

Shire of Goomalling



COUNCIL MEETING MINUTES

December 2019





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. 11 of 2019 of the Shire of Goomalling Council to be held in the Council Chambers, Administration Office, 32 Quinlan Street, Goomalling on Wednesday, 18 December 2019 beginning at 2:30pm.

1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Shire President welcomed everyone and declared the meeting open at 2.33 pm

2. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE

2.1. Attendance

Council	President & Chairperson	Cr Barry Haywood
	Deputy President of Council	Cr Roland Van Gelderen
	Councillor	Cr Christine Barratt
	Councillor	Cr Casey Butt
	Councillor	Cr Julie Chester
	Councillor	Cr Rodney Sheen
	Councillor	Cr Brendon Wilkes
Administration	Chief Executive Officer	Mr Peter Bentley
	Finance Manager	Miss Natalie Bird
	Works Manager	Mr David Long

2.2. Apologies

Nil

2.3. Approved Leave of Absence

Nil

3. DECLARATION OF:

- FINANCIAL INTEREST
- MEMBERS IMPARTIALITY INTEREST
 - Cr Chester declared an impartiality interest in agenda item 9.5 – member of Goomalling Bowling Club.
 - Cr Wilkes declared an impartiality interest in agenda item 9.3 – relationship to Shannon Brookes
- PROXIMITY INTEREST

4. PUBLIC QUESTION TIME

Nil



5. APPLICATION FROM MEMBERS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION AND RECEIVING OF MINUTES & BUSINESS ARISING

6.1 Ordinary Meeting of Council held Wednesday 20 November 2019

142. RESOLUTION

Moved Cr Van Gelderen, seconded Cr Barratt

that the minutes of the Ordinary Meeting of Council held on Wednesday 20 November 2019 be confirmed as a true and correct record of proceedings.

**CARRIED 7/0
By Simple Majority**

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

- Cr Sheen attended the AGM of the ACDF in Northam
- Cr Chester attended the Mortlock Sports Council Meeting
- Cr Haywood and the CEO attended the Avon Midland Zone Meeting in Dalwallinu
- Cr Haywood and the CEO attended the AROC meeting in Toodyay

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil



9. OFFICERS' REPORTS

9.1 SCHEDULE OF ACCOUNTS PAID 1 NOVEMBER TO 30 NOVEMBER 2019

DATE:	10 December 2019
SUBJECT:	Schedule of Accounts Paid
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Christine Schorer – Accounts Payable
REPORTING OFFICER:	Natalie Bird – Finance Manager
FILE NO:	N/A
ASSESSMENT NO:	N/A

FUND VOUCHERS AMOUNT

EFT 1666-1767 & 1676	\$351,411.88
Cheques 15047-15067	\$30,366.75
Direct Debits 8356-8363	\$104,206.67
Payroll 6178,6190, 6193	\$140,544.00
Super 12069, 12096	\$22,433.38

ATTACHMENTS

Schedule of Accounts Paid November 2019

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

EFT 1666-1767 & 1676	\$351,411.88
Cheques 15047-15067	\$30,366.75
Direct Debits 8356-8363	\$104,206.67
Payroll 6178,6190, 6193	\$140,544.00
Super 12069, 12096	\$22,433.38
TOTAL	\$648,962.68

143. RESOLUTION (Officer Recommendation)

Moved Cr Chester, seconded Cr Van Gelderen

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

EFT 1666-1767 & 1676	\$351,411.88
Cheques 15047-15067	\$30,366.75
Direct Debits 8356-8363	\$104,206.67



Payroll 6178,6190, 6193	\$140,544.00
Super 12069, 12096	\$22,433.38
TOTAL	\$648,962.68

CARRIED 7/0
By Simple Majority

9.2 FINANCIAL REPORT FOR OCTOBER 2019

DATE:	11 December 2019
SUBJECT:	Monthly Financial Report
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Natalie Bird – Finance Manager
REPORTING OFFICER:	Natalie Bird – Finance Manager
FILE NO:	N/A
ASSESSMENT NO:	N/A

PURPOSE

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

BACKGROUND

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

POLICY IMPLICATIONS

No specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Ongoing management of Council funds

STRATEGIC IMPLICATIONS

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

ATTACHMENTS

Monthly Financial Report to 31 October 2019

Monthly Financial Report to 30 November 2019



VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the following Monthly Financial Report be received by Council:

- Monthly Financial Report to 31 October 2019
- Monthly Financial Report to 30 November 2019

144. RESOLUTION (Officer Recommendation)

Moved Cr Barratt, seconded Cr Van Gelderen

That the following Monthly Financial Report be received by Council:

- **Monthly Financial Report to 31 October 2019**
- **Monthly Financial Report to 30 November 2019**

CARRIED 7/0
By Simple Majority



9.3 FINANCIAL SUPPORT TO ATTEND PARA OLYMPICS SELECTION EVENTS

DATE:	7 December 2019
PROPONENT:	Shannon Brookes Committee
LOCATION:	N/A
SUBJECT:	Seeking Financial Support
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	147.1
ASSESSMENT NO:	N/A

PURPOSE

To consider a request from Shannon Brookes for financial assistance to attend the Para Olympic selection trials to be held in Melbourne in December 2019 and January 2020 and in Sydney in March and April 2020.

