



Ordinary Meeting of Council

MINUTES

18 December 2020

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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 Friday 18 December 2020 commencing at 3.10pm.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President welcomed Councillors and staff and declared the meeting open at 3.10pm.

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The President, Cr Mark Paganoni, wished everyone a Merry Christmas and a Happy New Year and thanked everyone for their assistance throughout the year.

3. ATTENDANCE

Cr MC Paganoni	President
Cr ME White	Deputy President (via digital service)
Cr MC Nazzari	
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 (entered at 3.15pm)
PA Hull	Strategic Support & Projects Officer
LK Cristinelli	Executive Assistant

3.1 APOLOGIES

Nil

3.2 APPROVED LEAVE OF ABSENCE

Nil

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

8.1 ORDINARY MEETING OF COUNCIL MINUTES 19 NOVEMBER 2020

201201

Moved Cr Holzknrecht, seconded Cr Penny

That the Ordinary Meeting of Council Minutes of 19 November 2020 be accepted.

CARRIED 7/0

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

9.1 BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES 22 OCTOBER 2020

201202

Moved Cr Letter, seconded Cr Penny

That the Bush Fire Advisory Committee (BFAC) Meeting Minutes of the 22 October 2020 be accepted.

CARRIED 7/0

9.2 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES OF 22 OCTOBER 2020

201203

Moved Cr Nazzari, seconded Cr Barritt

That the Bushfire Advisory Committee recommends to Council the appointment of Craig Dewar to the position of Captain/Fire Control Officer for the Broomehill East Bushfire Brigade for the 2020-2021 season.

That the Bush Fire Brigade Standard Operating Procedures 2020-2021 be endorsed as presented.

CARRIED 7/0

Manager Finance and Administration, Kay O'Neill entered the meeting at 3.15pm.

9.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 08 DECEMBER 2020

201204

Moved Cr Paganoni, seconded Cr Letter

That the Local Emergency Management Committee (LEMC) Meeting Minutes of the 08 December 2020 be accepted.

CARRIED 7/0

10. REPORTS OF OFFICERS

10.01	FINANCIAL STATEMENTS FOR NOVEMBER 2020
Attachment:	Monthly Financial Statements for November 2020
File Ref:	Nil
Author:	KP O'Neill - Manager Finance and Administration
Date:	11 December 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider the monthly financial report for the period ending November 2020.

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 2017/18 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

201205

Moved Cr Holzkecht, seconded Cr Penny

That the Financial Statement for the period ending November 2020 be adopted.

CARRIED 7/0

10.02	CREDITORS ACCOUNTS PAID NOVEMBER 2020
Attachment:	List of Payments for November 2020
File Ref:	Nil
Author:	KP O’Neill – Manager Finance and Administration
Date:	11 December 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during November 2020.

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	\$326,936.61
Trust Fund	\$0.00
<u>Credit Cards</u>	<u>\$426.18</u>
<u>Total</u>	<u>\$327,362.79</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

201206

Moved Cr Letter, seconded Cr Barritt

That the list of accounts paid during November 2020, consisting of –

- Municipal Fund cheque, EFT and direct debit payments totalling \$326,936.61;***
- Trust Fund cheque payments totalling \$0.00; and***
- Credit Card payments totalling \$426.18***

be endorsed.

CARRIED 7/0

10.03	BUDGET AMENDMENT – ROAD FUNDING
Attachment:	Nil
File Ref:	ADM0163
Author:	KP O’Neill – Manager Finance & Administration
Date:	11 December 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider an amendment to the 2020/21 Budget to accommodate bridge funding and reallocation of Black Spot funding.

BACKGROUND

Bridge 4250A

Repairs to bridge 4250A on Martinup Road, Broomehill East were approved by Main Roads WA. The total cost of these works is \$720,000 and funding is provided 2/3 by Main Roads and 1/3 from WA Local Government Grants Commission Financial Assistance Grants. The works are undertaken by Main Roads WA contractors.

