



# Ordinary Meeting of Council

## MINUTES

**19 March 2020**

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 .....	1
8.	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	2
8.1	ORDINARY MEETING OF COUNCIL MINUTES 20 FEBRUARY 2020 .....	2
9.	RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING .....	2
10.	REPORTS OF OFFICERS .....	3
10.01	FINANCIAL STATEMENTS FOR FEBRUARY 2020 .....	4
10.02	CREDITORS ACCOUNTS PAID FEBRUARY 2020.....	6
10.03	2019/20 ANNUAL BUDGET REVIEW .....	8
10.04	BROOMEHILL HERITAGE GROUP – ANZAC SERVICE.....	12
10.05	ASSOCIATION HONOURS 2020.....	14
10.06	LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION.....	16
10.07	NEW POLICY: ATTENDANCE AT EVENTS AND FUNCTIONS .....	19
10.08	PROPOSED DWELLING - LOT 2404 SPRIGG SIMPSON ROAD DARTNALL.....	21
10.09	PROPOSED SHED - LOT 500 GREENHILLS SOUTH ROAD TAMBELLUP .....	24
10.10	WORKS REPORT FOR MARCH 2020.....	26
11.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	28
11.01	CONFIDENTIAL: TENDER BHT RFT 05/2019: DESIGN & CONSTRUCT SERVICES FOR 1 X 1X2 AND 1X1 CABINS BROOMEHILL.....	29
12.	APPLICATIONS FOR LEAVE OF ABSENCE .....	30
13.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	30
14.	QUESTIONS FROM MEMBERS WITHOUT NOTICE .....	30
15.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	30
16.	CLOSURE.....	30

## **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 19 March 2020 commencing at 4.40pm.**

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

The President welcomed Councillors and staff and declared the meeting open at 4.40pm.

**2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

Nil

**3. ATTENDANCE**

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr MC Nazzari	
Cr KJ Holzknrecht	
Cr CJ Letter	
Cr DT Barritt	
Cr SH Penny	
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**

P Vlahov Manager Works

**3.2 APPROVED LEAVE OF ABSENCE**

Nil

**4. DECLARATION OF INTEREST**

Cr Nazzari declared a Proximity Interest in Item 10.08  
 Cr Holzknrecht declared a Proximity Interest in Item 10.08

**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 FEBRUARY 2020**

Cr Penny submitted a request that all five references to 'spectator viewing pavilion' in Item 10.11 of the Minutes of Ordinary Council Meeting 20 February 2020 be changed to 'pavilion' and 'for spectators of sports on the oval at any time of the year' be deleted from second sentence under background of Item 10.11 as the wording may have implications on a funding application being submitted to Cricket Australia.

*Recommendation:*

*That the Ordinary Meeting of Council Minutes of 20 February 2020 be accepted.*

**200301**

*Moved Cr White, seconded Cr Holzknacht*

*That the Ordinary Meeting of Council Minutes of 20 February 2020 be accepted with corrections to Item 10.11.*

**CARRIED 7/0**

REASON FOR CHANGE TO RECOMMENDATION:

To include the changes to Item 10.11 as advised by Cr Penny.

**9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING****9.1 AUDIT COMMITTEE MEETING MINUTES 20 FEBRUARY 2020**

**200302**

*Moved Cr Penny, seconded Cr Holzknacht*

*That the Audit Committee Meeting Minutes of 20 February 2020 be accepted.*

**CARRIED 7/0**

**9.1.1 ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING MINUTES OF 20 FEBRUARY 2020**

**200303**

*Moved Cr White, seconded Cr Letter*

*That, having undertaken a review of the Compliance Audit Return 2019, 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 2020.*

**CARRIED 7/0**

**9.2 AUDIT COMMITTEE MEETING MINUTES 12 MARCH 2020**

**200304**

*Moved Cr Penny, seconded Cr Letter*

*That the Audit Committee Meeting Minutes of 12 March 2020 be accepted.*

**CARRIED 7/0**

**9.3 ANNUAL ELECTORS MEETING MINUTES 12 MARCH 2020**

**200305**

*Moved Cr White, seconded Cr Nazzari*

*That the Annual Electors Meeting Minutes of 12 March 2020 be accepted.*

**CARRIED 7/0**

**10. REPORTS OF OFFICERS**

---

<b>10.01</b>	<b>FINANCIAL STATEMENTS FOR FEBRUARY 2020</b>
<b>Attachment:</b>	Monthly Financial Statements for February 2020
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill - Manager Finance and Administration
<b>Date:</b>	13 March 2020
<b>Disclosure of Interest:</b>	Nil

