:** Simple Majority

Officer Recommendation: *“That Council nominates ..... for a ..... Associations Honour.”*

**Council Decision:** **190410**

***Moved Cr White, seconded Cr Holzknacht***

***“That Council nominates Cr Sheridan for a Merit Award Associations Honour.”***

**CARRIED 7/0**

**Reason For Change to Recommendation:** To show Council’s preferred nomination for an Associations Honour.



**11.08 RATE ASSESSMENT A6090 – REQUEST FOR REIMBURSEMENT**


---

<b>Program:</b>	<b>General Purpose Funding</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>A6090</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance &amp; Administration</b>
<b>Date:</b>	<b>11 April 2019</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

---

**Summary:** Council consider a request to reimburse legal fees and interest allocated on rate assessment A6090.

**Background:** Advice was received from Taylor, Nott and Molinari of a separation of the two owners for this property and informed that they represented the party who no longer had an interest in the property. New contact details for the remaining owner were listed and our records were amended accordingly.

Rate notices were issued, and posted to the address given in the correspondence from Taylor, Nott and Molinari. The owner claims he did not receive any of the notices due to the transient nature of his employment, as his record was amended from his local postal address.

Legal fees of and penalty interest have been allocated against the rate assessment due to non-payment of rates. Legal fees were incurred from debt collection agency Ampac in order to locate the owner of the property, and proceed with recovery of the outstanding amount.

The owner has requested Council consider reimbursing legal fees of \$720.45 and penalty interest of \$125.48 as his contact details and subsequent rate record were amended without his knowledge.

**Comment:** The owner has since paid all charges of the rate assessment and is seeking reimbursement of legal fees and interest only.

Staff acted in good faith and trusted the information provided by solicitors. This situation has however changed internal procedures to ensure that changes to property ownership and contact information is thoroughly verified before changes are made to the rates database.

**Consultation:** Chief Executive Officer

**Statutory Environment:** *Local Government Act 1995*

*S6.12 Power to defer, grant discounts, waive or write off debts*

*(1) Subject to subsection (2) and any other written law, a local government may –*

*(a) when adopting the annual budget, grant \* a discount or other incentive for the early payment of any amount of money; or*

*(b) waive of grant concessions in relation to any amount of money;*

*or*

*(c) write off any amount of money.*

*\* Absolute majority required.*

*(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*

**Policy Implications:** There is no policy applicable to this item.

**Strategic Implications:** Strategic Community Plan 2018-2028  
Objective 1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

**Asset Management Implications:** There are no Asset Management implications.

**Financial Implications:** Should Council agree to reimburse legal fees of \$720.45 and penalty interest of \$125.48, this will result in a reduction in revenue of \$845.93.

**Workforce Plan Implications:** There are no Workforce Plan implications.

**Voting Requirements:** Simple Majority

**Council Decision:** **190411**

***Moved Cr Holzknicht, seconded Cr Sheridan***

***“That Council reimburses to \$720.45 in legal fees and \$125.48 in penalty interest charged against rate assessment A6090 to the property owner Mr Damon Jeffrey.”***

**CARRIED 6/1**

**Reason For Change to Recommendation:**

---

**11.09 REQUEST TO AMEND RAV RATING – TIELINE, NARDLAH, OLD NARDLAH ROADS AND KIMBERLEY, DARCY STREETS, BROOMEHILL**


---

**Program:** Transport

**Attachment:** Nil

**File Ref:** ADM0220

**Author:** KB Williams Chief Executive Officer  
J Ford Technical Officer

**Date:** 10 April 2019

**Disclosure of Interest:** Shire President, Cr Thompson, declared a Proximity Interest in this Item as he owns property on Nardlah Road, Broomehill.  
Cr Thompson vacated the Chair due to his Interest and left the meeting at 5.28pm.  
Deputy President, Cr Paganoni, assumed the Chair at 5.28pm.