BACKGROUND

Shannon Brookes has written to the Council seeking financial assistance to attend four Para-Olympic equestrian trials in Melbourne and Sydney as indicated above. Shannon states that her goal is to be selected for the para Equestrian High Performance Squad with view to possible Para Olympic selection for Tokyo in 2020.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

There is no specific Council policy regarding this matter directly.

FINANCIAL IMPLICATIONS

Council has budgeted \$4,000 for donations in the current financial year. Council has committed approximately \$1,000 of this amount at this stage.

STRATEGIC IMPLICATIONS

The Community Strategic Plan does not deal with this matter directly.

1.3.3 Partner with stakeholders to achieve greater community participation in recreational facilities and services

COMMENT

Ms Brookes has itemised her likely expenses within the body of her letter which total \$16,500 at this stage. Ms Brookes has family within the Shire of Goomalling although she lives in Dowerin and was a former elected member there.

Council must determine whether to make an allocation from its existing budget to assist Ms Brookes with her aspirations.



ATTACHMENTS

Letter – Shannon Brookes.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Determine what level of support, if any, it provides to Ms Shannon Brookes toward her proposed trip to selection trials.

145. RESOLUTION

Moved Cr Chester, seconded Cr Butt

That the Council:

Are not in a financial position at this stage to donate to Ms Shannon Brookes toward her proposed trip to selection trials.

**CARRIED 7/0
By Simple Majority**

Cr Wilkes declared an impartiality interest in the above item.



9.4 RISK REPORT

DATE:	10 December 2019
PROPONENT:	Department of Local Government
LOCATION:	Whole of Shire
SUBJECT:	Risk Report
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	143
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the Draft Risk Report

BACKGROUND

On the 8th February 2013 Audit Regulation 17 was introduced by the State with little fanfare however the ramifications of the new regulation are quite far reaching. Audit Regulation 17 requires a local government to undertake a review of risk management, internal control and legislative compliance at least every two years. The regulation requires that this review is completed for the first time by December 31 this year.

The Legislation also requires that the CEO present the Risk Report to the Audit Committee which would then make recommendations to the Council from there. The Risk Report has been presented to the Audit Committee and any recommendations will be provided at the Council Meeting.

STATUTORY IMPLICATIONS

Local Government Act (1995)

17. [CEO to review certain systems and procedures](#)

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted: Gazette 8 Feb 2013 p. 868; amended: Gazette 26 Jun 2018 p. 2387.]



POLICY IMPLICATIONS

4.35 Risk Management

Last Updated: March 2017 Review Date: September 2015

Objective:

The Shire is committed to managing and mitigating risks that may impact its strategies, goals or objectives.

The Shire's risk management objectives:

Optimise the achievement of the Shire vision, mission, strategies, goals and objectives; Provide transparent and formal oversight of the risk and control environment to enable effective decision making; Enhance risk versus return within our risk appetite; Embed appropriate and effective controls to mitigate risk; Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations; Enhance organizational resilience; and Identify and provide for the continuity of critical operations.

Policy:

To achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk Management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

Procedure:

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative. Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: The Shire will maintain a systematic application of management policies, procedures and practices to the activities of communication, consulting, establishing the context, and identifying, analysing evaluating, treating, monitoring and reviewing risk.

Risk Management will form part of the strategic, operational, project and line management responsibilities and where practicable, be incorporated within the Shire's Integrated Planning Framework.



The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

All organizational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends. Disability must not automatically be deemed to present a risk issue.

Where concerns of risk occur due to disability these concerns must be investigated with the employee involved. The employee, at the commencement or during this process may request that an advocate be involved to assist them in responding to the concerns.

In the event of an identified risk, reasonable adjustments shall be considered and if required on going management shall be applied.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed biennially.

Responsibility:

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

FINANCIAL IMPLICATIONS

The template and initial work was completed by LGIS some years ago however Council Senior Staff now review the report annually with the requirement of the regulation to be reviewed every three years.

Council will undertake a Financial Management Review including internal systems and controls during the second half of the 2020 Financial Year. The cost of this part of the review is captured within senior staff salaries to conduct the review. The Financial Management and Systems and



Internal Control Review will have a cost associated with a consultant providing an independent review.

STRATEGIC IMPLICATIONS

- 4.1.3 Promote and support community members' participation in the Shire's governance**
- 4.1.4 Provide reporting processes in a transparent, accountable and timely manner**
- 4.2.1 Operate in a financially sustainable manner**
- 4.2.2 Promote a culture of continuous improvement processes and resource sharing**
- 4.2.3 Use resources efficiently and effectively**
- 4.2.6 Provide responsive high-level customer service**

COMMENT

The review represents another layer of compliance for the Council to be aware of and is designed to ensure that the Council is managing its obligations in terms of legislative compliance, risk management and the internal control of the organisation. The format that we have provided to deal with these requirements meets the standards expected for these three areas.

