



# **Ordinary Meeting of Council**

## **AGENDA**

**16 September 2021**

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DISABILITY.**



## **SHIRE OF BROOMEHILL-TAMBELLUP**

### **NOTICE OF MEETING**

**An Ordinary Meeting of Council of the Shire of Broomehill-Tambellup will be held in the Tambellup Council Chambers on 16<sup>th</sup> September 2021 commencing at 4.30pm.**



**KP O'Neill**  
**Acting Chief Executive Officer**

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# Shire of Broomehill–Tambellup

## REGISTER OF INTERESTS

### RECORD OF DISCLOSURES MADE

NAME OF PERSON MAKING DISCLOSURE

Full Name \_\_\_\_\_

Date of Disclosure \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Council Meeting                      YES [    ]                      NO [    ] (Tick Box)

OR

Committee Meeting                      YES [    ]                      NO [    ]

Name of Committee Meeting: \_\_\_\_\_

Item Number \_\_\_\_\_

Nature and Extent of Interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

(OFFICE USE ONLY)

Minute Book Page No: \_\_\_\_\_

Signature of Staff Recording Interest



## NOTICE OF MOTION

**SUBMITTED BY COUNCILLOR:** \_\_\_\_\_

**COUNCIL MEETING:** \_\_\_\_\_

I give notice of my intention to move the following motion at the next Ordinary Meeting of the Council pursuant to Clause 3.7 of Standing Orders:

**MOTION:**

**COUNCILLOR COMMENT**

.....  
**Councillor**

.....  
**Date**



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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER****3. ATTENDANCE**

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr KJ Holzknecht	
Cr CJ Letter	
Cr DT Barritt	
Cr SH Penny	
KP O'Neill	Acting CEO, Manager Finance and Administration
P Vlahov	Manager Works
PA Hull	Strategic Support & Projects Officer
HA Richardson	Governance and Executive Assistant

**3.1 APOLOGIES****3.2 APPROVED LEAVE OF ABSENCE**

Cr MC Nazzari July – October 2021

**4. DECLARATION OF INTEREST****5. PUBLIC QUESTION TIME****6. PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS****7. ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL****8. CONFIRMATION OF PREVIOUS MEETING MINUTES****8.1 ORDINARY MEETING OF COUNCIL MINUTES 19 AUGUST 2021*****Recommendation:***

***That the Minutes of the Ordinary Council Meeting held on 19 August 2021 be confirmed as a true and accurate record.***

**8.2 SPECIAL MEETING OF COUNCIL MINUTES 2 SEPTEMBER 2021*****Recommendation:***

***That the Minutes of the Special Council Meeting held on 2 September 2021 be confirmed as a true and accurate record.***

**9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING**

## 10. REPORTS OF OFFICERS

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<b>10.01</b>	<b>FINANCIAL STATEMENTS FOR JULY &amp; AUGUST 2021</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for July &amp; August 2021</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill - Manager Finance and Administration
<b>Date:</b>	10 September 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider the monthly financial report for the period ending 31 July 2021 and 31 August 2021.

### BACKGROUND

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

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

As part of the 2021/22 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

### COMMENT

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

Receivables - which includes outstanding rates, emergency services levy, pensioner rebates and other 'sundry' debtors - is reported at Note 6.

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

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

### CONSULTATION

Nil

**STATUTORY ENVIRONMENT*****Local Government (Financial Management) Regulations 1996******34. Financial activity statement report***

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) budget estimates to the end of the month to which the statement relates;*
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing –*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) such other supporting information as is considered relevant by the local government.*

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Strategic Community Plan 2018-2028

KRA One - Our People

1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

- 1.5.1 Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents

**FINANCIAL IMPLICATIONS**

The report represents the financial position of the Council at the end of reporting period.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

***That the Financial Statements for the period ending 31 July 2021 and 31 August 2021 be received.***



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<b>10.02</b>	<b>CREDITORS ACCOUNTS PAID AUGUST 2021</b>
<b>Attachment:</b>	List of Payments for August 2021
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill – Manager Finance and Administration
<b>Date:</b>	10 September 2021
<b>Disclosure of Interest:</b>	Nil

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SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during July 2021.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

COMMENT

Summary of payments made for the month:-

Municipal Fund	\$537,223.16
Trust Fund	\$0.00
Credit Cards	\$2,759.01
<u>Total</u>	<u>\$539,982.17</u>

CONSULTATION

Nil

STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations 1996*

*13. Lists of accounts*

*(1) If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One - Our People

1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

- 1.5.1 Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents

### FINANCIAL IMPLICATIONS

Lists the payments made from Municipal and Trust Funds during the previous month.

### VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION

***That the list of accounts paid during August 2021, consisting of –***

- ***Municipal Fund cheque, EFT and direct debit payments totalling \$537,223.16;***
- ***Trust Fund cheque payments totalling \$Nil; and***
- ***Credit Card payments totalling \$2,759.01***

***be endorsed.***

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<b>10.03</b>	<b>TAMBELLUP BUSINESS CENTRE – RATE CONCESSION</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	A505
<b>Author:</b>	KP O'Neill – Manager Finance & Administration
<b>Date:</b>	9 September 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider a request for a rate concession for the 2021/22 financial year.

### BACKGROUND

The Tambellup Business Centre has written requesting Council consider granting a concession on the rate charges for the 2021/22 financial year.

### COMMENT

The Tambellup Business Centre is a not for profit organisation that provides storage and office facilities for businesses as well as start-up assistance for new businesses.

The Business Centre is unique in this area and is managed by a volunteer committee made up of local and regional members, of which Council currently holds a position.

The rates levied on this assessment is \$2,717.84 for the 2021/22 financial year, and were paid in full during the discount period. A concession has not been requested for rubbish/recycling charges or the Emergency Services Levy.

A rate concession has been granted to the Tambellup Business Centre since 2001.

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

#### *s6.47 Concession*

*Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate of service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

*\* Absolute majority required*

### POLICY IMPLICATIONS

Council does not have a policy in relation to granting concessions for rates or service charges.

### STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA Two – Our Economy

Objective 2.3 – Our Shire actively supports existing local businesses and encourages new business initiatives.

**FINANCIAL IMPLICATIONS**

Provision of \$4,000 has been included in the 2020/21 budget for 'Rates Written Off' in anticipation of such requests.

Rates levied for the Tambellup Business Centre are \$2,717.84 for 2021/22 which has been paid in full during the discount period. A discount of \$135.89 was allocated at the time of receipting; should Council agree to the concession a refund of \$2,581.95 will be made to the Tambellup Business Centre.

**VOTING REQUIREMENTS**

**Absolute Majority**

**OFFICER RECOMMENDATION**

***That Council grants a rate concession of \$2,581.95 to the Tambellup Business Centre for the 2021/22 financial year.***

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<b>10.04</b>	<b>WA COUNTRY HEALTH SERVICE – REQUEST TO WAIVE HALL HIRE FEES</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	ADM0066
<b>Author:</b>	PA Hull – Strategic Support & Projects Officer
<b>Date:</b>	7 September 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider a request to waive hire fees and bonds for the Tambellup Hall.

### BACKGROUND

A report in the Sunday Times newspaper of 5 September 2021 regarding COVID-19 vaccination rates across local government areas in WA highlighted that the Shire of Broomehill-Tambellup was one of the poorer performing areas with only 22.5% of the population having received both required doses.

In response to this information, WA Country Health Service (WACHS) staff have been successful in their application for a number of COVID-19 vaccination clinics to be held in Tambellup during October and November 2021.

Prior to the conduct of the clinics, WACHS will undertake a local education program, to raise awareness and deliver a positive message about the vaccination program.

WACHS will be conducting vaccinations over two days in mid-October with a second two-day clinic 21 days following the initial clinic. The clinics will be open to all residents of the Shire of Broomehill-Tambellup. Staff have advised online bookings will be required through the Department of Health Vaccinate WA website, however it is anticipated that WACHS staff will provide support onsite for community members to be able to register on the day.

WACHS has requested the use of the Tambellup Hall for these clinics, due to its central location in town and ease of access for walk in clientele. WACHS has requested Council give consideration to waiving the applicable hire fees and bonds due to the broad relevance the issue has across the community.

### COMMENT

Council Policy '1.2 Use of Shire Facilities' specifies the individual Community Groups and instances where hall hire fees are not to be charged. Historically, if the Council wishes to support a Community Group it does so by way of a donation equivalent to the cost of the hall hire, however this approach is not relevant on this occasion.