---

### SUMMARY

Council to consider the monthly financial report for the period ending 29 February 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 2019/20 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

**COUNCIL DECISION**

**200306**

***Moved Cr Letter, seconded Cr Nazzari***

***That the Financial Statement for the period ending 29 February 2020 be adopted.***

**CARRIED 7/0**

---

<b>10.02</b>	<b>CREDITORS ACCOUNTS PAID FEBRUARY 2020</b>
<b>Attachment:</b>	List of Payments for February 2020
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O’Neill – Manager Finance and Administration
<b>Date:</b>	13 March 2020
<b>Disclosure of Interest:</b>	Nil

---

SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during February 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	\$637,186.62
Trust Fund	\$390,227.63
Credit Cards	\$517.87
<b>Total</b>	<b>\$1,027,932.12</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

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

**COUNCIL DECISION**

**200307**

***Moved Cr Holzkecht, seconded Cr Penny***

***That the list of accounts paid during February 2020, consisting of –***

- Municipal Fund cheque, EFT and direct debit payments totalling \$637,186.62;***
- Trust Fund cheque payments totalling \$390,227.63; and***
- Credit Card payments totalling \$517.87***

***be endorsed.***

**CARRIED 7/0**

<b>10.03</b>	<b>2019/20 ANNUAL BUDGET REVIEW</b>
<b>Attachment:</b>	2019/20 Annual Budget Review
<b>File Ref:</b>	ADM0163
<b>Author:</b>	KP O’Neill – Manager Finance and Administration
<b>Date:</b>	12 March 2020
<b>Disclosure of Interest:</b>	Nil

**SUMMARY**

Council to consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2019 to 28 February 2020.

**BACKGROUND**

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

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

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

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

**COMMENT**

The 2019/20 Budget Review document incorporating year to date budget variations and forecasts to 30 June 2020 is presented for Council to consider. The budget review has been performed on a line by line basis against the February 2020 monthly financial statements.

The following amendments are recommended –

GL	Description	Original Budget	Revised Budget	Variance	Comment
	Surplus Carried Forward	1,227,000	1,259,200	32,200	Increased surplus carried forward
<b>GENERAL PURPOSE FUNDING</b>					
03002.73	Rates - Ex Gratia	65,500	67,800	2,300	Increase per rate in \$
03005.70	Discount - Rates	(100,000)	(92,500)	7,500	Lower take up of discount
03011.83	Admin Fee - Instalments	2,000	1,500	(500)	Few assessments on instalments
03013.86	Instalment Interest	3,000	3,300	300	Increase in instalment interest
03229.71	FAGS General Purpose	576,200	554,300	(21,900)	Allocations advised by WALGGC
03230.71	FAGS Local Roads	293,200	301,600	8,400	Allocations advised by WALGGC
<b>GOVERNANCE</b>					
04101.13	Members - minor equipment	(2,500)	(4,000)	(1,500)	New Councillor ipads/laptops
04101.17	Members - professional services	(5,000)	(3,000)	2,000	Reduction for actual expend
04101.55	Members - meeting fees	(55,000)	(52,000)	3,000	Reduction for actual expend
04103.15	Tamb Admin Bldg - repairs & mtce	(25,000)	(19,500)	5,500	Amended bldg mtce
04106.15	Bhill Admin Bldg - repairs & mtce	(5,000)	(9,500)	(4,500)	Amended bldg mtce
04102.17	Elections - professional services	(12,000)	(5,500)	6,500	Actual cost incurred
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>					
05021.71	Other Fire Prevention - grants	0	4,000	4,000	Rainwater tank for Bhill fire shed
05026.82	Other Fire Prevention - fines & penalties	500	4,300	3,800	Infringements issued to date
05301.05	Animal Control - training & education	(3,000)	(5,500)	(2,500)	Ranger training costs

**EDUCATION & WELFARE**

08201.71	Other Welfare - grants	2,500	27,000	24,500	Youth Worker funding
08201.73	Other Welfare - contributions	0	10,000	10,000	Contrib from Noongar farm
08303.16	Youth Services - contract services	0	(39,500)	(39,500)	Youth Worker expenses

**HOUSING**

09004.80	Other Housing - rents	0	23,000	23,000	GROH Housing rent - Apr to June
09128.51	GROH Lot 384 Parnell St - interest on loans	0	(3,400)	(3,400)	Loan raised Dec 2019
09129.51	GROH Lot 1/22 Taylor St - interest on loans	0	(2,900)	(2,900)	Loan raised Dec 2019
09131.51	GROH Lot 2/22 Taylor St - interest on loans	0	(2,900)	(2,900)	Loan raised Dec 2019

