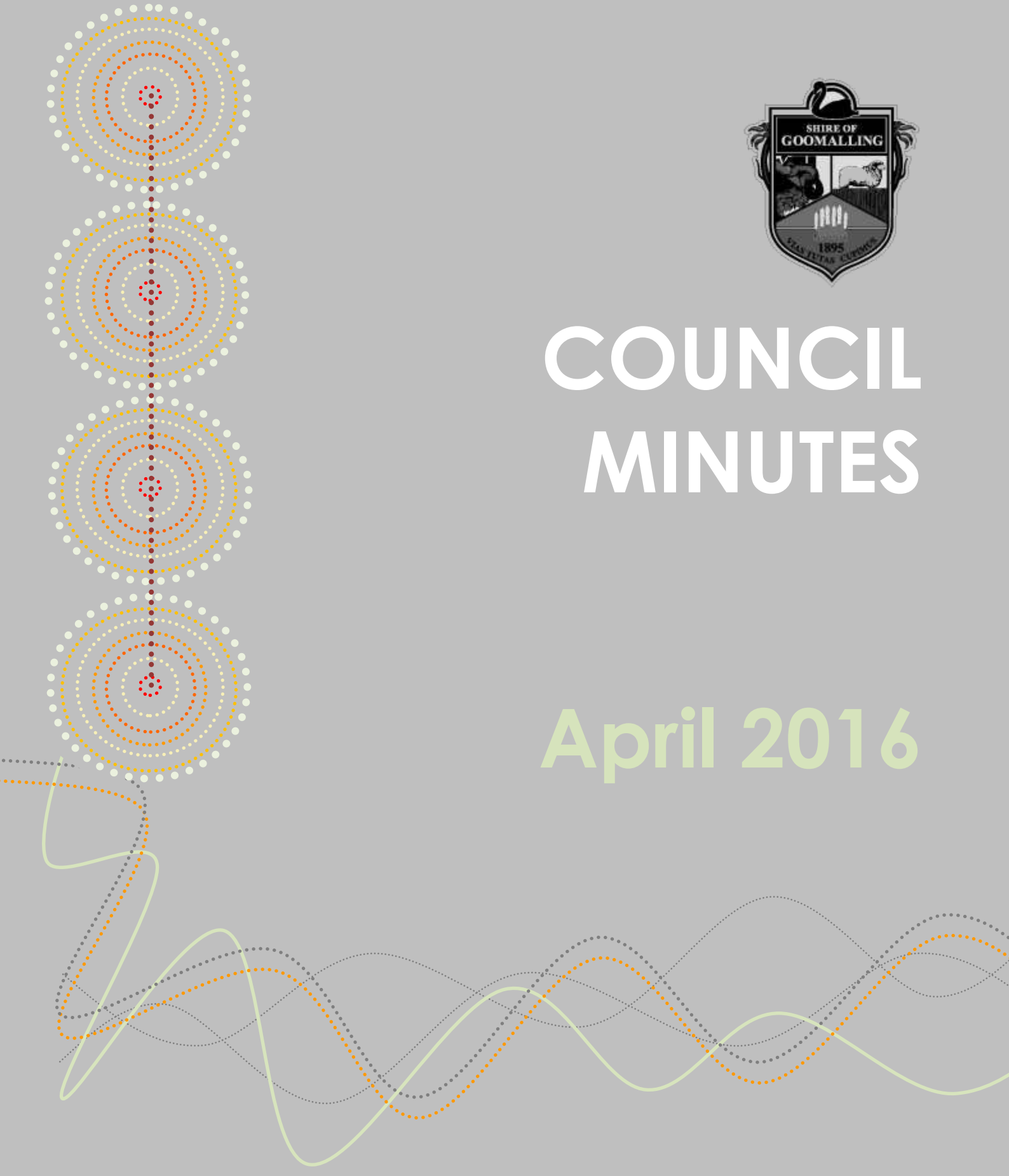


# Shire of Goomalling



## COUNCIL MINUTES

April 2016





## **NYOONGAR ACKNOWLEDGEMENT**

We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar Ballardong people as the custodians of the greater Goomalling/Koomal area and that their cultural and heritage beliefs are still important to the living Nyoongar Ballardong people today.

## **NOTICE OF MEETING**

Meeting No. 3 of 2016 of the Shire of Goomalling Council to be held in the Council Chambers, Administration Office, 32 Quinlan Street, Goomalling on Wednesday, 20 April 2016 beginning at 1.15pm.

### **1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS**

#### **1.1. Attendance**

Chairperson	President of Council	Cr Barry Haywood
	Deputy President of Council	Cr Roland Van Gelderen
Council	Councillor	Cr Raymond Bowen
	Councillor	Cr Julie Chester
	Councillor	Cr Christie Kingston
	Councillor	Cr Dallas Phillips
	Councillor	Cr Geoffrey Romero
	Councillor	Cr Kevin Ryan
	Councillor	Cr Rodney Sheen
Administration	Chief Executive Officer	Mr Cornelis (Clem) Kerp

#### **1.2. Apologies**

Nil

### **Suspension of Standing Orders**

#### **Resolution**

Moved Cr Sheen, seconded Cr Romero that Standing Orders be now suspended by Council at 1.15pm.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

#### Question Time

Mrs Wendy Williams, Member of Avon Tourism Inc discussed with Council the future of Avon Tourism Inc and its proposed options for membership status of Councils in the Avon Region. The three (3) options put to Council were fully discussed and it was agreed that Council would make its decision at its Budget Meeting.