---

**Summary:** For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Tieline, Nardlah, Old Nardlah Roads and Kimberley, Darcy Streets, Broomehill.

**Background:** An application was submitted to Main Roads Western Australia (MRWA) requesting local access at RAV 7, RAV 7.3, Tri Drive 4 & Tri Drive 4.3 for Tieline, Nardlah, Old Nardlah Roads and Kimberley, Darcy Streets.

Tieline Road begins from the Great Southern Highway and continues towards Gnowangerup. Nardlah Road and Kimberley Street both run off Tieline road. Kimberley Street grants access to the CBH site and Nardlah connects to the Broomehill – Gnowangerup Road.

Old Nardlah Road runs off Kimberley Street towards the newly constructed CBH Bulkheads.

Darcy Street is the connecting road from Old Nardlah Road to Nardlah Road.

Tieline Road, Old Nardlah Road and Kimberley Street are all currently rated to accommodate RAV 7 vehicles.

Darcy Street and Nardlah Road are all currently rated to accommodate RAV 4 vehicles.

**Comment:** The Technical Officer has inspected the five roads. Nardlah Road has undergone reconstruction and is bitumen sealed. Tieline Road, Kimberley Street and Old Nardlah Road are all bitumen sealed. Darcy Street is constructed with a gravel pavement.

All five roads are well constructed and well maintained.

It is recommended that the proposed amendment of all mentioned roads to RAV 7.3, Tri Drive 4 & Tri Drive 4.3 be approved with conditions:

- *No operation during school bus periods;*
- *headlights must be switched on at all times;*
- *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).*

It is also recommended that advice be provided to Main Roads about modifications to the road in the event that improvements are required to facilitate an upgrade from current ratings to RAV 7:

*Any upgrades or works required to any of the roads to meet the specifications for RAV Network 7 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.*

<b>Consultation:</b>	Manager of Works, Technical Officer, MRWA
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Strategic Implications:</b>	This proposal is applicable to the Community Aspiration of <i>Living in a Safe Community</i> and the Community Aspiration of <i>Building Prosperity</i> .
<b>Asset Management Implications:</b>	The whole of life estimates for these roads may be altered by a change in the RAV Network rating.
<b>Financial Implications:</b>	There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.  If additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.
<b>Workforce Plan Implications:</b>	There are no workforce plan implications
<b>Voting Requirements:</b>	Simple Majority

Officer

Recommendation: *“That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Tieline, Nardlah, Old Nardlah Roads and Kimberley, Darcy Streets, that it recommends that Tieline, Nardlah, Old Nardlah Roads and Kimberley, Darcy Streets, be amended to a RAV category Network 7.3, Tri Drive 4 & Tri Drive 4.3 subject to the following conditions:*

- *No operation during school bus operational periods;*
- *Maximum speed of 80 kilometres per hour;*
- *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).”*

Officer

Recommendation: *“That Council advise Main Roads Western Australia that any upgrades or improvements required to either Tieline, Nardlah, Old Nardlah Roads and Kimberley, Darcy Streets to meet the specifications for RAV Network 7.3, Tri Drive 4 & Tri Drive 4.3 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.”*

Council Decision:

**190412**

***Moved Cr Holzknicht, seconded Cr Sheridan***

***“That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Tieline, Nardlah, Old Nardlah Roads and Kimberley Street, that it recommends that Tieline, Nardlah, Old Nardlah Roads and Kimberley Street be amended to a RAV category Network 7.3, Tri Drive 4 & Tri Drive 4.3 subject to the following conditions:***

- ***No operation during school bus operational periods;***
- ***Maximum speed of 80 kilometres per hour;***
- ***direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Darcy Street, that it does not currently support Darcy Street being amended from RAV 4 to a RAV category Network 7.3, Tri Drive 4 & Tri Drive 4.3, and will discuss this road with CBH to determine where modifications can be made to allow amending to the proposed RAV 7 rating.”***

