



Ordinary Meeting of Council

MINUTES

20 September 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 20 September 2018 commencing at 4.13pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	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 Administration
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	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

Cr Sheridan declared an Impartiality Interest in Item 11.04

Cr Sheridan declared an Impartiality Interest in Item 11.05

Cr White declared a Financial Interest in Item 11.05

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 16 AUGUST 2018

Council Decision: *180901*

Moved Cr Letter, seconded Cr Holzknacht

“That the Ordinary Meeting of Council Minutes of 16 August 2018 be accepted.”

CARRIED 7/0

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

Nil

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

11.01 FINANCIAL STATEMENTS FOR AUGUST 2018

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for August 2018	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	14 September 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the monthly financial report for the period ending 31 August 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 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. At the end of August approximately 76% in rates and charges had been collected.

Rates and charges were levied on 3rd August 2018 with the 28 day discount period closing Friday 31st August. The due date for payment, without penalty was Friday 7th September. This is also the due date for payment by either the two or four instalment plans.

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: **180902**

Moved Cr Sheridan, seconded Cr Paganoni

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

CARRIED 7/0

**Reason For Change to
Recommendation:**

11.02 CREDITORS ACCOUNTS PAID AUGUST 2018

Program:	Other Property and Services	
Attachment:	List of Payments for August 2018	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Administration
Date:	12 September 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during August 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	\$503,577.88
Trust Fund	\$1,650.00
Credit Cards	\$1,807.16
Total	\$507,035.04

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: *180903*

Moved Cr Paganoni, seconded Cr Nazzari

That the list of accounts paid during August 2018, consisting of –

- Municipal Fund cheque, EFT and direct debit payments totalling \$503,577.88;*
- Trust Fund cheque payments totalling \$1,650.00; and*
- Credit Card payments totalling \$1,807.16*

be endorsed.”

CARRIED 7/0

Reason For Change to Recommendation:

11.03 GREAT SOUTHERN REGION BOOK PROJECT	
Program:	Economic Services
Attachment:	Nil
File Ref:	ADM0061
Author:	PA Hull Strategic Support & Projects Officer
Date:	04 September 2018
Disclosure of Interest:	Nil

Summary: Council to consider a request for financial support for the development of a book promoting the Great Southern region as a place to live and visit.

Background: A request for support has been received from an Albany-based publishing and PR business intending to publish a 240 page coffee-table style book showcasing stories of people living within the Great Southern region. It is intended that the book will be able to be utilised as a marketing tool by supporting parties.

Stories will include those from a variety of residents, and how they came to live here, what they do here, their histories and why they love living here. The book will have a strong food/wine/tourism focus, and be visually-driven.

The author (and proponent for the project) advises she is a journalist and writer with 16 years experience in high end magazine production.

The estimated minimum cost of the project is \$15,000, and to date Great Southern Development Commission, Australia's South West and the City of Albany have each pledged \$2,000 towards the project. The project will not commence until commitments to the minimum \$15,000 have been confirmed.

The proponent is approaching each local government in the region for support, and has requested a contribution from this Shire of \$2,000 towards the project. All funds would be managed by Australia's South West, who would then develop a Memorandum of Understanding with the proponent for the production of the book.

Comment: This matter was considered by Council at the August 2018 Ordinary Meeting, with the recommendation and amended motion lapsing for want of a seconder. Council determined that more information was required, to confirm the amount of content the Shire would receive for its investment.

Staff have spoken with the proponent, who has advised that each contributing Local Government would receive equal exposure in the book as they are looking to showcase the whole region.

Council currently provides financial and in kind support to Hidden Treasures of the Great Southern, which is focussed on promotion of the Central Great Southern shires specifically. The group is currently redeveloping its website, and it is considered that this avenue and other activities undertaken by the group provides effective promotion of the Shire of Broomehill-Tambellup to a wider audience.

For discussion and decision.

Consultation: Keith Williams – Chief Executive Officer
Claire Hanson - Monocle

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: While the Community Strategic Plan is currently under review, community consultation indicated development of tourism assets and promotion of the Shire as a driver for economic growth was a high priority.

