



MISSION AND VALUES OF COUNCIL

"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."

CONFIRMED MINUTES

OF THE

SPECIAL MEETING OF COUNCIL

9 MAY 2019

OUR VISION

"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."

OUR MISSION

"To deliver affordable and quality Local Government services."

CORE VALUES OF THE SHIRE

The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:

Communication

Integrity

Respect

Innovation

Transparency

Courtesy

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

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SHIRE OF BROOME
SPECIAL MEETING OF COUNCIL
THURSDAY 9 MAY 2019
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NOTICE OF MEETING

Dear Council Member,

The next Special Meeting of the Shire of Broome will be held on Thursday, 9 May 2019 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00pm for the purpose of considering:

- REQUEST FOR FUNDING ASSISTANCE - BROOME VISITOR CENTRE
- REQUEST FOR QUOTE 18/68 SUPERINTENDENCE AND ENGINEERING CONSULTANCY SERVICES FOR CHINATOWN REVITALISATION PROJECT
- EXTENSION OF CONTRACT 14/01 - THE SUPPLY OF WASTE DISPOSAL GOODS AND THE PROVISION OF THE GOODS AND SERVICES IN RESPECT TO THE COLLECTION OF WASTE
- REQUEST FOR TENDER 19/07 CONCRETE CRUSHING/RECYCLING

Regards,

A Graffen
Acting Chief Executive Officer

7/05/2019

**MINUTES OF THE SPECIAL MEETING OF COUNCIL OF THE SHIRE OF BROOME,
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,
ON THURSDAY 9 MAY 2019, COMMENCING AT 5:00PM.**

1. OFFICIAL OPENING

The Chairman welcomed Councillors, Officers and members of the public and declared the meeting open at 5:04pm.

2. ATTENDANCE AND APOLOGIES

Attendance:

Cr H Tracey	Shire President
Cr D Male	Deputy Shire President
Cr M Fairborn	
Cr P Matsumoto	
Cr C Mitchell	
Cr B Rudeforth	

Leave of Absence:

Apologies:

Cr C Marriott
Cr E Foy

Resignation:

Cr W Fryer

Officers:

Andrew Graffen	Acting Chief Executive Officer
James Watt	Director Corporate Services
André Stuyt	Director Development and Community Services
Peter Collins	Acting Director Infrastructure
Darren Kennedy	Manager Governance, Strategy and Risk
Lani Levi	Senior Administration and Governance Officer
Simon Penn	Media and Promotions Officer

Public Gallery:

3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY

FINANCIAL INTEREST			
Councillor	Item No	Item	Nature of Interest
NIL			

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest
NIL			

4. PUBLIC QUESTION TIME

Nil.

5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The Chief Executive Officer advises that there are matters for discussion on the agenda for which the meeting may be closed, in accordance with section 5.23(2) of the Local Government Act 1995.

COUNCIL RESOLUTION:

Moved: Cr D Male

Seconded: Cr B Rudeforth

That the following Agenda items be considered under 14. Matters Behind Closed Doors, in accordance with section 5.23(2) of the Local Government Act 1995, as specified:

6.2.1 REQUEST FOR FUNDING ASSISTANCE - BROOME VISITOR CENTRE

Item 6.2.1 and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.

6.2.2 REQUEST FOR QUOTE 18/68 SUPERINTENDENCE AND ENGINEERING CONSULTANCY SERVICES FOR CHINATOWN REVITALISATION PROJECT

Item 6.2.2 and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

6.2.3 EXTENSION OF CONTRACT 14/01 - THE SUPPLY OF WASTE DISPOSAL GOODS AND THE PROVISION OF THE GOODS AND SERVICES IN RESPECT TO THE COLLECTION OF WASTE

Item 6.2.3 and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

6.2.4 REQUEST FOR TENDER 19/07 CONCRETE CRUSHING/RECYCLING

Item 6.2.4 and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

CARRIED UNANIMOUSLY 6/0

6.

**REPORTS
OF
OFFICERS**

6.1

OUR PEOPLE



PRIORITY STATEMENT

Embracing our cultural diversity and the relationship between our unique heritage and people, we aim to work in partnership with the community to provide relevant, quality services and infrastructure that meet the needs and aspirations of our community and those visiting and doing business in our region.

Supporting and contributing to the well-being and safety of our community is paramount, as is our focus on community engagement and participation.

Council aims to build safe, strong and resilient communities with access to services, infrastructure and opportunities that will result in an increase in active civic participation, a reduction in anti-social behaviour and improved social cohesion.

There are no reports in this section.

6.2

OUR PLACE



PRIORITY STATEMENT

The Shire of Broome has an abundance of unique natural features, coastal attractions, significant streetscapes, historic precincts and a mix of old and new urban developments.