Mrs Wendy Williams then withdrew from the Meeting at 1.32pm

### **Resumption of Standing Orders Resolution**



Moved Cr Sheen, seconded Cr Chester that Standing Orders be now resumed by Council at 1.32pm.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

### **1.3. Announcements**

- Cr Sheen attended Council's Road Inspection
- Cr Chester attended Drum Muster Collection in Goomalling
- Cr Ryan attended both Road Inspection and Drum Muster Collection
- Cr Bowen attended Road Inspection and Busy Bee at Jennacubbine Progress Association activity
- Cr Bowen attended a WALGA Training Session
- Cr Phillips attended Toodyay's Tidy Town Award function
- Cr Phillips held a cuppa with a Councillor day session
- Cr Phillips attended a WALGA Training Session
- Cr Phillips attended an Aboriginal Koomal Meeting
- Cr Phillips attended a Youth Meeting
- Cr Kingston attended a Harmony Day Activity
- Cr Kingston attended a WALGA Training Session
- Cr Kingston held a cuppa with a Councillor day session
- Cr Kingston attended a Drug & Alcohol Meeting
- Cr Kingston attended a Meeting in Northam regarding possible sale of Port Fremantle
- Cr Haywood attended Anzac Day School Commemoration at Goomalling Primary School
- Cr Haywood attended AROC Meeting
- Cr Haywood attended local LEMC Meeting
- Cr Haywood attended Avon Midland Zone WALGA Conference
- Cr Haywood attended Procurement Australia Insurance Briefing.

#### **Resolution**

Moved Cr Kingston seconded Cr Phillips that the announcements be received.

**CARRIED**

## **2. MINUTES**

#### **Resolution**

Moved Cr Ryan seconded Cr Bowen that the Minutes of the Goomalling Shire Council ordinary meeting held on Wednesday, 16 March 2016 be confirmed as true and correct record of proceedings.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

## **3. DECLARATION OF INTEREST**

Impartial – Cr Barry Haywood (relationship to Miss Tahnee Bird, CDO)



#### 4. MATTERS ARISING

Nil

#### 5. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

#### 6. PETITIONS & MEMORIALS

Nil

#### 7. REPORTS & MINUTES OF COMMITTEES

##### 7.1. Finance Report

###### Resolution

Moved Cr Romero seconded Cr Sheen that the Finance Report for April 2016 be received.

**CARRIED**

##### 7.1.1. Financial Statements for Period ending 31 March 2016

###### FILE REF

###### APPLICANT OR PROPONENT (S)

Shire of Goomalling,

###### PREPARED BY

Natalie Bird, Finance Manager

###### APPROVED BY

Clem Kerp, Chief Executive Officer

###### PREVIOUSLY BEFORE COUNCIL

No

###### DISCLOSURE OF INTEREST

Nil

###### ATTACHMENTS

1. List of accounts paid for 14 March 2016 to 20 April 2016
2. Financial Statement for period ending 31 March 2016
3. Copy Council Corporate Credit Card

###### Nature of Council's Role in the Matter

Executive

Legislative

Review

###### Purpose of Report

To endorse payment schedule 14 March to 20 April and receive Financial Statement for period ending 31 March 2016 including corporate credit card.

###### Background

In accordance with Local Government (Financial Management) Regulation 34(1), local governments are required to prepare, each month a statement of financial activity reporting on revenue and expenditure for the month in question.

The statement of financial activity is to be presented at an ordinary meeting of Council within two (2) months after the end of the month to which the statement relates.

**GOOMALLING**  
MINUTES FOR ORDINARY MEETING OF COUNCIL  
WEDNESDAY, 20 APRIL 2016



The statement of financial activity for the period ending 31 March 2016 financial statements and list of accounts paid for the period ending 31 March 2016, are hereby presented for Council's Information.

**Comments and details**

Identify policy, strategic, financial, social, economic and environmental implications in this section. (if applicable)

Council is requested to accept the monthly statement of financial activity, financial statements and list of payments as presented.

**Implications to Consider**

Legal and Statutory

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

**Voting Requirements**

Simple Majority

**Absolute Majority**

No

**7.1.1 RESOLUTION**

moved Cr Romero seconded Cr Ryan that Council:

**1. endorse the list of payments**

<b>a. EFT968 to EFT976</b>	<b>\$ 45,625.48</b>
<b>b. 11504-11551</b>	<b>\$187,440.66</b>
<b>c. 5000-5029</b>	<b>\$ 38,317.00</b>
<b>d. DD 8765, DD9798 &amp; DD8828</b>	<b>\$ 24,178.85</b>
<b>c. 11552-11613</b>	<b>\$121,219.68</b>

**Totalling \$416,781.67 for the period 14 March 2016 to 20 April 2016**

**2. receive the financial statements for the period ending 31 March 2016**

**3. receive the Council Corporate Credit card payment (copy attached)**

**CARRIED**



### 7.1.2. 2015-2016 Budget Review to 31 March 2016

<b>FILE REF</b>	22
<b>APPLICANT OR PROPONENT (S)</b>	Shire of Goomalling,
<b>PREPARED BY</b>	Natalie Bird, Finance Manager
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL</b>	No
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>ATTACHMENTS</b>	4. 2015-2016 Budget Review to 31 March 2016

#### Nature of Council's Role in the Matter

A council is to consider the 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.

