



# AGENDA

Ordinary Council Meeting

27 July 2023

**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTICE OF MEETING**

**An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup will be held  
in the Tambellup Council Chambers 46-48 Norrish Street, Tambellup  
on 27 July 2023 commencing at 4.30pm.**



**Anthony Middleton  
Chief Executive Officer**

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# Shire of Broomehill–Tambellup

## DISCLOSURE OF INTEREST FORM

To: Chief Executive Officer  
Shire of Broomehill-Tambellup  
46-48 Norrish Street  
TAMBELLUP WA 6320

I, **(1)** \_\_\_\_\_ wish to disclose an interest in the  
Following item to be considered by Council at its meeting to be held on **(2)** \_\_\_\_\_  
Agenda Item **(3)** \_\_\_\_\_

The **type** of Interest I wish to declare is **(4)**

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is **(5)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The extent of my interest is **(6)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

**NOTES:**

1. Insert your name (print)
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title
4. Tick box to indicate type of interest
5. Describe the nature of your interest
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 & 5.69 of the Act)

### **DISCLOSURE OF INTERESTS (NOTES FOR YOUR GUIDANCE)**

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

- a) In a written notice given to the Chief Executive Officer before the Meeting or;
- b) At the Meeting, immediately before the matter is discussed.

#### **A member, who makes a disclosure in respect to an interest, must not:**

- a) Preside at the part of the Meeting, relating to the matter or;
- b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

### **NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. These notes will be included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
- 4. If in doubt declare.**
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences.

The only exceptions are:

- 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
- 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

### **INTERESTS AFFECTING IMPARTIALITY DEFINITION:**

An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- a) in a written notice given to the Chief Executive Officer before the Meeting; or
- b) at the Meeting, immediately before the matter is discussed

### **IMPACT OF AN IMPARTIALITY DISCLOSURE**

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

# Strategic Community Plan 2023-2033

## ‘People Power’



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**Agenda for the Ordinary Council Meeting to be held on 27 July 2023  
in the Tambellup Council Chambers, 46-48 Norrish Street, Tambellup.**

**1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Presiding Member, Cr White shall declare the meeting open at \_\_\_\_pm.

**2. ATTENDANCE**

**Councillors**

Cr ME White	President
Cr DT Barritt	Deputy President
Cr CJ Letter	
Cr CM Dewar	
Cr MC Paganoni	
Cr JL Wills	
Cr SH Penny	

**Staff**

AP Middleton	Chief Executive Officer
KP O’Neill	Manager of Finance & Administration
PA Hull	Strategic Support & Projects Officer
TO Korthuis	Governance & Executive Assitant

**Apologies**

P Vlahov	Manager of Works
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**3. DISCLOSURE OF INTEREST**

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

**6. PRESENTATIONS/PETITIONS/DEPUTATIONS**

Nil

**7. APPLICATION FOR LEAVE OF ABSENCE**

**8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 15 JUNE 2023

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 15 June 2023 be confirmed as a true and accurate record of proceedings.



**10. KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE**

**10.1 BROOMEHILL CEMETERY – PROPOSED 5 YEAR PLAN**

<b>ATTACHMENT(S)</b>	10.1.1 Draft Broomehill Cemetery 5 Year Plan
<b>FILE NO</b>	RES1699
<b>APPLICANT</b>	n/a
<b>AUTHOR</b>	Anthony Middleton – Chief Executive Officer
<b>DATE</b>	17 July 2023
<b>DISCLOSURE OF INTEREST</b>	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
<b>Key Pillar: BT Point of Difference</b>	
<p><b>3.2 BT history appreciation:</b> This is community and Shire working with partners to complete the Municipal Inventory Review program and subsequent storytelling, and actioning specific heritage works in the future.</p>	<p>3.2.5 Council adoption of a master plan for all Cemeteries in the Shire. 3.2.6 Implement an electronic cemetery administration system and install map and directional signage at all cemeteries 3.2.7 Re-survey of Broomehill and Pindellup Cemeteries and renew cemetery maps</p>

**SUMMARY**

The purpose of the report is to consider implementing a five (5) year plan for upgrades and improvements to the Broomehill Cemetery.

**BACKGROUND**

The Broomehill Cemetery requires both operational improvements and an upgrade of the built environment. To ensure this is completed in a planned and coordinated manner and to garnish both the Council’s and the communities wishes, the Senior Management Team (SMT) has prepared a draft five (5) year plan for this important community facility.