Correspondence was received from Main Roads WA advising of this; however inclusion of this work and receipt of the grant funds was omitted from the 2020/21 budget in error.

Black Spot Projects

Funding was approved from the State Black Spot Program for the following projects –

- Flat Rocks Road / Greenhills South Road – intersection improvements
- Tieline Road / Moulyerup Road – intersection improvements
- Tieline Road / Norrish Road – intersection improvements

Survey of the Flat Rocks Road / Greenhills Road project was undertaken and the scope of works was reviewed. The site surveys show that the 900m section of road, which has two intersections coming into it, require significant realignment and improvement to achieve the best outcome for the longer term. The project costings were also reviewed and this highlighted a significant shortfall in funding to undertake the work required.

Consultation occurred with Main Roads WA as to the availability of additional funding from the Black Spot Program, or alternatively a reallocation of funds between approved 2020/21 projects with a deferral of one project to the 2021/22 year.

Main Roads WA have approved deferral of the proposed works on the Tieline Road/Norrish Road intersection to the 2021/22 year and the majority of this funding reallocated to Flat Rocks Road in 2020/21. Provision for design and survey costs incurred for Tieline/Norrish Road in 2020/21 remain funded in this years program.

The funding has been reallocated as follows –

	Total Budget	MRWA	ShireBT
ORIGINAL ALLOCATION			
Flat Rocks/Greenhills Road	\$121,700	\$81,100	\$40,600
Tieline/Norrish Road	\$92,400	\$61,600	\$30,800
	<u>\$214,100</u>	<u>\$142,700</u>	<u>\$71,400</u>
REVISED ALLOCATION			
Flat Rocks/Greenhills Road	\$195,000	\$130,000	\$65,000
Tieline/Norrish Road	\$19,100	\$12,700	\$6,400
	<u>\$214,100</u>	<u>\$142,700</u>	<u>\$71,400</u>

COMMENT

The 2020/21 budget requires amendment to accommodate the additional bridge funding and subsequent work on Martinup Bridge; and to reflect the reallocation of Black Spot funding between approved projects.

Inclusion of these amendments require no additional funding from general revenue, and the budget remains in balance once the adjustments are made.

CONSULTATION

Chief Executive Officer
 Manager of Works
 Main Roads WA

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

There is no policy applicable to this item.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028
 KRA One – Our People
 Objective 1.5 – Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community.

FINANCIAL IMPLICATIONS

Inclusion of additional funding and bridgeworks on Martinup Road bridge 4250A; and reallocation of funding between approved Black Spot Projects.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION

201207

Moved Cr White, seconded Cr Holzknecht

That Council approves the following amendments to the 2020/21 budget –

GL/Job	Original Budget	Revised Budget	Variance
12003.72 – Grants Bridge Funding	\$0	\$720,000	\$720,000
CC19 – Bridgeworks Martinup Rd 4250A	\$0	(\$720,000)	(\$720,000)
BS8 – Flat Rocks/Greenhills Sth Rd	(\$121,700)	(\$195,000)	(\$73,300)
BS10 – Tieline/Norrish Rd	(\$92,400)	(\$19,100)	\$73,300
			\$0

**CARRIED 7/0
By Absolute Majority**

10.04	GREAT SOUTHERN TREASURES MOU AND STRATEGY
Attachment:	<ul style="list-style-type: none">• Confidential: Draft Memorandum of Understanding• Confidential: Strategic Plan and Forward Directions 2020-2023
File Ref:	ADM0136
Author:	KB Williams
Date:	14 December 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider adopting the strategic plan and MOU for Great Southern Treasures.

BACKGROUND

Great Southern Treasures (GST) was established to promote tourism and run tourism programs for the Central Great Southern on behalf of member Local Governments.

The Shire of Broomehill has hosted funding from other Local Governments for the duration of the existence of the organisation. The Shire of Katanning host funding for the Bloom Festival, one of the GST programs.

No governance structure has ever been established, and GST does not exist as an entity in its own right. This has been the preference of the organisation to date.

