



# Ordinary Meeting of Council

## MINUTES

**18 June 2020**

**THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY.**

**PLEASE NOTE – THESE MINUTES HAVE YET TO BE CONFIRMED BY COUNCIL AS A TRUE AND ACCURATE RECORD OF PROCEEDINGS.**



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## SHIRE OF BROOMEHILL-TAMBELLUP

Ordinary Meeting of Council of the Shire of Broomehill-Tambellup held on Thursday 18 June 2020 commencing at 4.44 pm at the Tambellup Community Pavilion to comply with the COVID-19 Pandemic social distancing and limiting of public gatherings guidelines.

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The President welcomed Councillors and staff and declared the meeting open at 4.44 pm.  
The President welcomed Daniel Bignell to the meeting.

**2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

Nil

**3. ATTENDANCE**

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr MC Nazzari	
Cr KJ Holzknecht	
Cr CJ Letter	
Cr DT Barritt	
Cr SH Penny	
KB Williams	Chief Executive Officer (CEO)
KP O'Neill	Manager Finance and Administration
PA Hull	Strategic Support & Projects Officer
LK Cristinelli	Executive Assistant

**3.1 APOLOGIES**

P Vlahov	Manager of Works
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**3.2 APPROVED LEAVE OF ABSENCE**

Nil

**4. DECLARATION OF INTEREST**

Cr Nazzari declared an Impartiality Interest in Item 10.05.

**5. PUBLIC QUESTION TIME**

Due to the COVID-19 Pandemic residents and ratepayers are not encouraged to attend the meeting in person and are welcome to submit any questions by email to [mail@shirebt.wa.gov.au](mailto:mail@shirebt.wa.gov.au) by 12 noon on the day of the Council Meeting. In accordance with Administration Regulations 14E, the Council will then determine at the meeting whether to respond or not respond to the question.

Question from Daniel Bignell:

Has the Council considered the benefits that might be achieved by combining the proposed Holland Track Interpretive Centre with the existing Broomehill Museum, with costs savings as well as improved historical and cultural context possible by the museum having a focus on the Holland Track?

Response from Chief Executive Officer, CEO, Keith Williams:

The amount spent towards the proposed Holland Track Interpretive Centre in Broomehill will depend on the budget.

Question from Daniel Bignell:

Where is the Shire currently at with the proposal?

Response from CEO:

The Shire of Broomehill-Tambellup Budget will be presented to Council at the July Ordinary Meeting and an application for funding will follow from this.

Response from Shire President Cr Paganoni:

Council will meet with the Broomehill Heritage Group to discuss further.

Response from Daniel Bignell:

The Broomehill Heritage Group thanked the Shire for their support with the maintenance to the Broomehill Museum.

**6. PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS**

Nil

**7. ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 MAY 2020**

**200601**

***Moved Cr White, seconded Cr Penny***

***That the Ordinary Meeting of Council Minutes of 21 May 2020 be accepted.***

***CARRIED 7/0***

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

**200602**

***Moved Cr White, seconded Cr Holzknecht***

***That items 9.1 to 9.2 be passed En Bloc***

**9.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 19 MAY 2020**

***That the Local Emergency Management Committee (LEMC) Meeting Minutes of 19 May 2020 be accepted.***

**9.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 02 JUNE 2020**

***That the Local Emergency Management Committee (LEMC) Meeting Minutes of 02 June 2020 be accepted.***

**CARRIED 7/0**

**10. REPORTS OF OFFICERS**

<b>10.01</b>	<b>FINANCIAL STATEMENTS FOR MAY 2020</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for May 2020</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill - Manager Finance and Administration
<b>Date:</b>	11 June 2020
<b>Disclosure of Interest:</b>	Nil

## SUMMARY

Council to consider the monthly financial report for the period ending 31 May 2020.

## 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 2019/20 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. At the end of May approximately 90% in rates and charges had been collected.

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

This issue is not dealt with in the Plan

#### FINANCIAL IMPLICATIONS

The report represents the financial position of the Council at the end of the previous month.

#### VOTING REQUIREMENTS

Simple Majority

#### COUNCIL DECISION

**200603**

***Moved Cr Holzknacht, seconded Cr Penny***

***That the Financial Statement for the period ending 31 May 2020 be adopted.***

***CARRIED 7/0***

Daniel Bignell retired from the meeting at 5.20pm.

