



# Ordinary Meeting of Council

## AGENDA

**23 July 2020**

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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 23 July 2020 commencing at 4.30pm.**



**KB Williams**  
**Chief Executive Officer**

### DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Broomehill-Tambellup for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Broomehill-Tambellup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Broomehill-Tambellup during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Broomehill-Tambellup. The Shire of Broomehill-Tambellup warns that anyone who has any application lodged with the Shire of Broomehill-Tambellup must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Broomehill-Tambellup in respect of the application.

# 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 MC Nazzari	
Cr KJ Holzknecht	
Cr CJ Letter	
Cr DT Barritt	
Cr SH Penny	
KB Williams	Chief Executive Officer (CEO)
P Vlahov	Manager Works
KP O’Neill	Manager Finance and Administration
PA Hull	Strategic Support & Projects Officer
LK Cristinelli	Executive Assistant

**3.1 APOLOGIES**

**3.2 APPROVED LEAVE OF ABSENCE**

**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 18 JUNE 2020**

***Recommendation:***  
***That the Ordinary Meeting of Council Minutes of 18 June 2020 be accepted.***

**8.2 SPECIAL MEETING OF COUNCIL MINUTES 30 JUNE 2020**

***Recommendation:***  
***That the Special Meeting of Council Minutes of 30 June 2020 be accepted.***

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

**9.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MINUTES 07 JULY 2020**

***Recommendation:***

***That the Local Emergency Management Committee (LEMC) Minutes of 07 July 2020 be accepted.***

**10. REPORTS OF OFFICERS**

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<b>10.01</b>	<b>FINANCIAL STATEMENTS FOR JUNE 2020</b>
<b>Attachment:</b>	<b>Interim Monthly Financial Statements for June 2020</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O’Neill - Manager Finance and Administration
<b>Date:</b>	17 July 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider the monthly financial report for the period ending 30 June 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.

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.

The June financial report presented is an interim report, and subject to end of financial year adjustments and allocations. Councillors should note that some of the numbers contained in the report are subject to change.

### 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

**OFFICER RECOMMENDATION**

***That the interim Financial Statement for the period ending 30 June 2020 be received.***

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<b>10.02</b>	<b>CREDITORS ACCOUNTS PAID JUNE 2020</b>
<b>Attachment:</b>	List of Payments for June 2020
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O’Neill – Manager Finance and Administration
<b>Date:</b>	17 July 2020
<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 June 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	\$1,680,333.26
Trust Fund	\$0.00
Credit Cards	\$1,134.94
<u>Total</u>	<u>\$1,681,468.20</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

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

**OFFICER RECOMMENDATION**

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

- ***Municipal Fund cheque, EFT and direct debit payments totalling \$1,680,333.26;***
- ***Trust Fund cheque payments totalling \$Nil; and***
- ***Credit Card payments totalling \$1,134.94***

***be endorsed.***

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<b>10.03</b>	<b>ANNUAL BUDGET FOR THE YEAR ENDING JUNE 2021</b>
<b>Attachment:</b>	2020/2021 Budget
<b>File Ref:</b>	ADM0121
<b>Author:</b>	KP O'Neill - Manager Finance & Administration
<b>Date:</b>	17 July 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider and adopt the Annual Budget for the year ended 30 June 2021.

### BACKGROUND

The *Local Government Act 1995*, section 6.2, states that a Local Government is to prepare an annual budget not later than 31 August in each financial year, or such extended time as the Minister allows, and adopt by absolute majority, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

The Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The 2020/21 Budget, as presented, is considered to meet statutory requirements.

### COMMENT

The Local Government (COVID-19 Response) Ministerial Order 2020 that was gazetted on 8 May 2020 in accordance with section 10.3 of the Local Government Act 1995 has implications for Local Governments rating and budget decisions for the 2020/2021 financial year.

Following the request from the State Government in the wake of the COVID-19 pandemic for all Local Governments to freeze rates and service charges, and in consultation with the Council, a 0% rate increase for both UV (Rural) properties and GRV (townsite) properties has been factored into the budget. The minimum rate has also been frozen at \$495.00.

Whilst the decision to freeze rates and service charges is recommended it should be noted that the Valuer General undertook the annual revaluation of UV properties which come into effect from 1 July 2020. Subsequently the rate in the dollar has been adjusted to counteract the revaluation amount however, while the overall amount that the Shire will receive in property rates will not increase, the amount that individual ratepayers pay may increase or decrease slightly dependent on individual property valuations.

Ministerial Order Clause 8 states that a Local Government cannot require a person who is considered by the Local Government to be suffering financial hardship as a consequence of the COVID-19 pandemic to pay interest on money owing to the local government and that the rate of interest that may be set is not to exceed 8%.

Ministerial Order Clause 10 states that Section 6.34 of the Local Government Act 1995 is modified to reference 80% in place of 90% in the following statement:

**Limit on revenue or income from general rates**

*“Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to — (a) be more than 110% of the amount of the budget deficiency; or (b) be less than 90% of the amount of the budget deficiency.”*

It is also recommended that Councillor meeting fees, the President and Deputy President allowances and ICT allowance are frozen for the 2020/21 year.

Council has been fortunate to be allocated a significant amount of funding through the Regional Road Group and will also receive Black Spot funding this year. The Roads to Recovery program entered a new round over five years from 2019 to 2024.

Alongside these funding streams, the Shire will receive \$1million from the Drought Communities Program, which has been allocated to a number of projects in the Broomehill and Tambellup townsites, as well as \$441,000 from the Local Roads and Community Infrastructure Program which has been allocated to various road projects across the Shire. Much will be achieved with this additional funding, which has been provided by the Federal Government in the wake of the Covid-19 pandemic to stimulate local economies and small business.