GST also has no overriding corporate direction or strategy to guide it's activities into the future.

COMMENT

Changes to accounting procedures have highlighted the need for greater oversight of GST and its activities for reporting and auditing purposes. GST is now included in Council's municipal funds in the budget, where previously it was accounted for in a trust, somewhat separate from the budget.

Additionally, new legislation providing guidance to Local Government on the structure and governance of semi-autonomous organisations has been established.

Local Government hosting GST also means that there may be competition between different Local Government programs when applying for grant funding i.e. grant funding applications for GST may be competing for grant funding for other local government projects.

This has created a need to review the current organisational structure and governance, as well as develop a strategic plan to guide the activities of the organisation.

GST was successful in obtaining funding for the development of a Strategic Plan, and this has now been completed.

Extensive discussion has also taken place about the governance of the organisation, with several models put forward for consideration, including incorporation or a regional subsidiary.

It is broadly accepted that change is required to provide better governance, protect the member Local Governments, protect the employees and reduce risk, however, the preferred governance model has not been determined due to the Local Government Act review and changes required to be made to Regional Subsidiaries legislation.

Accordingly, an MOU has been developed between the member Local Governments to provide an interim governance structure while the Local Government Act review is finalised.

The MOU will provide for the next three and half years:

- Certainty around funding obligations for each member
- A charter confirming the objectives of the organisation
- Commitment from member Local Governments
- Commitment to employees
- Alignment to Strategic Plan

The GST Strategic Plan and MOU are recommended for adoption.

CONSULTATION

All Local Governments that are currently members of GST have developed the Strategy and MOU in collaboration with the Executive Officer.

STATUTORY ENVIRONMENT

While the MOU sets out the requirements for membership, and the Strategic Plan guides the activities of GST, there is still no formal entity. It is envisaged that the MOU will transition into a more formal arrangement in three and a half years as Regional Subsidiary legislation is finalised.

POLICY IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

The Strategic Plan sets in place the expectations, direction and operational activities of GST. This is an important development to ensure that GST remains relevant to the requirements of the participating Local Governments.

The Shire's Strategic Community Plan notes the following:

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

The MOU developed for GST includes recommended tiered financial contributions for each Local Government member. This ensures a rational and fair funding basis for core operational needs of the organisation. Other funding may be required for programs, events or activities outside the Strategic Plan, these would require a separate decision of Council.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

201208

Moved Cr Nazzari, seconded Cr Holzkecht

That Council:

- 1. Adopts the Great Southern Treasures MOU***
- 2. Authorises the execution of the MOU by the CEO***
- 3. Commits to funding Great Southern Treasures for three years in accordance with the MOU***
- 4. Endorses the Great Southern Treasures Strategic Plan***

CARRIED 7/0

10.05 LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM – ROUND TWO

Attachment: Nil
File Ref: ADM0560
Author: KB Williams – Chief Executive Officer
Date: 14 December 2020
Disclosure of Interest: Nil

SUMMARY

For Council to confirm preferred projects for budgeting and funding applications for the Local Roads and Community Infrastructure Program - Extension.

BACKGROUND

The Federal Government has announced that the Local Roads and Community Infrastructure Program extension has been approved and budgeted. The Shire of Broomehill-Tambellup is eligible for an additional \$323,100 in funding through the extension. The LRCI Program was announced as part of the Australian Government’s wider economic response to COVID-19.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils will use local businesses and/or their own workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

Councils initial LRCIP funding application has been approved. This program includes the following projects:

LRCIP ROUND 1 - BUDGETED 2020/21				
PROJECT			BUDGET	COMMENT
LR1	Nymbup Road	<i>Extend and repair culverts</i>	20,000	
LR2	Etna Road	<i>Extend and repair culverts</i>	20,000	
LR3	Journal Street (PO to c/park)	<i>Widen seal, kerbing and footpath</i>	55,000	
LR4	Town Streets	<i>Upgrade kerbing</i>	21,000	
LR5	Beejnup Road	<i>Resheeting - slk 6.20 to 7.44</i>	30,000	
LR6	Birt Road	<i>Resheeting 2-3 kms</i>	30,000	
LR7	Paul Valley Road	<i>Resheeting 2-3 kms</i>	60,000	
LR8	Yetermerup Road	<i>Resheeting 2-3 kms</i>	60,000	
LR9	Stirling Access Road	<i>Resheeting 2-3 kms</i>	60,000	
LR10	Flat Rocks Road	<i>Resheeting 2-3 kms</i>	85,000	
TOTAL			441,000	440,900 Grant Available

The scope of the LRCI Program supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities. The LRCI Program is a Demand Driven (eligibility based) grant program, and covers a broad range of eligible expenditure:

Road Infrastructure:

- General Maintenance
- Construction of a new road
- Sheeting/re-sheeting
- Reconstruction
- Rehabilitation
- Widening
- Sealing
- Resealing
- Bridge works
- Tunnel works
- Drainage
- Traffic Improvement
- Street lighting equipment

Community Infrastructure:

- Closed Circuit TV (CCTV)
- Bicycle and Walking Paths
- Painting/Improvements to community facilities
- Repairs/Replacement of fencing
- Improved Accessibility of Community Facilities and Areas
- Landscaping Improvements
- Picnic Shelters or Barbeque Facilities at Community Parks
- Playgrounds and Skateparks
- Toilet blocks
- Replacement of light bulbs in street lights
- Noise and Vibration Mitigation Measures
- Off-road Car Parks (such as those at sporting grounds or parks)

Further information is available at:

https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

COMMENT

As per the initial round of funding, the Shire of Broomehill-Tambellup allocation under the LRCI Program is proposed to be predominantly focussed on road infrastructure, given that significant community infrastructure projects are proposed under the Drought Communities Program.

The LRCIP funding arrangements are not a competitive process, and funding is allocated to every eligible Local Government, therefore submission of compliant projects should result in allocation of funding, regardless of any contribution by Council.

There are a range of projects that Council staff have identified as being eligible for proposed funding. Road projects already funded through other funding opportunities are not proposed to be funded through the LRCI Program.

Project estimates will change with development of final plans however the intention is to allocate funding for specific projects with details such as specific locations to be confirmed through the budget process once cost estimates are finalised.

During consideration of the Extension funding, Council officers have reviewed round 1, with changes required to undertake the Journal Street project due to drainage issues. An additional \$40,000 is required to complete this project with the best design outcomes.

This has required allocating some projects from Round 1 into Round as shown:

LRCIP ROUND 1 - BUDGETED 2020/21				
PROJECT			BUDGET	COMMENT
LR1	Nymbup Road	<i>Extend and repair culverts</i>		<i>Added to Extension</i>
LR2	Etna Road	<i>Extend and repair culverts</i>		<i>Added to Extension</i>
LR3	Journal Street (PO to c/park)	<i>Widen seal, kerbing and footpath</i>	95,000	<i>Additional allocated from above</i>
LR4	Town Streets	<i>Upgrade kerbing</i>	21,000	
LR5	Beejnup Road	<i>Resheeting - slk 6.20 to 7.44</i>	30,000	
LR6	Birt Road	<i>Resheeting 2-3 kms</i>	30,000	
LR7	Paul Valley Road	<i>Resheeting 2-3 kms</i>	60,000	
LR8	Yetermerup Road	<i>Resheeting 2-3 kms</i>	60,000	
LR9	Stirling Access Road	<i>Resheeting 2-3 kms</i>	60,000	
LR10	Flat Rocks Road	<i>Resheeting 2-3 kms</i>	85,000	
TOTAL			441,000	440,900 Grant Available

A range of projects that would normally not get funded are recommended for the funding application. Some of the projects proposed will be undertaken by Council employees and would form part of the annual road construction program, other parts of the program will require contractors to undertake. From this list officers have selected projects that achieve this.