**COMMUNITY AMENITIES**

10601.74	Public Conveniences - reimbursements	0	6,000	6,000	Insurance claim - vandalism
10625.15	Diprose Park toilets - repairs & mtce	(3,000)	(10,000)	(7,000)	Insurance claim - vandalism

**RECREATION & CULTURE**

11002.73	Bhill Recreation Complex - contributions	0	2,500	2,500	BRC towards security
11002.74	Bhill Recreation Complex - reimbursements	0	4,600	4,600	BRC bar fridge replacement
11007.73	Tamb Pavilion - contributions	0	2,500	2,500	TCPA towards security
11007.81	Tamb Pavilion - non operating contributions	0	8,000	8,000	TCPA towards slide
11077.15	Bhill Recreation Complex - repairs & mtce	(7,000)	(14,000)	(7,000)	Amended bldg mtce
11241.15	Tamb Pavilion - repairs & mtce	(5,000)	(7,000)	(2,000)	Amended bldg mtce
11225.01	Parks, Gardens & Reserve - salaries & wages	(267,400)	(236,500)	30,900	Reduced wages in parks & gardens
11526.15	Bhill Museum - repairs & mtce	(10,000)	(22,500)	(12,500)	Amended bldg mtce (from Reserve)
11526.16	Bhill Museum - contract services	0	(3,500)	(3,500)	Amended bldg mtce (from Reserve)

**TRANSPORT**

12159.71	Direct Grant	143,800	153,800	10,000	Allocation advised by MRWA/RRG
12226.01	Road Maintenance - salaries & wages	(281,100)	(253,600)	27,500	Realloc to Lot 22 contamination
12226.98	Road Maintenance - plant operating costs	(252,200)	(229,500)	22,700	Realloc to Lot 22 contamination
12226.99	Road Maintenance - public works overheads	(266,100)	(238,600)	27,500	Realloc to Lot 22 contamination

**ECONOMIC SERVICES**

13153.71	Great Sthn Treasures - grants	0	27,400	27,400	GSDC grant - tourism implementor
13230.16	Great Sthn Treasures - contract services	0	(27,400)	(27,400)	Tourism Implementor contract
13301.83	Building Services - fees & charges	5,000	12,000	7,000	Increase in fees received
13302.83	Construction Training Fund Levy receipts	4,000	5,500	1,500	Increase in fees received
13303.83	Building Services Levy receipts	3,000	7,000	4,000	Increase in fees received
13377.59	Construction Training Fund Levy payments	(4,000)	(5,500)	(1,500)	Increase in fees on-paid
13378.59	Building Services Levy payments	(3,000)	(7,000)	(4,000)	Increase in fees on-paid
13451.83	Other Economic Services - fees & charges	20,000	35,000	15,000	Increase water usage & fees
13527.66	Standpipe & Bore Mtce - water charges	(25,000)	(55,000)	(30,000)	Increase water usage & fees

**OTHER PROPERTY & SERVICES**

14703.74	Lot 22 Taylor St - reimbursements	50,000	0	(50,000)	Contamination claim unsuccessful
14706.79	Unclassified - other sundry revenue	0	8,500	8,500	Sale of surplus pavers/equipment
14752.01	Lot 22 Taylor St - salaries & wages	0	(27,500)	(27,500)	Realloc from road maintenance
14752.16	Lot 22 Taylor St - contract services	(70,000)	(80,000)	(10,000)	Increased costs for consultants
14752.98	Lot 22 Taylor St - plant operation costs	0	(22,700)	(22,700)	Realloc from road maintenance
14752.99	Lot 22 Taylor St - public works overheads	0	(27,500)	(27,500)	Realloc from road maintenance

**CAPITAL REVENUE & EXPENDITURE**

CAP150	Broomehill Fire Shed	(460,000)	(464,000)	(4,000)	Rainwater tank (grant funded)
CAP130	27 East Tce - replace ceiling in kitchen/dining	(7,500)	0	7,500	Not required
CAP133	Tamb Hall - replace kitchen ceiling	(5,000)	0	5,000	Defer - investigate work required
CAP149	Tamb Pavilion - playground	0	(22,000)	(22,000)	Slide, rock work (partially funded TCPA)
CAP143	Tamb Caravan Park - investigate development	(10,000)	0	10,000	Not required, property sold
14770.89	Sale of Lot 19 Taylor St, Tambellup	0	50,000	50,000	Funds to building reserve