ATTACHMENTS

Risk Report

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Receive the attached Risk Report and discuss and make recommendation to the CEO regarding any issues it wishes to highlight.

146. RESOLUTION

Moved Cr Van Gelderen, seconded Cr Barratt

That the Council:

Receive the attached Risk Report.

**CARRIED 7/0
By Simple Majority**



9.5 GOOMALLING BOWLING CLUB – REQUEST FOR ASSISTANCE

DATE:	11 December 2019
PROPONENT:	Mr Bruce Clarke - President
LOCATION:	Goomalling Recreation Grounds
SUBJECT:	Assistance financial and/or Manpower
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	165
ASSESSMENT NO:	N/A

PURPOSE

To consider a request from the Goomalling Bowling Club seeking assistance with clean-up of the Bowling Green following the use of the oval by the RAC Rescue Helicopter.

BACKGROUND

Over the past twelve months or more the CEO has had two or more discussions and meetings with Mr Bruce Clarke and Mr Geoff White with regard to the RAC Rescue Helicopter and where it lands on the Goomalling Oval. Mr Clarke has represented to me that the aircraft should be landing at the opposite end of the oval or on the hockey field to avoid the grass debris blowing over the Bowling Green.

The Aircraft lands in Goomalling about three or four times per year to pick up emergency cases from the hospital. The transfer of patients takes about 40 minutes to an hour as the local ambulance must swap gurneys so that the patient can be transferred directly to the aircraft from the ambulance without change of gurney.

Previously, following these discussions, I have contacted the relevant authorities regarding the movements of the aircraft and it appears that the northern end is the most suitable end for the aircraft to land. This relates to the prevailing wind conditions, the lay of the land (the northern end of the ground has the lowest access point to the oval – no hill to negotiate) and the proximity of other infrastructure in relation to the lay of the land (light towers etc).

I did pass on this information to Mr Clarke during our conversation.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

There are no direct policy implications with regard to this matter.

FINANCIAL IMPLICATIONS

The request will result in unbudgeted labour costs or expenditure.

STRATEGIC IMPLICATIONS

- 1.1.3 Support community organisations give local youth a voice on youth issues
- 1.3.1 Develop a broad recreation master plan for the Shire
- 1.3.2 Develop, maintain and support appropriate recreation facilities throughout the Shire



COMMENT

During the course of our conversation on the 19th November I discussed with Mr Clarke that this really only happens between 2 to 4 times per year and that it may be something the club would be able to cover with its own volunteer labour. Mr Clarke outlined that it takes about six hours to blow the grass out following the rescue chopper events and that the club struggled to find volunteers to help. Mr Clarke also suggested that the club was a very small drain on Council resources and that it should assist as it provides line marking for the ovals, courts and the like, maintains the ovals, maintains the cricket pitch yet does little if anything for the Bowling Club. Mr Clarke mentioned that farmers don't always come in at harvest and are unlikely to help at that time and that we will cause volunteer burnout by insisting that the club undertake the clean-up. Mr Clarke also suggested that Council or its staff is directly or indirectly responsible for the mess as it permits the landing of the emergency aircraft on the oval.

At the end of the conversation I advised Mr Clarke that he could put his requests in writing and Council could deal with the issues as they were unbudgeted and would require Council approval. Mr Clarke's requests on behalf of the Goomalling Bowling Club are as follow;

1. *"That a gate entrance be made available on the south eastern side of the oval. Once this is done the ambulance parks down there so as to guide the helicopter away from the green. Peter intimated to me that this would not work due to wind direction. I can say with confidence the wind direction in Goomalling does change. (it appears that this is one of the excuses the pilots use for landing near to the green)*
2. *The mess which is made as mentioned above I believe should not be the sole responsibility of the Bowling Club. The Bowling Club would like the Council to consider the purchase of a vacuum cleaner to clean up the mess on the green.*
I believe this way the community is involved in the fixing of the problem. I am waiting to hear back from Mark Johnston who installed the green to give us guidance on what we need. I am expecting the costs to be around \$4000. This would be really great.
3. *If due to financial short fall that 2 is not achievable then I would like to ask the shire to supply workers to help blow down the green each time after the helicopter has landed.*

Peter mentioned or questioned the volunteer aspect of the Bowling Club. We are very fortunate that we do have volunteers that clean the green, mark the green, (something that other sporting clubs get for free from the shire that we do not) shift markers etc. From what I have seen since being involved in Goomalling Bowling club, the burden on man hours asked from the shire, from our club, is extremely low compared to others such as the football and hockey clubs.

For this reason, I would hope our request for help fixing a problem that is out of our hands is met with a favourable result."



From my own experience in Bowling Clubs, members would usually maintain a roster of volunteers in relation to the various requirements of the marking, blowing/sweeping of the green, marker movements and the like. These are generally either the province of a dedicated greenkeeper or volunteers.