The following new projects are recommended to be added to the budget:

LRCIP ROUND TWO - JANUARY 2021				
PROJECT			BUDGET	COMMENT
LR1	Nymbup Road	<i>Extend and repair culverts</i>	20,000	From Round 1
LR2	Etna Road	<i>Extend and repair culverts</i>	20,000	From Round 2
LR11	Pump/BMX Track Broomehill	<i>Construct</i>	20,000	
LR12	Pump/BMX Track Tambellup	<i>Construct</i>	20,000	
LR13	BH Fire Shed Car Park	<i>Seal and Kerb</i>	15,000	
LR14	Incident Control Centre	<i>Video and Teleconference facilities</i>	25,000	
LR15	Greenhills South Road Crossing	<i>Widen, Construct and Seal</i>	150,000	SLK 14.15 to 15.27
LR16	Beejenup Corners	<i>Construct and Seal</i>	53,000	SLK 21.82 to 23.00
TOTAL			323,000	323,100 Grant Available

This set of projects balances road projects with community infrastructure projects, and is recommended for approval.

CONSULTATION

No specific consultation has taken place.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

Key Result Area 1: Our People – Objective 1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community.

Key Result Area 3: Our Places – Objective 3.3 Our transport networks are safe and efficient.

FINANCIAL IMPLICATIONS

LRCIP funding will fund 100 percent of the proposed projects.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. *Allocate the following to the 2020/2021 budget for implementation of the Local Roads and Community Infrastructure Program:*

PROJECT			BUDGET
LR1	Nymbup Road	<i>Extend and repair culverts</i>	20,000
LR2	Etna Road	<i>Extend and repair culverts</i>	20,000
LR11	Pump/BMX Track Broomehill	<i>Construct</i>	20,000
LR12	Pump/BMX Track Tambellup	<i>Construct</i>	20,000
LR13	BH Fire Shed Car Park	<i>Seal and Kerb</i>	15,000
LR14	Incident Control Centre	<i>Video and Teleconference facilities</i>	25,000
LR15	Greenhills South Road Crossing	<i>Widen, Construct and Seal SLK 14.15 to 15.27</i>	150,000
LR16	Beejenup Corners	<i>Construct and Seal SLK 21.82 to 23.00</i>	53,000
TOTAL			323,000

2. *Authorise Council staff to finalise the program and submit an application for funding through Local Roads and Community Infrastructure Program Extension.*

201209

Moved Cr Holzknicht, seconded Cr Penny

That Council move an Amendment to the Motion.

CARRIED 7/0

COUNCIL DECISION

201210

***Moved Cr Letter, seconded Cr Holzknacht
That Council:***

- 1. Allocate the following to the 2020/2021 budget for implementation of the Local Roads and Community Infrastructure Program:***

PROJECT			BUDGET
LR1	Nymbup Road	<i>Extend and repair culverts</i>	20,000
LR2	Etna Road	<i>Extend and repair culverts</i>	20,000
LR11	BH Primary Car Park	<i>Construct</i>	40,000
LR12	BH Fire Shed Car Park	<i>Seal and Kerb</i>	15,000
LR13	Incident Control Centre	<i>Video and Teleconference facilities</i>	25,000
LR14	Greenhills South Road Crossing	<i>Widen, Construct and Seal SLK 14.15 to 15.27</i>	150,000
LR15	Beejenup Corners	<i>Construct and Seal SLK 21.82 to 23.00</i>	53,000
TOTAL			323,000

- 2. Authorise Council staff to finalise the program and submit an application for funding through Local Roads and Community Infrastructure Program Extension.***

CARRIED 7/0

REASON FOR CHANGE TO RECOMMENDATION

Council prioritised the design and construction of a car park at Broomehill Primary School over BMX/Pump Tracks.

10.06	CHANGE OF MEETING DATE – FEBRUARY 2021
Attachment:	Nil
File Ref:	ADM0091
Author:	LK Cristinelli – Executive Assistant
Date:	07 December 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider an alternative date for the February 2021 ordinary meeting of Council.