**COMMENT**

The attached draft plan aims to address the current issues being experienced at the cemetery, as identified by the SMT. These issues are as follows:

1. Bush re-growth needs removal to better define areas;
2. Some areas / facilities looking tired, especially the pioneer section;
3. Lack of basic facilities;
4. An accurate survey of lots, paths and roadways is required;
5. No water is available for public use;
6. No pedestrian access from town;
7. Tree at the end of centre roadway causing issues;

8. No “works” area out-of-sight from public during burials (i.e. framework, sand, machinery, etc)
9. No directions or map on-site; and
10. Perimeter fence is in disrepair.

The attached plan has identified potential upgrades and improvements to address these issues identified (refer page 3 - 5) and allocated a proposed financial year in which the upgrade will be completed.

Major features of the draft plan as attached are:

- Restoration of the Pioneer Section, by:
  - Partnering with a volunteer group to take interest in the history & preservation of the Pioneer Section;
  - Renewing individual grave sites; and
  - Telling the story of the history of the Broomehill Cemetery through interpretive signage and other means.
- Survey the entire cemetery;
- Map & design future sections of the Cemetery to allow for future needs;
- Redefine rows, roads and walkways and clear unwanted vegetation;
- Establish a works storage area for sand and equipment;
- Remove select trees in centre road access way;
- New Perimeter fencing installed (excluding front fence – where required)
- Purchase on-line Cemetery database for use by staff and the public;
- Install a sign at the entrance showing cemetery map and QR code to on-line cemetery database;
- Repaint existing way finding markers in cemetery to show grave numbers, row numbers/sections & mark individual (unmarked) graves;
- Seating installed in Gazebo;
- Bench seats in cemetery for rest and reflection
- Water to be available for public use (e.g. drinking fountain)
- Low cost (e.g. Compost) toilet facility

It is recommended that once the Council are satisfied with the contents of the draft plan, the plan be advertised for community input and feedback prior to adoption. Once adopted by the Council, this plan will be reviewed and updated every two (2) years, with the first review to occur in 2025.

## **CONSULTATION**

Senior Management Team.

The recommendation suggests that the attached draft five (5) year plan be advertised for community input and feedback prior to adoption by the Council.

## **STATUTORY ENVIRONMENT**

The Shire of Broomehill-Tambellup Cemeteries Local Law applies to the Broomehill, Tambellup and Pindellup Cemeteries.

### **FINANCIAL IMPLICATIONS**

Individual upgrade or improvement projects contained within the adopted five (5) year plan will be budgeted for in the corresponding year of the life of the plan. Planning in a coordinated and consultative way reduces the chances of wasted money through projects being completed that are not accepted to either the Council or the community.

### **POLICY IMPLICATIONS**

Nil.

### **RISK MANAGEMENT IMPLICATIONS**

This agenda item deals with a Council asset that is open to the public 24 hours a day, 7 days per week. A robust plan that addresses the issues identified assists in the reduction of possible harm to the public and ensures that funerals can be held at the cemetery without possible embarrassment or reputational risk to the Shire.

### **ASSET MANAGEMENT IMPLICATIONS**

This agenda item deals with a Council asset that is always open to the public. An improved level of maintenance and upgrade will increase the life of the asset and ensure that it is fit for purpose.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

That the Broomehill Cemetery Draft 5 Year Plan:

1. As attached, be endorsed for community consultation;
2. Be advertised for public comment and feedback via The Topics, Shire website and Facebook page for the month of August 2023; and
3. Along with all community feedback received, be considered for adoption at the 21 September 2023 Council Meeting.

**10.2 TAMBELLUP CEMETERY – PROPOSED 5 YEAR PLAN**

ATTACHMENT(S)	10.2.1 Draft Tambellup Cemetery 5 Year Plan
FILE NO	RES12684
APPLICANT	n/a
AUTHOR	Anthony Middleton – Chief Executive Officer
DATE	8 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
<b>Key Pillar: BT Point of Difference</b>	
<b>3.2 BT history appreciation:</b> This is community and Shire working with partners to complete the Municipal Inventory Review program and subsequent storytelling, and actioning specific heritage works in the future.	3.2.5 Council adoption of a master plan for all Cemeteries in the Shire. 3.2.6 Implement an electronic cemetery administration system and install map and directional signage at all cemeteries

**SUMMARY**

The purpose of the report is to consider implementing a five (5) year plan for upgrades and improvements to the Tambellup Cemetery.

**BACKGROUND**

The Tambellup Cemetery requires both operational improvements and an upgrade of the built environment. To ensure this is completed in a planned and coordinated manner and to garnish both the Council’s and the communities wishes, the Senior Management Team (SMT) prepared a draft five (5) year plan that was presented to the Council at its May meeting.