**RESERVE TRANSFERS**

15172	Transfer to Building Reserve	(1,045,000)	(1,095,000)	(50,000)	Proceeds from Lot 19 Taylor St
15078	Transfer from Building Maintenance Reserve	40,000	56,000	16,000	Broomehill Museum additional works
15068	Transfer from Tourism & Ec Devel Reserve	30,000	20,000	(10,000)	Investigate C/Park in Tamb not required

**LOANS**

00122	Loan Repayments	(62,000)	(90,900)	(28,900)	GROH Housing loan raised Dec 2019
00123	Proceeds from Short Term Loan Facilities	0	2,071,700	2,071,700	Cashflow management for housing project
00123	Repayment of Short Term Loan Facilities	0	(2,071,700)	(2,071,700)	

**NET MOVEMENTS IN BUDGET REVIEW**

**0**

Council have previously approved an amendment to the budget, funding additional building maintenance works at the Broomehill Museum of \$16,000 which is funded by a transfer from the Building Maintenance Reserve.

Funding to employ a Youth Worker trainee has been successful. The Noongar Farm has also made a contribution of \$10,000. The trainee will be employed by Impact Services and mentored by a number of agencies to provide the required service to the community. The Tambellup Police are heavily involved in this program, and will provide additional mentoring and support.

Establishment of a short term loan facility was approved by Council at the December 2019 meeting. After advertising the required public notice period the facility was approved by WA Treasury Corporation and drawn upon in February. The funds drawn down will be repaid upon receipt of grant funding for the housing project from the Building Better Regions Fund. Amendments are included to the budget to report the funds drawn down, and subsequent repayment.

### CONSULTATION

Chief Executive Officer  
Building Maintenance Co-ordinator  
Senior Staff

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

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

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

### POLICY IMPLICATIONS

There is no policy applicable to this item.

### STRATEGIC IMPLICATIONS

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

### FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Absolute Majority required in accordance with Regulation 33A.

COUNCIL DECISION

**200308**

***Moved Cr Holzknecht, seconded Cr Penny***

***That Council adopt the 2019/20 Annual Budget Review for the period ended 29 February 2020, and amended the annual budget in accordance with the 2019/20 budget review document as presented.***

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

Chief Executive Officer, Keith Williams, thanked Manager of Finance & Administration, Kay O'Neill, for her work in preparing the 2019/20 Annual Budget Review under stressful times for the Shire.

Cr Paganoni also thanked Kay O'Neill for all of her work in completing the Budget Review.

---

<b>10.04</b>	<b>BROOMEHILL HERITAGE GROUP – ANZAC SERVICE</b>
<b>Attachment:</b>	Nil
<b>File Ref:</b>	ADM0053
<b>Author:</b>	KP O’Neill – Manager Finance & Administration
<b>Date:</b>	13 March 2020
<b>Disclosure of Interest:</b>	Nil

---

### SUMMARY

Council to consider a request to increase the donation towards the ANZAC service in Broomehill.

### BACKGROUND

The Broomehill Heritage Group (formerly Historical Society) have hosted the ANZAC service in Broomehill for many years, providing a free BBQ breakfast for those attending. The Shire has for a number of years made a contribution of \$200 to assist with catering for the breakfast. Hall hire fees are waived in accordance with Council Policy 1.2 – Use of Shire Facilities. Usage of table and chairs from the Broomehill Hall have been provided at no cost in previous years.

The Broomehill Heritage Group have requested Council consider an increase to the contribution to \$300 to assist with catering for the approximate 100 residents that attend the service and breakfast.

### COMMENT

The Chief Executive Officer has delegated authority to make donations up to a value of \$200. Requests exceeding this amount require approval of Council.

The ANZAC service and breakfast in Broomehill is well supported, and the number of people attending increases from year to year.

It is recommended that Council approve the request for an increase in financial contribution to \$300 to assist with catering for the breakfast.

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

Nil

### POLICY IMPLICATIONS

Council Policy 1.2 – Use of Shire Facilities

### STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One – Our People

Objective 1.1.1 Promote inclusive community participation and engagement in Council and community events.

### FINANCIAL IMPLICATIONS

The donations budget has an allocation of \$5,000, to date \$182 has been expended from this line item.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

*That Council makes a contribution of \$300 to the Broomehill Heritage Group to assist with catering for the 2020 ANZAC Day service and breakfast.*

*Motion lapsed for want of a mover*

**REASON FOR CHANGE TO RECOMMENDATION**

Due to the COVID-19 Virus, both Anzac Day Services scheduled for 25 April 2020 in Broomehill and Tambellup have been cancelled.