BACKGROUND

The 18 February 2021 date will clash with the Annual General Meeting (AGM) of Co-Operative Bulk Handling (CBH), of which a majority of Councillors will be attending.

As there will not be enough Councillors attending the February meeting for a quorum, it is proposed to give the alternative date of 11 February 2021 for the meeting to accommodate the Councillors attendance at the CBH Meeting.

The ordinary meeting of Council for February 2021 has previously been advertised as 18 February 2021 and was determined by Council at the November 2020 Council meeting.

COMMENT

The *Local Government (Administration) Regulations 1996* require that if an ordinary meeting date is changed, public notice is to be given of the proposed change.

As the scheduled meeting date is for the 3rd Thursday of the month being the 18 February 2021, it is proposed to change the meeting to the earlier date of 11 February 2021.

For Council discussion and decision.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 Part 2, Council and committee meetings reg 12(2) and 12(3) state the following:

12. *Publication of meeting details (Act s.5.25(1)(g))*
 - (2) *The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held –*
 - (a) *ordinary council meetings;*
 - (b) *committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*
 - (3) *Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.*

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028
KRA One – Our People
Objective 1.5

FINANCIAL IMPLICATIONS

There will be advertising costs for a notice in the Great Southern Herald. A notice will also be placed in the February 2021 Topics.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

201211

Moved Cr Nazzari, seconded Cr Letter

That Council changes the date of the February 2021 ordinary meeting to Thursday 11 February 2021 and gives local public notice of the change.

CARRIED 7/0

10.07 DROUGHT COMMUNITIES PROGRAM FUNDING

Attachment:

- Draft Concept Plans
- Community Feedback (Round 2 Community Consultation)

File Ref: ADM0558
Author: PA Hull – Strategic Support & Projects Officer
Date: 11 December 2020
Disclosure of Interest: Nil

SUMMARY

Council to endorse the concept plans developed for projects included in the Drought Communities Program funding.

BACKGROUND

The Shire of Broomehill-Tambellup is eligible for funding of up to one million dollars under the Drought Communities Program (DCP). At the Special Council Meeting held on 30 June 2020, Council determined the following:

S200601

Moved Cr Letter, seconded Cr Penny

That Council:

- 3. Allocate \$100,000 in the 2020/21 budget towards the Drought Communities Program projects;**
- 4. Allocate \$200,000 from the Townscape Reserve in the 2020/21 budget towards the Drought Communities Program projects;**
- 5. Allocate the following in the 2020/21 budget for implementation of the Drought Communities Program projects:**

PROJECT	FUNDING SOURCE		TOTAL FUNDING
	COUNCIL	DROUGHT COMMUNITIES PROGRAM	
BROOMEHILL PROJECTS			
Water Efficiency		25,000	25,000
Sporting Complex		150,000	150,000
Townscape	100,000	110,000	210,000
Nature Play Holland Park		100,000	100,000
Holland Track Interpretive Centre		115,000	115,000
Broomehill Projects SUB TOTAL	100,000	500,000	600,000
TAMBELLUP PROJECTS			
Water Efficiency		25,000	25,000
Town Square Development	200,000	295,000	495,000
Townscape		100,000	100,000
Youth Centre		80,000	80,000
Tambellup Projects SUB TOTAL	200,000	500,000	725,000
TOTAL	300,000	1,000,000	1,300,000

6. Authorise staff to submit a funding application through the Drought Communities Program in accordance with the selected projects.

CARRIED 5/0

The application has been submitted and all projects have been approved. The Grant Agreement has been executed and returned to the funding provider for finalisation.

Draft concept plans were developed by H&H Architects, specifically for the following projects:

- Broomehill Sporting Complex accessibility upgrade
- Broomehill Townscape
- Nature Play Holland Park
- Holland Track Interpretive Centre
- Tambellup Town Square Development
- Tambellup Townscape
- Tambellup Youth Centre

The draft plans were advertised for public comment for a four week period from 19 May to 22 June 2020. Feedback was considered by Council at the June 30 Special Council Meeting. In consideration of this feedback the draft plans were amended, and the updated plans were advertised for comment from 28 October to 27 November 2020.

