



# **Ordinary Meeting of Council**

## **MINUTES**

**18 July 2019**

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

## CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	1
2.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER.....	1
3.	ATTENDANCE .....	1
3.1	APOLOGIES .....	1
3.2	APPROVED LEAVE OF ABSENCE.....	1
4.	DECLARATION OF INTEREST .....	1
5.	PUBLIC QUESTION TIME.....	1
6.	PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS .....	1
7.	ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL .....	2
8.	CONFIRMATION OF PREVIOUS MEETING MINUTES .....	2
8.1	ORDINARY MEETING OF COUNCIL MINUTES 20 JUNE 2019.....	2
8.2	SPECIAL MEETING OF COUNCIL MINUTES 04 JULY 2019.....	2
9.	RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING .....	2
10.	REPORTS OF OFFICERS .....	3
10.1	FINANCIAL STATEMENTS FOR JUNE 2019 .....	3
10.2	CREDITORS ACCOUNTS PAID JUNE 2019.....	5
10.3	CORPORATE BUSINESS PLAN 2018-2022 QUARTERLY PROGRESS REPORT .....	7
10.4	PROPOSED SIGNAGE – LOT 1 (36) NORRISH STREET, TAMBELLUP .....	9
10.5	WORKS REPORT FOR JULY 2019 .....	11
11.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	13
11.1	CONFIDENTIAL: CEO PERFORMANCE REVIEW .....	14
12.	APPLICATIONS FOR LEAVE OF ABSENCE .....	15
13.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	15
14.	QUESTIONS FROM MEMBERS WITHOUT NOTICE .....	15
15.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	15
16.	CLOSURE.....	15

# 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 18 July 2019 commencing at 4.37pm.

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

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

### 2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

### 3. ATTENDANCE

Present:	Cr MC Paganoni	Deputy President (Presiding)
	Cr ME White	
	Cr MC Nazzari	
	Cr KJ Holzknecht	
	KB Williams	Chief Executive Officer (CEO)
	KP O'Neill	Manager Finance and Administration
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Executive Assistant

#### 3.1 APOLOGIES

Cr SJF Thompson	President
P Vlahov	Manager of Works

#### 3.2 APPROVED LEAVE OF ABSENCE

Cr Letter has been approved a Leave of Absence from the 18 July 2019 Ordinary Council Meeting.

Cr Sheridan has been approved a Leave of Absence from the 18 July 2019 Ordinary Council Meeting.

### 4. DECLARATION OF INTEREST

Chief Executive Officer, Keith Williams, declared a Financial Interest in Confidential Item 11.1.

### 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 20 JUNE 2019**

**COUNCIL DECISION**

**190701**

*Moved Cr Holzknicht, seconded Cr White*

*That the Ordinary Meeting of Council Minutes of 20 June 2019 be accepted.*

**CARRIED 4/0**

**8.2 SPECIAL MEETING OF COUNCIL MINUTES 04 JULY 2019**

**COUNCIL DECISION**

**190702**

*Moved Cr White, seconded Cr Nazzari*

*That the Special Meeting of Council Minutes of 04 July 2019 be accepted.*

**CARRIED 4/0**

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

Nil

## 10. REPORTS OF OFFICERS

---

### 10.1 FINANCIAL STATEMENTS FOR JUNE 2019

<b>Attachment:</b>	Monthly Financial Statements for June 2019
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill - Manager Finance and Administration
<b>Date:</b>	12 July 2019
<b>Disclosure of Interest:</b>	Nil

---

#### SUMMARY

Council to consider the monthly financial report for the period ending 30 June 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.

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.

Councillors should note that the June financial report is an interim report and final allocations and accruals for 30 June are still to be processed which will affect the content.

#### 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

**190703**

***Moved Cr White, seconded Cr Nazzari***

***That the interim Financial Statement for the period ending 30 June 2019 be received.***

**CARRIED 4/0**

<b>10.2</b>	<b>CREDITORS ACCOUNTS PAID JUNE 2019</b>
<b>Attachment:</b>	<b>List of Payments for June 2019</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill – Manager Finance and Administration
<b>Date:</b>	12 July 2019
<b>Disclosure of Interest:</b>	Nil

## SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during June 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	\$685,427.48
Trust Fund	\$16,143.31
Credit Cards	\$1,253.92
<u>Total</u>	<u>\$702,824.71</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

**190704**

***Moved Cr Nazzari, seconded Cr Holzkecht***

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

- ***Municipal Fund cheque, EFT and direct debit payments totalling \$685,427.48;***
- ***Trust Fund cheque payments totalling \$16,143.31; and***
- ***Credit Card payments totalling \$1,253.92***

***be endorsed.***

**CARRIED 4/0**



<b>10.3</b>	<b>CORPORATE BUSINESS PLAN 2018-2022 QUARTERLY PROGRESS REPORT</b>
<b>Attachment:</b>	Corporate Business Plan 2018-2022 Quarterly Progress Report – April-June 2019
<b>File Ref:</b>	ADM0543
<b>Author:</b>	PA Hull, Strategic Support & Projects Officer
<b>Date:</b>	09 July 2019
<b>Disclosure of Interest:</b>	Nil

### SUMMARY

Council to receive the Corporate Business Plan 2018-2022 Quarterly Progress Report for the period April-June 2019.