There is little else that the club has need to do beyond arranging its own events. I am sure that it is annoying when a member of the public needs emergency transport and the Rescue Helicopter needs to attend, but for perhaps three or four visits per year I would struggle to make the connection between this and volunteer burnout or that it is Council's responsibility to clean up the grass that blows onto the green.

It is not my decision to make however, I would probably not recommend providing staff time to blow out the green just as I would not recommend that our staff sweep the tennis courts. Council is obligated to provide ovals and parks. The Council has facilitated the inclusion of the new bowls facility into an integrated sporting complex, it provides insurance for the green and has recently fought hard to get the green originally chosen by the club replaced under insurance, I believe that in years gone by Council has provided significant support in both financial relief and manpower when the club was struggling. The installation of a synthetic green and the move to an integrated site was in part to remove any need for the Council to provide further support with regard to the green. It would be a sad indictment of the club if it cannot find 18 hours of volunteer labour over the course of a year to blow off the green when an emergency flight has been made to pick up a sick or injured member of our community as was the case a few weeks ago.

Clubs all wear an amount of responsibility for their own facilities, the Tennis Club and the Netball club contribute to the resurfacing of their courts, the Hockey Club made a significant contribution to the upgrade of that oval, the Cricket club are in talks with the CEO with regard to upgrading the wicket and offering contribution toward that and all clubs pay varying amounts of affiliation fees. Council insures the bowling green and some of the other infrastructure such as buildings and equipment and some courts but is not required to insure the ovals or surrounds. This starts to develop into a tit for tat argument, there are plus and minus aspects to Council support.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Absolute Majority to commit funding or resources, Simple Majority to refuse.

RECOMMENDATION

That the Council

Determine what level of support it provides to the Goomalling Bowling with regard to its request.



147. RESOLUTION

Moved Cr Sheen, seconded Cr Wilkes

That the Council:

- 1. Direct the CEO to provide a gate to the southern end of the football oval as an alternative access for patients;**
- 2. Advise the local emergency services of the alternative access point;**
- 3. Write to the Goomalling Bowling Club explaining;**
 - a) club contributions to their various facilities,**
 - b) that the Council is further investigating the provision of a helipad at the Goomalling Hospital site,**
 - c) that at this stage the Council will not be providing financial assistance to purchase a vacuum cleaner for the green,**
 - d) that at this stage the Council will not be providing staff to vacuum or blow off the green,**
 - e) that while the alternative access will be provided, the Council will not enforce its use.**
- 4. Direct the CEO to continue the research and discussions into siting a helipad at the Goomalling Hospital.**

CARRIED 7/0
By Simple Majority

Cr Chester declared an impartiality interest in the above item.



9.6 RELIEF CARAVAN PARK MANAGERS

DATE:	11 December 2019
PROONENT:	N/A
LOCATION:	Goomalling Caravan Park
SUBJECT:	Relief Park Managers
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	39
ASSESSMENT NO:	N/A

PURPOSE

To consider unbudgeted expenditure for the provision of relief Caravan Park Managers during the existing managers' Annual Leave.

BACKGROUND

Council has the services of Kathy & Keith Allen as Caravan Park Managers and they from time to time need to take leave. Historically this has been backfilled by various people who have provided their services for next to nothing. The Managers are looking to take leave through the whole of February and Council will need to employ better qualified park managers on this occasion as there are no other options.

Kathy and Keith have found a professional couple, Steve & Maxine Thomas, with significant park ownership and management experience however this does come at a cost.

Steve is competent with Newbooks, is qualified for refilling portable gas cylinders, has RSA and Liquor Approved Manager (Queensland) and holds a HR driving licence with no demerit points. He can handle most items of repairs and maintenance.

They have recently closed down their previous company but will reopen as a partnership prior to commencing with us if successful. Their fee is \$1,000.00 per week per person on a contract basis and they will carry Public Liability insurance for \$10 million.

The total cost will be \$8,000 over the four week period.

STATUTORY IMPLICATIONS

Local Government Act (1995)
Camping Grounds & Caravan Parks Act

POLICY IMPLICATIONS

There is no specific Council policy regarding this matter directly.

FINANCIAL IMPLICATIONS

Expenditure is unbudgeted

STRATEGIC IMPLICATIONS

- 2.2.1 Advocate, promote and market the Shire as a place to live, work and visit
- 2.2.2 Facilitate and support the development of tourist accommodation in the district



2.2.3 Facilitate the development of tourism activities associated with the Shire's diverse natural, social and built heritage

COMMENT

ATTACHMENTS

Letter & Email

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That the Council:

Agree to engage Steve & Maxine Thomas as relief Caravan Park Managers during February 2020 for the term of Keith & Kathy Allen's annual leave.

148. RESOLUTION (Officer Recommendation)

Moved Cr Van Gelderen, seconded Cr Sheen

That the Council:

Agree to engage Steve & Maxine Thomas as relief Caravan Park Managers during February 2020 for the term of Keith & Kathy Allen's annual leave.