The Schedule of Fees and Charges have been reviewed and are included in the supporting information for adoption.

**CONSULTATION**

Chief Executive Officer  
Councillors  
Senior Staff

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 Part 6 Division 2 – Annual Budget*  
*Local Government (Financial Management) Regulations 1996* prescribe the form and content of the Annual Budget.

**POLICY IMPLICATIONS**

There is no policy applicable to this item.

**STRATEGIC IMPLICATIONS**

The Annual Budget has been prepared having due regard for the objectives determined in the Strategic Community Plan and Corporate Business Plan.

**FINANCIAL IMPLICATIONS**

Adoption of the Annual Budget sets the financial framework for the ensuing financial year. The budget is balanced, with a nil surplus/deficit projected at 30 June 2021.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION*****That Council adopts the following –***

- 1. Council freeze rate revenue for the 2020/2021 financial year and impose a 0% rate increase on all rateable properties.**
- 2. Note, in accordance with section 6.34 of the Local Government Act 1995 and Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020, the revenue estimated to be yielded by the general rates imposed for the 2020/2021 financial year will be 100% of the 2020/2021 budget deficiency.**

**3. General Rates*****That the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup for the year ending 30 June 2021:***

<b>Unimproved Values</b>	<b>0.8328 cents in the dollar</b>
<b>Gross Rental Value</b>	<b>10.6582 cents in the dollar</b>

**4. Minimum Rates*****That the minimum rate for Gross Rental Values is set at \$495.00 per assessment and the minimum rates for Unimproved Values is set at \$495.00 per assessment.*****5. Refuse and Recycling Charges*****That, in accordance with the provisions of the Waste Avoidance and Resource Recovery Act 2007, Council imposes the following refuse and recycling charges (exclusive of GST) for 2020/21:***

<b>Residential Refuse – including recycling</b>	<b>\$235.00</b>
<b>Residential Refuse – additional bin</b>	<b>\$135.00</b>
<b>Residential – additional recycling bin</b>	<b>\$100.00</b>
<b>Commercial Refuse – including recycling</b>	<b>\$255.00</b>
<b>Commercial Refuse – additional bin</b>	<b>\$155.00</b>
<b>Commercial – additional recycling bin</b>	<b>\$100.00</b>

**6. Discount****General Rates*****That Council, in accordance with the provisions of section 6.46 of the Local Government Act 1995, offers a 5% discount on 2020/21 general rates if full payment of rates, arrears, ESL and refuse charges is received within 28 days from the date of issue on the rate notice.*****Interim Rates*****That Council offers a 5% discount on interim rates levied, provided full payment is received within 28 days from the date of issue on the rate notice.*****7. Payment Options*****That Council, in accordance with the provisions of section 6.45 and 6.50 of the Local Government Act 1995, offers the following payment options for the payment of rates:******(a) Single Instalment – with 5% discount***

- › Payment in full (including all arrears) within 28 days of the issue of the rate notice and be eligible for a 5% discount on current general rates and minimum charges.***

***(b) Single Instalment – no discount***

- **Payment in full within 35 days of the date of issue of the rate notice.**

**(c) Two Instalments**

- **The first instalment of 50% of the total current rates, ESL, refuse charges, instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.**
- **The second instalment of 50% of the total current rates, ESL, refuse charges and instalment charges, payable 4 months from the due date of the first instalment.**

**(d) Four Instalments**

- **The first instalment of 25% of the total current rates, ESL, refuse charges and instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.**
- **The second, third and fourth instalments, each of 25% of the current rates, ESL, refuse charges and instalment charges, payable at two monthly intervals after the due date of the first instalment.**

**8. Interest and Administration Charges for Instalment Options**

**Council imposes, in accordance with Section 6.45(3) of the Local Government Act 1995 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020, an additional charge of \$10.00 and interest rate of 5.5% applicable to rate and service charge instalment arrangements, subject to:**

- a) **This additional charge and interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020 that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council Policy 3.5 Financial Hardship.**

**9. Late Payment Penalty Interest**

**Council imposes, in accordance with Section 6.51(1) of the Local Government Act 1995 and clause 14 of the Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020, an interest rate of 8% applicable to overdue and unpaid rate and service charges, subject to:**

- a) **This additional rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined by the Shire of Broomehill-Tambellup as suffering financial hardship as a consequence of the COVID-19 pandemic.**

**10. Fees and Charges**

**That Council, in accordance with section 6.16 of the Local Government Act 1995, adopts the Schedule of Fees and Charges as set out in the Budget document for the year ending 30 June 2021.**

**11. Determining Material Variances**

**That, in accordance with the provisions of the Local Government (Financial Management) Regulations 1996 section 34(5), the material variance as reported in the Statement of Financial Activity in the financial year ending 30 June 2021 will be 10% or \$10,000.**

**12. Members Meeting Attendance Fees**

*That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2020 (Part 6), adopts an annual allowance for meeting attendance fees of \$13,000 per annum for the President and \$6,500 per annum for Councillors, noting that there is no increase from the previous year.*

**13. President and Deputy President Allowance**

*That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2020 (Part 7), adopts an annual allowance of \$2,000 for the President and \$500 for the Deputy President, noting that there is no increase from the previous year.*

**14. Members Travelling Expenses**

*That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2020 (Part 8), adopts that travelling expenses are reimbursed to elected members at the rate contained in Section 30.6 of the Local Government Officer's (Western Australia) Interim Award 2011.*

**15. Information and Communications Technology Allowance**

*That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Chief Executive Officer and Elected Members Determination No. 1 of 2020 (Part 9), adopts an annual Information and Communications Technology Allowance of \$500 per Councillor, noting that there is no increase from the previous year.*

**16. Adoption of the Annual Budget**

*In accordance with the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the Council adopt the Annual Budget as contained in the attachment to this report for the 2020/2021 financial year.*



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<b>10.04</b>	<b>VOTING DELEGATES FOR WALGA ANNUAL GENERAL MEETING</b>
<b>Attachment:</b>	<b>WALGA Voting Delegate Information</b>
<b>File Ref:</b>	ADM0159
<b>Author:</b>	LK Cristinelli – Executive Assistant
<b>Date:</b>	25 June 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Registration of delegates for the Western Australian Local Government Association's (WALGA) Annual General Meeting (AGM) is required.