**Council Decision:**

***“That Council advise Main Roads Western Australia that any upgrades or improvements required to either Tieline, Nardlah, Old Nardlah Roads and Kimberley, Darcy Streets to meet the specifications for RAV Network 7.3, Tri Drive 4 & Tri Drive 4.3 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.”***

**CARRIED 6/0**

**Reason For Change to**

**Recommendation:**

To show Darcy Street Broomehill was not supported by Council to be amended to a RAV category Network 7.3, Tri Drive 4 & Tri Drive 4.3 until further discussion could be had with CBH to determine where modifications could be made to allow amending to the proposed RAV 7 rating.

Cr Thompson returned to the meeting at 5.45pm.

Cr Paganoni informed Cr Thompson of Council Decision on Item 11.09.

Cr Paganoni vacated the Chair and Cr Thompson resumed the Chair at 5.45pm.

**11.10 WORKS REPORT FOR APRIL 2019**

---

<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<b>Plant Report Maintenance – April 2019</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>P Vlahov</b> <b>Manager of Works</b>
<b>Date:</b>	<b>10 April 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**Summary:** Council to consider the Manager of Works Report for April 2019.

**Background:** The Manager of Works Report is provided for Council’s information.

**Comment:** **Programmed Construction Works**

- Pallinup South Road Reconstruct and Seal - This road has now been sealed. Guide posting and signage installation is in progress.
- Warrenup Road Reconstruct and Seal - This project has now been completed.
- Tambellup West Road - Repaired four kilometres of failed road surface. This project has had the gravel carted and is due for cement stabilising to commence on Monday the 10<sup>th</sup> April.
- Warrenup Road and Tambellup Road intersection - This project is now ready for bitumen sealing. This will be done at the same time as the Tambellup West Road.
- The next stage in the road construction program is to prepare Morgan Road, McGuire Road and Flat Rocks Roads for sealing.
- The extensions to the basketball courts located in Crawford Street have been completed.

**Plant Replacement**

- The replacement truck for TA 017 will be delivered on the 26<sup>th</sup> March. The manufacture of the body for this truck is now in progress and should be completed within four weeks.

**Maintenance Works**

- Grading various roads.
- Pot-hole patching.
- Various line marking renewal has been completed throughout the town areas of Tambellup and Broomehill.
- General maintenance.
- Various fallen trees.
- Signage maintenance.
- Clean up after truck accident near Broomehill.
- Guide posting maintenance.
- Various tree pruning.
- Assisted with various garden operations and various construction jobs.

### **Occupational Health and Safety**

- There have been no incidents to report.

### **Parks and Gardens**

- Both ovals have been dethatched and aerated. This has been followed up with fertilising and lawn beetle control.
- Mainly general maintenance.
- Improving garden beds around Broomehill.

### **Workshop**

- As per report.

For Council discussion and comment.

**Consultation:** Nil

**Statutory Environment:** *Local Government Act 1995*

**Policy Implications:** Nil

**Strategic Implications:** This issue is not dealt with in the Plan

**Asset Management Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

**Workforce Plan Implications:** Nil

**Voting Requirements:** Simple Majority

**Council Decision:** **190413**

***Moved Cr Paganoni, seconded Cr White***

***“That Council receives the report from the Manager of Works for the month of April 2019.”***

**CARRIED 7/0**

**Reason For Change to Recommendation:**



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

Nil

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**

**190414**

*Moved Cr Sheridan, seconded Cr Letter*

*“Council determined to reschedule the 16 May 2019 Ordinary Council Meeting to 23 May 2019 and advertise the change accordingly.”*

**CARRIED 7/0**

Due to conflicting Schedules, the Chief Executive Officer (CEO), Keith Williams, is not able to attend the 16 May 2019 Ordinary Meeting. Council considered that it is preferable that the CEO attends, and determined to change the meeting date.

**14. DATE OF NEXT MEETING**

23 May 2019

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.52pm.