At its meeting held on 18 May 2023, the Council resolved as follows:

*‘that the Tambellup Cemetery Draft Five Year Plan:*

- 4. As attached, be endorsed for community consultation;*
- 5. Be advertised for public comment and feedback via the Topics, Shire website and Facebook page for the month of June 2023; and*
- 6. Along with all community feedback received, be considered for adoption at the 27 July 2023 Council Meeting.’*

The draft plan was advertised for community input in accordance with the above decision and two (2) submissions were received.

**COMMENT**

The two submissions received can be assessed in the following table:

Item from Plan	1 <sup>st</sup> Submission	2 <sup>nd</sup> Submission
<p><b>2. Grounds:</b>  <b>2(b) Plant attractive deciduous trees around the perimeter of the cemetery</b></p>	<p>Would it not be more prudent to use native flowering trees rather than imported deciduous. This is deep gutless sand for the most part and Australian native trees are much more adept at surviving in difficult conditions. There are many native Eucalypts and Hakeas that will grow in sand.</p>	<p>My suggestion is not to use deciduous trees around the perimeter? I personally don't think deciduous trees are very attractive when they have lost their leaves and I also wonder if there may be something else (native) that might suit the sandier soil type at the cemetery better? I am not a landscape gardener but I wonder as a replacement if the following trees would be worth considering instead;</p> <ul style="list-style-type: none"> <li>• Eucalyptus 'vintage red' as an option to provide year-round red foliage (might prefer sandy loam soils),</li> <li>• Acacia trees turn to yellow when they are in full flower (saligna or microbotrya or acuminata),</li> </ul> <p>Local banksia and hakea trees would obviously handle sandy conditions well and look great when in flower.</p>
<p><b>2. Grounds:</b>  <b>2(e) Remove all sugar gums in centre road access way and replace with more appropriate variety, possibly in the centre of the laneway</b></p>	<p>Refer to comment above.  A tree newly released is Eucalypt "Vintage Red" (Euc. Cladocalyx EUC78). Cladocalyx are known commonly as bushy sugar gums and will grow up to 12m high in ideal conditions. They are spectacular with red to purple foliage and would make a showy avenue tree up the central laneway. (We know sugar gums grow there also). Some form of reticulation may need to be considered if possible.</p>	
<p><b>3. Buildings/Infrastructure:</b></p>	<p>Can I also suggest that some entry gates are built that have some style – maybe in the form of a drive-through gazebo or shelter with seating on each side for those waiting when a grave-side funeral is to be held. Some beautiful wrought iron gates would enhance this feature and make the entrance to the cemetery and to the Niche Wall Gazebo more of a fitting feature for respect and style. I would love to have an entrance that I am proud to show off to visitors and family when visiting instead of the sad bit of diamond mesh there now.</p>	

The authors comments on the items raised in the submissions are as follows:

### **Tree Varieties:**

The choice of tree variety is often down to personal preference, however, good points have been raised regarding soil types. It is recommended that item 2(b) and 2(e) of the plan be updated based on the varieties contained within the submissions. The specific variety chosen for each location at the time of planting will depend on availability and price.

Further details on the variety suggested for item 2(e) is as follows:

#### Eucalyptus cladocalyx 'EUC78' Vintage Red:

*Foliage - Evergreen*

*Form - Round*

*Mature Size - 6-8m x 3-4m*

*Family - Myrtaceae*

*Genus - Eucalyptus*

*Species - Cladocalyx*



Source: <https://www.specialitytrees.com.au/trees/eucalyptus-cladocalyx-euc78-vintage-red-tm-q8l9f>

### **Entry gates / Drive-Through Gazebo**

It is recommended that this item be included in the plan, allocated to year 4 & 5, noting further specific design work to be done in conjunction with the community. Gates will require further consideration as to their “need” if Item 4(c) states “elderly & disabled parking inside cemetery”, therefore resulting in gates that will never be closed. Any drive through structure would need to be able to accommodate machinery and large vehicles, as well as being aesthetically pleasing.

### **CONSULTATION**

Senior Management Team.

The draft plan was endorsed by the Council for advertising, with public comment/feedback invited via the Topics, Shire website and Facebook page for the month of June.

### **STATUTORY ENVIRONMENT**

The Shire of Broomehill-Tambellup Cemeteries Local Law applies to the Broomehill, Tambellup and Pindellup Cemeteries.