### BACKGROUND

With the uncertainty of the ability of WALGA to host a large scale event such as the AGM because of the COVID-19 pandemic, the meeting generally held in August every year to coincide with the Local Government Convention has been delayed to Friday 25 September 2020. This delay will provide as much time as possible for the meeting to be held in person.

The 2020 AGM of WALGA will be held at the Crown Towers Perth. If an in-person event is not able to be held due to social distancing restrictions, the meeting will be conducted virtually.

All member Councils are entitled to be represented by two (2) voting delegates at the AGM. Voting delegates may be either elected members or serving officers. Councils seeking to exercise their voting entitlements must ensure that their voting delegates are appropriately registered. Registrations must be returned to WALGA by Friday 28 August 2020.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils.

### COMMENT

Council will need to nominate its delegates to the Annual General Meeting.

### CONSULTATION

Council  
Chief Executive Officer

### STATUTORY ENVIRONMENT

Nil

### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan.

### FINANCIAL IMPLICATIONS

There are no financial implications.

### VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION**

***That Councils registered delegates and proxy delegates to the 2020 Annual General Meeting of the Western Australian Local Government Association be Cr..... and Cr..... as delegates and Cr..... and Cr..... as proxy delegates.***

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<b>10.05</b>	<b>LOCAL GOVERNMENT CONVENTION – WALGA AGM</b>
<b>Attachment:</b>	Nil
<b>File Ref:</b>	ADM0159
<b>Author:</b>	LK Cristinelli - Executive Assistant
<b>Date:</b>	25 June 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

The Annual General Meeting of the Western Australian Local Government Association (WALGA) will be held on Friday 25 September 2020.

### BACKGROUND

Following the cancellation of the Local Government Convention, the 2020 Annual General Meeting has been delayed to late September to provide as much time as possible for the meeting to be held in person.

On Friday 25 September 2020, the Annual General Meeting will be held at the Crown Perth commencing at 1.30pm.

### Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2020 Annual General Meeting of WALGA. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5.00pm **Friday 31 July 2020**. It should be noted that any motions proposing alterations or amendments to the Constitution of the WALGA must be submitted by 5.00pm Friday 17 July 2020 in order to satisfy the sixty day constitutional notification requirements.

The following guidelines should be followed by members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay;
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums;
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would the matter be better handled immediately by the Association;
- The likely political impact of the motion should be carefully considered;
- Due regard should be given to the educational value to Members – ie does awareness need to be raised on the particular matter?;
- The potential media interest of the subject matter should be considered;
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.

COMMENT

Does Council wish to submit a motion for inclusion on the WALGA AGM? The closing date for submission of motions is 31 July 2020.

For Council discussion and comment.

CONSULTATION

Council

Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan.

FINANCIAL IMPLICATIONS

There are no financial implications for Council.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

***That Councillors put forward items that they wish to have included in the Agenda for the Annual General Meeting of the Western Australian Local Government Association to be held on Friday 25 September 2020.***

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**10.06 DISABILITY ACCESS AND INCLUSION PLAN – PROGRESS REPORT**

<b>Attachment:</b>	<ul style="list-style-type: none"><li>• Disability Access and Inclusion Plan – Progress Report 2019/2020</li><li>• DAIP Progress Action List – 2019/2020</li></ul>
<b>File Ref:</b>	ADM0124
<b>Author:</b>	PA Hull – Strategic Support & Projects Officer
<b>Date:</b>	02 July 2020
<b>Disclosure of Interest:</b>	Nil

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**SUMMARY**

Council to receive the Disability Access and Inclusion Plan Progress Report for 2019/2020.

**BACKGROUND**

The Disability Services Act WA (1993) requires local government to implement a Disability Access and Inclusion Plan (DAIP) to ensure people with disability have equal access to its services and facilities. Council's DAIP outlines seven desired outcome areas and the strategies Council has developed to achieve those outcomes. Legislation requires a progress report to be forwarded to the Department of Communities annually and the Plan itself stipulates that a report be made to Council on a yearly basis. A report on Council's implementation of its DAIP is also included within its Annual Report.

**COMMENT**

This year's DAIP Progress Report has been completed and is presented for Council's information. A copy will be forwarded to the Department of Communities.

As the DAIP Progress Report only requires projects showing new or significant progress to be noted, the Shire's internal action list is also attached outlining all actions taken during 2019/2020 to ensure the Shires services and facilities are accessible. This is provided for information and is not submitted to the Department of Communities.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

*Disability Services Act WA (1993) – Part 5: Disability Services Regulations*

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Key Result Area 1: Our People

1.1 Our community is safe, connected, harmonious and inclusive

1.1.1 Promote inclusive community participation and engagement in Council and community events and activities.

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

***That Council receives the 'Disability Access and Inclusion Plan – Progress Report 2019/2020' as presented.***

**10.07 DISABILITY ACCESS AND INCLUSION PLAN 2020-2025**

**Attachment:**

- Draft Disability Access and Inclusion Plan 2020-2025
- Draft Disability Access and Inclusion Plan 2020-2025 – Implementation Plan

**File Ref:** ADM0124  
**Author:** PA Hull – Strategic Support & Projects Officer  
**Date:** 22 June 2020  
**Disclosure of Interest:** Nil

**SUMMARY**

The draft Disability Access and Inclusion Plan 2020-2025 is presented for Council’s consideration and endorsement.

