



Ordinary Meeting of Council

MINUTES

21 June 2018

PLEASE NOTE - THESE MINUTES HAVE YET TO BE CONFIRMED BY COUNCIL AS A TRUE AND ACCURATE RECORD OF PROCEEDINGS.

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



LIST OF MOTIONS

21 June 2018	Page No
Confirmation of Previous Meeting Minutes	2
Council to extend its gratitude and thanks to Community Services Manager	14
Creditors Accounts paid May 2018	5
Financial Statements for May 2018	3
New business of an urgent nature introduced by decision of Council	14
Proposed Road Closure – Un-named Road between Dartnall and Sprigg Simpson Roads, Dartnall	9
Voting Delegates for WALGA Annual General Meeting	7
Works Report for May/June 2018	11

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 21 June 2018 commencing at 4.10pm.

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 Assets
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Governance and Executive Assistant

Apologies: Nil

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.10pm.

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

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 17 MAY 2018

Council Decision: **180501**

Moved Cr Holzknacht, seconded Cr White

“That the Ordinary Meeting of Council Minutes of 17 May 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. MATTERS FOR DECISION

11.01 FINANCIAL STATEMENTS FOR MAY 2018

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

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

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

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

As part of the 2017/18 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

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

Receivables - which includes outstanding rates, emergency services levy, pensioner rebates and other 'sundry' debtors - is reported at Note 6. At the end of May approximately 92% in rates and charges had been collected.

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

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

Consultation: Nil

Statutory Environment: *Local Government (Financial Management) Regulations 1996*

34. Financial activity statement report

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

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing –
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.

Policy Implications: Nil

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

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

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

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

Voting Requirements: Simple Majority

Council Decision: 180602

Moved Cr Sheridan, seconded Cr Paganoni

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

CARRIED 7/0

Reason For Change to Recommendation:

11.02 CREDITORS ACCOUNTS PAID MAY 2018

Program:	Other Property and Services	
Attachment:	List of Payments for May 2018	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Administration
Date:	14 June 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during May 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	\$770,344.95
Trust Fund	\$0.00
Credit Cards	\$1,536.96
Total	\$771,881.91

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: *180603*

Moved Cr Paganoni, seconded Cr Letter

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

- Municipal Fund cheque, EFT and direct debit payments totalling \$770,344.95; and*
- Credit Card payments totalling \$1,536.96 be endorsed.”*

CARRIED 7/0

Reason For Change to Recommendation:

11.03 VOTING DELEGATES FOR WALGA ANNUAL GENERAL MEETING

Program:	Governance	
Attachment:	WALGA Voting Delegate Information	
File Ref:	ADM0159	
Author:	LK Cristinelli	Executive Assistant
Date:	18 May 2018	
Disclosure of Interest:	Nil	

Summary:	Registration of delegates for the Western Australian Local Government Association's (WALGA) Annual General Meeting is required.
Background:	<p>The 2018 AGM of WALGA will be held as part of the Local Government Convention on Wednesday 1st August 2018.</p> <p>All member Councils are entitled to be represented by two voting delegates at the AGM. Voting delegates may be either elected members or serving officers. Councils seeking to exercise their voting entitlements must ensure that their voting delegates are appropriately registered. Registrations must be returned to WALGA by Monday 02nd July 2018.</p> <p>In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.</p>
Comment:	Council will need to nominate its delegates to the Annual General Meeting.
Consultation:	Nil
Statutory Environment:	Nil
Policy Implications:	Nil
Strategic Implications:	This issue is not dealt with in the Plan
Asset Management Implications:	There are no asset management implications for Council
Financial Implications:	This issue has no financial implications for Council
Workforce Plan Implications:	There are no workforce plan implications for Council
Voting Requirements:	Simple Majority

Officer

Recommendation: *“That Councils registered delegates and proxy delegates to the 2018 Annual General Meeting of the Western Australian Local Government Association be Cr..... and Cr..... as delegates and Cr..... and Cr..... as proxy delegates.”*

Council Decision: *180604*

Moved Cr Thompson, seconded Cr Nazzari

“That Councils registered delegates and proxy delegates to the 2018 Annual General Meeting of the Western Australian Local Government Association be Cr White and Cr Holzkecht as delegates and Cr Paganoni and Chief Executive Officer, Keith Williams, as proxy delegates.”