**CARRIED 7/0
By Absolute Majority**



9.7 APPLICATION FOR DEVELOPMENT APPROVAL (PLANNING CONSENT) – EXTENSIONS ON SINGLE DWELLING – LOT 502 (No. 2691) CALINGIRI GOOMALLING ROAD, KARRANADGIN

DATE:	11 December 2019
SUBJECT:	Proposed Extensions to dwelling
PROPONENT:	B & D Smith / T Bestall
LOCATION:	Lot 502 (No. 2691) Calingiri Goomalling Road
AUTHOR:	Hugo de Vos – Contract Planner
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	176
ASSESSMENT NO:	A1180

PURPOSE

To consider a proposal to construct an extension to an existing dwelling at Lot 502 (No. 2691) Calingiri-Goomalling Road in Karranadgin.

BACKGROUND

Lot 502 (No. 2691) Calingiri-Goomalling Road in Karranadgin, is approximately 312 hectares in area and is zoned Rural 3 under the Shire of Goomalling Local Planning Scheme No. 3.

The proposal is to erect an extension to the existing dwelling. For more details please see the attached plans and map.

STATUTORY IMPLICATIONS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Goomalling Local Planning Scheme No. 3

POLICY IMPLICATIONS

There is no specific policy relating to this matter.

FINANCIAL IMPLICATIONS

Planning fee of \$640.00 to be paid by applicant.

STRATEGIC IMPLICATIONS

Nil

ATTACHMENTS

A copy the plans supplied by the applicant and an aerial map is attached.

OFFICER COMMENT

The application for a planning consent is required because the objectives listed in the Shire of Goomalling Local Planning Scheme No. 3 state:

3.5.6 Rural 3 Zone – General Farming

(e) require that planning approval be obtained for all buildings including a residence and assess such applications to ensure minimal intrusion onto the rural landscape and amenity of the adjoining properties.



In this instance, the proposed extension is not considered to be intrusive as it comfortably meets the prescribed building setbacks for this zone. Rural 3 zone setbacks are outlined in Table 2 of the Scheme and prescribe a 50m setback from the road frontage and 20m from all other boundaries. In this case the development is in excess of 250m at its closest boundary.

The development is not within an area that has been designated bushfire prone in accordance with State Planning Policy 3.7.

With regards to the proposed development, it is recommended that it be approved subject to conditions.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

That the Council:

Grant Planning Consent to T. Bestall on behalf of B & D Smith to construct an extension to the main dwelling at Lot 502 (No. 2691) Calingiri-Goomalling Road in Karranadgin, subject to the following conditions:

1. The development hereby permitted must substantially commence within two years from the date of this decision letter.
2. The development hereby permitted taking place in accordance with the approved plans.

149. RESOLUTION (Officer Recommendation)

Moved Cr Van Gelderen, seconded Cr Chester

That the Council:

Grant Planning Consent to T. Bestall on behalf of B & D Smith to construct an extension to the main dwelling at Lot 502 (No. 2691) Calingiri-Goomalling Road in Karranadgin, subject to the following conditions:

- 1. The development hereby permitted must substantially commence within two years from the date of this decision letter.**
- 2. The development hereby permitted taking place in accordance with the approved plans.**

**CARRIED 7/0
By Simple Majority**



9.8 GOOMALLING SHIRE POLICY FOR SUPERANNUATION MATCHING

DATE:	11 December 2019
PROPONENT:	Shire of Goomalling and its Employees
LOCATION:	N/A
SUBJECT:	Adoption of a Superannuation Matching Policy
AUTHOR:	Trudi Manera – Finance Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	132 – Policies of Council
ASSESSMENT NO:	N/A

PURPOSE

To formalise superannuation matching practises that enable the Shire of Goomalling to provide a range of benefits and entitlements to its employees.

BACKGROUND

Historically and currently, staff at the Shire of Goomalling have participated in Superannuation matching arrangements for many years without a formal policy.

STATUTORY IMPLICATIONS

Local Government Act 1995

Local Government (Amendment of Part VIA – Employee Superannuation) Regulations 2006

POLICY IMPLICATIONS

No policy exists

FINANCIAL IMPLICATIONS

No increased financial obligations will arise from the adoption of this policy.

STRATEGIC IMPLICATIONS

4.2.4 Recruit and retain suitably qualified, experienced and skilled staff and Elected Members

4.2.5 Provide flexible and attractive work conditions in a supportive work environment

4.2.6 Provide responsive high-level customer service

COMMENT

The adoption of the Superannuation Matching Policy will formalise the historical and current practise of Superannuation matching, and provide clear and concise guidance for staff and management when making decisions regarding these arrangements.

ATTACHMENTS

Superannuation Matching Policy.

VOTING REQUIREMENT

Simple Majority



RECOMMENDATION

That the Council

Adopt the Superannuation Matching Policy.