<b>10.02</b>	<b>CREDITORS ACCOUNTS PAID MAY 2020</b>
<b>Attachment:</b>	<b>List of Payments for May 2020</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill – Manager Finance and Administration
<b>Date:</b>	10 June 2020
<b>Disclosure of Interest:</b>	Nil

## SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during May 2020.

## 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	\$2,098,715.77
Trust Fund	\$0.00
Credit Cards	\$1,039.21
<b>Total</b>	<b>\$2,099,746.98</b>

## 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

This issue is not dealt with in the Plan

## FINANCIAL IMPLICATIONS

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



VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**200604**

***Moved Cr Letter, seconded Cr Barritt***

***That the list of accounts paid during May 2020, consisting of –***

- ***Municipal Fund cheque, EFT and direct debit payments totalling \$2,098,715.77;***
- ***Trust Fund cheque payments totalling \$NIL; and***
- ***Credit Card payments totalling \$1,039.21***

***be endorsed.***

***CARRIED 7/0***

<b>10.03</b>	<b>GSCORE: TRAILS MASTER PLAN 2020-2029</b>
<b>Attachment:</b>	Great Southern Treasures Recreation Circuit – Infrastructure Requirements Broomehill, Tambellup
<b>File Ref:</b>	ADM0144
<b>Author:</b>	PA Hull – Strategic Support & Projects Officer
<b>Date:</b>	11 June 2020
<b>Disclosure of Interest:</b>	Nil

### SUMMARY

The Great Southern Centre for Outdoor Recreation Excellence (GSCORE) is submitting an application for grant funding to implement capital works associated with priority projects outlined in the Great Southern Regional Trails Master Plan 2020-2029, and seeks Council's support and commitment to a financial contribution towards the project.

### BACKGROUND

At the May 2020 Ordinary Meeting, Council resolved the following:

### **200506**

***Moved Cr Penny, seconded Cr Nazzari***

***That Council:***

- 1. Endorses the Great Southern Regional Trails Master Plan 2020-2029 as presented;***
- 2. Resolves to enter into a service agreement with Great Southern Centre for Outdoor Recreational Excellence for a 12 month period commencing 1 July 2020, for implementation of the Great Southern Regional Trails Master Plan 2020-2029, and makes provision of \$5,000 in the 2020-2021 budget for this purpose; and***
- 3. Makes provision of \$21,000 in the 2020-2021 budget for in kind works associated with the implementation of Regional Trails Master Plan projects as identified in Broomehill and Tambellup.***

***CARRIED 7/0***

The Great Southern Centre for Outdoor Recreation Excellence (GSCORE) is intending to submit an application to the Great Southern Development Commission Regional Economic Development (RED) Scheme on behalf of local governments which are participating in the Regional Trails Master Plan project, for funding to enable capital works to commence. GSCORE is seeking Councils commitment to a cash contribution towards the project.

### COMMENT

Priority trail projects identified through community workshops held in Broomehill and Tambellup in 2019 included:

- Boot Rock Reserve and Holland Track walk section
- Tambellup Heritage Trail.

An estimate of trail infrastructure requirements and costs for these projects has been prepared by staff (attached). The total estimate for supply only of signage and trail markers is \$33,800.

The maximum grant available through the RED Scheme is \$200,000, with a 30% cash contribution required across all partners. In terms of the Broomehill and Tambellup projects, GSCORE is seeking Council's commitment to a cash contribution of \$10,140 (30% of estimated costs) towards trail infrastructure requirements.

Applications to the RED Scheme close on 5 July 2020.

For discussion.

CONSULTATION

Chief Executive Officer

Manager Finance & Administration

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

*Strategic Community Plan 2018-2028*

Key Result Area 2: Our Economy – Objective 2.1 Our community provides a unique tourism and visitor experience.