### **FINANCIAL IMPLICATIONS**

Individual upgrade or improvement projects contained within the adopted five (5) year plan will be budgeted for in the corresponding year of the life of the plan. Planning in a coordinated and consultative way reduces the chances of wasted money through projects being completed that are not accepted to either the Council or the community.

### **POLICY IMPLICATIONS**

Nil.

### **RISK MANAGEMENT IMPLICATIONS**

This agenda item deals with a Council asset that is open to the public 24 hours a day, 7 days per week. A robust plan that addresses the issues identified assists in the reduction of possible harm to the public and ensures that funerals can be held at the cemetery without possible embarrassment or reputational risk to the Shire.

### **ASSET MANAGEMENT IMPLICATIONS**

This agenda item deals with a Council asset that is always open to the public. An improved level of maintenance and upgrade will increase the life of the asset and ensure that it is fit for purpose.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

That:

1. The two written submissions received be noted and both individuals be thanked for their input and interest into this process; and
2. The Tambellup Cemetery Draft 5 Year Plan, as attached, be adopted, subject to the following changes:
  - a. Item 2(b) reading “Plant attractive native trees around the perimeter of the cemetery”;
  - b. Adding a new item 3(e) that states “Installation of new wrought iron entry gates and a drive-through gazebo / shelter with seating on each side (to be further designed in conjunction with the community)”;
  - c. Pictorial Examples on page 4 – remove deciduous trees and replace with pictures of Eucalyptus cladocalyx 'EUC78' Vintage Red, Hakeas, Acacia Saligna, Acacia Microbotrya and Acacia acuminata; and
  - d. Adding Pictorial Examples on page 4 of drive-through shelters and entry statements.

**11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY**

**NIL.**

**12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE**

**NIL.**



## 13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

## 13.1 FINANCIAL STATEMENTS – JUNE 2023

ATTACHMENT(S)	13.1.1 Financial Statements June 2023
FILE NO	ADM0619
APPLICANT	n/a
AUTHOR	Kay O’Neill - Manager Finance & Administration
DATE	20 July 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: SoBT Shire Support</b>	
<b>11. Delivered Shire Trust and Performance</b> 11.2 SoBT financial sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire’s monthly financial reports.

**SUMMARY**

The Council to consider the monthly financial statements for June 2023.

**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, the 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 2022/23 budget process, the Council adopted 10% or \$10,000 (whichever is the greater) 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 nature or type, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

Receivables are detailed in Note 6, which includes outstanding rates, emergency services levy, pensioner rebates and other ‘sundry’ debtors.

Non-operating grants and contributions are shown in Note 8. These funds are spent on capital projects outlined in Note 12, which details capital revenue and expenditure;

including plant replacement, road construction, building improvements and other projects, reserve transfers and loan transactions.

## **CONSULTATION**

Chief Executive Officer

## **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); and*
- (b) budget estimates to the end of the month to which the statement relates; and*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- (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; and*
- (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.*

*(3) The information in a statement of financial activity must be shown according to nature or type classification.*

## **FINANCIAL IMPLICATIONS**

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

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

This item has been evaluated against the Shire's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

## **ASSET MANAGEMENT IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That the monthly financial statements for the period ending 30 June 2023 be received.**

**13.2 MONTHLY LIST OF PAYMENTS – JUNE 2023**

ATTACHMENT(S)	13.2.1 Monthly Payments Listing June 2023
FILE NO	ADM0619
APPLICANT	N/A
AUTHOR	Kay O’Neill - Manager Finance & Administration
DATE	18 July 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: SoBT Shire Support</b>	
<b>11. Delivered Shire Trust and Performance</b> 11.2 SoBT financials Sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire’s monthly financial reports.

**SUMMARY**

The Council to consider the list of payments made from the Municipal and Trust Funds during June 2023.

**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	1,406,205.42
Trust Fund	0.00
Credit Cards	2,150.13
<b>TOTAL</b>	<b>1,408,355.55</b>

Any comments or queries regarding the list of payments is to be directed to the Manager of Finance and Administration prior to the meeting.

## CONSULTATION

Chief Executive Officer

## STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations 1996*

*r13. 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.*

## FINANCIAL IMPLICATIONS

Reports the payments made from Municipal and Trust Funds for the previous month.

## POLICY IMPLICATIONS

Council Policy ‘3.1 Purchasing Policy’ provides guidance and restrictions relative to purchasing commitments.

## RISK MANAGEMENT IMPLICATIONS

This item has been evaluated against the Shire’s Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with current resources.