---

<b>10.05</b>	<b>ASSOCIATION HONOURS 2020</b>
<b>Attachment:</b>	<b>Honours 2020 - Categories of Awards Honours Program 2020 Policy</b>
<b>File Ref:</b>	ADM0055
<b>Author:</b>	LK Cristinelli – Executive Assistant
<b>Date:</b>	10 March 2020
<b>Disclosure of Interest:</b>	Nil

---

### SUMMARY

The Western Australian Local Government Association (WALGA) is calling for nominations for the 2020 Association Honours.

### BACKGROUND

Nominations for the 2020 WALGA Honours Program are now open and members of local governments and state councillors are invited to submit nominations.

WALGA's Honours Program is a significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and employees to their respective Councils, to the Local Government sector and to the wider community. Awards given as part of the Honours program will be presented to recipients at an awards ceremony held in August during the 2020 Local Government Convention at the Perth Convention and Exhibition Centre.

The six categories of awards within the 2020 Honours program are as follows:

1. **Local Government Medal** – recognises outstanding achievement and significant contribution by Elected Members to the Association and/or to Local Government Sector. *Available for nomination by State Councillors and Local Government with a co-signature from a State Councillor.*
2. **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.*
3. **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.*
4. **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.*
5. **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.*
6. **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 2020 WALGA Honours Program opened January 2020 and close at 5.00pm on Friday 08 May 2020. 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

**FINANCIAL IMPLICATIONS**

This issue has no financial implications for Council

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

*That Council nominates ..... for a ..... Associations Honour.*

*Motion Lapsed*

**REASON FOR CHANGE TO RECOMMENDATION**

This Item lapsed for want of a mover so that it can be considered at the 16 April 2020 Ordinary Council Meeting.

<b>10.06</b>	<b>LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION</b>
<b>Attachment:</b>	Nil
<b>File Ref:</b>	CLAF016
<b>Author:</b>	KP O’Neill – Manager Finance & Administration
<b>Date:</b>	13 March 2020
<b>Disclosure of Interest:</b>	Nil

### SUMMARY

Council to consider a request from the Board of Management of the Local Government House Trust to vary the Trust Deed in order to assist the Trust’s income exempt status.

### BACKGROUND

The Local Government House Trust (“The Trust”) exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville. The Shire of Broomehill-Tambellup is a unit holder and beneficiary to The Trust, holding 4 units.

Legal advice (provided to WALGA) has identified that the Trustee’s ability to retire and appoint a new Trustee might affect the Trust’s classification as a State or Territory Body (STB). Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust’s income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

As a beneficiary, the Shire of Broomehill-Tambellup is requested to consent to the Deed of Variation supported by a resolution of Council; and to communicate this consent to WALGA in writing.

### COMMENT

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies “upon Trust” and in proportion to the units provided.

The Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee’s power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. ensuring that the Board of Management is the ‘governing body’ of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:  
22.1 Any Trustee of the Trust may retire as Trustee of the Trust. ~~The Subject to clause 22.3,~~ **the** right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust; and
- (b) appoint such new or additional Trustee.

3. Variation 2.3 insert a new clause 13A

**13A Delegation to the Board of Management**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

It is recommended that this request from WALGA to vary the Trust Deed be supported.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

The Trust is exempt from income tax on the basis of being a State/Territory Body (STB) pursuant to division 1AB of the *Income Tax Assessment Act 1936*.

*Local Government Act 1995 – 9.49A Execution of Documents*

POLICY IMPLICATIONS

There is no policy applicable to this item.

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

**COUNCIL DECISION**

**200309**

***Moved Cr White, seconded Cr Barritt***

***That the proposed Deed of Variation in relation to the Local Government House Trust be endorsed and Western Australian Local Government Association be advised in writing of the Council's support.***

***CARRIED 7/0***

**10.07****NEW POLICY: ATTENDANCE AT EVENTS AND FUNCTIONS****Attachment:**

- Draft Policy 1.25 – Attendance at Events and Functions
- Local Government Operational Guideline – Attendance at Events Policy

**File Ref:**

ADM0165

**Author:**

KP O'Neill – Manager Finance &amp; Administration

**Date:**

02 January 2020

**Disclosure of Interest:**

Nil

SUMMARY

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

BACKGROUND

On 20 October 2019, the new gifts framework contained within the Local Government Legislation Amendment Act 2019 came into operation. This new gift framework has been simplified, with the focus on transparency and accountability. However, a new s5.90A has been included in the Act that requires “a local government to prepare and adopt a policy that deals with matters relating to the attendance of Council Members and the CEO at events”.