Engagement methods for the second round of consultation included publication in Topics, on the Shire's website, Facebook and also displayed at the Shire Administration offices. Three comments were received, as per the attachment.

COMMENT

The feedback received from the second round of community consultation is attached for information, along with a spreadsheet with officer's comments.

The single issue which has received the majority of comment is the proposed location of the Holland Track Interpretive Centre. The budget for this element of the project includes allocation for the appointment of a heritage consultant, who will be able to provide advice on the style of the interpretive centre, the nature of the information to be displayed, the interpretation style, and also make recommendation on the most appropriate location for the centre in terms of linkages to existing and proposed heritage interpretation in and around the Broomehill townsite.

As Council is aware, the water play park and nature play area proposed in the Tambellup Town Square plan are currently unfunded and as such, are not part of the DCP project. The location of the water park has also attracted some debate, and if the Shire is able to source funding for this, the matter will be revisited with community consultation. In the meantime, the area will be landscaped in keeping with the rest of the site.

It is recommended that Council endorse the draft concept plans as presented. Following this, the timeframe for the project is proposed as follows:

- December-January 2021 - Detailed design complete, procurement and scheduling complete
- February-June 2021 – Implementation

All projects must be completed by 30 June 2021. Due to the tight timeframe, it is also proposed to engage a project manager to coordinate elements of the project, specifically the Broomehill Sporting Complex accessibility upgrade, Broomehill townscape upgrade, Tambellup town square development and townscape upgrade. The remaining works will be managed by Shire staff, and in the case of the Holland Track Interpretive Centre, a Heritage Consultant. Quotes for services will be required to be obtained prior to commencement.

CONSULTATION

DCP Project Officer
Chief Executive Officer
H+H Architects
Community consultation (round 2)

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

To accommodate the project (including water initiatives not noted in this agenda item – budget \$50,000), the following provision has been made in the 2020-2021 budget:

- \$1,000,000 from DCP funding
- \$300,000 from Townscape Reserve

VOTING REQUIREMENTS

Simple Majority

Cr Nazzari retired from the meeting at 4.00pm.

Cr Barritt left the meeting at 4.00pm.

Cr Barritt returned to the meeting at 4.01pm.

OFFICER RECOMMENDATION

That Council endorse the draft concept plans for the Drought Communities Program as presented.

201212

Moved Cr White, seconded Cr Penny

That Council move an Amendment to the Motion.

CARRIED 6/0

COUNCIL DECISION

201213

Moved Cr Holznecht, seconded Cr Penny

That Council endorse the draft concept plans for the Drought Communities Program as presented with the Chief Executive Officer, Keith Williams, to investigate additional car parking bays in the Tambellup concept plans.

CARRIED 6/0

REASON FOR CHANGE TO RECOMMENDATION

To include the Chief Executive Officer, Keith Williams, investigating additional car parking bays in the Tambellup concept plans.

10.08	WORKS REPORT FOR DECEMBER 2020
Attachment:	Plant Maintenance Report – December 2020
File Ref:	Nil
Author:	P Vlahov – Manager of Works
Date:	10 December 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider the Manager of Works Report for December 2020.

BACKGROUND

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

COMMENT

- Toolbrunup Road Construction – This project has now been completed apart from guide post installation and signage. Bitumen sealing was completed on the 8th and 9th of December.
- Pallinup Road sealing – Bitumen sealing has been completed. Guide post installation and signage will be completed prior to Christmas.
- Black Spot Project corner of Flat Rocks Road and Greenhills South Road – Work has commenced on this project. Clearing and culvert extensions have been completed.

Plant Replacement

- Orders have been issued to Westrac for the supply of a new Cat 140 Grader and a new Cat 444 Backhoe loader as per Councils decision from the November 2020 ordinary meeting. Delivery is expected prior to Christmas.