## ASSET MANAGEMENT IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

That, in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments paid under delegated authority be noted for June 2023; comprising –

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$1,408,205.42; and
- Credit Card payments totalling \$2,150.13.

### 13.3 VOTING DELEGATES FOR WESTERN AUSTRALIA LOCAL GOVERNMENT (WALGA) ANNUAL GENERAL MEETING

ATTACHMENT(S)	NIL
FILE NO	ADM0159
APPLICANT	N/A
AUTHOR	Tash Korthuis – Governance & Executive Assistant
DATE	19 June 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: SoBT Shire Support</b>	
10. Grown Shire Leadership 10.2 SoBT Community training and development	Not Applicable

#### SUMMARY

To appoint voting delegates to the Western Australian Local Government Association (WALGA) Annual General Meeting 2023.

#### BACKGROUND

The WA Local Government Association (WALGA) Annual General Meeting is to be held on Monday, 18 September 2023 in Perth.

In previous years the voting delegates for the Shire of Broomehill-Tambellup have generally been the President and Deputy President.

WALGA also has provision for Council to nominate proxy voting delegates. Council may wish to also consider nominating a proxy voting delegate for the AGM.

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 8 September 2023.

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

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2023 Annual General Meeting of WALGA. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

## **COMMENT**

At June 2021's Council Discussion Session it was suggested that for best practice moving forward, the Great Southern Zone would put forward any clear and concise proposals for a decision to WALGA Annual General Meeting.

The 2023 WALGA Local Government Convention program is attached.

## **CONSULTATION**

Chief Executive Officer

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **FINANCIAL IMPLICATIONS**

Budgeted expenditure under 04101.57 for attendance of delegates to the WALGA AGM and Annual State Conference including accommodation and events.

## **POLICY IMPLICATIONS**

Policy 1.11 Elected Member Training and Professional Development states elected members may attend conferences and training following approval by the Council.

## **RISK MANAGEMENT IMPLICATIONS**

Nil.

## **ASSET MANAGEMENT IMPLICATIONS**

Nil.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION**

That

1. the Council appoints Cr White and Cr Barritt as voting delegates to the WA Local Government Association (WALGA) Annual General Meeting to be held on Monday, 18 September 2023 and appoints the CEO Anthony Middleton and Cr \_\_\_\_\_ as a proxy delegate.
2. The following Councillors be authorised to attend the 2023 WALGA Local Government Convention -
  - Cr White;
  - Cr Barritt; and
  - Cr \_\_\_\_\_

**13.4 DISABILITY ACCESS AND INCLUSION PLAN – PROGRESS REPORT 2022-2023**

ATTACHMENT(S)	13.4.1 - Disability Access and Inclusion Plan – Progress Report 2022-2023 13.4.2 - Disability Access and Inclusion Plan – Implementation Plan Update 2022-2023
FILE NO	ADM0124
APPLICANT	n/a
AUTHOR	Pam Hull – Strategic Support & Projects Officer
DATE	11 July 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
<b>Key Pillar: BT Shire Support</b>	
12.2 SoBT Shire data This is the Shire collecting and releasing specific data on Shire-related activities (such as health provisions, roads, safety, traffic measures). Data is being used to drive advocacy and attract support.	12.2.3 Create a regular feedback loop between the Shire and the community advising the results of data collection efforts (12.1 & 12.2) and community consultation undertaken (1.1.5).

**SUMMARY**

The purpose of this report is for the Council to receive the Disability Access and Inclusion Plan Progress Report for 2022-2023

**BACKGROUND**

The *Disability Services Act 1993* requires Public Authorities including local governments to implement 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 regard to services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. These plans benefit people with disability, the elderly, young parents and people from culturally and linguistically diverse backgrounds.

The Shire’s DAIP was adopted in 2020 and will be reviewed in 2025.

The *Disability Services Act 1993* requires Public Authorities to report annually on the implementation of its DAIP. These reports are used to generate the Minister for Disability Services DAIP Progress Report which is tabled in Parliament.

*A Western Australia for Everyone: State Disability Strategy 2020-2030* (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.



The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

#### **COMMENT**

The DAIP Progress Report 2022-2023 has been completed and is presented for Council's consideration and endorsement if appropriate. The report will then be forwarded to the Department of Communities for noting.

The Shire's internal DAIP Implementation Plan, which details all actions that have been undertaken during 2022-2023, is also attached. This is provided to the Council for information and is not submitted to the Department of Communities.