#### Purpose of Report

To consider and adopt the Budget Review as presented for the period 1 July 2015 to 31 March 2016.

#### Background

The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, 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.

#### Comments and details

The purpose of the budget review is to ensure that that Council is informed of the like financial position of the Shire at 30 June 2016 in terms of its adopted budget. For purposes of annual reporting, Council is required to report against the adopted budget.

In reviewing the 2015/16 Budget and incorporating the amendments and the audited deficit for the 2014/15 financial year, the changes made to the various accounts has resulted in no change in the revised estimated closing balance of \$0 to 30 June 2016.

A copy of the 2015/16 Budget Review report and associated attachments include details of the individual amendments and a commentary.

Additional items in the review not originally budgeted include:

Account	Amount	Type	Reason
111008	7,000	Income	Mortlock Sports Council Contribution
111303	33,429	Income	Contribution - Mortlock Sports & Bowling Club contribution to Capital Works
132301	2,000	Income	Vet Affairs Grant – War Banners
134006	6,000	Income	Rental THT Building
134019	18,000	Income	Work for the Dole – Grant
134044	8,990	Income	Community Infrastructure Grant Program (Post Office)
134154	9,000	Expense	Community Infrastructure Grant Program (Post Office)
134044	16,100	Income	Grant LW – Koomal Committee Native Reserve
134411	16,100	Expense	Koomal Committee Native Reserve
134046	10,000	Income	Grant – Youth Friendly – Friendly community
134155	7,350	Expense	Holistic Park Development (rec funds 14/15)
134156	900	Expense	Carbon Neutral Expenditure
142117	32,200	Expense	Market and Fair Valuations
142118	2,610	Expense	Asset Management – Roman II



143122	3,500	Expense	Operating Lease CEO Vehicle
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**Implications to Consider**

**Consultative**

Chief Executive Officer  
Executive Officer  
Megan Shirt – Finance Consultant

**Strategic**

CIVIC LEADERSHIP  
C2 Maintain and strengthen the Shire's capability and capacity  
C2.1 Operate in a financially sustainable manner (medium term)

**Policy Related**

Nil

**Legal and Statutory**

Local Government Act 1995 (as amended).  
Local Government (Financial Management) Regulations

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial 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 government's 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 government's 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.

**Risk related**

Non-Compliance with Financial Management Regulations

The financial report is scrutinised to ensure that all statutory requirements are met. To meet compliance the budget review must be adopted by Council before 30 April in each financial year.

**Voting Requirements**  
**Absolute Majority**

Absolute Majority  
Yes



**7.1.2 RESOLUTION**

**Moved Cr Bowen seconded Cr Ryan that Council:**

- 1. in accordance with Local Government (Financial Management) Regulation 33A and the Local Government Act, Council adopts the 2015/16 Budget Review for the period ending 31st March 2016, as attached to the Agenda.**
- 2. That, the CEO provides a copy of the review and determination to the Department within 30 days of determination.**

**CARRIED**

**7.2. Finance/Audit Committee Meeting**

**Resolution**

Moved Cr Chester seconded Cr Phillips that the Finance/Audit Committee Meeting minutes for meeting held Wednesday, 20 April 2016 be received.

**CARRIED**





## 8. OFFICER'S REPORTS

### 8.1. CHIEF EXECUTIVE OFFICER'S REPORT

#### Resolution

Moved Cr Romero seconded Cr Chester that the Chief Executive Officer's Report for March 2016 be now dealt with.

**CARRIED**

#### 8.1.1 SALE OF LOTS 17, 18, 19 AND 341 (1-7) RAILWAY TERRACE, GOOMALLING

<b>FILE REF</b>	97-8
<b>APPLICANT OR PROPONENT (S)</b>	Shire of Goomalling, Double L Construction T/A Rob Lazenby Contracting (Robert Lazenby)
<b>PREPARED BY</b>	Clem Kerp, Chief Executive Officer
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL DISCLOSURE OF INTEREST</b>	February 2016 (discussion only) N/A
<b>APPENDICES</b>	<b>5. Contract of sale</b>

#### Nature of Council's Role in the Matter

Executive  
Legislative  
Review

#### Purpose of Report

To endorse the Sale of Lots 17, 18, 19 and 341 (1-7) Railway Terrace and Affix Council's seal to the transfer of land document as per requirement of Section 3.58 of the Local Government Act 1995.

#### Background

In February 2016, Council discussed the verbal offer of \$176,000 including GST from Mr Rob Lazenby to purchase Lots 17, 18, 19 & 342 Railway Terrace, Goomalling at the February 2016 Council Meeting. Council agreed to sell the property to him at Market Valuation. The market valuation was assessed by the Garmony Property Consultants for \$160,000 plus GST.

Council advertised the "Notice of Intention to Sell Property for this property to Double L Construction Pty Ltd T/A Rob Lazenby of Herne Hill for \$176,000 including GST in the West Australian Newspaper on Wednesday 23<sup>rd</sup> March 2016 and the Goomalling Endeavour on Wednesday 30<sup>th</sup> March 2016 inviting submissions from the public which closed 12noon on 14<sup>th</sup> April 2016. No submissions or comments were received by closing date.

An Agreement for Sale of Land was received by Rob Lazenby on 12 March 2016 subject to Council's final approval.

On approval by Council the transfer of land and other relevant documentation are to be executed by CEO and Shire President in order to finalise the sale as soon as practicable.

