



# Ordinary Meeting of Council

## MINUTES

19 April 2018

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## 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 19 April 2018 commencing at 4.13pm.

#### 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 Holzknrecht	
	Cr CJ Letter	
	KB Williams	Chief Executive Officer (CEO)
	P Vlahov	Manager of Works
	KP O’Neill	Manager Finance and Assets
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Governance and Executive Assistant

**Apologies:** Nil

**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 4.13pm.

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

Nil

#### 4. PUBLIC QUESTION TIME

Nil

#### 5. APPLICATION FOR LEAVE OF ABSENCE

Nil

#### 6. DECLARATION OF INTEREST

Chief Executive Officer Keith Williams declared an Impartiality Interest in Item 11.06.  
Pam Hull declared an Impartiality Interest in Item 11.06.

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 15 MARCH 2018**

**Council Decision:** 180401

*Moved Cr White, seconded Cr Paganoni*

*“That the Ordinary Meeting of Council Minutes of 15 March 2018 be accepted.”*

**CARRIED 7/0**

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

**9.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 27 MARCH 2018**

**Council Decision:** 180402

*Moved Cr Thompson, seconded Cr Nazzari*

*“That the Local Emergency Management Committee Meeting Minutes of 27 March 2018 be accepted.”*

**CARRIED 7/0**

**9.2 ADOPTION OF THE RECOMMENDATIONS OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES OF 27 MARCH 2018**

**Council Decision:** 180403

*Moved Cr Thompson, seconded Cr Nazzari*

*“That the Local Emergency Management Committee Post Exercise report ‘Missing Child - 28 November 2017’ as submitted to the District Emergency Management Committee be received.”*

**CARRIED 7/0**

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

Nil

**11. MATTERS FOR DECISION**

**11.01 FINANCIAL STATEMENTS FOR MARCH 2018**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Monthly Financial Statements for March 2018</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>12 April 2018</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider the monthly financial report for the period ending 31 March 2018.

**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. At the end of March approximately 91% 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:** *180404*

*Moved Cr Sheridan, seconded Cr Holzknacht*

*“That the Financial Statement for the period ending 31 March 2018 be adopted.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**11.02 CREDITORS ACCOUNTS PAID MARCH 2018**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for March 2018</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>12 April 2018</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the list of payments made from the Municipal and Trust Funds during March 2018.

**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	\$639,606.56
Trust Fund	\$200.00
Credit Cards	\$111.16
<b>Total</b>	<b>\$639,917.72</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:** *180405*

*Moved Cr Paganoni, seconded Cr Letter*

*That the list of accounts paid during March 2018, consisting of –*

- Municipal Fund cheque, EFT and direct debit payments totalling \$639,606.56;*
  - Trust Fund cheque payments totalling \$200.00; and*
  - Credit Card payments totalling \$111.16*
- be endorsed.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**11.03****ASSOCIATION HONOURS 2018**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Honours 2018 - Categories of Awards</b>
<b>File Ref:</b>	<b>ADM0159</b>
<b>Author:</b>	<b>LK Cristinelli                      Governance &amp; Executive Assistant</b>
<b>Date:</b>	<b>29 March 2018</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** The Western Australian Local Government Association (WALGA) is calling for nominations for the 2018 Association Honours.

**Background:** Nominations for the 2018 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 2018 Honours program are as follows:

**Local Government Medal** – recognises outstanding achievement and significant contribution by Elected Members and employees 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 2018 WALGA Honours Program open 20 March 2018 and close at 5.00pm on Friday 11 May 2018. 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

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

**Reason For Change to Recommendation:** After discussing the matter there was no nomination made. Motion lapsed due to no mover.



**Strategic**

**Implications:** Nil

**Asset Management**

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

**Financial**

**Implications:** The Delegations give authority to enable payments from the Municipal and Trust Funds, in accordance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and internal procedures.

**Workforce Plan**

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

**Voting Requirements:** Simple Majority

**Council Decision:** *180406*

*Moved Cr White, seconded Cr Paganoni*

*“That Delegation 2.5 Creditors, Payment of; be amended as presented to include as Sub-Delegates the Manager of Works and Executive Assistant and remove Manager Corporate Services.”*

*“That Delegation 2.7 Payment of accounts electronically; be amended as presented to include as Sub-Delegates the Manager of Works and Executive Assistant and remove Manager Corporate Services.”*

*CARRIED 7/0*

**Reason For Change to Recommendation:**

**11.05 REQUEST TO REVOKE VESTING ORDER – RESERVE 18335**


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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Tenure Plan</b>	
<b>File Ref:</b>	<b>RES18335</b>	
<b>Author:</b>	<b>KB Williams</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>07 April 2018</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider a request from the Department of Biodiversity, Conservation and Attractions to revoke a vesting order of a historical Reserve.