Asset Management Implications: There are no asset management implications for Council

Financial Implications: Provision of \$5,000 has been made in the 2018-2019 budget under ‘Members of Council – Donations’ for requests that may be received through the year. Currently a balance of \$4,000 is available. Council has also made provision of \$4,000 for ongoing support of Hidden Treasures of the Great Southern.

Workforce Plan Implications: There are no workforce planning implications

Voting Requirements: Simple Majority

Council Decision: *180904*

Moved Cr Paganoni, seconded Cr White

“That Council contributes \$2,000 to the Great Southern Region book project.”

CARRIED 4/3

Reason For Change to Recommendation:

11.04 TAMBELLUP GOLF CLUB – RATE CONCESSION	
Program:	General Purpose Funding
Attachment:	Nil
File Ref:	A447
Author:	KP O’Neill Manager Finance & Administration
Date:	12 September 2018
Disclosure of Interest:	Cr Sheridan declared an Impartiality Interest in this Item as he is a Member of the Golf Club.
Summary:	Council to consider a request for a rate concession for the 2018/19 financial year.
Background:	The Tambellup Golf Club has written requesting Council consider granting a concession on the rate charges for the 2018/19 financial year.
Comment:	<p>The Golf Club provides a facility that is available to all members of the community and is used regularly throughout the year by both Club members, non-members and community groups.</p> <p>The club remains the only sporting organisation within the Broomehill-Tambellup Shire that has Shire rates levied against it.</p> <p>The Tambellup Golf Club has been granted a rate concession since the 2000/01 year. The Club is still required to pay rubbish and recycling charges, and the Emergency Services Levy which is determined each year by the Department of Fire and Emergency Services (DFES).</p>
Consultation:	Nil
Statutory Environment:	<p><i>Local Government Act 1995</i></p> <p><i>s6.47 Concessions</i></p> <p><i>Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.</i></p> <p><i>*Absolute majority required.</i></p>
Policy Implications:	Council does not have a policy in relation to granting concessions for rates or service charges.
Strategic Implications:	<p>Strategic Community Plan 2012 – 2022</p> <p>Community Aspiration – Staying Active & Being Entertained</p>
Asset Management Implications:	There are no implications for the Asset Management Plan.

Financial

Implications:

Provision of \$4,000 has been included in the 2018/19 Budget for ‘Rates Written Off’ in anticipation of such requests.

Rate charges for the Tambellup Golf Club are \$650.99 for the 2018/19 year.

Workforce Plan

Implications:

There are no implications for the Workforce Plan.

Voting Requirements:

Absolute Majority

Council Decision:

180905

Moved Cr Paganoni, seconded Cr White

“That Council grants a rate concession of \$650.99 to the Tambellup Golf Club for the 2018/19 financial year.”

*CARRIED 7/0
By Absolute Majority*

Reason For Change to Recommendation:

11.05 PROPOSED DWELLING - LOT 2535 PAUL VALLEY ROAD, MOONIES HILL

Program: Planning
Attachment: Site Plans, Floor Plan & Elevations
File Ref: A927
Author: KB Williams Chief Executive Officer
Date: 20 September 2018
Disclosure of Interest: Cr Sheridan declared an Impartiality Interest in this Item as he is related to the owner of the property.
 Cr White declared a Financial Interest in this Item as he conducts business with the owner of the property and left the meeting at 4.31pm.

Summary: For Council to consider an application for a Dwelling to be developed at Lot 2535 Paul Valley Road, Moonies Hill.

Background: Council's Building Surveyor approved a Building Permit for a dwelling to be constructed on Lot 2535 Paul Valley Road.

Unfortunately the Building Surveyor did not realise that a dwelling existed on the property, and issued the building permit without the requisite Planning Approval.

The proposed development consists of a 4 bedroom 2 bathroom dwelling with a floor area of 299 square metres.