#### Comments and details

Rob Lazenby is looking to expand his business and base his plant and equipment in Goomalling. He has been a contractor for Water Corporation for some twenty (20) years and has been awarded more contracts from the Water Corporation.



**Implications to Consider**

Consultative

In accordance with Section 3.58 of the *Local Government Act* notice was given to the public stating Council's intention to dispose of Lots 17, 18, 19 and 341 (1-7) Railway Terrace, Goomalling and allowance to submit objections or comments pertaining the sale.

Strategic

BUILT ENVIRONMENT – B1 Manage current and future assets and infrastructure in a sustainable manner

Policy Related

None Applicable

Financial

Besides providing Council with additional \$160,000 + GST to its Cash Flow, the sale provides a new business to town plus a new ratepayer for social and economic development.

Legal and Statutory

Section 3.58 of the *Local Government Act*

Risk related

No foreseeable risk

**Voting Requirements**

Absolute Majority

**Absolute Majority**

Yes

**8.1.1 RESOLUTION**

**Moved Cr Ryan seconded Cr Kingston that Council:**

- 1. Endorse and approve the disposal of Council property which was carried out in accordance with Section 3.58 of the *Local Government Act 1995*.**
- 2. Accept the Offer of \$176,000.00 at market valuation including GST as assessed by Garmony Property Consultants for the sale of Lots 17, 18, 19 & 341 Railway Terrace, Goomalling to Double L Construction Pty Ltd T/A Rob Lazenby .**
- 3. Hereby authorise the affixing of the Common Seal to the Transfer of Land document for the sale of Lots 17, 18, 19 & 341 Railway Terrace, Goomalling.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**



## 8.1.2 MR TIM MURRAY – FIREARMS DEALERS LICENCE APPLICATION

<b>FILE REF</b>	65
<b>APPLICANT OR PROPONENT (S)</b>	Mr Tim Murray
<b>PREPARED BY</b>	Clem Kerp, Chief Executive Officer
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL</b>	December 2015 (Council Meeting) and February 2016 (Forum for discussion only)
<b>DISCLOSURE OF INTEREST</b>	N/A

**APPENDICES** **6. Submissions to Council**

### **Nature of Council's Role in the Matter**

Quasi-judicial

### **Purpose of Report**

To decide on Council's position of in support or not the application to WA Police by Mr Tim Murray for a Firearms Dealers Licence to operate out of his property at 730 Tyndall Road, Jennacubbine.

### **Background**

In December 2015 Council referred the matter to the February 2016 Forum where Council discussed the application by Mr Murray and resolved to write to surrounding landowners seeking comments in relation to the application through WA Police.

Council also advertised the "Firearms Dealers Licence Application" in the Goomalling Endeavour on 30<sup>th</sup> March 2016 as well as on our website on 23 March 2016 inviting comments/feedback from the public which closed 12noon on 12<sup>th</sup> April 2016. Two (2) submissions were received, both stating that they have no objections and wished him well in his new venture.

### **Comments and details**

The application would provide firearm serviceability certificates and WA Firearms Department approved storage for people on holidays, deceased estates etc. It would also provide ammunition and firearms to those who obtain a WA Firearms Licence.

### **Implications to Consider**

#### **Consultative**

Council corresponded to all adjoining neighbours and received two (2) submissions only, with both stating no objections. A press release was also give in Goomalling's local paper, the "Goomalling Endeavour" and it was published on Council's website on 23 March 2016.

#### **Strategic**

The proposed new venture will provide an outlet for the local farming community.

#### **Policy Related**

Nil

#### **Financial**

No financial implications.

**GOOMALLING**  
MINUTES FOR ORDINARY MEETING OF COUNCIL  
WEDNESDAY, 20 APRIL 2016



**Legal and Statutory**

Mr Murray's Firearms Dealers Licence Application to the WA Police must be complied with substantial compliance conditions at all times.

**Risk related**

As above.

**Voting Requirements**

**Simple Majority** Yes

**8.1.2 RESOLUTION**

**Moved Cr Romero seconded Cr Kingston that Council provide a letter in support of Mr Tim Murray's application to the WA Police Firearms Dealers Licence.**

**UNANIMOUSLY CARRIED**



### 8.1.3 REGIONAL PRICE PREFERENCE POLICY

<b>FILE REF</b>	132
<b>APPLICANT OR PROPONENT (S)</b>	Shire of Goomalling
<b>PREPARED BY</b>	Clem Kerp, Chief Executive Officer
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL</b>	NIL
<b>DISCLOSURE OF INTEREST</b>	N/A

#### **Nature of Council's Role in the Matter**

Executive

#### **Purpose of Report**

To amend Council's 1.3.2 Buy Local Policy to reflect the Local Government (Functions and General) Regulations 1996 24E.

#### **Background**

1.3.2 Buy Local Policy was adopted by Council in July 2015 and it now requires an amendment to reflect the *Local Government (Functions and General) Regulations 1996 24E* to establish Regional Price Preference.

#### **Comments and details**

The *Local Government (Functions and General) Regulations 1996* states that a local government is to give notice of the intention to have a regional price preference policy and include in that notice:

1. The region to which the policy is to relate
2. Details of where a complete copy of the proposed policy may be obtained
3. A statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions.