Our aim is for all communities and settled areas, including the Broome Township, to be a place where the natural environment, on which life depends, is maintained, whilst at the same time the built environment contributes to the economy and a quality lifestyle for all.

Preserving the Shire's natural environment is a critical community outcome. Council will put into place strategies that nurture and improve the Shire's unique environment and biodiversity.

The Shire will work in partnership with the community and other agencies to ensure responsible and accountable management of both the natural and built environments is achieved in the short term and for future generations

There are no attachments for this report.

6.3

OUR PROSPERITY



PRIORITY STATEMENT

Our region has grown significantly over the past years in terms of population, economy and industry – this will continue! Balancing ecological sustainability with economic growth and retaining the 'look and feel' of Broome and its environs are an ongoing challenge for the region. Encouraging appropriate investment and business development opportunities to ensure a strong, diverse economic base is essential for community prosperity and the success of our future generations.

Focusing on developing clear pathways linking education with employment for our youth and the community at large is essential as we aim to retain our local people and continue to build a skilled and highly motivated workforce.

Business and Industry partnerships must be fostered to ensure sustainable economic growth is achieved, along with the provision of affordable and equitable services and infrastructure. Ensuring development meets community needs and legislative requirements whilst creating close community relationships and enhancing our understanding of local heritage and cultural issues will continue to be a major focus. The built environment must contribute to the economy, long term viability of the region and provide a quality lifestyle for all.

There are no reports in this section.

OUR ORGANISATION



PRIORITY STATEMENT

Council will strive to create an environment where local governance is delivered in an open and accountable manner; where we provide leadership to the region in such areas as planning and financial management; where the community has the opportunity to contribute to the Council's decision making thereby fostering ownership of strategies and initiatives.

In delivering open, accountable and inclusive governance, we will be ever mindful that we operate within a highly regulated environment that requires a high level of compliance.

Council will strive to be the conduit between the other spheres of government and the community, translating State and Federal law, policy and practice into customer focussed, on ground service delivery that support's Broome's unique lifestyle.

The Region is experiencing significant change with Council dedicated to sound governance, effective leadership and innovation, and high quality services. Building organisational capacity is a priority with a commitment to delivering services to the community in a sustainable, effective and accountable way.

There are no reports in this section.

7.

**REPORTS
OF
COMMITTEES**

There are no reports in this section.

8 Matters Behind Closed Doors

COUNCIL RESOLUTION:

Moved: Cr C Mitchell

Seconded: Cr D Male

That the meeting be closed to the public at 5:06pm.

CARRIED UNANIMOUSLY 6/0

Noted that there were no members of the public in attendance.

This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.

6.2.1 REQUEST FOR FUNDING ASSISTANCE - BROOME VISITOR CENTRE

LOCATION/ADDRESS:	Reserve 38458 - Lot 502 (1) Hamersley Street
APPLICANT:	Nil
FILE:	ECI05
AUTHOR:	Director Development and Community
CONTRIBUTOR/S:	Manager Community and Economic Development Manager Financial Services
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	8 April 2019

SUMMARY: Broome Visitor Centre (BVC) representatives have approached the Shire of Broome (the Shire) and presented a formal request for financial assistance. This report considers the request from the BVC, analyses their financials and provides options and a recommendation to ensure a visitor information centre activity can continue to operate in the short and longer term.

COUNCIL RESOLUTION:

Moved: Cr D Male

Seconded: Cr M Fairborn

That Standing Orders be suspended at 5:16pm.

CARRIED UNANIMOUSLY 6/0

COUNCIL RESOLUTION:

Moved: Cr C Mitchell

Seconded: Cr B Rudeforth

That Standing Orders be reinstated at 5:35pm.

CARRIED UNANIMOUSLY 6/0

COUNCIL RESOLUTION: (REPORT RECOMMENDATION)

Moved: Cr C Mitchell

Seconded: Cr M Fairborn

That Council:

- 1. Note the request for funding from the Broome Visitor Centre Board;**
- 2. Acknowledging the importance of visitor servicing in Broome, allocate \$50,000 to undertake an independent external operational review, needs analysis and options report to identify how the Broome Visitor Centre can be a sustainable venture moving forward;**
- 3. Allocate an immediate funding package of \$158,912 to the Broome Visitor Centre consisting of**
 - (a) \$99,567 cash; and**
 - (b) waive current outgoing arrears of \$59,345.****with savings to offset these costs to be identified through the Quarter 3 Finance and Costing Review.**
- 4. Advise the Broome Visitor Centre Board the allocation of funding assistance outlined above is conditional on:**
 - (a) the Broome Visitor Centre providing Council with unfettered access to its financial statements and position;**
 - (b) the Broome Visitor Centre's active and co-operative participation in the proposed independent external operational review, needs analysis and options report;**
 - (c) the Broome Visitor Centre providing monthly reports to the Shire's Chief Executive Officer including financial tracking, visitor numbers, income generation and emerging and potential risks and engage with and involve the Shire regarding all key actions and milestones.**
- 5. The Chief Executive Officer executes an agreement with the Broome Visitor Centre that reflects resolutions 3 and 4;**
- 6. A preliminary report on the independent external Operational Review needs analysis and options report be presented to Council by no later than August 2019; and**
- 7. The Shire suspends its funding contribution to the Broome Visitor Centre of \$110,000 in 2019/20 under the Tourism Administration Policy (TAP) until the Shire and the Broome Visitor Centre considers the independent external Operational Review needs analysis and options report and agree on a course of action moving forward.**