The dwelling is proposed to be constructed of a timber frame with brick veneer, on a concrete pad. The roof will be clad in corrugated metal.

An existing dwelling as well as multiple sheds are located on the property. The proposed dwelling is located approximately 1000 metres from the existing dwelling.

Comment: Zoning

The subject lot is zoned for 'Farming' land uses under the Shire of Tambellup Local Planning Scheme No 2 ('the Scheme').

Description of Application

The applicant is seeking a planning approval to develop a 4 x 2 Dwelling.

Relevant Scheme Provisions

Zoning

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.

The owner has submitted correspondence confirming that the proposed dwelling is intended to be used as the Principal dwelling, while the existing dwelling is intended to be used for caretakers and farm worker accommodation.

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.

Development Standards:

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

ZONE	STREET	REAR	SIDE
<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 not located within a Bushfire Prone Area and therefore does not require a Bushfire Attack Level (BAL) assessment.

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:

Shire of Tambellup Town Planning Scheme No 2.

Policy Implications:

Nil

Strategic

Implications:

This issue is not dealt with in the Plan

Asset Management

Implications: There are no asset management implications for Council

Financial

Implications: In normal circumstances where development has commenced, an application for retrospective planning would be required, However, while no other dwellings are shown on the plans, the applicant was not advised that a planning application was required prior to issuing the Building Permit. The error was not deliberate and Council's Building Surveyor was unaware that a dwelling existed on the property.

It is therefore proposed that the fees be waived.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: 180906

Moved Cr Letter, seconded Cr Nazzari

“1. That Council grant Retrospective Planning Consent for the use and development of a Dwelling on Lot 2535 Paul Valley Road Moonies Hill, subject to the following conditions:

- a) The term of this approval is limited and expires 24 months from the date of this planning consent;*
- b) All development shall be consistent with the plans lodged under Building Licence application number BHT201819001. Any variation will require a revised planning application to be submitted.*
- c) The existing dwelling located on Lot 2535 Paul Valley Road shall be used in accordance with the definition of a Caretakers Dwelling or Workers Accommodation under Schedule 1 of Town Planning Scheme No 2 at all times.*

2. That Council waive planning application fees for the retrospective planning approval for the use and development of a Dwelling on Lot 2535 Paul Valley Road Moonies Hill, given that the applicant was not advised that a planning application was required.”

CARRIED 6/0

Reason For Change to Recommendation:

Cr White returned to the meeting at 4.36pm.

11.06**PLANT REPLACEMENT – MULTI TYRED ROLLER**

Program:	Transport
Attachment:	CONFIDENTIAL: Analysis of quotations received and Specification for Roller
File Ref:	ADM0303 & ADM0414
Author:	P Vlahov Manager of Works
Date:	07 September 2018
Disclosure of Interest:	Nil

Summary: Tenders have been received for changeover of Councils Multi Tyred Roller.

Background: Council's 2018/19 budget has made provision to replace the Caterpillar PS300C roller and we have utilised the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network (EQuotes).

Council requested quotes from BT Equipment T/A Tutt Bryant (Bomag), JCB Construction Equipment (Dynapac), Conplant (Hamm), Westrac (Caterpillar) and GCM Agencies (Multipac).

Five quotations were received for the purchase of the new machine. They were Tutt Bryant (Bomag), JCB (Dynapac), Westrac (Caterpillar), Conplant (Hamm) and GCM Agencies (Multipac).

All rollers meet the specifications set in the Equote Tender Documents sent to the suppliers.

Councils Caterpillar PS300C Roller was offered for outright purchase or trade through the WALGA managed tender system. The machine attracted no offers to purchase outright.

Comment: The Roller due for replacement is the 2011 Caterpillar PS300C. This roller has relatively high hours and has been a very good machine for council.

The replacement of this machine conforms with Councils Long Term Financial Plan and fits into Councils 10 year Plant Replacement Program.

All rollers are tried and proven machines in road construction and local government.