The attached Policy relates to the attendance of Council members and the CEO as a representative of Council, at events such as concerts, conferences and functions, including hospitality, and addresses the provision of tickets provided free of charge to Council or invitations to events that are to be accepted and distributed in accordance with this policy and associated guidelines.

Council may approve attendance by a council member at an event or hospitality function either as stated in this Council approved policy or by way of a specific Council resolution.

COMMENT

As stated in the Local Government Operational Guidelines relating to this Policy, Council members are expected to make decisions in the best interests of their community. To do this, that must consider each issue on its merits.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. However, certain gifts received by Council members and CEOs are specifically excluded from the conflict of interest provisions (s5.62 (1B)), including a gift that is received in accordance with an Attendance at Events policy.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

*Local Government Act 1995*

5.90A. Policy for attendance at events

(1) In this section –

event includes the following –

- a) a concert
- b) a conference;
- c) a function;

- d) a sporting event;
  - e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including –
- a) the provision of tickets to events; and
  - b) payments in respect of attendance; and
  - c) approval of attendance by the local government and criteria for approval; and
  - d) any prescribed matter.
- \*Absolute majority required.
- (3) A local government may amend\* the policy.  
\*Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government’s official website.

#### POLICY IMPLICATIONS

Adoption of a new Council Policy.

The draft policy authorises the CEO and, in the case of the CEO, the Shire President or Deputy Shire President to approve attendance at events in accordance with the policy guidelines.

#### STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One – Our People

Objective 1.5.1

#### FINANCIAL IMPLICATIONS

There are no Financial Implications for Council.

#### VOTING REQUIREMENTS

Absolute Majority

#### COUNCIL DECISION

**200310**

**Moved Cr Letter, seconded Cr Penny**

**That Council adopts Policy 1.25 Attendance at Events and Functions as presented.**

**CARRIED 7/0  
By Absolute Majority**

---

<b>10.08</b>	<b>PROPOSED DWELLING - LOT 2404 SPRIGG SIMPSON ROAD DARTNALL</b>
<b>Attachment:</b>	Site Plan and Elevation Plan
<b>File Ref:</b>	A294
<b>Author:</b>	Keith Williams - Chief Executive Officer
<b>Date:</b>	13 March 2020
<b>Disclosure of Interest:</b>	Cr Nazzari declared a Proximity Interest in this Item as she owns land adjoining the applicant and left the meeting at 5.33pm. Cr Holzknacht declared a Proximity in the Item as she owns land adjoining the applicant and left the meeting at 5.33pm.

---

### SUMMARY

For Council to consider granting planning consent for a dwelling at Lot 2404 Sprigg Simpson Road Dartnall.

### BACKGROUND

Council received an application for approval of a dwelling at Lot 2404 Sprigg Simpson Road on 03 March 2020.

The proposed development consists of a 3 bedroom 2 bathroom dwelling with a floor area of 180 square metres. The dwelling is proposed to be constructed of a timber frame on a concrete pad. The roof will be clad in corrugated metal, with the walls to be clad in fibre cement boards.

An existing dwelling as well as multiple sheds are located on the property. The proposed dwelling is located approximately 50 metres from the existing dwelling.

### COMMENT

The subject lot is zoned for 'Farming' land uses under the Shire of Tambellup Local Planning Scheme No 2 ('the Scheme'). Single dwellings and ancillary outbuildings are exempt from Planning Consent; however, the proposed dwelling will be the second dwelling to be constructed on the property.

A second dwelling is only permitted as a Caretakers dwelling or as Workers Accommodation under the provisions of the Scheme. Any approval issued will be required to be conditioned to ensure that the proposed Dwelling is used in accordance with the Scheme provisions. Alternatively the approval can be conditioned to allow the original dwelling to be considered as a Caretakers or Workers Accommodation, with the proposed dwelling to be considered the principal or single dwelling.

Schedule 1 of the Scheme contains provisions that outline the use for a Caretakers Dwelling and Single Dwelling.

The Scheme contains the following setback provisions relevant to the application:

#### **5.5 SITE REQUIREMENTS**

*The site building requirements for land in various zones shall be as set out in Table 2.*

#### **TABLE 2 - SITE REQUIREMENTS - MINIMUM SETBACKS FROM BOUNDARIES**

<b>ZONE</b>	<b>STREET</b>	<b>REAR</b>	<b>SIDE</b>
<i>Residential</i>	<i>As in the R Codes</i>		
<i>Town Centre</i>	<i>0m</i>	<i>At the Council's discretion</i>	
<i>Industrial</i>	<i>7.5m</i>	<i>7.5m</i>	<i>5m on one side</i>
<i>Rural Residential</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>
<i>Farming</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>

The dwelling complies with the development standards. The nearest property boundary is several hundred metres away.