The Statewide public notice will be advertised in the West Australian Newspaper on Friday 22<sup>nd</sup> April 2016 and the Goomalling Endeavour Wednesday 27<sup>th</sup> April 2016 with submissions to be received by not later than 12noon on Monday 23<sup>rd</sup> May 2016. A copy of the proposed policy will be made available for public inspection

At conclusion of the advertising period a further report will be presented to Council for further consideration at 15 June 2016 Council Meeting.

#### **Implications to Consider**

##### **Consultative**

Council is required to seek comments.

##### **Strategic**

Council must consider social and economic implications for its whole community.

##### **Policy Related**

As required by the Local Government Act and reinforces Council's continued support for local and regional preference respectively in priority order.

##### **Financial**

Council must provide social and economic development.



**Legal and Statutory**

As required by the Local Government Act 1995.

**Risk related**

Council to always consider the most effective price subject to considering its social and economic responsibilities to its Community and ratepayers.

**Voting Requirements**

**Absolute Majority** Yes

**8.1.3 RESOLUTION**

Moved Cr Ryan seconded Cr Romero that Council:

1. adopt the proposed **Regional Price Preference (Buy Local) Policy** as detailed below for advertising purposes;
2. pursuant to section 24E of the **Local Government (Functions and General) Regulations 1996**, give **Statewide** public notice that it intends to make the **Regional Price Preference (Buy Local) Policy**, as detailed below.

<b>Title:</b>	<b>1.3.2 Regional Price Preference (Buy Local) Policy</b>
<b>Previous No:</b>	
<b>File No:</b>	
<b>Statutory Environment:</b>	<b>Local Government (Functions and General) Regulations 1996 Part 4A</b>
<b>Minute No:</b>	<b>2.4 072015.SM</b>
<b>Last Updated:</b>	<b>July 2015</b>
<b>Review Date:</b>	<b>June 2019</b>

**Objective:**

To ensure that when purchasing goods and services over \$2,000 the Shire achieves the best possible value for money whilst supporting local businesses and industry and generating economic growth within the Shire.



**Policy:**

The Local Government (Functions and General) Regulations 1996 provide opportunity for local government to establish a Regional Price Preference.

The Shire of Goomalling recognises that it has a role in the economic development of the local community and is committed to supporting local businesses, provided they are competitive with respect to the quality of their workmanship or product, customer service, delivery and price.

Regional Preference can include any area, but must include the entire district of the local government and cannot include a part of the Metropolitan Area.

The following levels of preference will be applied under this policy:

- Ensure a “Buy Local” culture within the Shire workforce;
- Request quotations from local businesses whenever possible;
- Encourage the use of local businesses in the delivery chain whenever goods, materials and services have to be sourced from outside the Shire; and
- Apply:
  - 10% price preference for all quotations for goods and services over \$2,000 up to a maximum price \$149,999, with a maximum reduction of \$50,000;
  - 5% where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
  - 10% where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.
- To ensure that this Procedure is consistent with Council’s Purchasing Policy 1.3.1.

To be eligible to claim a price preference, a business must have a permanent office and permanent staff in the Shire of Goomalling for a period of at least six months prior to quotations being sought and/or the closing date of the tender and be registered or licensed in Western Australia.

Only those goods and services identified in the tender as being supplied locally will be included in the discounted calculation that forms a part of the assessments of a tender.

A regional price preference applies whenever tenders are called unless the local government resolves otherwise in reference to a particular tender. It should be noted that price is only one factor or criteria when considering tenders. Value for money principals will be used to achieve the best possible outcome for the tender.

If a supplier has concerns about the application of this Policy, this should be taken up in writing with the Chief Executive Officer.

**CARRIED BY ABSOLUTE MAJORITY 9/0**



### 8.1.4 AUTHORITY TO AFFIX SEAL – GRANT BURIAL

<b>FILE REF</b>	35
<b>APPLICANT OR PROPONENT (S)</b>	Shire of Goomalling, Kathleen Sawyer
<b>PREPARED BY</b>	Clem Kerp, Chief Executive Officer
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL</b>	N/A
<b>DISCLOSURE OF INTEREST</b>	N/A
<b>APPENDICES</b>	<b>7. Schedule 'B' Goomalling Public Cemetery Form of Grant of Right of burial, Grant No. 114, Kathleen Sawyer</b>

#### Nature of Council's Role in the Matter

Legislative

#### Purpose of Report

To authorise the affixing of the Common Seal to the Schedule "B" Goomalling Public Cemetery Form of Grant of Right Burial, Grant No. 114 for Kathleen Sawyer's tenure of Grave No. 8.

#### Background

In simple terms, a Grant of Right of Burial, or, Grant, is the tenure agreement over a stated burial plot which confers upon the holder of the Grant, known as the Grantee, the right to conduct burials, inter ashes and erect a monument within the burial plot.

Under the 1986 Act, the maximum guaranteed tenure on any given plot is 50 years although this is able to be extended for further 25 year periods at the discretion of the managing cemetery authority.

Extensions can only be in 25 year increments.

#### Comments and details

Mrs Kathleen Sawyer wishes to secure tenure of Grave No. 8 (General Section) next to her husband the Late Ronald Sawyer who was buried 11 April 2016.