**BACKGROUND**

The Disability Services Act 1993 requires all local government and selected State Government agencies to develop a Disability Access and Inclusion Plan (DAIP).

DAIPs assist public authorities to plan and implement improvements to access and inclusion across seven outcome areas, in regards to services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. The outcomes of a DAIP apply not only to people with disability, but also senior residents who may experience impaired mobility, vision or hearing, and people from a culturally or linguistically diverse background.

The Shire of Broomehill-Tambellup Disability Access and Inclusion Plan 2015-2020 expired in March 2020. The DAIP is required to be reviewed every five years, and as part of the review process, should include the opportunity for the community to provide feedback. Following Council’s endorsement of the DAIP, a copy will be sent to the Department of Communities.

**COMMENT**

The review of the DAIP has been undertaken by staff, with public comment invited from 24 April 2020 until 29 May 2020. The review was promoted through Topics, mailed flyer to residents, website and Facebook posts. Two submissions were received:

- A request to consider installing footpath ramps on India St outside the Broomehill Post Office;
- A request for the installation of hand rails to steps leading down to the oval at the Tambellup Sports Ground.

The draft DAIP has been provided to the Department of Communities for feedback. Advice has been received that there are no issues of compliance to report. Council endorsement of the DAIP is required.

**Implementation of the DAIP**

To enable the DAIP outcome areas to be implemented across administrative and operational areas of the Shire, an implementation plan has been developed. The Implementation Plan outlines strategies and actions for each of the DAIP outcome areas, with timelines attached. A yearly review of the Implementation Plan informs the progress report that the Shire is required to submit to Department of Communities in July each year.

The Implementation Plan is an operational document and as such, Council’s endorsement is not required. A copy is attached for information.

The matters outlined above that have been raised through the public consultation process have been captured in the Implementation Plan at Outcome 2, Strategies 2.1 and 2.2, and will be considered in the upcoming works program.

#### CONSULTATION

Richard Struik, Senior Policy and Planning Officer, Department of Communities

#### STATUTORY ENVIRONMENT

*Disability Services Act WA (1993) – Part 5*

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

*Strategic Community Plan 2018-2028*

Key Result Area 1: Our People

Objective 1.1 Our community is safe, connected, inclusive and harmonious

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

#### FINANCIAL IMPLICATIONS

Nil at this time. In accordance with the Implementation Plan, budget provision will be made over the five year life of the DAIP for any works or activities that are required to improve accessibility.

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION

***That Council endorses the Disability Access and Inclusion Plan 2020-2025 as presented.***



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<b>10.08</b>	<b>CORPORATE BUSINESS PLAN 2018-2022 QUARTERLY PROGRESS REPORT</b>
<b>Attachment:</b>	<b>Corporate Business Plan 2018-2022 Quarterly Progress Report – April – June 2020</b>
<b>File Ref:</b>	ADM0543
<b>Author:</b>	PA Hull – Strategic Support & Projects Officer
<b>Date:</b>	06 July 2020
<b>Disclosure of Interest:</b>	Nil

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**SUMMARY**

Council to receive the Corporate Business Plan 2018-2022 Quarterly Progress Report for the period April – June 2020.

**BACKGROUND**

*Local Government (Administration) Regulations 1996* requires that Council prepares a Corporate Business Plan which reflects the aspirations of the Strategic Community Plan and translates these into Council priorities and operations within available resources.

The Corporate Business Plan is a medium term document which covers the first four years of the Strategic Community Plan 2018-2028. A major review is completed at the end of the four year period in conjunction with the major review of the Strategic Community Plan. A yearly desktop review is also conducted to review the financial implications for the year ahead in context of the annual budget, Strategic Resource Plan and other informing documents.

Council adopted the Corporate Business Plan 2018-2022 at the April 2019 Ordinary Meeting.

A desktop review of the Plan has been completed and will be presented to the July Council meeting, however it is considered good practice for a quarterly progress report to be provided for Council’s information.

**COMMENT**

As Council will be aware, staff have been participating in the regional Peer Support Program, which was initiated to provide support in the development and maintenance of Integrated Planning documents that are required under the Local Government Act 1996.

An outcome of the Program is the development of the attached reporting template which provides Council with a snapshot of progress towards achieving the community aspirations of the Strategic Community Plan. Objectives and strategies have been imported from the Strategic Community Plan, and actions and timelines from the Corporate Business Plan are noted. A ‘traffic light’ status and comments are assigned to each action, based on the following:

**Action Status**



**Means**

(Green) Action is on track. Includes actions that are considered ‘day to day’ including advocacy, identified support, ongoing liaison, routine and scheduled reporting and activities, and progress on specific projects.



(Yellow) Action is being monitored. Includes actions that are awaiting further information or consideration by staff or Council, initiatives that are planned, and actions where there has been little or no progress or activity.



(Red) Action is on hold. Generally includes actions that are planned for a future financial year (refer to 'Delivery Timelines' column), or if it has been determined through review that an action is no longer relevant.



(Blue) Action is complete. Will generally relate to discrete time- or funding-specific projects and initiatives.

