



Ordinary Meeting of Council

AGENDA

18 March 2021

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



SHIRE OF BROOMEHILL-TAMBELLUP

NOTICE OF MEETING

An Ordinary Meeting of Council of the Shire of Broomehill-Tambellup will be held in the Tambellup Council Chambers on Thursday 18 March 2021 commencing at 4.30pm.



KB Williams
Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Broomehill-Tambellup for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Broomehill-Tambellup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Broomehill-Tambellup during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Broomehill-Tambellup. The Shire of Broomehill-Tambellup warns that anyone who has any application lodged with the Shire of Broomehill-Tambellup must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Broomehill-Tambellup in respect of the application.

Shire of Broomehill–Tambellup

REGISTER OF INTERESTS

RECORD OF DISCLOSURES MADE

NAME OF PERSON MAKING DISCLOSURE

Full Name _____

Date of Disclosure _____

Date of Meeting _____

Council Meeting YES [] NO [] (Tick Box)

OR

Committee Meeting YES [] NO []

Name of Committee Meeting: _____

Item Number _____

Nature and Extent of Interest:

Date _____ Signature _____

(OFFICE USE ONLY)

Minute Book Page No: _____

Signature of Staff Recording Interest



NOTICE OF MOTION

SUBMITTED BY COUNCILLOR: _____

COUNCIL MEETING: _____

I give notice of my intention to move the following motion at the next Ordinary Meeting of the Council pursuant to Clause 3.7 of Standing Orders:

MOTION:

COUNCILLOR COMMENT

.....
Councillor

.....
Date



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	1
8.	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	1
8.1	ORDINARY MEETING OF COUNCIL MINUTES 11 FEBRUARY 2021	1
9.	RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING	1
9.1	AUDIT COMMITTEE MEETING MINUTES 11 FEBRUARY 2021.....	1
9.2	ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING MINUTES OF 11 FEBRUARY 2021	2
9.3	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES 09 MARCH 2021...2	2
9.4	ADOPTION OF THE RECOMMENDATIONS OF THE LEMC COMMITTEE MEETING OF 09 MARCH 2021	2
10.	REPORTS OF OFFICERS	2
10.01	FINANCIAL STATEMENTS FOR JANUARY & FEBRUARY 2021.....	3
10.02	CREDITORS ACCOUNTS PAID FEBRUARY 2021.....	5
10.03	WORKS REPORT FOR MARCH 2021.....	7
11.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	10
11.01	CONFIDENTIAL: WORKFORCE PLAN 2018-2022 – MINOR REVIEW	11
11.02	CONFIDENTIAL: REQUEST FOR WAIVER OF RATES & CHARGES – A1066	11
11.03	CONFIDENTIAL: REQUEST TO WRITE OFF PENALTIES & LEGAL FEES - A146.....	11
11.04	CONFIDENTIAL: UNREASONABLE COMPLAINANT CONDUCT POLICY.....	11
12.	APPLICATIONS FOR LEAVE OF ABSENCE	12
13.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	12
14.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	12
15.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	12
16.	CLOSURE.....	12

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3. ATTENDANCE

Cr MC Paganoni	President
Cr ME White	Deputy President
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
PA Hull	Strategic Support & Projects Officer
LK Cristinelli	Executive Assistant

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

4. DECLARATION OF INTEREST

5. PUBLIC QUESTION TIME

6. PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS

7. ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 11 FEBRUARY 2021

Recommendation:

That the Ordinary Meeting of Council Minutes of 11 February 2021 be accepted.

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

9.1 AUDIT COMMITTEE MEETING MINUTES 11 FEBRUARY 2021

Recommendation:

That the Audit Committee Meeting Minutes of the 11 February 2021 be accepted.

9.2 ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING MINUTES OF 11 FEBRUARY 2021

Recommendation:

That, having undertaken a review of the Compliance Audit Return 2020, the Audit Committee recommends that it be adopted by Council as presented and forwarded to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.

9.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES 09 MARCH 2021

Recommendation:

That the Local Emergency Management Committee (LEMC) Meeting Minutes of the 09 March 2021 be accepted.

9.4 ADOPTION OF THE RECOMMENDATIONS OF THE LEMC COMMITTEE MEETING OF 09 MARCH 2021

Recommendation:

That the ‘COVID-19 Post Exercise Report’ as presented be endorsed and submitted to the State Emergency Management Committee.

Recommendation:

That a letter of thanks be sent to St John Ambulance Katanning for their ongoing support of the Tambellup Sub Centre, and other Sub Centres in the region.

10. REPORTS OF OFFICERS

10.01	FINANCIAL STATEMENTS FOR JANUARY & FEBRUARY 2021
Attachment:	Monthly Financial Statements for January & February 2021
File Ref:	Nil
Author:	KP O’Neill - Manager Finance and Administration
Date:	12 March 2021
Disclosure of Interest:	Nil

SUMMARY

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

BACKGROUND

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

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

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

COMMENT

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

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

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

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

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

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One - 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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

10.02	CREDITORS ACCOUNTS PAID FEBRUARY 2021
Attachment:	List of Payments for February 2021
File Ref:	Nil
Author:	KP O’Neill – Manager Finance and Administration
Date:	12 March 2021
Disclosure of Interest:	Nil

SUMMARY

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

BACKGROUND

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

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

COMMENT

Summary of payments made for the month:-

Municipal Fund	\$872,853.77
Trust Fund	\$0.00
<u>Credit Cards</u>	<u>\$226.10</u>
<u>Total</u>	<u>\$873,079.87</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

Strategic Community Plan 2018-2028
KRA One - 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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the list of accounts paid during February 2021, consisting of –

- ***Municipal Fund cheque, EFT and direct debit payments totalling \$872,853.77;***
- ***Trust Fund cheque payments totalling \$0.00; and***
- ***Credit Card payments totalling \$226.10***

be endorsed.