The proposed dwelling is located within a Bushfire Prone Area and therefore a Bushfire Attack Level (BAL) assessment is required. The BAL has been assessed as BAL12.5.

It is recommended that the proposed use is consistent with the Scheme objectives and can be approved, with conditions that ensure compliance with Scheme provisions.

#### CONSULTATION

Council has the ability to advertise any application under the Scheme. The current application has not been advertised.

Consultation has occurred with the applicant.

#### STATUTORY ENVIRONMENT

*Town Planning and Development Act 2005*

*Local Planning Scheme No 2 - Tambellup*

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Application fees have been paid.

#### RISK IMPLICATIONS

Nil

#### VOTING REQUIREMENTS

Simple Majority



**COUNCIL DECISION****200311*****Moved Cr Letter, seconded Cr Penny******That Council approve the application lodged by Modular WA for the use and development of a dwelling on Lot 2404 Sprigg Simpson Road, Dartnall, subject to the following conditions:***

- 1. The term of this approval is limited and expires 24 months from the date of this planning consent;***
- 2. The building shall conform to the requirements of the Building Code for a Bushfire Attack Level of 12.5; and***
- 3. The dwelling must be used in accordance with the definition of a Caretakers Dwelling or Workers Accommodation under Schedule 1 of Town Planning Scheme No 2, alternatively, the existing dwelling shall be used in accordance with the definition of a Caretakers Dwelling or Workers Accommodation under Schedule 1 of Town Planning Scheme No 2 if the proposed dwelling constitutes a single dwelling. The applicant must provide written advice confirming whether the proposed Dwelling constitutes a Single Dwelling or a Caretakers Dwelling.***

***CARRIED 5/0***

Cr Paganoni informed Cr Nazzari and Cr Holzkecht of Council Decision on Item 10.08.

<b>10.09</b>	<b>PROPOSED SHED - LOT 500 GREENHILLS SOUTH ROAD TAMBELLUP</b>
<b>Attachment:</b>	Site Plan and Elevation Plan
<b>File Ref:</b>	A12
<b>Author:</b>	Keith Williams - Chief Executive Officer
<b>Date:</b>	13 March 2020
<b>Disclosure of Interest:</b>	Nil

**SUMMARY**

For Council to consider granting planning consent for an agricultural storage shed at Lot 500 Greenhills South Road, Tambellup.

**BACKGROUND**

Council received an application for approval of a storage shed at Lot 500 Greenhills South Road on 25 February 2020.

The proposed development consists of a metal clad prefabricated shed. The shed measures 24 by 50 metres will therefore have a floor area of 1200 square metres.

The height of the shed walls will be 6.8 metres, and at the apex of the roof will measure 8 metres.

The proposed shed will be used for the storage of vehicles and agricultural equipment and hay.

**COMMENT**

The subject land is zoned Farming under Town Planning Scheme No 2 - Tambellup.

Under Clause 8.1.2 (b)ii of the Scheme Single Dwellings and associated ancillary outbuildings are exempt from the requirement for planning approval, however, all other development requires the consent of Council. The proposed shed is not considered to be ancillary, and the use and development requires planning consent.

The Scheme contains the following setback provisions relevant to the application:

**5.5 SITE REQUIREMENTS**

*The site building requirements for land in various zones shall be as set out in Table 2.*

**TABLE 2 - SITE REQUIREMENTS - MINIMUM SETBACKS FROM BOUNDARIES**

<b>ZONE</b>	<b>STREET</b>	<b>REAR</b>	<b>SIDE</b>
<i>Residential</i>	<i>As in the R Codes</i>		
<i>Town Centre</i>	<i>0m</i>	<i>At the Council’s discretion</i>	
<i>Industrial</i>	<i>7.5m</i>	<i>7.5m</i>	<i>5m on one side</i>
<i>Rural Residential</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>
<i>Farming</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>

The shed complies with the development standards. The nearest property boundary is 150 metres away.

The proposed shed is located in a bush fire prone area, however, a shed is not a habitable building and therefore does not require a Bushfire Attack Level assessment. The shed is located near other sheds and an existing dwelling.

The proposed shed is recommended for approval, with conditions.

CONSULTATION

No consultation is required.

STATUTORY ENVIRONMENT

*Town Planning and Development Act 2005*

*Local Planning Scheme No 2 - Tambellup*

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Application fees have been paid.