150. RESOLUTION (Officer Recommendation)

Moved Cr Barratt, seconded Cr Wilkes

That the Council:

Adopt the Superannuation Matching Policy as presented.

**CARRIED 7/0
By Simple Majority**



9.9 SAFER COMMUNITIES FUND – CCTV & LIGHTING PROJECT

DATE:	11 December 2019
PROPONENT:	Shire of Goomalling
LOCATION:	N/A
SUBJECT:	CCTV & Lighting project
AUTHOR:	Tahnee Bird – Community Development Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	130-1 – Police Matters – Crime Prevention
ASSESSMENT NO:	N/A

PURPOSE

Consider a request from the Goomalling Police Station to provide upgraded CCTV access to the station.

BACKGROUND

A grant application (\$108,500) was submitted in September 2018 to install 14 CCTV camera and 19 solar security light at the Goomalling Recreation Hub to address crime, antisocial behaviour and overall safety of the precinct.

The project encompassed the installation of a comprehensive CCTV camera network including cameras located at the gym, hockey shed, town hall, tennis complex and sport and community centre. Lighting infrastructure is free standing with no wiring and operating completely with solar collectors and lithium ion batteries. Its coverage includes the parking areas next to the bowling green, visitors change rooms, hockey shed, tennis complex and the boundary of the recreation ground for lighting of the footpath on Hoddy Street.

The total cost of the project was \$108,500 and didn't require co-contribution from Council (100% funded).

CCTV

Two CCTV suppliers were contacted, both of which have previous positive experiences with Council. Zenien and Securus both completed site visits and provided quotes for the supply of CCTV to the recreation hub.

Supplier	Price
Zenien	\$74,221.15
Securus	\$78,800.00

Zenien was the successful supplier due to the following considerations:

- Price: Zenien was the cheaper quote. Securus also required an extra cost to provide a boom lift
- Zenien has provided positive service experience to Council on previous occasions including cameras on the main street.



Lighting

Two companies were contacted that provide free standing solar lights that don't require underground power to reduce costs and are easily removed if required due to the nature of the development at the recreation hub.

Bentley Power Equipment (BPE) has a local sale representative in Dowerin and one light has been installed at their recreation precinct. They didn't complete a site visit and suggested we visit the Dowerin recreation ground to see the lights in action. BPE haven't provided a quote for installation.

Moma Solar Products have completed two site visits and a lighting plan for the site which was used for the development of the application.

Supplier	Lighting	Installation
Moma Solar Products	\$24,653.07	\$17,354
Bentley Power Equipment	\$29,392.00	Nil provided

Moma Solar Products was the successful supplier due to the following considerations:

- Price: Moma was the cheaper quote for supply of lights.
- Moma were able to complete the whole project without outsourcing trades
- Moma had experience on large scale projects comparable to BPE

The project was completed with a budget underspend of \$581 (ex GST) and was acquitted accordingly. Department of Industry, Innovation and Science (DIIS) **strongly** encourages Council to spend the remaining funds.

STATUTORY IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

There are no direct policy implications with regard to this matter

FINANCIAL IMPLICATIONS

\$2600 (ex GST) – not budgeted

It should be noted that \$2,282 (ex GST) of the grant funding received was allocated to project management, which were staff wages already a budgeted by Council (essentially, it was budgeted for twice, once in "Salaries & Wages" and once in the grant expenditure). Therefore, the net financial impact is only \$318.

STRATEGIC IMPLICATIONS

- 1.1.1 Advocate for enhanced service provision by government agencies for our residents**



- 1.1.2 Advocate and strengthen Goomalling as an administrative/works centre for local government services
- 1.4.1 Lobby to maintain adequate police services
- 1.4.5 Collaborate with stakeholders to update and implement the community safety plan
- 1.4.6 Provide community services to uphold public safety standards

COMMENTS

Works have been completed according to project scope in its entirety with no additional hardware required for the CCTV or lighting.

The system at the Goomalling Police station **does** require updating due to the need for increased server capacity. Originally the upgrade was outside of the project scope, however DIIS has approved the use of the remaining funds to complete the upgrade. Server upgrade including custom built hard drive and viewing PC is \$3,181.50 (ex GST).

In the feedback letter from Goomalling Police they highlighted the need for the upgrade which would enable police to view CCTV system remotely and be an immediate investigative tool to action investigations or incidents. Since the Police server capacity can no longer support the upgrades to the CCTV police have to work within the Shire hours and use Council staff to access the CCTV footage.

ATTACHMENTS

1. Quote Zenien
2. Goomalling Police Feedback Letter

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That Council

Approve additional expenditure of \$2600 (ex GST) to upgrade the Goomalling Police Station CCTV server for \$3,181.50 (ex GST) per quote from Zenien, utilising the remaining Safer Communities Fund grant surplus of \$581 (ex GST).