FINANCIAL IMPLICATIONS

A commitment to a cash contribution of \$10,140 has been requested. Council has previously agreed to make budget provision of \$26,000 as per the above resolution, for this project.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**200605**

***Moved Cr Holzknacht, seconded Cr Penny***

***That Council:***

- ***Supports the proposal by Great Southern Centre for Outdoor Recreation Excellence to submit an application to the Great Southern Development Commission Regional Economic Development Scheme for funding to implement capital works on priority trails as identified in the Regional Trails Master Plan 2020-2029, and;***
- ***Makes provision in the 2020-2021 budget of \$10,140 for identified trail infrastructure in Broomehill and Tambellup.***

**CARRIED 7/0**

<b>10.04</b>	<b>PROPOSED MACHINERY SHED – CROSBY ROAD, BOBALONG</b>
<b>Attachment:</b>	Site Plan
<b>File Ref:</b>	A36
<b>Author:</b>	KB Williams – Chief Executive Officer
<b>Date:</b>	12 June 2020
<b>Disclosure of Interest:</b>	Nil

### SUMMARY

For Council to consider granting planning consent for an agricultural machinery shed at Lot 493 Crosby Road, Bobalong.

### BACKGROUND

Council received an application for approval of a machinery shed at Lot 493 Crosby Road on 22 May 2020.

The proposed development consists of a metal clad prefabricated shed. The shed measures 15 by 28 metres and will therefore have a floor area of 420square metres.

The height of the shed walls will be 6.8 metres, and at the apex of the roof will measure 8 metres.

The proposed shed will be used for the storage of vehicles and agricultural equipment.

### COMMENT

The subject land is zoned Farming under Town Planning Scheme No 2 - Tambellup.

Under Clause 8.1.2 (b)ii of the Scheme Single Dwellings and associated ancillary outbuildings are exempt from the requirement for planning approval, however, all other development requires the consent of Council. The proposed shed is not considered to be ancillary to any dwelling, and the use and development therefore requires planning consent.

The Scheme contains the following setback provisions relevant to the application:

#### **5.5 SITE REQUIREMENTS**

*The site building requirements for land in various zones shall be as set out in Table 2.*

**TABLE 2 - SITE REQUIREMENTS - MINIMUM SETBACKS FROM BOUNDARIES**

<b>ZONE</b>	<b>STREET</b>	<b>REAR</b>	<b>SIDE</b>
<i>Residential</i>	<i>As in the R Codes</i>		
<i>Town Centre</i>	<i>0m</i>	<i>At the Council's discretion</i>	
<i>Industrial</i>	<i>7.5m</i>	<i>7.5m</i>	<i>5m on one side</i>
<i>Rural Residential</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>
<i>Farming</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>

The shed complies with the development standards. The nearest property boundary is 150 metres away.

The proposed shed is located in a bush fire prone area, however, a shed is not a habitable building and therefore does not require a Bushfire Attack Level assessment. The shed is located near other sheds and an existing dwelling.

Shire officers have recently obtained advice from the Department of Mines Industry and Resources confirming that some agricultural sheds do not require a building permit. This applies where an agricultural shed will be used for storage only. The proposed shed is considered to comply with this criteria, and formal advice from Council's Building Surveyor will be issued accordingly.

The proposed shed is recommended for approval, with conditions.

#### CONSULTATION

No consultation is required.

#### STATUTORY ENVIRONMENT

*Town Planning and Development Act 2005*

*Local Planning Scheme No 2 - Tambellup*

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Application fees have been paid.

#### VOTING REQUIREMENTS

Simple Majority

#### COUNCIL DECISION

**200606**

***Moved Cr White, seconded Cr Nazzari***

***That Council grant planning consent to D Sadler for the use and development of Lot 493 Crosby Road, Bobalong for an agricultural machinery shed subject to the following conditions:***

- 1. The term of this approval is two years;***
- 2. The proposed shed shall only be used for storage of agricultural machinery or agricultural commodities; and***
- 3. The proposed shed shall not be used as a dwelling or inhabited at any time.***

**CARRIED 7/0**

<b>10.05</b>	<b>PROPOSED HOME BUSINESS - GNOWANGERUP- TAMBELLUP ROAD, DARTNALL</b>
<b>Attachment:</b>	<b>Site Plan</b>
<b>File Ref:</b>	A765
<b>Author:</b>	KB Williams – Chief Executive Officer
<b>Date:</b>	12 June 2020
<b>Disclosure of Interest:</b>	Cr Nazzari declared an Impartiality Interest as a closely associated person with the applicant.