#### **CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

*Disability Services Act WA (1993)* – Part 5: Disability access and inclusion plans by public authorities

#### **FINANCIAL IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Policy 1.7 Customer Service Charter states in part:

*'We will achieve our commitment to you by:*

- *Progressively improving access to our services for people with disabilities and people from culturally and linguistically diverse backgrounds'.*

Policy 2.1 – Equal Opportunity

#### **RISK MANAGEMENT IMPLICATIONS**

This report deals with statutory reporting and has been evaluated against the Shire's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple majority

#### **OFFICER RECOMMENDATION**

That the 'Disability Access and Inclusion Plan Progress Report 2022-2023' be endorsed as presented.

**13.5 ANNUAL BUDGET ADOPTION FOR THE YEAR ENDED 30 JUNE 2024**

ATTACHMENT(S)	13.5.1 2023/2024 Annual Budget
FILE NO	ADM0121
APPLICANT	Nil
AUTHOR	Kay O'Neill – Manager Finance & Administration
DATE	21 July 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
<b>Key Pillar: BT Shire Support</b>	
<b>11. Delivered Shire Trust and Performance</b> 11.2 SoBT financials Sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire's monthly financial reports.

**SUMMARY**

The purpose of this report is to adopt the Annual Budget for the year ending 30 June 2024.

**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 2022/23 Budget as presented, is considered to meet statutory requirements.

**COMMENT**

A significant amount of funding has been forthcoming from the federally funded Local Roads and Community Infrastructure Program; which has been allocated to a range of road construction and community oriented projects spreading the value of these programs across the whole Shire. Along with Regional Road Group and Roads to Recovery funding, a sizeable and varied Capital Works program is planned for the coming year.

A rate increase of 5% for both UV (Rural) properties and GRV (townsite) properties has been factored into the budget. Increases in revenue from rates allow Council to continue to meet its obligations in provision of services to the community and maintain its asset base.

The 5% discount on rates will continue to be offered. To be eligible for the discount all rates and charges are to be paid within 35 days of issue. Payment of rates and charges via the two and four instalment plans will continue to be available.

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

The Chief Executive Officer has prepared the following introduction in the budget document which is duplicated here for the information of Councillors –

*'It is my pleasure, as the CEO of the Shire of Broomehill-Tambellup, to present the 2023/2024 Annual Budget.*

*The 2022/2023 financial year saw a major review undertaken of the Shire's long term planning processes, led by the adoption of a new Community Strategic Plan, titled People Power. People Power is the key document to set the direction for the next ten years and evolved directly from feedback and ideas generated through numerous well attended community workshops and written feedback methods. I thank all community members who had their say and gave their ideas for our future so willingly.*

*People Power is presented within a framework of a twelve (12) piece jigsaw puzzle, themed within four key pillars, with each piece representing an essential element to enable our communities to survive, and then thrive.*

*To ensure that People Power is the key focus of the Shire and is adopted into our everyday activities, a completely re-written Corporate Business Plan was adopted by the Council on 18 May 2023. This plan is a four year operational plan that sets the implementation of the strategies contained within People Power and summarises all goals set in other planning documents, such as the Public Health Plan, Disability Access & Inclusion Plan, etc. The Corporate Business Plan is the 'bible' that sets the direction for not only what we do each day, but the projects and services that are contained within this budget document. Both People Power and the Corporate Business Plan are available on the Shire's website.*

*In addition to these two important corporate planning documents, the Shire has begun to develop 'Precinct Plans' to design specific initiatives or upgrades to major community facilities. During 2022/2023 the Council adopted plans for the following:*

- *(Proposed) Tambellup Caravan Park;*
- *Broomehill Heritage Precinct;*
- *Public Health Plan;*
- *Broomehill Caravan Park;*
- *Roads Hierarchy; and*
- *Tambellup Cemetery.*

*Precinct Plans that are currently in the drafting stage, that the Shire will be seeking community feedback on in the coming months, include the following:*

- *Broomehill Cemetery;*
- *Tambellup Youth Centre (The Zone);*
- *Tambellup Main Street & Railway Precinct;*
- *Gordon River Facilities; and*
- *Broomehill Streetscape Plan.*

All input and ideas for these areas are welcomed and the Shire will be working closely with user groups to develop these important future directions. All adopted plans or plans seeking feedback are available on the Shire's website, [www.shirebt.wa.gov.au](http://www.shirebt.wa.gov.au)

This years' budget totals \$13.4m, representing \$7.3m in operating expenditure and \$6.1m in capital expenditure. This budget is highlighted by several exciting community projects, including:

- The construction of a new Caravan Park in Tambellup;
- Improvements at the Tambellup Youth Centre (The Zone);
- New public toilets in the Tambellup Railway Precinct;
- Terracing in front of the Broomehill Cricket Pavillion;
- Major Roof Repairs to the Tambellup Town Hall; and
- Improvements to facilities at the Gordon River in the Tambellup town site.