CARRIED 7/0

Reason For Change to Recommendation:

To include the names of the Delegate and Proxy Delegates for the Annual General Meeting of the Western Australian Local Government Association.

11.04 PROPOSED ROAD CLOSURE – UN-NAMED ROAD BETWEEN DARTNALL AND SPRIGG SIMPSON ROADS, DARTNALL

Program: Planning
Attachment: Site Plan
File Ref: ADM0253 & RD244
Author: KB Williams Chief Executive Officer
Date: 11 June 2018
Disclosure of Interest: Nil

Summary: For Council to consider closing an unnamed and unconstructed road that splits a freehold land parcel.

Background: During assessment of a proposed excision from a reserve for a road constructed within that reserve, it was noted that another Road Reserve is unconstructed and unused.

During discussion with the surveyor it was determined that the road traverses through a dam that is constructed on the private land.

Further discussion determined that the best course of action was to close the road and amalgamate the road reserve with the freehold land adjacent.

Comment: The subject road is not named, not constructed, and is not required as a carriageway.

Part 5 Division 1 Section 58 of the *Land Administration Act 1997* sets out how a Road Reserve can be closed.

Advertising for 35 days must occur for prior to the road being closed. If no objections are received the Minister will be requested to close the road. If objections are received the matter will be considered further by Council.

It is recommended that the proposed Road Closure is advertised, and if no objections are received the CEO be delegated authority to request that the road be closed.

Consultation: Consultation has occurred with the landowner and surveyor.

Statutory Environment: *Land Administration Act 1997*

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: Advertising fees will be applicable should Council accept the recommendation.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *180605*

Moved Cr Holzknecht, seconded Cr Letter

“1. That Council advertise the proposed closure of the unnamed road as shown on the attached plan for 35 days as required under Part 5 Division 1 section 58 of the Land Administration Act.

2. That subject to receiving no objections during consultation, Council authorise the CEO to request that the Minister close the road. Should objections be received the matter will be returned to Council for further consideration.”

CARRIED 7/0

Reason For Change to Recommendation:

- Various tree pruning
- Assisted with various garden operations and various construction jobs.

Occupational Health and Safety

- There has been one minor incident.
- Several training courses have been attended. (Tag and Test, Advanced Traffic Management, RAV network evaluation)

Parks and Gardens

- Diprose Park tree removal
- Pruned various street trees including Garrity Street.
- Weed control
- Oval maintenance
- General mowing
- Reticulation repairs and maintenance
- Broomehill Complex - Some landscaping work has commenced and will be ongoing
- Dam Levels:
 - ❖ Tambellup West Dam (No 2) is 90% full
 - ❖ Jam Creek Dam 20% full
 - ❖ Broomehill Dam is 20% full

Workshop

Minor repairs and servicing
 Several hoses replaced on the graders
 Repaired oil leak located behind the compressor on the Broomehill grader
 Manufactured shelving at the Tambellup depot
 Installed lifting jacks at the Broomehill Depot
 General servicing

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:** *180606**Moved Cr Sheridan, seconded Cr White**“That Council receives the report from the Manager of Works for the month of May 2018.”***CARRIED 7/0****Reason For Change to
Recommendation:**

Cr Thompson asked the Works Manager, Peter Vlahov for an update about the Broomehill Tennis Courts which were recently inspected by Structural Engineer, Dan Turner. Mr Turner said the foundations of the courts are sound even though there is a perception that the foundations have fallen away. There are cracks on the courts and the asphalt is thin from age. Peter Vlahov will meet with the Broomehill Tennis Committee to explain the discussion with Mr Turner.

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**NIL**

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

180607

Moved Cr Paganoni, seconded Cr Holzknecht

“That Council close the meeting to discuss new business.”

CARRIED 7/0

180608

Moved Cr Paganoni, seconded Cr White

“Council would like to extend its gratitude and thanks to Community Emergency Services Manager (CESM) Cindy Pearce for her assistance with the recent Albany fires.”

CARRIED 7/0

14. DATE OF NEXT MEETING

19 July 2018

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 4.59pm.