### SUMMARY

Council is to consider an application for a 'home occupation' on Lot 579 (3360) Gnowangerup-Tambellup Road, Dartnall.

### BACKGROUND

An application for the use of Lot 579 Gnowangerup-Tambellup Road Dartnall for a Reiki studio. Reiki is a form of alternative healing called energy healing. Reiki practitioners use a technique called palm healing or hands-on healing.

The property is zoned 'Farming' under the Shire of Tambellup Town Planning Scheme No 2 ('the Scheme').

### COMMENT

The subject lot contains an existing residence and farm sheds and is located in an agricultural area on a large parcel of land some 63 hectares in size, though this lot is located within a agglomerated farming enterprise.

The applicant proposes to utilise one room in the existing residence to provide Reiki and Crystal Reiki treatments. The room is 4 metres by 4 metres with an area of 16 square metres.

The applicant has advised as follows;

- a. The business will focus on Reiki and Crystal Reiki treatments incorporating the use of essential oils being diffused during these treatments.
- b. The business is proposing to operate for 20 hours per week during business hours between Monday to Friday with a possibility of some weekend or late evening times.
- c. The room measures no more than 16m<sup>2</sup>
- d. Parking is available in the existing driveway.

The applicant occupies the dwelling and will be the sole operator/employee. The applicant has confirmed they are fully qualified as a Certified Intuitive Reiki Practitioner.

### Scheme requirements

A Home Occupation is an 'AA' or Discretionary Use under Town Planning Scheme No 2. Council can approved the application with conditions or refuse the application if it considers that the use will be detrimental to the locality.

The Scheme contains the following definition of Home Occupation:

**home occupation:** means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- (a) does not employ any person not a member of the occupier's household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 20 square metres;
- (d) does not display a sign exceeding 0.2 square metres;
- (e) does not involve the retail sale, display or hire of goods of any nature;
- (f) in relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (g) does not involve the use of an essential service of greater capacity than normally required in the zone;

#### Health Requirements

Given that the proposed use does not require any implements and does not involve skin penetration, cutting of hair or chemicals, the use has not been referred to the Health Officer.

The proposed use is not considered to be detrimental to the locality as it will not cause significant increase in traffic, noise or other impacts. This report recommends that the 'home occupation' be conditionally approved.

#### CONSULTATION

No consultation is required under Local Planning Scheme No 2.

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

It should be noted that the requirements and definitions of 'home occupations' vary between the Shires of Tambellup and Broomehill Town Planning Schemes.

This matter will be resolved once the Shire has a new combined Town Planning Scheme.

#### *Strategic Community Plan 2018-2028*

Key Result Area 1: Our People – Objective 1.2.1 Support agencies to enhance locally delivered services and activities for all members of the community.

Key Result Area 2: Our Economy – Objective 2.3 Our Shire actively supports existing local businesses and encourages new business initiatives

#### FINANCIAL IMPLICATIONS

Council has received an application fee.

#### VOTING REQUIREMENTS

COUNCIL DECISION

**200607**

**Moved Cr White, seconded Cr Penny**

**That Council:**

- 1. Approve the application for a home occupation on Lot 579 (3360) Gnowangerup-Tambellup Road, Dartnall subject to the following conditions:**
  - (a) The home occupation approval is only for Reiki and Crystal Reiki treatments including the use of essential oil specialist treatments as stated in the application.**
  - (b) This approval is issued specifically to Joanna Jadwiga Taylor as occupier of Lot 579 (3360) Gnowangerup-Tambellup Road, Dartnall and shall not be transferred or assigned to any other person or property.**
  - (c) The maximum floor area for the proposed business within the existing dwelling shall be limited to a maximum of 20m<sup>2</sup>.**
  - (d) Any sign for the business must be located within the property boundaries and the sign face shall not exceed an area of 0.2 square metres.**
  - (e) No retail sales of any products or goods not directly associated with the practice of Reiki and Crystal Reiki shall occur from the site at any time.**
  - (f) The applicant / operator to undertake measures to ensure that customers park within the property boundaries and that adequate on site car parking for customers is provided.**

**CARRIED 7/0**



<b>10.06</b>	<b>NEW POLICY – FINANCIAL HARDSHIP</b>
<b>Attachment:</b>	<b>Draft Policy 3.5 – Financial Hardship</b>
<b>File Ref:</b>	ADM0165
<b>Author:</b>	KP O'Neill – Manager Finance & Administration
<b>Date:</b>	12 June 2020
<b>Disclosure of Interest:</b>	Nil

## SUMMARY

The purpose of this report is for Council to consider adoption of a Financial Hardship Policy.