Senior staff have provided input into the April-June 2020 quarterly report attached.

It is intended that the report be made available on the Shire's website, communicating progress to date to the wider community.

For Council's information and discussion.

#### CONSULTATION

Chief Executive Officer  
Senior staff

#### STATUTORY ENVIRONMENT

*Local Government (Administration) Regulations 1996:  
r. 19DA. Corporate business plans, requirements for (Act s. 5.56)*

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

Key Result Area 1: 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

Provision for actions contained within the Corporate Business Plan is made in the current budget, or will be considered as part of future budget deliberations.

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

***That Council receives the Corporate Business Plan 2018-2022 Quarterly Progress Report for the period April - June 2020.***

<b>10.09</b>	<b>CORPORATE BUSINESS PLAN 2018-2022 – INTERIM REVIEW</b>
<b>Attachment:</b>	<b>Draft Corporate Business Plan 2018-2022</b>
<b>File Ref:</b>	ADM0543
<b>Author:</b>	PA Hull – Strategic Support & Projects Officer
<b>Date:</b>	06 July 2020
<b>Disclosure of Interest:</b>	Nil

### SUMMARY

Council to consider the reviewed Corporate Business Plan 2018-2022.

### BACKGROUND

*Local Government (Administration) Regulations 1996* requires that Council prepares a Corporate Business Plan which reflects the aspirations of the Strategic Community Plan and translates these into Council priorities and operations within available resources.

The Corporate Business Plan is a medium term document which covers the first four years of the Strategic Community Plan 2018-2028. A major review is completed at the end of the four year period in conjunction with the major review of the Strategic Community Plan. A yearly desktop review is also conducted to review the financial implications for the year ahead in context of the annual budget, Strategic Resource Plan and other informing documents.

### COMMENT

A desktop review of the Corporate Business Plan has been completed, following discussion at the Councillor Workshop held on 30 June 2020. The following amendments have been made to the document which is presented for Council's endorsement:

#### **Page 4/5 – Review Schedule:**

*Date of next interim review amended to June 2021. Add text to clarify date of major review (December 2022) in line with Strategic Community Plan review.*

#### **Community Aspirations**

##### **Page 9:**

##### **1.1 Our community is safe, connected, harmonious and inclusive**

A1.1.1.2 Review Disability Access and Inclusion Plan and improve outcomes:

*Add action year 2021/2022 and future – noting outcome improvements is an ongoing activity and reported annually.*

A1.1.3.3 Provide community education on **fire-risks as identified by the Local Emergency Management Committee** and mitigation strategies:

*Amend wording of action to include all risks that have been assessed by the Local Emergency Management Committee that may potentially impact the community.*

##### **1.2 Our community has services and facilities that meet our needs and expectations**

A1.2.3.2 Support external funding applications for **communications** infrastructure:

*Amend wording to clarify communications infrastructure*

##### **Page 10:**

##### **1.3 Our community provides opportunities to enhance local employment**

A1.3.1.1 Investigate and initiate Shire Mechanical apprenticeship:

*Remove – no further action.*

A1.3.1.2 Investigate and initiate traineeship program – works/admin:  
*Change action years to 2020/2021 and future*

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

A1.5.1.2 Review and communicate Council’s Customer Service Charter:  
*Change action year to 2021/2022*

**Page 11:**

**2.1 Our community provides a unique tourism and visitor experience**

A2.1.3.1 Investigate provision of short stay accommodation at Broomehill Caravan Park:  
*Add action year 2020/2021 to allow for completion of works*

**2.2 A stable population base is important to the sustainability of our community**

A2.2.1.1 Develop key worker housing in Broomehill and Tambellup:  
*Add action year 2020/2021 to allow for completion of works*

**Page 12:**

A2.2.4.2 Advocate to WA Country Health Services ~~for increased allied health services based to maintain/increase levels of service available~~ at Tambellup Health Centre  
*Amend wording of action to acknowledge the level of services currently available at the Tambellup Health Centre*

**Page 13:**

**3.1 The history, heritage and culture of our communities is reflected in attractive townscapes**

A3.1.1.1 Consolidate existing tourism based plans for Broomehill and implement:  
*Add action year 2021/2022*

A3.1.1.4 Review Tambellup Heritage Trail information signage  
*Add action year 2021/2022*

A3.1.2.1 Continue implementation of townscaping program in Broomehill and Tambellup:  
*Add action year 2021/2022*

**3.2 Our community and Council are environmentally aware and engaged**

A3.2.1.1 Investigate implementation of a three-bin waste system:  
*Add action year 2021/2022*

CONSULTATION

Council  
 Senior staff

STATUTORY ENVIRONMENT

*Local Government (Administration) Regulations 1996:  
 r. 19DA. Corporate business plans, requirements for (Act s. 5.56)*

POLICY IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

Key Result Area 1: 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

Provision for actions contained within the Corporate Business Plan is made in the current budget, or will be considered as part of future budget deliberations.

## VOTING REQUIREMENTS

Simple majority

## OFFICER RECOMMENDATION

***That Council endorses the amended Corporate Business Plan 2018-2022 as presented.***

**10.10****POLICY 1.21 – STANDING COMM. OF COUNCIL TERMS OF REFERENCE****Attachment:**

- Policy 1.21 showing amendments
- Draft Policy 1.21 – Standing Committees of Council Terms of Reference

**File Ref:**

ADM0165

**Author:**

PA Hull – Strategic Support &amp; Projects Officer

**Date:**

06 July 2020

**Disclosure of Interest:**

Nil

SUMMARY

Council to review Policy 1.21 – Standing Committees of Council Terms of Reference.