151. RESOLUTION (Officer Recommendation)

Moved Cr Barratt, seconded Cr Van Gelderen

That the Council:

Approve additional expenditure of \$2600 (ex GST) to upgrade the Goomalling Police Station CCTV server for \$3,181.50 (ex GST) per quote from Zenien, utilising the remaining Safer Communities Fund grant surplus of \$581 (ex GST).

**CARRIED 7/0
By Absolute Majority**



10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL

152. RESOLUTION

Moved Cr Chester, seconded Cr Sheen that Council agree to the new business.

CARRIED 7/0
By Simply Majority

11.1 REQUEST TO WRITE OFF INTEREST

DATE:	17 December 2019
PROPONENT:	Patricia Lockyer
LOCATION:	N/A
SUBJECT:	Request to Write off interest
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	142
ASSESSMENT NO:	A62 and A84

PURPOSE

To consider a request from Patricia Lockyer to have interest written off for late payment of rates.

BACKGROUND

Patricia Lockyer has written to Council requesting that it write off interest accrued on rates assessments A86 and A62. These properties were her late mother's properties and Ms Lockyer claims that she did not receive the rates assessment notices.

STATUTORY IMPLICATIONS

Local Government Act (1995)

6.50. Rates or service charges due and payable

- (1) Subject to —
- (a) subsections (2) and (3); and
 - (b) any concession granted under section 6.47; and
 - (c) the *Rates and Charges (Rebates and Deferments) Act 1992*,

a rate or service charge becomes due and payable on such date as is determined by the local government.



- (2) The date determined by a local government under subsection (1) is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued.
- (3) Where a person elects to pay a rate or service charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.

6.51. Accrual of interest on overdue rates or service charges

- (1) A local government may at the time of imposing a rate or service charge resolve* to impose interest (at the rate set in its annual budget) on —
 - (a) a rate or service charge (or any instalment of a rate or service charge); and
 - (b) any costs of proceedings to recover any such charge,that remains unpaid after becoming due and payable.

** Absolute majority required.*

- (2) The rate of interest that may be set by the local government under this section is not to exceed the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of this section.
- (3) Accrued interest is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.
- (4) If a person is entitled under the *Rates and Charges (Rebates and Deferments) Act 1992* or under this Act (if the local government in a particular case so resolves) to a rebate or deferment in respect of a rate or service charge —
 - (a) no interest is to accrue in respect of that rate or service charge payable by that person; and
 - (b) no additional charge is to be imposed under section 6.45(3) on that person.
- (5) Regulations may provide for the method of calculation of interest.

[Section 6.51 amended: No. 1 of 1998 s. 21(1); No. 49 of 2004 s. 62.]

POLICY IMPLICATIONS

There is no specific Council policy regarding this matter directly.

FINANCIAL IMPLICATIONS

There will be a small reduction in revenue if Council agrees to this request

STRATEGIC IMPLICATIONS

The Community Strategic Plan does not deal with this matter directly.



COMMENT

The original Rates Notice was sent to the address provided by the property owners. In addition, Council staff sent a copy of the Rates Notice via email to Ms Lockyer's sister whose email address appears on the rate account. The amount of interest relating to each assessment is as follows;

A62	\$42.04	(11 Forward Street Goomalling)
A86	\$63.59	(75 James Street Goomalling)

The properties are in the name of the Estate of Nancy Lockyer and the address provided for the service of notices is correct according to Ms Lockyer's email. Ms Lockyer claims that the mail was delivered to the property next door to hers however as stated above, the address was correct on our records.

Under the provisions of the Act non-delivery of rates notices are not a defence for non-payment, in particular where the address on file is correct. Council has no responsibility for the delivery of mail. All rates notices were issued on the same date and in this case an email copy was sent to Ms Lockyer's sister.

ATTACHMENTS

Email – Ms Patricia Lockyer.

VOTING REQUIREMENT

Absolute Majority to grant request, Simple Majority to refuse

RECOMMENDATION

That the Council:

Advise Ms Patricia Lockyer that it agrees/does not agree to write off interest payable on A86 and A62.

153. RESOLUTION

Moved Cr Van Gelderen, seconded Cr Barratt

That the Council:

Advise Ms Patricia Lockyer that it does not agree to write off interest payable on A86 and A62.

**CARRIED 7/0
By Simple Majority**



11.2 TENDER – CALINGIRI ROAD WORKS

DATE:	17 December 2019
PROPONENT:	Shire of Goomalling
LOCATION:	Goomalling-Calingiri Road
SUBJECT:	Tender for Pavement Repair Works
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	138
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider tenders received for works on the Calingiri Road.

