

Special Council Minutes Index – 10 November 2016

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Minutes of a Special Meeting of Council to be held on Thursday, 10 November 2016 in the Council Chambers Bridgetown commencing at the conclusion of the Standing Committee Meeting called for the purpose of:

1. Appointment of Fire Control Officers
2. Budget Amendment – Purchase of a Pump at Bridgetown Sportsground
3. Budget Amendment – Acceptance of Funding and Associated Expenditure for Preparation of Regional Visitor Services Business Plan

The President opened the Meeting at 6.09pm

Acknowledgment of Country – Presiding Member

On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.

Attendance, Apologies and Leave of Absence

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|---------------|---|
| President | - Cr J Nicholas |
| Councillors | - J Boyle - J Moore - A Pratico - P Quinby - P Scallan - A J Wilson |
| In Attendance | - T Clynych, CEO - M Larkworthy, Executive Manager Corporate Services - E Denniss, Executive Manager Community Services - T Lockley, Executive Assistant |
| Apology | - Cr S Hodson - Cr D Mackman |

Attendance of Gallery - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Notification of Disclosures of Interest

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow a Member to speak, the extent of the interest must also be stated.

| | |
|--------------------|--|
| Name | Cr Pratico |
| Type of Interest | Impartiality |
| Item No. | SpC.01/1116 – Appointment of Fire Control Officers |
| Nature of Interest | My son is one of the Officers being appointed |

| | |
|--------------------|--|
| Name | Cr Quinby |
| Type of Interest | Financial |
| Item No. | SpC.02/1116 - Budget Amendment – Replacement Pump at Bridgetown Sportsground |
| Nature of Interest | My company provided a quotation for the replacement pump |

Business Items

Cr Pratico declared an Impartiality Interest in Item SpC.01/1116 as his son is one of the Officers being appointed. Cr Pratico declared he would consider the item on its merits and vote accordingly.

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|-----------------------|--|------------------|-----|
| ITEM NO. | SpC.01/1116 | FILE REF. | 754 |
| SUBJECT | Appointment of Fire Control Officers | | |
| PROPONENT | Catterick Bush Fire Brigade & Winnejup Bush Fire Brigade | | |
| OFFICER | Community Emergency Services Manager | | |
| DATE OF REPORT | 31 October 2016 | | |

OFFICER RECOMMENDATION that Council:

- 1. Appoints Mr Santo Pratico as Fire Control Officer for the Catterick Bush Fire Brigade.*
- 2. Appoints Mr Hugh Wheatley as Fire Control Officer for the Winnejup Bush Fire Brigade*
- 3. Cancels the appointments of Mr Derek Dilkes as Fire Control Officer for the Catterick Bush Fire Brigade and Mr Rodney Hester as Fire Control Officer for the Winnejup Bush Fire Brigade.*

Summary/Purpose

For Council to appoint and gazette new Fire Control Officers for the Catterick and Winnejump Bush Fire Brigades.

Background

The Catterick and Winnejump Bush Fire Brigades recently held their Annual General Meetings with both Brigades advising Shire Officers of changes to the Fire Control Officer positions.

At the Catterick meeting, Derek Dilkes advised he was retiring as Fire Control Officer for the Brigade and during the proceedings the Brigade elected Santo Pratico as it's Fire Control Officer for the coming year.

At the Winnejump meeting, Rod Hester announced he was not seeking re-nomination to the Fire Control Officer role and this resulted in the Brigade electing Hugh Wheatley as it's Fire Control Officer for the coming year.

Before Mr Pratico and Mr Wheatley can act as Fire Control Officers for their respective Brigades it is necessary for Council to 'officially' appoint them to their positions and advertise the appointment in a newspaper circulating in the Shire and the Government Gazette.

Statutory Environment

Section 38 of the Bush Fires Act 1954 which reads:

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Integrated Planning

- Strategic Community Plan
 - Objective 4: A collaborative and engaged community
 - Outcome 4.9: Maintain appropriate emergency services and planning
- Corporate Business Plan
 - Objective: A collaborative and engaged community
 - Strategy: 4.2.3 Ensure compliance with relevant legislation
 - 4.9.2 Continue to support the Community Emergency Services Manager position, in partnership with DFES
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy Implications – Nil

Budget Implications

Cost of advertising and gazetting the appointment will be approximately \$300. Funds are included in the current budget to cover this advertising.

Fiscal Equity – N/A

Whole of Life Accounting – N/A

Social Equity – N/A

Ecological Equity – N/A

Cultural Equity – N/A

Risk Management – N/A

Continuous Improvement – N/A

Voting Requirements – Simple Majority

Council Decision Moved Cr Wilson, Seconded Cr Boyle

SpC.01/1116 That Council:

- 1. Appoints Mr Santo Pratico as Fire Control Officer for the Catterick Bush Fire Brigade.**
- 2. Appoints Mr Hugh Wheatley as Fire Control Officer for the Winnejup Bush Fire Brigade.**
- 3. Cancels the appointments of Mr Derek Dilkes as Fire Control Officer for the Catterick Bush Fire Brigade and Mr Rodney Hester as Fire Control Officer for the Winnejup Bush Fire Brigade.**

Carried 7/0

Cr Quinby declared a Financial Interest in Item SpC.02/1116 as his company provided a quotation for the replacement pump. Cr Quinby vacated the Meeting at 6.11pm.