BACKGROUND

At the Special Council Meeting held 30 June 2020 Council resolved the following:

**S200603*****Moved Cr White, seconded Cr Letter***

***That Council formally disbands the Independent Living Seniors Accommodation Committee acknowledging the contribution made by existing and former committee members to the development of seniors' accommodation in the Shire and that a letter of thanks be sent to former Committee Members.***

***CARRIED 5/0  
By Absolute Majority***

Council will need to amend Policy 1.21 Standing Committees of Council Terms of Reference to remove Terms of Reference for the Independent Living Seniors Committee.

COMMENT

A draft of the amended policy is provided as an attachment to this item.

For Council endorsement.

CONSULTATION

Chief Executive Officer

Manager Finance & Administration

STATUTORY ENVIRONMENT

*Local Government Act 1995 s.5.8*

POLICY IMPLICATIONS

Policy 1.21 – Standing Committees of Council Terms of Reference

STRATEGIC IMPLICATIONS

Key Result Area 1: Our People

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

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

***That Council endorses amended Policy 1.21 – Standing Committees of Council Terms of Reference as presented.***

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**10.11 REVIEW OF POLICY 6.3 – INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – HOUSING ALLOCATION FOR NON-LOCAL APPLICANTS**

- Attachment:**
- Policy 6.3 – Independent Living Seniors Accommodation (ILSA) – Housing Allocation for Non-Local Applicants
  - Draft Policy 6.3 – Independent Living Seniors Accommodation – Housing Allocation

**File Ref:** ADM0165  
**Author:** PA Hull - Strategic Support & Projects Officer  
**Date:** 08 July 2020  
**Disclosure of Interest:** Nil

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**SUMMARY**

Council to review Policy 6.3 Independent Living Seniors Accommodation (ILSA) – Housing Allocation for Non-Local Applicants.

**BACKGROUND**

Further to Council’s decision at the 30 June 2020 Special Council Meeting to disband the Independent Living Seniors Accommodation Committee and the near completion of new independent seniors units in Broomehill, the Shire’s ILSA housing allocation process has been reviewed and amended to account for specific eligibility requirements relating to applications for two of the Broomehill units.

It is considered the process outlined in the Housing Management Manual should underpin Council policy in this matter.

**COMMENT**

Existing Policy 6.3 was adopted by Council in 2014 in response to the construction of Sandalwood Villas, and the transfer of Lavieville Lodge to the Shire. The policy relates specifically to the consideration of tenancy applications from people living outside Broomehill and Tambellup, with local residency being a criteria for tenancy.

The amended allocation process in the Housing Management Manual retains the existing requirement for applicants to identify as local to Broomehill and Tambellup, however the requirement to refer non complying applications to Council has been added.

It is proposed that Policy 6.3 be amended to include:

- Eligibility criteria for all ILSA units;
- Consideration of non-local applications;
- Consideration of ‘Need Based’ applications;
- The requirement for the Chief Executive Officer to approve all tenancy applications that comply with the stated eligibility criteria;
- The requirement for tenancy applications that do not comply with stated eligibility criteria to be referred to Council for consideration.

A draft of the amended policy is attached for consideration.

**CONSULTATION**

Chief Executive Officer  
Manager Finance & Administration



**STATUTORY ENVIRONMENT**

*s. 2.7 (2) (b) Local Government Act 1995* requires Council to ‘determine the local government’s policies’.

**POLICY IMPLICATIONS**

*Policy 6.3 Independent Living Seniors Accommodation (ILSA) – Housing Allocation for Non-Local Applicants* will be amended and renamed *Policy 6.3 Independent Living Seniors Accommodation – Housing Allocation*

**STRATEGIC IMPLICATIONS**

Key Result Area 1: Our People

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

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

***That Council endorses the amended Policy 6.3 Independent Living Seniors Accommodation – Housing Allocation.***

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**10.12****INDEPENDENT LIVING SENIORS ACCOMMODATION – DOCUMENTATION REVIEW****Attachment:**

- Draft Housing Management Manual – July 2020
- Draft Management Practices – July 2020

**File Ref:**

ADM0417

**Author:**

PA Hull - Strategic Support &amp; Projects Officer

**Date:**

07 July 2020

**Disclosure of Interest:**Nil

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**SUMMARY**

Council to consider reviewed documentation for the Independent Living Seniors Accommodation (ILSA).

**BACKGROUND**

A review of ILSA documentation has been completed, following the decision by Council at the Special Council Meeting 30 June 2020 to disband the Independent Living Seniors Accommodation Committee, and with the completion of the new Broomehill independent living units on the near horizon.

The Housing Management Manual has previously been endorsed by Council as the basis for the housing management operations of the ILSA. The purpose of the Manual is to provide guidance and information on the management of the ILSA and to assist in establishing operational policies and procedures for management and staff. The policies and procedures are designed to meet the National Community Housing Standards (NCHS).

Management Practices represent the strategies and actions by which policies and procedures are implemented and may detail the steps and processes to be observed by staff.

Management Practices are a function of management and are subject to review at any time according to circumstances, to ensure that policies are being implemented in a correct, efficient and effective manner. Management Practices do not require Council endorsement as they are internal processes, however they are provided for Council's information as a supporting document to the Manual.

**COMMENT**

The ILSA Committee previously had delegated authority to approve tenancy applications without referral to Council. Delegation was required in this situation as the Committee was making decisions on behalf of Council.

As housing is not a legislated function of local government, the Chief Executive Officer is able to approve tenancy applications without referral to Council. However - applications received that do not comply with the criteria as set out in the Housing Management Manual will be referred to Council for consideration. The Housing Management Manual and Management Practices have been amended to reflect this.