10.03	WORKS REPORT FOR MARCH 2021
Attachment:	Plant Maintenance Report – March 2021
File Ref:	Nil
Author:	P Vlahov – Manager of Works
Date:	11 March 2021
Disclosure of Interest:	Nil

SUMMARY

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

BACKGROUND

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

COMMENT

Road Construction Program

- Staff are currently working on the Flat Rocks/Greenhills South Road intersection. This projects construction phase has been completed and the bitumen seal works have been programmed for 13th March. This phase will be followed by the installation of new signage which will complete the project.
- Tie Line/Moulyerup Road blackspot project will be commenced on the 15th March and it is anticipated that the works will take 3 weeks to complete.
- Some work has commenced on Journal Street Broomehill.

Plant Replacement

- Council has received the new Cat 444 Backhoe as per Councils Plant Replacement program 2020/21.

Maintenance Works

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

Occupational Safety and Health

- A report has been compiled and forwarded to LGIS. This report lists the inspections that have been completed on Councils various playground equipment.
- One staff member has been off on Workers Compensation and is recommencing work this week.

Parks and Gardens

- A new Team Leader has been appointed to the Parks & Gardens team and has commenced work.
- Installed new garden beds located at the Broomehill Independent Living Units.
- General garden maintenance, oval mowing and weed control.
- The solar pumping system located at the Cooperative Bulk Handling (CBH) is operating at full capacity.
- The Jam Creek dams have received some run off and are at about one third capacity.

- Street and footpath sweeping.

RAV Requests Update

- Eureka Road has been requested to go from RAV 4 to RAV 7. All requested works have been completed and we are waiting for Main Roads to reassess.
- Norrish Road has been requested to be re-evaluated from RAV 4 to RAV 7. All requested works have been completed and we are waiting for Main Roads to reassess.
- Jam Creek Road has been requested to be re-evaluated from RAV 4 to RAV 7. All requested works have been completed and we are waiting for Main Roads to reassess.
- Bignell Road has been requested to be re-evaluated from RAV 4 to RAV 7. All requested works have been completed and we are waiting for Main Roads to reassess.

Depot Maintenance

Tambellup Depot

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

Broomehill Depot

- The Mens Shed have inspected the old fire shed with a view to possibly using this facility.
- An Eye wash facility has been installed as part of our Occupational Safety and Health improvements.

Ranger Report

- Patrols of Broomehill and Tambellup town sites
- Patrols of bush reserves
- Sheep on road put back in paddock
- Removed snake from Broomehill Primary School
- Pictures of hooning car at the Broomehill Information Bay shown to police
- Follow up on report of goat stuck in fence
- Follow up report of sheep on the Great Southern Highway
- Fire break order compliance issues ongoing

Building Maintenance Report

- Ongoing Works request forms and general maintenance completed
- Installed new shade sails at the Broomehill Pavilion and arranged for a technician to secure properly
- Report of leaking roof at Tambellup Pavilion repaired
- Repaired leaking roof at 18 Ivy Street Broomehill
- Replaced bling track at 18 Ivy Street Broomehill
- Unit 1 Lavieville Lodge renovations completed
- Antennas at Broomehill Independent Living Units (ILU) upgraded to satellite
- Range hood issues at Broomehill ILU reported, builder not responding to repair the issue and new contractors scheduled to rectify
- Unit 1 Sandalwood Villas Tambellup cleaned out, faults repaired and new tenant has moved in
- Paving extension at Broomehill ILU completed
- Identified issues with monitoring the Tambellup Administration Office solar panels
- Fit out list and budget for Broomehill cabins started

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

OFFICER RECOMMENDATION

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

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

Moved seconded

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.

11.01 **CONFIDENTIAL: WORKFORCE PLAN 2018-2022 – MINOR REVIEW**
Attachment:

- Workforce Plan 2018-2022
- Workforce Plan 2018-2022 - 2020 Minor Review

File Ref: ADM0383
Author: PA Hull – Strategic Support & Projects Officer
Date: 08 March 2021
Disclosure of Interest: Nil

11.02 **CONFIDENTIAL: REQUEST FOR WAIVER OF RATES & CHARGES – A1066**
Attachment: Confidential: Correspondence from owner requesting waiver
File Ref: A1066
Author: KP O’Neill – Manager Finance & Administration
Date: 15 March 2021
Disclosure of Interest: Nil

11.03 **CONFIDENTIAL: REQUEST TO WRITE OFF PENALTIES & LEGAL FEES - A146**
Attachment: Confidential: Correspondence from owner
File Ref: A146
Author: KP O’Neill – Manager Finance & Administration
Date: 15 March 2021
Disclosure of Interest: Nil

11.04 **CONFIDENTIAL: UNREASONABLE COMPLAINANT CONDUCT POLICY**
Attachment: Confidential: Unreasonable Complainant Conduct Policy
File Ref: ADM0165
Author: KB Williams – Chief Executive Officer
Date: 16 March 2021
Disclosure of Interest: Nil

PROCEDURAL MOTION

Moved seconded

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

12. APPLICATIONS FOR LEAVE OF ABSENCE

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

14. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

16. CLOSURE