RISK IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**200312**

***Moved Cr White, seconded Cr Letter***

***That Council grant planning consent to IJ Cunningham for the use and development of Lot 500 Greenhills South Road Tambellup for an agricultural storage shed subject to the following conditions:***

- 1. The term of this approval is two years;***
- 2. The proposed shed shall not be used as a dwelling or inhabited at any time.***

**CARRIED 7/0**

---

<b>10.10</b>	<b>WORKS REPORT FOR MARCH 2020</b>
<b>Attachment:</b>	<b>Plant Maintenance Report – March 2020</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	P Vlahov – Manager of Works
<b>Date:</b>	13 March 2020
<b>Disclosure of Interest:</b>	Nil

---

### SUMMARY

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

### BACKGROUND

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

### COMMENT

#### Programmed Construction Works

- The road construction team is currently working on the reconstruction of two sections of Toolbrunup Road. These projects are now at the gravel sheeting stage and will be ready for bitumen sealing in early April.
- Surface correction work has been completed on the Gnowangerup-Tambellup Road and the bitumen reseal will be applied in early April.
- The reseal work on the Tambellup West Road is also scheduled for early April.
- A new and larger pipe has been installed from the Broomehill CBH dam to the Broomehill Complex dam. This should result in a larger flow of water.

#### Plant Replacement

- The purchase of a new oval mower as per Council's Plant Replacement Program 2019/2020 has been implemented.

#### Maintenance Works

- The maintenance team has been assisting with various aspects associated with the housing projects. Assisting with excavation works at the Broomehill houses.
- Various signage maintenance and installation.
- Removal of fallen trees from roads.
- Pot hole patching.
- Culvert works.
- General maintenance.

#### Occupational Health and Safety

- There has been one minor incident.

#### Parks and Gardens

- Both ovals have been aerated and fertilized with a new microbe coated product.
- Four sprinklers have been replaced at the Broomehill oval.
- General mowing and weeding.

## Building Maintenance

- Installed the handle on the new door at the Tambellup Community Resource Centre (CRC) to stop wind from opening it on stormy days
- Internal front room has been painted in CRC
- Rectified plumbing issue at the Tambellup Pavilion - may need extra repairs at a later date
- Tambellup Pavilion breezeway ceiling repaired
- Break-in damage at Tambellup Pavilion repaired and the issue with lock box for light raised and will be rectified
- Broomehill Museum maintenance is ongoing but coming close to the end
- Ongoing work request forms being completed

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

**200313**

***Moved Cr White, seconded Cr Barritt***

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

***CARRIED 7/0***

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

**PROCEDURAL MOTION**

**200314**

*Moved Cr Letter, seconded Cr White*

*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 7/0**

---

<b>11.01</b>	<b>CONFIDENTIAL: TENDER BHT RFT 05/2019: DESIGN &amp; CONSTRUCT SERVICES FOR 1 X 1X2 AND 1X1 CABINS BROOMEHILL</b>
<b>Attachment:</b>	<b>Confidential – Tender Assessments</b>
<b>File Ref:</b>	ADM0550
<b>Author:</b>	KB Williams – Chief Executive Officer
<b>Date:</b>	13 March 2020
<b>Disclosure of Interest:</b>	Nil

---

## COUNCIL DECISION

**200315**

***Moved Cr Nazzari, seconded Cr White  
That Council,***

- 1. If in the event that an extension to BBRF Funding through BBRF56551 is not granted, authorise the CEO to advise all tenderers that the Tender is not awarded;***
- 2. If in the event that an extension to BBRF Funding through BBRF56551 is granted, authorise the CEO to award Tender BHT 05/2019 to RM Smith and Sons for the design and construction of two cabins on Reserve 6730 (Broomehill Caravan Park) as the most advantageous tender, in accordance with the terms and conditions specified in the tender documentation;***
- 3. Authorises the CEO, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract for Tender BHT RFT 05/2019 to RM Smith and Sons for the design and construction of two cabins on Reserve 6730 (Broomehill Caravan Park), in accordance with the terms and conditions specified in the tender documentation;***
- 4. Authorise the CEO to liaise with the successful tenderer to achieve design outcomes;***
- 5. In the event that the preferred contractor is unavailable to perform the works when required, authorise the CEO to accept the next best available offer from the quotations.***

***CARRIED 7/0***

## **PROCEDURAL MOTION**

**200316**

***Moved Cr Letter, seconded Cr Nazzari***

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

***CARRIED 7/0***

**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 5.52pm.