#### Implications to Consider

Legal and Statutory

*Cemeteries Act 1986*

[https://www.slp.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_124\\_homepage.html](https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_124_homepage.html)

#### Voting Requirements

**Simple Majority** Yes

#### 8.1.4 RESOLUTION

**Moved Cr Romero seconded Cr Kingston that Council:**

- 1. Hereby authorise the affixing of the Common Seal to the Schedule "B" Goomalling Public Cemetery Form of Grant of Right Burial, Grant No. 114 for Kathleen Sawyer.**

**CARRIED BY ABOSLUTE MAJORITY 9/0**





### 8.1.5 COUNCIL'S DECEMBER ORDINARY MEETING

<b>FILE REF</b>	33
<b>APPLICANT OR PROPONENT (S)</b>	Shire of Goomalling
<b>PREPARED BY</b>	Clem Kerp, Chief Executive Officer
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL</b>	N/A
<b>DISCLOSURE OF INTEREST</b>	N/A

#### Nature of Council's Role in the Matter

Executive  
Legislative  
Review

#### Purpose of Report

To decide on Council's December Ordinary Meeting date.

#### Background

Council's Meeting is always held on the 3<sup>rd</sup> Wednesday of each month, however its December Meeting will fall on 21<sup>st</sup> December 2016 which may be too close to Christmas break up.

#### Comments and details

Council's Christmas Dinner is booked for Friday 16 December 2016 and therefore it would make more sense to hold its December Meeting on the 2<sup>nd</sup> Wednesday in December, being 14<sup>th</sup> December 2016.

#### Implications to Consider

##### Consultative

Council to resolve by Absolute Majority to change Ordinary Meeting date.

##### Strategic

Council to consider the date of the Meeting so close to Christmas particularly with school holidays already in play.

##### Policy Related

Council's normal Meeting is held on the third (3<sup>rd</sup>) Wednesday of the month and it's recommended that this be brought forward by one (1) week to Wednesday 14<sup>th</sup> December 2016.

##### Financial

No additional financial expenditure

##### Legal and Statutory

As above

##### Risk related

As above

#### Voting Requirements

**Absolute Majority** Yes

#### 8.1.5 RESOLUTION

**Moved Cr Ryan seconded Cr Phillips that Council bring its December Meeting forward by one (1) week to 14 December 2016.**

**CARRIED BY ABSOLUTE MAJORITY 9/0** 16 of 27





### 8.1.7 PROVISION OF AUDIT SERVICES 2017-2018

<b>FILE REF</b>	102/5
<b>APPLICANT OR PROPONENT (S)</b>	Anderson Munro & Wyllie and Shire of Goomalling
<b>PREPARED BY</b>	Clem Kerp, Chief Executive Officer
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL</b>	Previous Audit Contract was accepted for a three (3) year period in 2014
<b>DISCLOSURE OF INTEREST</b>	N/A

<b>APPENDICES</b>	<b>9. Anderson Munro &amp; Wyllie Provision of Audit Services 2017-2018</b> <b>10. Ministerial Circular 03-2016: Auditing of Local Government by the Auditor General – Renewal of Audit Contracts</b>
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#### Nature of Council's Role in the Matter

Executive  
Legislative

#### Purpose of Report

Council's currently Audit Contract with Anderson Munro and Wyllie concludes 30<sup>th</sup> June 2016 and it is recommended that an extension be granted for two (2) years to 30<sup>th</sup> June 2018, as the Department of the Auditor General will commence Audit of Council's from 1<sup>st</sup> July 2017 as advised by Minister for Local Government as per attached advice from Minister.

#### Background

At the conclusion of an Audit Contract, it is normal practice either to extend the contract of an existing auditor or advertise to test the market.

#### Comments and details

Advice has been received from the Minister for Local Government that the Department of Auditor General's office will be taking over audits of Councils throughout Western Australia from 1<sup>st</sup> July 2017 or one (1) year later. As Council's audit contract concludes 30<sup>th</sup> June 2016, Council will need to extend or advertise for a new auditor. Council may extend the audit contract to 30<sup>th</sup> June 2018, if it see fit to do so.

This will provide less pressure on the Department of Auditor General as a large number of Councils may be audited from 1<sup>st</sup> July 2017. It is noted that Council's auditor will be listed as an approved auditor to work with the Auditor General.

#### Implications to Consider

Consultative

On Council's decision, negotiations will take place as it sees fit.

Strategic

Ensure Council maintains it audit compliance for the protection of Council.

Policy Related

Required by Local Government Act 1995

Financial

Fees will always apply to Audit Contract.

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Legal and Statutory  
As above.

Risk related  
As above, ensures Council's protection.

**Voting Requirements**  
**Absolute Majority** Yes

**8.1.7 RESOLUTION**

**Moved Cr Romero seconded Cr Van Gelderen that Council appoint Mr Billy-Joe Thomas of Anderson Munro & Wyllie as Council's Auditors for the next two (2) year period for \$10,000 including GST for the year ended 30 June 2017, and \$10,000 including GST for the year ended 30 June 2018.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**



### 8.1.8 PROPOSED TOWN PLANNING SCHEME NO. 3, AMENDMENT NO. 7 – LOT 501 MAIN STREET (INDUSTRIAL DEVELOPMENT)

<b>FILE REF</b>	97-4
<b>APPLICANT OR PROPONENT (S)</b>	Shire of Goomalling
<b>PREPARED BY</b>	Clem Kerp, Chief Executive Officer
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL</b>	December 2015 Council Meeting
<b>DISCLOSURE OF INTEREST</b>	N/A
<b>APPENDICES</b>	<b>11. Taylor Burrell Barnett –Email Correspondence</b> <b>12. Media Release from Goomalling Endeavour</b>

#### Nature of Council's Role in the Matter

Executive  
Legislative

#### Purpose of Report

Council to decide to progress the Light Industrial land at Lot 501 Main Street, Goomalling.