CARRIED BY ABSOLUTE MAJORITY 6/0

Attachments

1. BVC Letter - Request for future funding for the Broome Visitor Centre
2. BVC Situational Analysis
3. BVC Workings & Assumptions
4. BVC Operations Paper 2019
5. BVC Response to Finance Team questions
6. Tourism Research Australia, 2015
7. The future of Visitor Centres in WA

This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

Cr C Mitchell left the Chambers at 5:41pm and did not return.

6.2.2 REQUEST FOR QUOTE 18/68 SUPERINTENDENCE AND ENGINEERING CONSULTANCY SERVICES FOR CHINATOWN REVITALISATION PROJECT

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	RFQ18/68
AUTHOR:	Director Infrastructure
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 April 2019

SUMMARY: This report requests Council to consider authorising a variation to increase the contract value for Request for Quote 18-68 (RFQ18/68) Superintendence and Engineering Consultancy Services for the Chinatown Revitalisation Project.

COUNCIL RESOLUTION:
(REPORT RECOMMENDATION)

Moved: Cr D Male

Seconded: Cr B Rudeforth

That Council:

- 1. Authorises the value of the contract to be varied based on the forecast cost to complete; and***
- 2. Requests the Chief Executive Officer seek savings to offset these costs through the Quarter 3 Finance and Costing Review.***

CARRIED 5/0

Attachments – Nil.

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6.2.3 EXTENSION OF CONTRACT 14/01 - THE SUPPLY OF WASTE DISPOSAL GOODS AND THE PROVISION OF THE GOODS AND SERVICES IN RESPECT TO THE COLLECTION OF WASTE

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	14/01
AUTHOR:	Manager Works
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 April 2019

SUMMARY: This report considers the extension of contract 14/01 - The Supply of Waste Disposal Goods and the Provision of Goods and Services in Respect of the Collection of Waste in the Shire of Broome.

COUNCIL RESOLUTION:
(REPORT RECOMMENDATION)

Moved: Cr D Male

Seconded: Cr B Rudeforth

That Council:

- 1. Endorse the Chief Executive Officer to seek agreement that the parties extend the initial period of Contract 14/01 The Supply of Waste Disposal Goods and the Provision of the Goods and Services in respect to the Collection of Waste for a period of 2 years (12 months plus 12 months) commencing 1 July 2019; and***
- 2. Authorise the Chief Executive Officer to sign the contract documentation.***

CARRIED 5/0

Attachments

- Contract 14/01 - The Supply of Waste Disposal Goods and the Provision of the Goods and Services in Respect of the Collection of Waste.

This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

6.2.4 REQUEST FOR TENDER 19/07 CONCRETE CRUSHING/RECYCLING

LOCATION/ADDRESS:	Buckleys Road Waste Management Facility
APPLICANT:	Nil
FILE:	RFT19/07
AUTHOR:	Manager Works
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 April 2019

SUMMARY: This report considers tenders received for Request for Tender (RFT) 19/07 and seeks Council's adoption of the recommendation contained within the attached confidential evaluation report.

COUNCIL RESOLUTION: (REPORT RECOMMENDATION)

Moved: Cr M Fairborn

Seconded: Cr D Male

That Council:

- 1. Accepts the tender submitted by McCorry Brown Earthmoving as the most advantageous tender to form a contract for RFT19/07 Concrete Crushing / Recycling, on a schedule of rates basis.***
- 2. Authorises the Chief Executive Officer to sign the contract documentation.***

CARRIED 5/0

Attachments

- 1. RFT 19-07 - Evaluation Report Concrete Crushing**

COUNCIL RESOLUTION:**Moved: Cr D Male****Seconded: Cr M Fairborn*****That the Meeting again be open to the public at 5:06pm.*****CARRIED UNANIMOUSLY 5/0**

The Council chambers were opened and it was noted that no members of the public entered the Chambers.

9. MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 5:47pm.

These minutes were confirmed at a meeting held 04 JUNE 2019.....
and signed below by the Presiding Person at the meeting, at which these minutes were confirmed.

Signed: .....

Date: 4-6-19.....