### BACKGROUND

Local Government (Administration) Regulations 1996 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 2018-2028. 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, Strategic Resource Plan and other informing documents.

Council adopted the Corporate Business Plan 2018-2022 at the April 2019 Ordinary Meeting.

While an annual review of the Plan will be completed in April 2020, it is considered good practice for a quarterly progress report to be provided for Council's information.

### COMMENT

As Council will be aware, staff have been participating in the regional Peer Support Program, which was initiated to provide support in the development and maintenance of Integrated Planning documents as required under the Local Government Act 1996.

An outcome of the Program is the development of the attached reporting template which provides Council with a snapshot of progress towards achieving the community aspirations of the Strategic Community Plan. Objectives and strategies have been imported from the Strategic Community Plan, and actions and timelines from the Corporate Business Plan are noted. A 'traffic light' status and comments are assigned to each action, based on the following:

#### **Action Status**



#### **Means**

Action is on track. Includes actions that are considered 'day to day' including advocacy, identified support, ongoing liaison, routine and scheduled reporting and activities, and progress on specific projects.



Action is being monitored. Includes actions that are awaiting further information or consideration by staff or Council, initiatives that are planned, and actions where there has been little or no progress or activity.



Action is on hold. Generally includes actions that are planned for a future financial year (refer to 'Delivery Timelines' column), or if it has been determined through review that an action is no longer relevant.



Action is complete. Will generally relate to discrete time- or funding-specific projects and initiatives.

Senior staff have provided input into the April-June 2019 quarterly report attached. Most actions have had some progress to the end of June and are 'On track', and a number noted as 'Monitored' require consideration in the annual budget process, have actions planned but not yet delivered, or have had no action to date.

It is intended that the report be made available on the Shire's website, communicating progress to date to the wider community.

For Council's information and discussion.

#### CONSULTATION

CEO

Senior staff

#### STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996:

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

#### 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

#### FINANCIAL IMPLICATIONS

Provision for actions contained within the Corporate Business Plan is made in the current budget, or will be considered as part of future budget deliberations.

#### VOTING REQUIREMENTS

Simple majority

#### COUNCIL DECISION

**190705**

***Moved Cr White, seconded Cr Nazzari***

***That Council receives the Corporate Business Plan 2018-2022 Quarterly Progress Report for the period April-June 2019.***

***CARRIED 4/0***

<b>10.4</b>	<b>PROPOSED SIGNAGE – LOT 1 (36) NORRISH STREET, TAMBELLUP</b>
<b>Attachment:</b>	Nil
<b>File Ref:</b>	A499 & ADM0444
<b>Author:</b>	KB Williams, Chief Executive Officer
<b>Date:</b>	12 July 2019
<b>Disclosure of Interest:</b>	Nil

#### SUMMARY

For Council to consider an application for Signage to be developed at Lot 1 (36) Norrish Street, Tambellup.

#### BACKGROUND

An application for the development of Signage was received on 09 July 2019.

The proposed development consists of a decal to be attached on a window on the building at the Bendigo Bank building in Tambellup, as well as branding to the façade of the building above the verandah. Existing signage is being updated, and no new signage is proposed.

The building is owned by Council, and Council is therefore a signatory to the application.

#### COMMENT

##### Zoning

The subject lot is zoned for ‘Town Centre’ land uses under the Shire of Tambellup Local Planning Scheme No 2 (‘the Scheme’).

##### Description of Application

The applicant is seeking planning approval to develop a sign.

##### Relevant Scheme Provisions

##### Zoning

There are no specific requirements for Signage contained within the Planning Scheme.

Clause 60 of Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines what forms of development require Planning Consent. Signage is specifically referred to under these regulations, and as the regulations form deemed provisions of the Scheme, the application requires Planning Consent.

##### Development Standards:

The Scheme does not contain any provisions related to signage to provide any guidance on the application, and assessment therefore requires an objective perspective on whether the signage is appropriate or not.

The signage appears appropriate for the location, and is recommended for approval.

#### CONSULTATION

Council has the ability to advertise any application under the Scheme.

Consultation has occurred with the applicant.