Maintenance Works

- Installed various signs. Replaced various damaged or missing signs
- Asphalt repairs to a large patch located on Tieline Road.
- Repaired various pot holes
- Assisting at fires
- Removed various fallen trees and limbs
- Maintenance grading
- Tree slashing and vegetation control has been completed along the full length of Greenhills South Road.
- Vegetation clearing and pruning has been completed for all Restricted Access Vehicle (RAV) submissions that have been assessed Main Roads Western Australia (MRWA). These include Jam Creek Road, Bignell Road-Norrish Road and Eureka Road.

Occupational Safety and Health

- An Occupational Safety and Health (OSH) Meeting was held on Wednesday the 2nd of December 2020. Various issues were raised to improve staff awareness of items such as adequate traffic control and general job inspections prior to commencement of work.

Parks and Gardens

- Both ovals have had some sprinklers replaced or repaired.
- The Water Corporation reuse water system is currently being utilised at the Tambellup oval as per Health Department and Water Corporation guidelines.

- The solar pumping system located at the Cooperative Bulk Handling (CBH) dam site is working well.
- The Jam Creek dams are not in use while the reuse water is being utilised.
- General planting, pruning, mowing and weed control.
- Trees have been pruned in India Street.
- Trees located along the eastern side of Great Southern Highway near the intersection of Tieline Road have been pruned to improve sight distance.

Building Maintenance Report

- Ongoing Works request forms and general maintenance completed
- Installed the television at the Broomehill Fire Brigade Building
- Installed white boards in Broomehill Fire Brigade Building office
- Installed white boards in the Tambellup Administration office
- Inspections and faults carrying on for Broomehill units
- Security cameras installed at the Tambellup Community Resource Centre
- New lights fitted at the Administration office in Tambellup
- Renovations progressing on Unit 1 Lavieville Lodge and kitchen installed
- Shower bay silicon and pavers repaired at 63 Taylor Street Tambellup
- An Asbestos Management plan update is drafted and ready for approval from the (OSH) Committee
- Codes changed at the Broomehill Caravan Park

Ranger Report

- Patrols of Broomehill and Tambellup town sites
- Removal of dugite from a residential backyard
- Fire inspections and property compliance completed over a 3 week period and non-compliant blocks to be handed infringements and slashed

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

201214

Moved Cr Penny, seconded Cr Holzknacht

That Council receives the report from the Manager of Works for the month of December 2020.

CARRIED 6/0

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

201215

Moved Cr White, seconded Cr Holzknacht

That Council in accordance with the Local Government Act s5.23 (2) closes the meeting to members of the public to deal with confidential items behind closed doors.

CARRIED 6/0

11.01	TAMBELLUP FAMILY DAYCARE – USE OF TAMBELLUP INFANT HEALTH CLINIC
Attachment:	Confidential: Draft Memorandum of Understanding
File Ref:	ADM0266
Author:	KP O’Neill – Manager Finance & Administration
Date:	11 December 2020
Disclosure of Interest:	Nil

COUNCIL DECISION

201216

Moved Cr White, seconded Cr Holzknacht

That Council:

- 1. Authorises use of the Tambellup Infant Health Clinic by Tambellup Family Daycare for the purpose of operating a daycare facility on Mondays to Fridays commencing in February 2021;***
- 2. Endorses the Memorandum of Understanding between the Shire of Broomehill-Tambellup and Tambellup Family Daycare as presented;***
- 3. In accordance with section 3.58 of the Local Government Act 1995, advertises the intent to rent the Tambellup Infant Health Clinic to Tambellup Family Daycare for a period of three (3) years, with the rental being \$2,000 per annum; and***
- 4. If no submissions are received at the close of the advertising period, authorise the Chief Executive Officer to execute the attached Memorandum of Understanding;***

CARRIED 4/2

***Cr Paganoni would have preferred a two year term for the proposed lease
Cr Letter would have preferred a one year term for the proposed lease***

PROCEDURAL MOTION**201217**

***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**

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 4.35pm.

Merry Christmas to all residents and staff of the Shire of Broomehill-Tambellup from the elected members of the Shire.