BACKGROUND

Council received \$1M in funding for significant pavement repair works on the Calingiri Road to address various failures. The scope of repairs and improvements includes:-

- (a) Double Layer Box Out Pavement Repairs.
- The top 200mm of pavement gravel is to be boxed out and stockpiled.
 - The exposed subgrade is to be cement stabilised in situ at 2% by weight to a depth of 250mm.
 - The pavement is then to be reconstructed using the original stockpiled pavement material, and a nominal amount of top up gravel and cement stabilised 1.5% by weight in a layer 200mm thick. The original seal can be incorporated into the basecourse if it is not too thick and can be mixed evenly into the basecourse.
 - After sufficient dry back the repair is to be primersealed.
- (b) Pavement Overlay Repairs.
- The existing top 200mm of pavement gravel is to be cement stabilised at 2% by weight to a depth of 200mm. The original seal can be incorporated into gravel if it is not too thick and can be mixed evenly into the layer.
 - A new pavement layer is then to be constructed by overlaying 200mm thick of gravel basecourse shoulder to shoulder – 9m wide.
 - After sufficient dry back the repair is to be primersealed.

Council engaged Roadwest Engineering Group Pty Ltd to conduct the tender process and provide an independent assessment of the tenders received. A copy of the tender assessment is attached.

STATUTORY IMPLICATIONS

Local Government Act (1995)

Functions & General Regulations (1996)



11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
 - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;

or

- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or



-
- (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
- (ea) the goods or services are to be supplied —
- (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
 - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
- or
- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- (g) the goods to be supplied under the contract are —
- (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines;
- or
- (h) the following apply —
- (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*; and
 - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
 - (iii) the local government is satisfied that the contract represents value for money;
- or
- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
- (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and



- (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;
- or
- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

POLICY IMPLICATIONS

1.3.1 Purchasing Policy

Previous No:

File No:

Statutory Environment: Local Government (Functions and General) Regulations as amended Minute No: 8.1.3 052016.OM

Last Updated: May 2016

Review Date: May 2019

Objectives:

- *To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 as amended.*
- *To deliver a best practice approach and procedures for purchasing for the Shire of Goomalling.*
- *To ensure consistency for all purchasing activities within the Shire of Goomalling operational areas.*

Policy:

Amount of Purchase

Up to \$2,000

Direct purchase from suppliers requiring verbal quotation(s).

\$2,000 - \$19,999

Where practical, obtain at least two verbal or written quotations.

\$20,000 - \$149,999

Where practical, obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).

\$150,000 and above

Conduct a public tender process.

Condition:

The above purchasing policy is to be used in conjunction with the "Regional Price Preference (Buy Local) Policy".



Steel Industry Participation Clause:

Projects include contractual conditions specifying that: 1. Steel must be sourced from mills with Australasian Certification Authority for Reinforcing and Structural Steel (ACRS) third party certification; and 2. Steelwork must be sourced from steel fabricators independently certified to the National Structural Steelwork Compliance Scheme (SCA).

FINANCIAL IMPLICATIONS

Council has received \$1M toward the project, Council will need to be mindful that any further expenditure would have to come from Municipal funds.

STRATEGIC IMPLICATIONS

- 2.1.1 Maintain an efficient, safe and quality local road network**
- 3.2.1 Develop plans to manage assets in a sustainable way**
- 4.2.1 Operate in a financially sustainable manner**
- 4.2.2 Promote a culture of continuous improvement processes and resource sharing**
- 4.2.3 Use resources efficiently and effectively**

COMMENT

Four tenders were received on the 10th of December 2019 and Roadwest has completed the evaluation. Based on amounts submitted in the Schedule of Rates, the order of Tenders, upon opening, in ascending order of price was:

Company name	Tender Price (excluding GST)
Stabilised Pavements Australia Pty Ltd	\$ 999,429.00
WCP Civil Pty Ltd	\$ 1,032,717.84
Stabilco Pty Ltd	\$ 1,433,914.06
WA Profiling and Stabilisation Pty Ltd	\$ 1,682,286.67

Stabilised Pavements Australia is the only tenderer that came in within the budgeted pricing range and was judged by Roadwest as providing the best value for money. Council will now need to ascertain which tenderer is to be successful based upon the selection criteria applied within the assessment.

ATTACHMENTS

Assessment Report

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Award the contract for works on the Calingiri Road under Tender 03-19/20 to Stabilised Pavements Australia.



154. RESOLUTION

Moved Cr Sheen, seconded Cr Van Gelderen

That the Council:

Award the contract for works on the Calingiri Road under Tender 03-19/20 to Stabilised Pavements Australia.

**CARRIED 7/0
By Simple Majority**

12. INFORMATION BULLETIN

155. RESOLUTION

Moved Cr Van Gelderen, seconded Cr Sheen

That the Information Bulletin for December 2019 be received.

**CARRIED 7/0
By Simple Majority**

12.1 APPLICATION OF COMMON SEAL

156. RESOLUTION

Moved Cr Chester, seconded Cr Barratt

that Council hereby endorse the affixing of the Common Seal of the Goomalling Shire Council to the Staff Recognition Certificates for the five employees Natalie Bird, Monique Broekman, Bryce Carr, Joanna Bywaters and Karen Mannaerts.

**CARRIED 7/0
By Simple Majority**

13. MATTERS BEHIND CLOSED DOORS

Nil

14. MEETING CLOSURE

The Shire President thanked everyone for their attendance and declared the meeting closed at 3.45 pm