#### STATUTORY ENVIRONMENT

Shire of Tambellup Town Planning Scheme No 2.

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan

#### FINANCIAL IMPLICATIONS

The applicant has paid the planning application fees.

#### VOTING REQUIREMENTS

Simple Majority

#### COUNCIL DECISION

**190706**

***Moved Cr Holzknecht, seconded Cr Nazzari***

***That Council grant planning consent for the application lodged by Great Southern Community Financial Services Ltd. for the use and development of Lot 1 (36) Norrish Street for signage, subject to the following conditions:***

- 1. The term of this approval is limited and expires 12 months from the date of this planning consent.***

***CARRIED 4/0***

---

<b>10.5</b>	<b>WORKS REPORT FOR JULY 2019</b>
<b>Attachment:</b>	<b>Plant Maintenance Report – July 2019</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	P Vlahov – Manager of Works
<b>Date:</b>	18 July 2019
<b>Disclosure of Interest:</b>	Nil

---

### SUMMARY

Council to consider the Manager of Works Report for July 2019.

### BACKGROUND

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

### COMMENT

#### **Programmed Construction Works**

- Apart from some outstanding seal works, the programmed construction works for 2018/2019 have been completed.
- Three Blackspot Funding applications have been submitted.

#### **Plant Replacement**

- Plant replacement for 2018/2019 has been completed.

#### **Maintenance Works**

- Gravel sheeting is currently underway on Pallinup Road.
- Bins have been installed at various locations including the Tambellup oval and Norrish Street.
- Preparations for the Tambellup Hockey Carnival.
- Installed the last of the Shire Boundary Markers.
- Various pot-hole patching.
- Maintenance grading.
- General maintenance.

#### **Occupational Health and Safety**

- A door on the Multi roller was damaged.

#### **Parks and Gardens**

- Preparations for the Tambellup Hockey Carnival.
- Weeding.
- Spraying.
- General maintenance.

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

FINANCIAL IMPLICATIONS

This issue has no financial implications for Council

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**190707**

***Moved Cr Holzknecht, seconded Cr Nazzari***

***That Council receives the report from the Manager of Works for the month of July 2019.***

***CARRIED 4/0***

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

**PROCEDURAL MOTION**

***190708***

***Moved Cr White, seconded Cr Nazzari***

***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 4/0***

---

<b>11.1</b>	<b>CONFIDENTIAL: CEO PERFORMANCE REVIEW</b>
<b>Attachment:</b>	Chief Executive Officer Annual Performance Review – Council Report Chief Executive Officer Employment Contract
<b>File Ref:</b>	PE.ER.71
<b>Author:</b>	Cr SJF Thompson, Shire President
<b>Date:</b>	09 July 2019
<b>Disclosure of Interest:</b>	Chief Executive Officer, Keith Williams declared a Financial Interest as the subject of the Review and left the meeting at 5.11pm.

---

## **COUNCIL DECISION**

**190709**

*Moved Cr Nazzari, seconded Cr Holzknecht*

*That Council, in considering the ‘Chief Executive Officer’s (CEO) Performance Review – Council Report’:*

- 1. Notes that Mr. Keith Williams’s 2019 performance review in his role as Chief Executive Officer for the Shire of Broomehill Tambellup has been undertaken in accordance with contract of employment clause 4 – Performance Criteria and Review;*
- 2. Endorses Mr. Williams’s overall rating of ‘Exceeds Performance Requirements’;*
- 3. Endorses the updated Key Performance Indicators for the 2019/20 appraisal period;*
- 4. Varies the CEO’s base salary by 5% in accordance with Clause 7 of the contract of employment (‘Annual Review of Remuneration Package’) and the Salaries and Allowances Tribunal Determination dated 9 April 2019 (effective 1 July 2019);*
- 5. Approves the variation of clause 9 (1) – Annual Leave – of the contract of employment from five (5) weeks to six (6) weeks per year, effective from 1 September 2019;*
- 6. Schedules the next review of the CEO’s performance to be commenced by 1 August 2020 and completed by the September 2020 Ordinary Meeting of Council.*
- 7. Offers a further contract of five (5) years duration, commencing 1 September 2019, in accordance with contract of employment clause 2.2 – Extension of Term.*

**CARRIED 4/0**

## **PROCEDURAL MOTION**

**190710**

*Moved Cr Nazzari, seconded Cr White*

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

**CARRIED 4/0**

Chief Executive Officer, Keith Williams returned to the meeting at 5.27pm.

Deputy President, Cr Paganoni informed Chief Executive Officer, Keith Williams of Council Decision on Item 11.1.



**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 Deputy President thanked Councillors and staff for their attendance and declared the meeting closed at 5.29pm.