**Background:** A request has been received from the Department of Biodiversity, Conservation and Attractions to change the vesting order of a parcel of land that was vested in Council in 1926 for a General Sports Ground. The land has never been developed or used for any purpose.

The land is 31.82 hectares in size and is located on the Albany Highway at Tunney. The land is adjacent to the site that is utilised for the Tunney Sampling Station by Cooperative Bulk Handling on an annual basis for grain sampling.

The Department is seeking to add this land to two other parcels of land that it has assessed as having conservation value.

The Department has advised that the Shire of Cranbrook has recently agreed to add a contiguous Reserve to the proposed Nature Reserve.

**Comment:** Council does not actively manage the Reserve, which has not been developed in any way.

There is no record of any request or plan to develop or use the land.

The land has little value to the Shire of Broomehill-Tambellup, and is more likely to incur costs for management than be of any benefit.

The proposal to revoke the current vesting order to allow the land to be vested in the Department of Biodiversity, Conservation and Attractions is supported.

**Consultation:** The Department of Biodiversity, Conservation and Attractions.

**Statutory Environment:** *Land Administration Act.*

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Asset Management**

**Implications:** Nil. Council does not currently manage the land.

**Financial**

**Implications:** Nil. The land may require management in the future that incurs costs, such as bushfire risk management.

**Workforce Plan**

**Implications:** Nil

**Voting Requirements:** Simple Majority

**Council Decision:** *180407*

*Moved Cr Paganoni, seconded Cr Sheridan*

*“That Council advise the Department of Planning, Lands and Heritage and the Department of Biodiversity, Conservation and Attractions that it agrees to revoke the vesting order for Reserve 18335 to allow the purpose of this Reserve to be changed from ‘General Sports Ground’ to ‘Nature Reserve’ and that this Nature Reserve be vested with the Department of Biodiversity, Conservation and Attractions, subject to the following conditions:*

- 1. No costs are incurred by Council;*
- 2. The unsurveyed western boundary of the Reserve is surveyed to ensure that the Main Roads rest bay is not affected by the vesting order changes;*
- 3. That any use of the land for the Tunney Sampling Station is not affected by the revocation and re-vesting.”*

*CARRIED 7/0*

**Reason For Change to Recommendation:**

**11.06****TAMBELLUP FIRE SHED - EXTENSIONS**


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<b>Program:</b>	<b>Law Order &amp; Public Safety</b>
<b>Attachment:</b>	<ul style="list-style-type: none"> <li>• <b>Draft plans - Tambellup Fire Shed Extension</b></li> <li>• <b>Extract from Housing and Land Strategy February 2018 - Lot 22 Taylor St</b></li> </ul>
<b>File Ref:</b>	<b>ADM0090</b>
<b>Author:</b>	<b>KB Williams                      Chief Executive Officer</b>
<b>Date:</b>	<b>06 April 2018</b>
<b>Disclosure of Interest:</b>	<p><b>Chief Executive Officer, Keith Williams declared an Impartiality Interest, as a member of the Tambellup Volunteer Fire &amp; Emergency Services.</b></p> <p><b>Pam Hull declared an Impartiality Interest, as a member of the Tambellup Volunteer Fire &amp; Emergency Services.</b></p>

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**Summary:** Council to consider subdividing a portion of Lot 22 Taylor Street to allow for extensions to the Tambellup Volunteer Fire and Emergency Service shed.

**Background:** The Chief Executive Officer (CEO) and Strategic Support & Projects Officer have recently been in discussion with the Department of Fire & Emergency Services (DFES), regarding modifications required to the Tambellup Fire Shed, in order to be able to house the new fire appliance delivered in December 2017.

The new truck, an Isuzu 4.4 Broadacre dual cab unit, is significantly larger than the former appliance, particularly in height, and the clearance under the roller doors is inadequate. As a result, the new appliance is currently being stored at the Tambellup Business Centre.

DFES is working with the Department of Finance - Building Maintenance and Works officers to resolve the issue, and have engaged an engineer to assess the level of modification required to the shed. Draft plans have been provided (attached for information) which meet the approval of the Tambellup Volunteer Fire and Emergency Service (VFES) members.