All amendments to the Housing Manual and Management Practices are shown in red in the attachments.

**Amendments to Housing Management Manual:**

- Removal of reference to the ILSA Committee and insertion of ‘Chief Executive Officer’ where relevant throughout;
- Add reference to ILSA in Broomehill (Holland Court) throughout
- **Section 1 Introduction**
  - **1.1 Definitions/Explanations:** add definition of ILSA, Responsible Officer, amend Management to Shire of Broomehill-Tambellup
- **Section 2 Housing Allocation:**
  - **Amend 2.1 Housing Allocation Guidelines:** to summarise all ILSA housing;
  - **Add 2.1.1 – Housing Eligibility Criteria and Allocation Guidelines - Units 2 and 3, Holland Court:** eligibility criteria are specific to these units due to requirements of the Regional Aged Accommodation Program funding
  - **Amend 2.1.2 - Housing Eligibility Criteria and Allocation Guidelines – Lavieville Lodge, Sandalwood Villas and Units 1 and 4, Holland Court:** to include Units 1 and 4 Holland Court
  - **Amend 2.4.2 – Housing Allocation Process:** Responsible Officer considers tenancy applications and prepares a report/recommendation for the Chief Executive Officer for approval. New paragraph added:  
*In the event an application for tenancy is received that does not comply with criteria as set out in 2.1.1 or 2.1.2, the application will be referred to Council for consideration.*
  - **Policy 6.3 Independent Living Seniors Accommodation (ILSA) – Housing Allocation for Non Local Applicants** requires amendment to reflect changes to this section of the Housing Manual. This matter is presented elsewhere in this agenda.
- **Section 11 Appeals Process**
  - **11.1 Appeals:** New paragraph added:  
*Council will be advised of any appeal applications that are received.*

**Amendments to Management Practices:**

- Removal of reference to the ILSA Committee and insertion of ‘Chief Executive Officer’ where relevant throughout;
- **MP1 Housing Allocation Guidelines:** New paragraph added:  
*Local identification forms part of the eligibility criteria for allocation of housing. If an application is received from a non-local person, the application will be referred to Council for consideration.*
- **MP4 Housing Allocation Report:** amend to note Chief Executive Officer approval of tenancy applications is required. New paragraph added:  
*In the event an application for tenancy is received that does not comply with criteria as set out in 2.1.1 or 2.1.2 of the Housing Management Manual, the application will be referred to Council for consideration.*
- **MP6 Security Bond:** Section updated to reflect current information from Department of Commerce website.
- **MP8 Periodic Inspection:** Paragraph deleted – publication no longer available from this source.
- **MP9 Notices:** Section updated to reflect current information from Department of Commerce website.

- **MP11 Rent Review**

- **Tenant Initiated Rent Review:** New paragraph added:  
*Any consideration of a change to a tenant's rent must be referred to Council for consideration.*

**CONSULTATION**

Chief Executive Officer

Senior Staff

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

*Policy 6.3 Independent Living Seniors Accommodation (ILSA) – Housing Allocation for Non Local Applicants*

**STRATEGIC IMPLICATIONS**

Key Result Area 1: 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**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

***That Council endorses the Independent Living Seniors Accommodation Housing Management Manual as presented.***

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<b>10.13</b>	<b>PROPOSED PATIO – LOT 547 (100) TIELINE ROAD, BROOMEHILL</b>
<b>Attachment:</b>	Site Plan
<b>File Ref:</b>	A4074
<b>Author:</b>	KB Williams – Chief Executive Officer
<b>Date:</b>	15 July 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

For Council to consider granting planning consent for a patio at Lot 547 (100) Tieline Road, Broomehill.

### BACKGROUND

Council received an application for approval of a patio at Lot 547 (100) Tieline Road on 06 July 2020.

The proposed development consists of a steel patio to be attached to the existing building. The patio measures 10 by 3.6 metres and will therefore have a floor area of 36 square metres. The patio has a skillion roof and is 2.5 metres in height at the gutter line.

### COMMENT

The subject land is zoned Rural Residential under Town Planning Scheme No 1 - Broomehill.

Single dwellings (and ancillary outbuildings) are typically exempt from the requirement to obtain Planning Consent, however, Clause 5.1.2.5 of the Scheme requires that Planning Consent is required for all development within the Rural Residential Zone, including a single dwelling and/or ancillary buildings.

Front setback requirement is 15, and side and rear setbacks are required to be 10 metres. The proposed development complies with all development standards.

The proposed patio is recommended for approval, with conditions.

### CONSULTATION

No consultation is required.

### STATUTORY ENVIRONMENT

*Town Planning and Development Act 2005*

*Local Planning Scheme No 1 - Broomehill*

### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Application fees have been paid.

### VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION**

***That Council grant planning consent to RA Skinn for the use and development of Lot 547 (100) Tieline Road, Broomehill for a patio subject to the following conditions:***

- 1. The term of this approval is two years.***

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**10.14 DELEGATIONS REGISTER REVIEW**

<b>Attachment:</b>	<ul style="list-style-type: none"><li>• Draft Delegation 4.13 - Planning Proposals</li><li>• Draft Delegations Register</li></ul>
<b>File Ref:</b>	ADM0230
<b>Author:</b>	KP O'Neill - Manager Finance & Administration
<b>Date:</b>	10 July 2020
<b>Disclosure of Interest:</b>	Nil

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**SUMMARY**

The purpose of this report is for Council to review its Delegations Register.