Over 5kms of new seal on the northern gravel section of Warrenup Road (\$588,000), major widening works on Tieline Road (\$375,000) and sealing Chillicup Road (Brassey to Morgan Rd - \$289,100) are the biggest jobs in a \$1.84m road construction program, nearly equalling last years budgeted program of \$1.85m and \$981,000 more than the year before. The Shire is fortunate to receive funding from the Regional Road Group and Roads to Recovery programs, which assists in meeting the costs in completing the planned projects.

Unfortunately, the constant legislative changes to the format required for the budget financial papers produces a budget document that is getting harder and harder for the community to derive meaningful information from. To assist, I provide the following budget summary:

- An **opening surplus position** at 30 June 2023 of \$2.1m. This budget is prepared assuming a surplus as at 30 June 2024 of \$0;
- **Net cash provided from operations** this year is negative \$1m due to the prepayment of \$2m Financial Assistance Grants by the Federal Government in the previous financial year;
- **Capital expenditure** of \$6.1m;
- A reduction in **loan indebtedness** of \$110,700 to \$1.57m at 30 June 2024;
- Increase in the total balance of **reserve accounts** of \$103,000 to \$2.24m at 30 June 2024;
- An increase in total **rates raised** of 5.0%, when compared to 2022/2023. Please note that individual properties will vary due to the constant revaluation of properties by the Valuer Generals Office;
- Total **wages** are lower than property rates raised (\$2.37m vs \$2.9m); and
- At 30 June 2024, reserve accounts held (\$2.24m) will be significantly higher than loans owing (\$1.57m).

The enclosed budget is a result of the goals and strategies defined in People Power and the subsequent Corporate Business plan. I commend this budget to you as a financially responsible budget that ensures services and facilities continue to be provided at the level ratepayers and residents have come to expect, while providing renewal of essential road and community assets for the enhancement of the whole Shire.

Highlights of this years' Annual Budget are:

### Key Pillar – Broomehill-Tambellup Point of Difference

#### CAPITAL:

- \$170,000 has been allocated to the Tambellup Youth Centre for building extension and improvements and extension of the sealed area;
- Garrity Street Park Development - \$10,000; and
- Tambellup Cemetery – Implementation of 5yr Plan – seating, bollards and parking - \$15,000.

#### OPERATING:

- Youth Worker program – funding from Youth Great Southern \$20,000 and Tambellup Noongar Land Association \$15,000 to assist with continuation of Youth Worker program. Total expense of \$62,000 - \$27,000 net cost to the Shire;
- Library Management payment to Tambellup CRC in accordance with the Service Agreement - \$50,000;
- Emergency Services Levy (ESL) Grant \$51,100 with expense of same for clothing & equipment, maintenance of equipment and insurances for fire brigade volunteers;
- Community Emergency Services Manager (CESM) agreement continues with DFES, Shires of Katanning and Woodanilling - \$20,000;
- Ranger Services provided under Service Agreement with Shire of Kojonup - \$30,000;
- A Smart Start, annual contribution - \$4,300;
- Donations to Broomehill and Tambellup Primary Schools to assist with transport for swimming lessons - \$1,000 each;
- Heritage - Municipal Inventory review - \$15,000 (funding 50/50 received in 2021/22);
- Annual Contribution towards Great Southern Treasures (\$13,000) and special projects (\$3,000); and
- Payment to Tambellup CRC for production of the Topics - \$10,500.

### Key Pillar – Broomehill-Tambellup Economy

#### CAPITAL:

- Road Construction Program of \$1.84m:
  - Warrenup Road - Reconstruct gravel section to 7m two coat seal - \$400,000;
  - Warrenup Rd - reconstruct gravel section to 7.0m, seal - \$188,500;
  - Tieline Road - Repair failed sections, widen shoulders to 9m and reseal to 7m - \$225,000;
  - Tieline Road - Repair failed sections, widen shoulders to 9m and reseal to 7m - \$150,000;
  - Chillicup Rd - seal Brassey to Morgan Rd - \$289,100;
  - Gnowangerup Tambellup Road - Repair failed pavement reseal to 7m - \$150,000;
  - Broomehill-Kojonup Road - Repair failed pavement reseal to 7m - \$150,000;
  - Greenhills South Road – widen, reconstruct & seal - \$150,000
  - Nelson Road - seal (McGuire to Chillicup) - \$25,000;