In order to progress the matter, DFES requires confirmation that the Shire is prepared to make realignments to the adjacent lots to preserve ingress and egress for appliances to and from the premises.

**Comment:** The Tambellup Fire Shed is located at the rear of Lot 21 Crowden St. This land is owned by the Shire of Broomehill-Tambellup.

The Tambellup Infant Health Centre is at the front of the lot. All services to the Fire Shed are connected through to the front of Lot 21.

The Fire Shed faces on to a laneway adjoining Lot 22 Taylor St. This land is owned by Council, and is zoned Residential, providing up to seven residential lots on subdivision, (though in a practical sense this yield is unlikely). Council has not determined any future use or development of this land as yet.



At present the VFES utilises the south west corner of Lot 22 as turning space to reverse appliances into the Fire Shed. DFES has requested that Council considers a subdivision to amalgamate a portion of Lot 22 with the adjoining laneway to allow for emergency vehicle access to the shed on Lot 21 Crowden Street.

The Chief Executive Officer has prepared a concept plan to demonstrate that the land required for access to the extended shed should not significantly disrupt the eventual disposal of Lot 22. The modified laneway will also formally connect the rear of the Shire office to the laneway, which currently does not occur.

Council officers discussed the option of replacing the shed with a new purpose built facility, however, there are no funds allocated for this and DFES are unlikely to be able to allocate funds given the current fiscal position of the State Government.

Consequently, if Council does not agree to the excision from Lot 22, the proposed extensions will not proceed. The excision from Lot 22 is therefore supported to allow the brigade to function properly.

**Consultation:**

Tim Slattery - Project Officer, Property Resources DFES

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Strategic Implications:**

Support of emergency services in the Shire contributes to the aspiration of 'Living in a safe community' contained within the Strategic Community Plan.

**Asset Management Implications:**

The Tambellup Fire Shed is owned by Council and provided for use by the Tambellup VFES under a Memorandum of understanding with DFES. DFES maintains the building and fixtures.

**Financial Implications:**

There will be costs incurred with boundary realignments for Lot 22 Taylor St. The current budget has provision of \$10,000 (from the Building Reserve) which was to contribute towards the cost of extensions proposed by the Tambellup VFES.

Given the scope of the project has changed considerably, these funds will not be required for this purpose, however, should Council support the boundary realignment, the allocation can be carried forward to the 2018-2019 budget to provide for costs.

All costs associated with the shed extensions will be borne by the Department of Fire and Emergency Services. This is estimated at \$150,000.

**Workforce Plan**

**Implications:** There are no workforce plan implications

**Voting Requirements:** Simple Majority

**Council Decision:** 180408

*Moved Cr Paganoni, seconded Cr White*

*“That Council advise the Department of Fire and Emergency Services that it agrees to excise a portion of Lot 22 Taylor Street, Tambellup to facilitate the extension of the Tambellup Volunteer Fire and Emergency Services shed, and that Council will allocate funds for survey and planning costs in the 2018/2019 budget.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**



## Occupational Health and Safety

- There have been three minor incidents.
- Damage to the depot shed when the skid steer reversed.
- Damage to ringfeder when truck attempted to hook up trailer.
- Minor light damage to back hoe when hoe was retracted.
- A toolbox meeting was held on the 28<sup>th</sup> March.

## Parks and Gardens

- Tidied old museum compound at Broomehill
- Pruned various street trees
- Weed control
- Oval maintenance
- General mowing
- Reticulation repairs and maintenance
- Dam Levels:
  - ❖ Tambellup West Dam (No 2) is 90% full.
  - ❖ Jam Creek Dam 20% full.
  - ❖ Broomehill Dam is 30% full.

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

Pam Hull retired from the meeting at 4.45pm.

**Council Decision:**            **180409**

*Moved Cr Holzknacht, seconded Cr Nazzari*

*“That Council receives the report from the Manager of Works for the month of March 2018.”*

**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**

**Council Decision:** 180410

*Moved Cr Paganoni, seconded Cr White*

*“That Council agrees to consider business related to the Southern Agcare presentation held during the Discussion Session.”*

**CARRIED 7/0**

**Council Decision:** 180411

*Moved Cr Sheridan, seconded Cr Letter*

*“That Council donates \$1,000 to Southern Agcare this financial year with future contributions to be determined before further donations.”*

**CARRIED 7/0**

**14. DATE OF NEXT MEETING**

17 May 2018

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.12pm.