



# Ordinary Meeting of Council

## MINUTES

**20 June 2019**

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



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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 20 June 2019 commencing at 4.47pm.**

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

The President welcomed Councillors and Staff and declared the meeting open at 4.47pm.

**2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

Cr Thompson reflected on the recent tragic passing of Anthony Witham from Broomehill and moved that Council show support by sending their condolences to the Witham family.

**190601**

**Moved Cr Sheridan, seconded Cr Paganoni**

**That Council send sincere condolences to the Witham family.**

**CARRIED 7/0**

**3. ATTENDANCE**

Present:	Cr SJF Thompson	President
	Cr MC Paganoni	Deputy President
	Cr GM Sheridan	
	Cr ME White	
	Cr MC Nazzari	
	Cr KJ Holzknecht	
	Cr CJ Letter	
	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 of Works

**3.2 APPROVED LEAVE OF ABSENCE**

Nil

**4. DECLARATION OF INTEREST**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS**

Nil

**7. ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 23 MAY 2019**

**COUNCIL DECISION**

**190602**

**Moved Cr Letter, seconded Cr Holzknacht**

**That the Ordinary Meeting of Council Minutes of 23 May 2019 be accepted.**

**CARRIED 7/0**

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

**9.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES 11 JUNE 2019**

**COUNCIL DECISION**

**190603**

**Moved Cr Paganoni, seconded Cr Holzknacht**

**That the Local Emergency Management Committee (LEMC) Meeting Minutes of the 11 June 2019 be accepted.**

**CARRIED 7/0**

**9.2 ADOPTION OF THE RECOMMENDATIONS OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES OF 11 JUNE 2019**

**COUNCIL DECISION**

**190604**

**Moved Cr Holzknacht, seconded Cr Sheridan**

**That the 2019 Annual and Preparedness Report be endorsed as presented.**

**CARRIED 7/0**

## 10. REPORTS OF OFFICERS

### 10.1 FINANCIAL STATEMENTS FOR MAY 2019

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<b>Attachment:</b>	Monthly Financial Statements for May 2019
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill - Manager Finance and Administration
<b>Date:</b>	14 June 2019
<b>Disclosure of Interest:</b>	Nil

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#### SUMMARY

Council to consider the monthly financial report for the period ending 31 May 2019.

#### BACKGROUND

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

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

As part of the 2018/19 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

#### COMMENT

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

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

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

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

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations 1996*

#### *34. Financial activity statement report*

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

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) *budget estimates to the end of the month to which the statement relates;*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing –*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

This issue is not dealt with in the Plan

**FINANCIAL IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**190605**

**Moved Cr Holzknrecht, seconded Cr Paganoni**

**That the Financial Statement for the period ending 31 May 2019 be adopted.**

**CARRIED 7/0**

**10.2 CREDITORS ACCOUNTS PAID MAY 2019**

**Attachment:** List of Payments for May 2019  
**File Ref:** Nil  
**Author:** KP O’Neill – Manager Finance and Administration  
**Date:** 14 June 2019  
**Disclosure of Interest:** Nil

SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during May 2019.

BACKGROUND

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

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

COMMENT

Summary of payments made for the month:-

Municipal Fund	\$1,001,020.87
Trust Fund	\$250.00
Credit Cards	\$4,308.69
<u>Total</u>	<u>\$1,005,579.56</u>

CONSULTATION

Nil

STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations 1996*

13. Lists of accounts

- (1) *If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
- (a) *the payee’s name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan

FINANCIAL IMPLICATIONS

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**190606**

**Moved Cr Paganoni, seconded Cr Letter**

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

- **Municipal Fund cheque, EFT and direct debit payments totalling \$1,001,020.87;**
- **Trust Fund cheque payments totalling \$250.00; and**
- **Credit Card payments totalling \$4,308.69**

**be endorsed.**

**CARRIED 7/0**



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**10.3 GILLAMII CENTRE BARNA MIA CAMP – REQUEST FOR FINANCIAL ASSISTANCE**

<b>Attachment:</b>	Copy of Correspondence
<b>File Ref:</b>	ADM0061
<b>Author:</b>	KP O'Neill – Manager Finance & Administration
<b>Date:</b>	14 June 2019
<b>Disclosure of Interest:</b>	Nil

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**SUMMARY**

Council to consider a request from Gillamii Centre for a financial contribution towards the Year 6 students from Tambellup Primary School for the Barna Mia Camp.