**BACKGROUND**

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, in accordance with the Local Government Act 1995 s5.18 and s5.46. These delegations include those from Council to the Chief Executive Officer (CEO) and Committees, and the Chief Executive Officer to other staff.

Delegations are made to facilitate prompt business transactions and streamline the customer service functions of the Shire to ensure waiting times and delays are kept to a minimum. In addition, it alleviates the necessity for Council to deal with routine operational items at its monthly meetings thus freeing up time for matters of strategy and policy.

**COMMENT**

The delegations register has been reviewed by Senior Staff. There are proposed changes to the delegation of some powers and duties to certain Committees.

The Council has previously made delegation to the Independent Living Seniors Accommodation Committee to investigate and make decision on matters relating to the management of Council owned independently living seniors accommodation within the Shire. The review of Policy 1.21 – Standing Committees of Council Terms of Reference at Item 10.10 of this Council Agenda and the disbanding of the Independent Living Seniors Committee from Council decision at the 30 June 2020 Special Meeting removes the necessity for Section 2 – Delegation of some powers and duties to certain Committees.

Minor amendments to a small number of delegations relate to the inclusion of references to other internal documents (ie Council Policy, Management Practices etc) where applicable.

Council has also discussed the delegation of some planning powers to the Chief Executive Officer to allow for approval of small routine planning matters. A new Delegation 4.13 has been added to the register to delegate the CEO with the authority to determine applications that meet specific criteria.

This delegation will not apply for any matters that are not considered routine, and this will allow Council consideration of planning proposals that are significant development proposals, of community interest, or may be controversial.

**CONSULTATION**

Chief Executive Officer  
Senior Staff

**STATUTORY ENVIRONMENT*****Local Government Act 1995******s5.17. Limits on delegation of powers and duties to certain committees***

*(1) A local government can delegate —*

- (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government’s powers or duties that are necessary or convenient for the proper management of —*
  - (i) the local government’s property; or*
  - (ii) an event in which the local government is involved.*

***s5.42. Delegation of some powers and duties to CEO***

*(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

- (a) this Act other than those referred to in section 5.43; or*
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

*(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

***s5.43. Limits on delegations to CEO***

This section prescribes the powers or duties that a local government cannot delegate to the CEO.

***s5.44. CEO may delegate powers and duties to other employees***

This section gives the CEO authority to delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of duties.

***s5.46. Register of, and records relevant to, delegations to CEO and employees***

*(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*

**POLICY IMPLICATIONS**

The delegations register links with and guides implementation of some Council Policies and internal procedures. Reference between the delegations register and Council policy have been included in this review of the delegations register, where applicable.

**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 interest of our residents.**

**FINANCIAL IMPLICATIONS**

Nil

**RISK IMPLICATIONS**

Non-compliance is considered the most significant consequence with potentially major impacts however they are considered unlikely with the development and review of statutory and operational policies and delegations as required. The overall risk rating is therefore considered to be Moderate.



**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

***That Council, having undertaken a review of the delegations register in accordance with the requirements of the Local Government Act 1995 section 5.46(2), adopts the Delegations Register dated July 2020 as presented.***

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<b>10.15</b>	<b>WORKS REPORT FOR JULY 2020</b>
<b>Attachment:</b>	<b>Plant Maintenance Report – July 2020</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	P Vlahov – Manager of Works
<b>Date:</b>	Date
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

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

### BACKGROUND

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

### COMMENT

#### Programmed Construction Works

- Tieline Road Black Spot projects: Survey and design process has commenced.
- Flat Rocks Road and Greenhills South Road Black Spot project: Survey and design process has commenced.
- Bitumen Tenders: Evaluation of the quantities has been finalised. Tenders will be published after the works program has been formally adopted by Council.
- Plant replacement Tenders: Tender specifications will be completed after the 2020/2021 Plant Replacement Program has been adopted by Council.
- Gravel searching for the 2020/2021 road construction and road maintenance program has begun.
- Line-marking has been completed on Gnowangerup-Tambellup Road, Tambellup West Road and centreline spotting has been completed on the approach to the Warrenup Road intersection. This section will be line-marked during the next round of programmed works in September/October.

#### Plant Replacement

- Nothing to report.

#### Maintenance Works

- Constructed sand pads for water tank installation at Tambellup and Broomehill.
- Drain clearing on Tambellup West Road.
- Completed footpath construction in Taylor Street as per 2019/2020 works program.
- Carted sand to new Fire Brigade Building construction site at Broomehill.
- Repaired various pot holes and road failures - Norrish Road Bridge, Tieline Road, Warrenup Road and Pallinup Road.
- Attended to several fallen trees.
- Installed guide posts in various locations.
- Signage maintenance and renewal.
- Tree slashing on Mouleyerup Road and also Bessen Road.
- Began preparations for roadside weed control along Shire Road verges.

### Occupational Health and Safety

- A formal review of all JSA has been completed.
- The OSH manual has been reviewed and updated.
- There has been one minor incident to report - shire depot gate.

### Parks and Gardens

- Started various winter plantings including a new garden located at the Information Bay, Tambellup.
- Sprayed ovals for broad leaf control.
- Weeding, spraying and mowing as required.
- Mulching garden beds.
- Various pruning.

### Building Maintenance Report

- Ongoing Works request forms.
- Budget finalised and submitted.
- Finishing all final touches raised by GROW to houses at 22 Taylor Street, Tambellup.
- Ceiling fans installed and ceiling patched and painted at 22 Taylor Street houses.
- Finished painting of Tambellup Administration building.
- Small maintenance issues rectified at Unit 2 Sandalwood Villas.
- Security cameras installed.

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

### OFFICER RECOMMENDATION

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

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