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|-----------------------|--|------------------|-----|
| ITEM NO. | SpC.02/1116 | FILE REF. | 133 |
| SUBJECT | Budget Amendment – Replacement Pump at Bridgetown Sportsground | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 8 November 2016 | | |

OFFICER RECOMMENDATION that Council amends the 2016/17 budget by increasing the allocation for Account 1348340-01EQ Equipment Renewal Bridgetown Sportsground from \$3,000 to \$7,850.

Summary/Purpose

The 2016/17 budget contains an amount of \$3,000 for replacement of the pump at the Bridgetown Sportsground dam. Quotes for a replacement pump have since been obtained and the budget allocation is inadequate. Under Council's 'Reporting Forecast Budget Variations Policy' the over expenditure will be in excess of that permitted under delegated authority, hence an item to Council is required.

Background

The 2016/17 budget contains an amount of \$3,000 for replacement of the pump at the Bridgetown Sportsground dam. Quotes for a replacement pump have since been obtained and an amount of \$7,850 is required for purchase and installation of a suitable pump.

Under Council's 'Reporting Forecast Budget Variations Policy' for purchases of single items up to \$10,000 up to \$1,000 over-expenditure is permitted however expenditure in excess of that must be reported to Council.

Multiple quotations have been obtained in accordance with Council's purchasing policies and the amount of \$7,850 is the lowest quote for a suitable pump.

With the drier weather there is a need to purchase the pump for watering of the sportsground.

Statutory Environment

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 references the monthly statement of financial activity including the reporting of any material variances between budget estimates and actual expenditure.

Integrated Planning

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil

- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy

Under Council's 'Reporting Forecast Budget Variations Policy' for purchases of single items up to \$10,000 up to \$1,000 over-expenditure is permitted however expenditure in excess of that must be reported to Council.

Budget Implications

The officer recommendation proposes an increase to the budget allocation for purchase of the pump.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Scallan

SpC.02/1116 That Council amends the 2016/17 budget by increasing the allocation for Account 1348340-01EQ Equipment Renewal Bridgetown Sportsground from \$3,000 to \$7,850.

Carried 6/0

6.14pm – Cr Quinby returned to the Meeting

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|-----------------------|---|------------------|-----|
| ITEM NO. | SpC.03/1116 | FILE REF. | 083 |
| SUBJECT | Budget Amendment – Regional Visitor Servicing Business Plan | | |
| PROPONENT | Warren Blackwood Alliance of Councils | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 7 November 2016 | | |

OFFICER RECOMMENDATION that Council amends its 2016/17 budget by including the sum of \$35,830 as revenue with matched expenditure of \$35,830 for preparation of a Regional Visitor Servicing Business Plan.

Summary/Purpose

The Shire of Bridgetown-Greenbushes has successfully submitted a grant application on behalf of the Warren Blackwood Alliance of Councils for the preparation of a Visitor Centre Business Plan for the delivery of visitor servicing within the Shires of Bridgetown-Greenbushes, Manjimup and Nannup.

Although the project is being managed by the Warren Blackwood Alliance of Councils all revenue and expenditure is being processed by the Shire of Bridgetown-Greenbushes hence a Council resolution to accept the funding and incur the unbudgeted expenditure is required.

Background

Earlier this year the Shire of Bridgetown-Greenbushes, on behalf of the Warren Blackwood Alliance of Councils submitted a grant application to Tourism WA under its Regional Visitor Centre Sustainability Grant Program for funding to undertake a Visitor Centre Business Plan for the delivery of visitor servicing within the Shires of Bridgetown-Greenbushes, Manjimup and Nannup.

The project is an initiative of the Warren Blackwood Alliance of Councils but applications under the Regional Visitor Centre Sustainability Grant Program could only be submitted by a Visitor Centre operator. The Shire of Bridgetown-Greenbushes offered to submit the grant application on behalf of the Alliance.

The funding application has been approved with an amount of \$35,830 being provided to prepare the Regional Visitor Servicing Business Plan. The Plan will inform a detailed 3 year business plan for the future delivery of visitor servicing in the region. The end result will be a definitive plan which clearly identifies how to deliver sustainable and streamlined visitor servicing across the region. The process will include consultation, business planning, action planning, costing and budgeting.

Although the project is being managed by the Warren Blackwood Alliance of Councils all payments will be made by the Shire of Bridgetown-Greenbushes.

Implementation by the Alliance of its 'Local Tourism Organisation' project has been deferred pending completion of the Regional Visitor Servicing Business Plan.

Statutory Environment

Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget.

Integrated Planning

- Strategic Community Plan
Objective 1 – a strong, resilient and balanced economy
Outcome 1.1 – a diverse range of employment opportunities
Strategy 1.1.2 - Develop and implement a Tourism Strategy
- Corporate Business Plan
Nil, the Regional Visitor Servicing Business Plan is a project of the Warren Blackwood Alliance of Councils
- Long Term Financial Plan - Nil
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

The 2016/17 budget doesn't identify either the grant funding or its expenditure therefore a Council resolution to accept the funding and incur the unbudgeted expenditure is required. Once resolved the 20-16/17 budget will be amended accordingly.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority


Council Decision Moved Cr Scallan, Seconded Cr Pratico

SpC.03/1116 That Council amends its 2016/17 budget by including the sum of \$35,830 as revenue with matched expenditure of \$35,830 for preparation of a Regional Visitor Servicing Business Plan.

Absolute Majority 7/0

Closure

The President closed the Meeting at 6.16pm

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| Minutes checked and authorised by CEO, Mr T P Clynch |  | 11.11.16 |
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CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Special Meeting of Council held 10 November 2016 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 24 November 2016.

..... 24 November 2016

unconfirmed minutes