#### Background

In April 2014, a Management Order was registered that vested Lot 501 to the Shire of Goomalling for 'Future Light Industrial Subdivision and Development Requirements'.

The subject site is contained within the gazetted townsite boundary of Goomalling. Consultants have also undertaken a site inspection and have prepared the Scheme Amendment report in support of rezoning the site to 'Light Industry' under the TPS 3. The amendment would have minimal impact on other land in the scheme area. It is understood that rezoning the subject site would not result in any significant environmental, social, economic or governance impacts. Furthermore it is consistent with the management order applying to the land, and is necessary to resolve an existing anomaly between the management order and the Scheme zoning.

Following the Shire of Goomalling's application to the 2015 Local Regional Development Assistance Program Landcorp has undertaken due diligence regarding the suitability of the development.

Two reports have been completed by Landcorp in their assessment process; the first report confirmed that the development contained no "fatal flaw" – which means assessment could continue. The second was an analysis of the subject site to determine the development opportunities for light industrial subdivision. A desktop assessment, including survey, flora and fauna reporting, site contamination assessment, bushfire hazard assessment, and engineering review have been completed and the project is now the subject of a Detailed Business Case Review. The results of all investigations will be provided to the Shire and advance the project to a shovel ready status and the project could then be advanced into construction.

Goomalling is just one of over 30 Landcorp projects that are at this stage all competing for State Government Community Service Obligation funding. **Expressions of interest** from prospective businesses would enhance the capacity and probability of the Goomalling project to be delivered by Landcorp.

This subdivision addresses our Strategic Plan Economic Strategies by

- supporting and developing local and new business (E3.1)
- facilitating and creating sustainable business and community partnerships (E3.3),
- promoting new commercial and industrial development through appropriate zoning of land and infrastructure (E3.4),
- lobbying for the provision of subsidised utility headwork's in the district (E3.6),

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- facilitating a strategy to attract and retain skilled people in the local area (E3.8),

**Comments and details**

Council's monetary commitment will include advertising costs, Taylor Burrell Barnett and execution of the roads in the next 12 to 24 months.

**Implications to Consider**

**Consultative**

Media Release was published in the Goomalling Endeavour on 9<sup>th</sup> December 2015 and 23<sup>rd</sup> December 2015 as well as on Council's website on 23<sup>rd</sup> December 2015 and is still currently on the website, to be removed after the Council Meeting.

**Strategic**

Landcorp are complying with the Department of Environment requirements and will not proceed without approval. WAPC planning approval is being sort by the Shire.

Businesses wanting to relocate expect that the site will have all head-works connected to get started on their business.

Potentially these new businesses (light industrial) support other existing businesses, offer employment and training and provide services locally and regionally.

This piece of land has few established trees other than jam trees (Acacia Acuminate), there are a couple (<5) of other significant trees that may be able to be left depending on where they are situated in relation to lot boundaries . About 50% of the Jam trees are dead.

**Policy Related**

As Landcorp is the main financier in providing funds for power, water and telephone headwork's charges and land, Council will be responsible for the construction of gravel road plus rezoning charges and town planning consultant fees. Council does not have a policy as this issue is rare and decision is required whether to progress or not.

**Financial**

The Shire of Goomalling will be responsible for the construction of the sub-divisional roads to a gravel standard.

The Shire will also support Landcorp to clear the development site and undertake sufficient earthworks to provide a limited level area within each lot to construct an industrial building.

The Shire is also responsible for completing the WA PC process to rezone the land so it can be subdivided and developed for industrial land use.

**Legal and Statutory**

Shire of Goomalling Town Planning Scheme No. 3

**Risk related**

Council is increasing the number of available light industrial lots in Goomalling to enhance its social and economic development of the Shire.

**Voting Requirements**

**Absolute Majority** Yes



**8.1.8 RECOMMENDATION**

1. Engage Landcorp and progress the development of the Light Industrial Land at the eastern end of the existing Light Industrial Land on Northam-Pithara Road as soon as practicable.
2. Continue engagement of Taylor Burrell Barnett Town Planning Consultants to progress the Town Planning Scheme from Recreation Reserve to Light Industrial Land.

**8.1.8 RESOLUTION**

Moved Cr Ryan seconded Cr Romero that Council:

1. Resolved to defer this project for at least two (2) years to allow Council more time for consideration whether to progress this project after the two (2) year time frame;
2. Notify the relevant authorities of the deferment of this project where further consideration will be given by Council after the two (2) year time frame.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Reason for varying the Officer's recommendation**

Although Council has only one vacant Light Industrial Lot available for sale, it was considered that the Town Planning, advertising and road construction costs of \$95,000 was not appropriate to progress at this time.



## 8.1.9 GRANTS MANAGEMENT POLICY

<b>FILE REF</b>	132
<b>APPLICANT OR PROPONENT (S)</b>	Shire of Goomalling
<b>PREPARED BY</b>	Clem Kerp, Chief Executive Officer
<b>APPROVED BY</b>	Clem Kerp, Chief Executive Officer
<b>PREVIOUSLY BEFORE COUNCIL</b>	N/A
<b>DISCLOSURE OF INTEREST</b>	N/A

### Nature of Council's Role in the Matter

Executive  
Legislative

### Purpose of Report

To create a Grants Management Policy to ensure sound management of grant funding received by Council.