Should Council agree to waive hall hire fees in this instance, disclosures will be required to be made in the Annual Financial Report for the 2021/22 year, in accordance with the Local Government (Financial Management) Regulations 1996.

Staff consider the clinics will be of significant benefit to the broader community, and recommend that Council consider waiving hire fees and charges for each of the scheduled clinics.

## CONSULTATION

Acting CEO Kay O'Neill

Michelle Carrington - WACHS

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*s6.12 Power to defer, grant discounts, waive or write off debts*

*(1) Subject to subsection (2) and any other written law, a local government may–*

*(a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*

*(b) waive or grant concessions in relation to any amount of money; or*

*(c) write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

*(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*

*(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*

*(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

*Local Government (Financial Management) Regulations 1996*

*R42. Discounts for early payment etc. information about in the annual financial report*

*(1) The annual financial report is to include for each discount or other incentive granted for early payment of any money and in respect of each waiver or concession in relation to any money –*

*(c) in relation to a waiver or concession –*

*(i) a brief description of the waiver or concession; and*

*(ii) a statement of the circumstances in which it was granted; and*

*(iii) details of the persons or class of persons to whom it was available; and*

*(iv) the objects of, and reasons for, the waiver or concession.*

## POLICY IMPLICATIONS

Policy 1.2 'Use of Shire Facilities':

## STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA1: Our people

1.2.1 Support agencies to enhance locally delivered services and activities for all members of the community.

KRA 2: Our Economy

2.2.4 Support and promote local educational options and health services.

## FINANCIAL IMPLICATIONS

The 2021/22 Budget sets the cost to hire the Tambellup Hall at \$250, and a refundable bond is also payable of \$500. Loss of revenue from hall hire fees if Council agrees to waive these.

## VOTING REQUIREMENTS

Absolute majority

**OFFICER RECOMMENDATION**

***That Council advises Country Health Service that hall hire fees and bonds applicable to the use of the Tambellup Hall for the conduct of COVID-19 vaccination clinics in October and November 2021 will be waived.***

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<b>10.05</b>	<b>BROOMEHILL P&amp;C - REQUEST FOR CONTRIBUTION</b>
<b>Attachment:</b>	<b>Letter from Broomehill Primary School P&amp;C</b>
<b>File Ref:</b>	ADM0061
<b>Author:</b>	Annie Richardson, Governance and Executive Officer
<b>Date:</b>	23 August 2021
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider a request for a financial contribution towards 'Clean-Up Australia Day'.

### BACKGROUND

As part of Clean-Up Australia Day celebrations Broomehill Primary School students collected rubbish in and around Broomehill from 10am to 3 pm on Sunday 29<sup>th</sup> August 2021.

Lisa Thompson, as President of Broomehill P&C, has requested Council's consideration to making a financial contribution in 2021. Any monetary support will go towards resources for the school eg library, outdoor games and excursions.

### COMMENT

The CEO has delegated authority to make donations up to the value of \$200, however the P&C have requested a contribution from Council of \$500 or more.

Council is very supportive of the school and annually provides assistance, both financial and in-kind, as a matter of routine; making a contribution of \$1,000 towards bus hire for swimming lessons, donating a book award at the end of year presentation evening and works in kind (gravel, sand etc) as requested for school sports or at the school grounds.

As the actual purpose that the funds would be used for is somewhat vague staff recommend Council makes a contribution of \$300.

### CONSULTATION

Former Chief Executive Officer, Keith Williams

### STATUTORY ENVIRONMENT

Nil

### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

*Strategic Community Plan 2018-2028*

KRA 1 – Our People - 1.4 Organisations in our community demonstrate strong leadership and commitment

1.4.1 – Provide support to our community groups to achieve outcomes that benefit the community.

### FINANCIAL IMPLICATIONS

In the current budget, Members of Council – Donations has a budget of \$5,000, with \$0 expended to date as the budget has only recently been adopted.

### VOTING REQUIREMENTS

Simple Majority



**OFFICER RECOMMENDATION**

***That Council makes a contribution of \$300 to the Broomehill P&C for Clean-Up Australia Day, and the funds are to be utilised towards purchase of resources for the school.***

- 11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**
- 12. APPLICATIONS FOR LEAVE OF ABSENCE**
- 13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 14. QUESTIONS FROM MEMBERS WITHOUT NOTICE**
- 15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 16. CLOSURE**