## BACKGROUND

Property rates are levied in July/August each year following adoption of the annual budget. In accordance with the *Local Government Act 1995* full payment of rates and charges is required within 35 days from the date of issue of the rate notice. Payment of rates and charges by way of either two or four instalments spread over the financial year is also offered.

For many years, ratepayers experiencing difficulty in paying their rates have negotiated individual payment arrangements with the Chief Executive Officer or Manager Finance and Administration, however there has never been any formal application process in place nor criteria to guide staff when determining suitable payment arrangements.

## COMMENT

A person in a situation of vulnerability may have low income or, as a result of their circumstances, be experiencing a financial shock, leading to difficulties in paying rates by the due date. This can take the form of 'payment difficulties' or 'financial hardship'.

Payment difficulties can be defined as:

a state of **immediate** financial disadvantage that results in a debtor being unable to pay an outstanding amount by reason of a *change in personal circumstances*

Financial hardship can be defined as:

a state of **more than immediate** financial disadvantage which results in a debtor being unable to pay an outstanding amount without affecting the ability to meet the *basic living needs* of the debtor or a dependant.

Payment difficulties therefore reflect short term financial constraints while financial hardship may reflect financial constraints with longer term or broader implications. It is important to note that in both cases, there is willingness to pay, but an inability to do so. The Policy is not designed to inform the collection of rates from people who are able, but unwilling, to pay their rates in accordance with their obligations under the *Local Government Act 1995*.

The Policy has also been developed with those individuals, community groups and businesses in mind that have been forced to close or reduce services due to the current Covid-19 pandemic, and therefore includes payments that these businesses will owe to Council (eg lease/rent payments).

The Policy means that for those who are experiencing financial hardship, the Council has agreed on some measures to lessen the impact of collection of rates.

In response to the Covid-19 Pandemic, the Minister for Local Government has issued an Order under the new *Local Government Amendment (COVID-19 Response) Act 2020*.

The Ministers Order deals with a number of issues, including financial hardship of ratepayers.

Ministerial Circular No 03-2020 provides the following advice –

*“Local Governments are encouraged to adopt a financial hardship policy. This will address the manner in which the local government will deal with financial hardship that may be suffered by ratepayers and other persons who are required to make payments to the local government. Local governments with such a policy in place will be able to charge a maximum of 5.5% for instalment interest as they are formally recognising and providing for other groups that are in hardship. This recognises that the 5.5% will apply to those who wish to pay by instalments but are not in hardship.*

*If a local government does not have in place a financial hardship policy, the interest rate that can be charged for payment by instalments will be capped at 3%.”*

Having a fair and equitable policy in place will guide staff when assessing applications for Financial Hardship that may be forthcoming. The draft Policy is provided as an attachment to this report, and is recommended for adoption.

#### CONSULTATION

Chief Executive Officer

WA Local Government Association

Ombudsman WA – Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance

#### STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

#### POLICY IMPLICATIONS

Adoption of new Policy 3.5

#### STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One – Our People

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

KRA Two – Our Economy

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

#### FINANCIAL IMPLICATIONS

It is not anticipated that adoption of the Policy will have a large financial impact as staff consider that it supports and formalises current practices for ratepayers seeking alternative payment arrangements.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**200608**

***Moved Cr Letter, seconded Cr Holzknecht***

***That Policy 3.5 – Financial Hardship be adopted as presented.***

**CARRIED 7/0**

Unconfirmed

<b>10.07</b>	<b>WORKS REPORT FOR JUNE 2020</b>
<b>Attachment:</b>	<b>Plant Maintenance Report – June 2020</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	P Vlahov – Manager of Works
<b>Date:</b>	10 June 2020
<b>Disclosure of Interest:</b>	Nil

## SUMMARY

Council to consider the Manager of Works Report for June 2020.