### Background

The policy applies to the identification, assessment, application, management and reporting of grants received by Goomalling Shire Council or grants for other organisations that Council is auspice (organisations that aren't incorporated or don't have the capacity to manage the finances such as Goomal Aboriginal Group).

### Comments and details

In conjunction with the development of the policy, community development staff are creating a standardised framework and grants register to ensure the continuity of sound management of grants during transition of staff.

### Implications to Consider

#### Consultative

No mandatory consultation required

#### Strategic

CIVIC LEADERSHIP – C1 Provide accountable and transparent leadership

C1.5 Develop a policy framework to guide Council's decision making

CIVIC LEADERSHIP – C2 Maintain and strengthen the Shire's capability and capacity

C2.3 Use resources efficiently and effectively

C2.7 Provide reporting processes in a transparent, accountable and timely manner

#### Policy Related

New policy created to ensure sound management of grants.

#### Financial

- No direct financial implications in creation of the policy.
- Policy ensures the sound management of Council's grant programs by outlining expectations of the management of Councils grants program.

#### Legal and Statutory

*Local Government Act 1995*

*Local Government Grants Act 1978*

#### Risk related





The policy reduces risk of grants mismanagement by setting a standard for officers about managing grants administration.

**Voting Requirements**  
**Absolute Majority**

Yes

**8.1.9 RESOLUTION**

Moved Cr Ryan seconded Cr Chester that Council adopt the proposed Grants Management Policy as detailed below:

<b>Title:</b>	<b>4.36 Grant Management Policy</b>
<b>Version:</b>	<b>1</b>
<b>File No:</b>	<b>132</b>
<b>Statutory Environment:</b>	<b>Local Government Act 1995 Local Government Grants Act 1978</b>
<b>Minute No:</b>	
<b>Last Updated:</b>	<b>April 2016</b>
<b>Review Date:</b>	<b>April 2019</b>

**Purpose:**

The objective of the policy is to:

- Provide a framework for the assessment, application, management and reporting of grants received by Council.
- Identify appropriate grants that meet Council’s Community Strategic Plan (2013) and annual budget.
- Ensure all aspects of the grant process are adhered to including agreement conditions, guidelines, timeframes and reports.

**Policy Scope:**

This policy applies to the identification, assessment, application, management and reporting of grants received by Goomalling Shire Council or grants for other organisations that Council is auspice.



**Policy:**

Goomalling Shire Council relies on grant funding as an important source of revenue to deliver enhances level of services to community based on current and future demand.

Goomalling Shire Council actively seeks opportunities by identifying available grants which align with its strategic priorities and core values.

Goomalling Shire Council is committed to delivering a quality grants program. This will be achieved through a standardised framework for the assessment, application, management and reporting of grant received by Council.

Goomalling Shire Council has a duty to administer the use of grant funding in an efficient, effective, transparent and accountable manner to ensure that:

1. The community received the maximum benefit from the grant funding
2. The objectives of the funding provider are met as outlined in the funding agreement
3. Council achieves the agreed outcomes
4. Council's opportunities for future funding are not compromised

Goomalling Shire Council maintains a Grants Register that contains details of all grants council has received. This will be reported to the community in Councils Annual Report.

**Definitions**

<b>Community Strategic Plan</b>	Council's corporate publication outlining the long term priorities of our local community and forms part of Council's Integrated Planning and Reporting Framework
<b>Council</b>	Goomalling Shire Council
<b>Funding Agreement</b>	Agreement created by the Funding Provider stipulating the objective of the grant including what the grant covers, how the grant is to be spent, milestones, project outcomes and all other conditions Council is legally bound to
<b>Funding Provider</b>	Department, agency or entity providing grant funding to Council
<b>Grants Register</b>	Council's internal Grants Management System containing information on all grants applied for and received by Council

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Suspension of Standing Orders**

**Resolution**

Moved Cr Van Gelderen, seconded Cr Romero that Standing Orders be now suspended by Council at 3.13pm.

**CARRIED BY ABSOLUTE MAJORITY 9/0**



Ms Tiffany Tonkin, Localise, Mrs Andrea Hardingham and Miss Tahnee Bird Community Development Officer's entered the Meeting at 3.13pm to discuss Council's Aged Friendly Community Plan Update.

Tiffany worked with Councillors to progress the plan in priority order for improving areas for accessibility and manoeuvrability of Council's assets.

After prioritising the areas Ms Tiffany Tonkin, Mrs Andrea Hardingham and Miss Tahnee Bird Community Development Officer's withdrew from the Meeting at 3.56pm.

### **Resumption of Standing Orders**

#### **Resolution**

Moved Cr Chester seconded Cr Sheen that Standing Orders be now resumed by Council at 3.57pm.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

### **8.2. CHIEF EXECUTIVE OFFICER'S REPORT**

#### **Resolution**

Moved Cr Romero seconded Cr Chester that the Chief Executive Officer's Report for March 2016 be received.

**CARRIED**

### **9. NOTICE OF MOTIONS FOR NEXT MEETING**

Nil

### **10. DATE OF NEXT MEETING**

Next meeting of the Goomalling Shire Council ordinary meeting be held in the Council Chamber, Administration Office, 32 Quinlan Street, Goomalling on Wednesday, 18 May 2016, commencing 1.00pm.

### **11. CLOSURE**

There being no further business, the Shire President thanked everyone for their attendance and declared the meeting closed at 3.58pm.