The Shire of Broomehill-Tambellup currently runs a PS300C roller and this machine has given little trouble. The Caterpillar is the second best value trade, however, Westrac offer good backup service with mechanics based at nearby towns. The Caterpillar machine is also delivered with a 12 month full warranty and 7 years full drive line warranty which is the best warranty in the industry.

Westrac offer free freight on any part not stocked locally if the machine is classed down in the dirt.

Council uses Caterpillar's Visionlink GPS tracking which also records location, utilization, fuel usage, maintenance and maintenance alerts and fault codes.

The new Caterpillar 34C roller (offered) is an entirely new design and has all the features that are required to perform the role that is required by staff. It is also delivered with extra ballast to make it an 18 ton machine at the tendered price.

The Caterpillar C34 Roller offered by Westrac is within Councils adopted budget parameters, and is recommended as the preferred option due to trade value and service.

Consultation: Manager of Works has consulted neighbouring shires and metro shires to discuss whole life costs and backup service of all machines quoted on.

Statutory Environment: *Local Government Act 1995*
Local Government (Functions and General) Regulations 1996

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: The new multi-tyred roller will be taken up into the Asset Management Plan (AMP) and the trade will be removed. The changeover of the roller is in keeping with the Plant Replacement Program and the intent of the AMP.

Financial Implications: Provision has been made in the 2018/19 Budget to purchase a new Multi Tyred roller for \$200,000 and trade or outright purchase of the Caterpillar PS300C for \$50,000 giving a net changeover is \$150,000.

The recommended purchase will result in a saving of \$48,600 on the budgeted changeover. As plant replacement is fully funded by the Plant Reserve, any savings realised will remain in the Reserve for future use.

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

Voting Requirements: Simple Majority

Council Decision: **180907**

Moved Cr White, seconded Cr Sheridan

“That Council accepts the quote from Westrac for the purchase of a Caterpillar C34 Roller for \$155,400 excluding GST and trade of the Caterpillar PS300C Roller for \$54,000 excluding GST.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

11.07**WORKS REPORT FOR AUGUST/SEPTEMBER 2018**

Program:	Transport	
Attachment:	<ul style="list-style-type: none"> • Plant Maintenance Report – August/September 2018 • Road Hierarchy 	
File Ref:	Nil	
Author:	P Vlahov	Manager of Works
Date:	13 September 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the Manager of Works Report for August/September 2018.

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

Comment: **Programmed Construction Works**

- Pallinup South Road. This project is now under way. Roadside vegetation is being pruned, aggregate is being delivered, pipes and headwalls have been delivered.

Plant Replacement

- The tenders for the purchase of a new multi tyred roller have been completed and a recommendation to council has been included in this Agenda.
- A 3.5 ton Hyster forklift has been purchased as per the 2018/19 plant replacement program.

Maintenance Works

- Grading various roads
- Pot-hole patching
- Roadside vegetation pruning – slashing has been completed on various roads. The machine is currently working on Pallinup South Road.
- General maintenance
- Various fallen trees
- Signage maintenance
- Guide posting maintenance
- Drainage issues have been resolved at the Broomehill Complex
- Repairs to various town streets
- Assisted with various garden operations and various construction jobs
- Roadside verge spraying has been completed on all sealed roads

Building Maintenance

- Various minor repairs on Council buildings
- Repair various drainage and plumbing issues at 1 Janus Street
- Various minor repairs at the Tambellup Pavilion

Occupational Health and Safety

- There have been no incidents to report

Parks and Gardens

- A new garden has been established at the intersection of Garrity Street and Tambellup West Roads
- Oval mowing
- General mowing
- Pruning
- Mulching
- Planting various trees and shrubs

Workshop

- Minor repairs and servicing
- Assist with various building maintenance tasks
- Assist with plant replacement
- Construct green house

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: There are no asset management implications for Council

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: **180908**

Moved Cr Paganoni, seconded Cr Sheridan

“That Council receives the report from the Manager of Works for the months of August/September 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

Nil

14. DATE OF NEXT MEETING

Ordinary Council Meeting 18 October 2018

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.05pm.