## BACKGROUND

The Manager of Works Report is provided for Council's information.

## COMMENT

### Programmed Construction Works

- Starting the process of evaluating the proposed 2020/2021 works program. This will include gravel searching and construction designs.
- The construction team is currently working on Drainage clearing on Tambellup West Road, Heavy mix and grade on Tieline North Road and bitumen sealing the Broomehill Complex catchment at the dam using the Jetpatcher.
- Rehabilitation at various gravel pits is also in progress.
- There has not been enough rain to begin proper winter grading or bitumen shoulder grading.

### Plant Replacement

- Nothing to report.

### Maintenance Works

- Several dangerous trees have been removed on Tambellup West Road, Broomehill townsite, Broomehill transfer station, Tambellup Transfer Station and Tambellup townsite.
- Various signage maintenance and installation.
- Removal of fallen trees from roads.
- Pot-hole patching.
- Culvert works.
- General maintenance.
- Refuse site maintenance.
- Water access points have been installed at the water tanks located at the rear of the Tambellup Shire Depot and also at the Tambellup oval. These manifolds are designed so easy access to water is available during an emergency or drought.

### Occupational Health and Safety

- A safety inspection was conducted on both shire depots, the Broomehill Shire office, Holland Park, Diprose Park and all public toilet facilities.
- All playgrounds have been disinfected.
- There have been no incidents to report.
- A safety committee meeting was held on Wednesday 03/06/2020.

## Parks and Gardens

- The annual pruning of street trees is underway.
- General mowing and weeding.
- Disinfecting playgrounds.
- Mulching various gardens.
- General mowing, weeding, spraying and pruning.

## Building Maintenance Report

- Ongoing work request forms being completed.
- Property Condition Report completed for 18 Ivy Street house.
- Inspections undertaken for 22 Taylor Street house and new work found to be done.
- Tambellup Administration Office currently being painted.
- Receiving quotes to complete Budget.
- Termite inspections completed for houses and units.
- Sneeze screens installed at Tambellup Administration Office front counter.
- RCD and smoke alarm testing ongoing.
- Quotes for repairs and maintenance for Broomehill Pavilion ordered.

For Council discussion and comment.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

## POLICY IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

KRA 1: Our People - Objectives 1.5.1; 1.5.2; 1.5.3

KRA 3: Our Places - Objectives 3.1.2; 3.3.3; 3.3.1; 3.4.1

## FINANCIAL IMPLICATIONS

Costs for activities outlined within the Manager of Works monthly report are reflected in the annual budget.

## VOTING REQUIREMENTS

Simple Majority

## COUNCIL DECISION

**200609**

***Moved Cr Nazzari, seconded Cr Penny***

***That Council receives the report from the Manager of Works for the month of June 2020.***

***CARRIED 7/0***

**11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**12. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Holz knecht requested a Leave of Absence from the Special Meeting of Council on Tuesday 30 June 2020.

Cr Barritt requested a Leave of Absence from the Special Meeting of Council on Tuesday 30 June 2020.

**COUNCIL DECISION**

**200610**

***Moved Penny, seconded Cr Letter***

***That Cr Holz knecht and Cr Barritt be granted a Leave of Absence from the proposed Special Meeting of Council on Tuesday 30 June 2020.***

***CARRIED 7/0***

**13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**14. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

**15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**COUNCIL DECISION**

**200611**

***Moved Cr Holz knecht, seconded Cr Nazzari***

***That Council accept the discussion of the change of meeting date as Urgent Business.***

***CARRIED 7/0***

***By Absolute Majority***

**COUNCIL DECISION**

**200612**

***Moved Cr White, seconded Cr Letter***

***That Council change the scheduled meeting date for the 16 July 2020 Ordinary Council Meeting to 23 July 2020 and advertise accordingly.***

***CARRIED 7/0***

The meeting date was changed to allow additional time for budget preparation and due to a clash with the school holidays.

**16. CLOSURE**

There being no further business, the President thanked Councillors and staff for their attendance and declared the meeting closed at 6.05pm.

Unconfirmed