**BACKGROUND**

The Gillamii Centre has partnered with the Tambellup Cranbrook Bendigo Bank since 2009 to fund a school camp to the Dryandra Woodlands. The purpose of the camp is to raise awareness of Australian flora and fauna and educate the students about natural resource management. The students participate in a range of activities. The camp is held in fourth term each year and is provided free of charge to the students.

**COMMENT**

Financial assistance has not been requested of Council in previous years for the camp. Gillamii Centre has had a significant reduction in core Federal funding, and seek assistance this year to ensure the Year 6 students have the opportunity to participate in this camp.

**CONSULTATION**

Karina Bateman, Gillamii Centre

**STATUTORY ENVIRONMENT**

*Nil*

**POLICY IMPLICATIONS**

There is no Policy applicable to this item.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan 2018-2028

KRA Three – Our Places

3.2 Our community and Council are environmentally aware and engaged.

**FINANCIAL IMPLICATIONS**

Provision is included in the 2018/19 Budget of \$5,000 for Council Donations; this allocation has a balance of \$3,305. Should Council agree to make a contribution, it will be funded from this allocation.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council supports the Gillamii Centre and makes a contribution of \$1,000 towards the Year 6 Barna Mia camp in term 4 of 2019.

Motion lapsed for want of a mover

**COUNCIL DECISION**

**190607**

**Moved Cr White, seconded Cr Holzknecht**

**That Council advise Gillamii Centre that a decision on the financial contribution request has been deferred to obtain additional information.**

**CARRIED 7/0**

**REASON FOR CHANGE TO RECOMMENDATION**

Council wanted staff to request more information regarding the funding towards the Barna Mia Camp.

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**10.4 DISABILITY ACCESS AND INCLUSION PLAN – PROGRESS REPORT**

<b>Attachment:</b>	Disability Access and Inclusion Plan – Progress Report 2018/2019
<b>File Ref:</b>	ADM0124
<b>Author:</b>	PA Hull, Strategic Support & Projects Officer
<b>Date:</b>	14 June 2019
<b>Disclosure of Interest:</b>	Nil

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**SUMMARY**

Council to receive the Disability Access and Inclusion Plan (DAIP) Progress Report for 2018/2019.

**BACKGROUND**

The Disability Services Act WA (1993) requires local government to implement a DAIP to ensure people with disability have equal access to its services and facilities. Council's DAIP outlines seven desired outcome areas and the strategies Council has developed to achieve those outcomes. Legislation requires a progress report to be forwarded to the Department of Communities annually and the Plan itself stipulates that a report be made to Council on a yearly basis. A report on Council's implementation of its DAIP is also included within its Annual Report.

**COMMENT**

This year's Progress Report has been completed and forwarded to the Department of Communities. A copy is presented for Council's information.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

*Disability Services Act WA (1993) – Part 5: Disability Services Regulations*

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Key Result Area 1: Our People

1.1 Our community is safe, connected, harmonious and inclusive

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

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL DECISION**

**190608**

**Moved Cr Nazzari, seconded Cr White**

**That Council receives the 'Disability Access and Inclusion Plan – Progress Report 2015/2019' as presented.**

**CARRIED 7/0**

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**10.5 PROPOSED LIQUOR LICENCE EXTENSION – GREAT SOUTHERN HOCKEY CARNIVAL**

**Attachment:** [Map of Proposed Licence Area](#)  
**File Ref:** ADM0262  
**Author:** KB Williams, Chief Executive Officer  
**Date:** 14 June 2019  
**Disclosure of Interest:** Nil

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**SUMMARY**

For Council to consider supporting an application from the Tambellup Community Pavilion Association to temporarily extend their liquor licence.

**BACKGROUND**

Council considered an item regarding the Great Southern Hockey Carnival at the 23 May 2019 Ordinary Meeting of Council.

The agenda item included incorrect dates due to the applicant providing incorrect dates.

This year the carnival will be held on Tambellup on July 13 and 14, 2019 not July 6 and 7, 2019 as stated in the previous agenda item.

**COMMENT**

A council resolution is required to ensure that the liquor licence application contains correct dates.

The request is supported.

**CONSULTATION**

No consultation is required.

**STATUTORY ENVIRONMENT**

*Liquor Licensing Act 1988*

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**190609**

**Moved Cr Letter, seconded Cr White**

**That Council:**

- 1. Write a letter of support to the Department of Racing Gaming and Liquor to support the application by the Tambellup Community Pavilion Association for the extension of the liquor licence for the Great Southern Hockey Carnival from 12 noon July 12, 2019 to nine pm July 14, 2019.**
- 2. Write to the Tambellup Community Pavilion Association that it must comply with any conditions required by the Department of Racing Gaming and Liquor, including the installation of signage if required.**

**CARRIED 7/0**

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**10.6 WORKS REPORT FOR JUNE 2019**

<b>Attachment:</b>	Plant Maintenance Report – June 2019
<b>File Ref:</b>	Nil
<b>Author:</b>	P Vlahov, Manager of Works
<b>Date:</b>	13 June 2019
<b>Disclosure of Interest:</b>	Nil

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**SUMMARY**

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

**BACKGROUND**

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

**COMMENT****Programmed Construction Works**

- The failure repairs on the Broomehill-Kojonup Road have been cement stabilised and the bitumen seal has been ordered.
- Works on the Flat Rocks Road have been held up due to wet weather. The works should resume on the 18<sup>th</sup> of June.

**Plant Replacement**

- The replacement truck for TA 017 has been completed on the 14<sup>th</sup> June.
- The John Deere Gator is now in the process of being replaced as per Council's adopted Plant Replacement Program 2018/19.
- The small Tambellup Gardeners truck TA 386 will be replaced before 25<sup>th</sup> June as per Council's adopted Plant Replacement Program 2018/19.

**Maintenance Works**

- Grading various roads in the Southern sector. Grading various roads in the Northern sector.
- Pot-hole patching.
- Grave digging.
- General maintenance.
- Various fallen trees.
- Signage maintenance.
- Push up green waste at Refuse Sites.
- Guide posting maintenance.
- Various tree pruning.
- Assisted with various garden operations and various construction jobs.
- Collected and delivered rocks for various projects.

**Occupational Health and Safety**

- There have been no incidents to report.
- Various and continuous improvements are ongoing as per inspection reports.

**Parks and Gardens**

- Oval maintenance.
- Reshape embankment at Tambellup Oval.
- Tree and shrub planting at various locations.
- Mowing.

- Weeding.
- Spraying.

For Council discussion and comment.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

This issue is not dealt with in the Plan

**FINANCIAL IMPLICATIONS**

This issue has no financial implications for Council

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**190610**

**Moved Cr White, seconded Cr Paganoni**

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

**CARRIED 7/0**



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

**CONFIDENTIAL ITEM**

**COUNCIL DECISION**

**190611**

**Moved Cr Paganoni, seconded Cr Sheridan**

**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**

**11.1 CONFIDENTIAL: REQUEST TO PURCHASE LOT 19 TAYLOR STREET, TAMBELLUP**

**Attachment:** Submission from applicant  
**File Ref:** A255  
**Author:** KB Williams, Chief Executive Officer  
**Date:** 14 June 2019  
**Disclosure of Interest:** Nil

**COUNCIL DECISION**

**190612**

**Moved Cr Paganoni, seconded Cr Letter**

**That Council confirms Lot 19 Taylor Street Tambellup as the preferred location for a Caravan Park in Tambellup.**

**That Council advise Mr Parminder Singh that:**

- 1. It is interested in disposal of Lot 19 Taylor Street for the purpose of development of a Caravan Park, and will confirm a disposal method once it has had further time to consider the best strategic use of the land;**
- 2. It does not intend to dispose of the land until completion of construction of housing in Tambellup, expected to be December 2019; and**
- 3. A valuation is being obtained by Council, and this will form the basis of any negotiations to dispose of the land.**
- 4. Detailed concept plans will also form part of any negotiations to dispose of the land.**

**That Council commence a tender process to dispose of Lot 19 Taylor Street for use as a Caravan Park, with the tender criteria addressing design, construction timeframes and purchase price.**

**CARRIED 7/0**

**REASON FOR CHANGE TO RECOMMENDATION**

To clarify Council’s intentions for Lot 19 Taylor Street.

**COUNCIL DECISION**

**190613**

**Moved Cr White, seconded Cr Sheridan**

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

**CARRIED 7/0**

**12. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Sheridan requested a Leave of Absence for the 18 July 2019 Ordinary Meeting of Council.

**COUNCIL DECISION**

**190614**

**Moved Cr White, seconded Cr Paganoni**

**That Cr Sheridan be granted a Leave of Absence for the 18 July 2019 Ordinary Meeting of Council.**

**CARRIED 7/0**

**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 5.48pm.