- Crawford Street - reseal (both east & west) - \$25,000;
- Bridge/Donald Street - construct & seal - \$65,000;
- Nymbup Road – Repair & extend culverts - \$20,000;
- Broomehill Caravan Park - building upgrades/storage funded by the Local Roads and Community Infrastructure Program Phase 3 (\$41,000) and unpowered bay section (\$10,000);
- Tambellup Caravan Park development - park infrastructure, building upgrades and cabins - \$850,000:
  - Funding from Local Roads and Community Infrastructure Program Phase 3 - \$700,000;
  - Contribution from the Tambellup Cropping Group towards cabins - \$150,000; and
- Renovation of recently vacated Unit 3 at Lavieville Lodge - \$30,000 from Reserve.

**OPERATING:**

- Road maintenance budget of \$2.94m (including depreciation) consistent with previous year – including provision for contractors to do tree pruning and roadside spraying;
- \$32,200 –Town Planning Schemes amalgamation;
- Mosquito Control – increase in expenditure for participation in the Contiguous Local Authority Group (CLAG) with the Shires of Gnowangerup and Katanning; includes staff training, purchase of baits and equipment - \$18,500;
- Routine maintenance of staff housing, GROH houses and Seniors Accommodation units;
- Town Planning revenue decreased from \$32,000 to \$10,000 (previous Flat Rocks Wind Farm & CBH applications);
- Town Planning consultant expense - \$20,000;
- Town Planning legal advice - \$10,000;
- Broomehill Caravan Park routine maintenance;
- Management of standpipes and bores in the Shire - \$52,200;
- Standpipe water usage recouped from customers - \$20,000; and
- Installation of blinds to the gazebo at Sandalwood Villas - \$2,500.

**Key Pillar – Broomehill-Tambellup Lifestyle**

**CAPITAL:**

- Tambellup Railway Precinct – New Public Toilets - \$400,000;
- Gordon River facilities upgrade in the Tambellup town site - \$160,000;
- Broomehill Recreational Complex – Oval Terracing - \$160,000;
- Tambellup Hall – Roof Repair/Replacement - \$150,000;
- Tambellup townscape - Crowden St footpaths - \$75,000 (possible street tree installation);
- Broomehill Hall – Crack repairs (\$30,000) and investigate acoustic improvements (\$10,000);
- Broomehill Heritage Precinct and Journal Street Footpaths - \$63,500;

- *Footpaths – Crawford & Sagers Street, Tambellup - \$23,000;*
- *Diprose Park – Replace Playground/exercise equipment - \$20,000;*
- *Carpark Design – Broomehill Complex & Broomehill Information Bay - \$15,000; and*
- *Broomehill Recreational Complex – South spectator area - \$10,000;*

**OPERATING:**

- *Tambellup Pavilion, installation of hand rails down steps to oval (carry over) - \$5,000;*
- *Participation (signage) in the Yoorn (Bobtail) Trail project with Outdoors Great Southern - \$22,000.*
- *Routine maintenance of Town Halls, Sporting Complex's, Parks and Gardens;*

**Key Pillar – SoBT Shire Support**

**CAPITAL:**

- *Installation of Solar PV system at the Tambellup Community Pavilion - \$33,000;*
- *Broomehill Administration Building; enclose carport/install roller doors for security - \$30,000;*
- *Tambellup Depot workshop oil store (to meet Safety requirements) - \$25,000;*
- *Tambellup Shire Office – New Carpet throughout - \$20,000;*
- *Fuel Management System - \$20,000; and*
- *Plant Replacement per the 10 year program, funded by the Plant Reserve.*

**OPERATING:**

- *Integrated Planning expenses \$20,000 – for review of Strategic Resource Plan (includes Long Term Financial and Asset Management plans) and \$7,000 for community perception survey;*
- *Planning and design for various projects - \$50,000 (Youth Centre Master Plan, Youth Engagement Strategy, Economic Development Strategy, Waste Management Plan and Tambellup Railway Precinct);*
- *Property rates increase of 5.0%, raising an additional \$141,000 (the Local Government Cost Index is currently 4.5% and the Consumer Price Index (CPI) over the twelve months to March 2023 was 7.0%);*
- *CBH ex-gratia rates also increase by 5.0%;*
- *Rates write-offs budgeted for Tambellup Golf Club, Tambellup Business Centre and Broomehill Village Cooperative as in previous years;*
- *Advance payment of Financial Assistance Grants received in June 2023 of 100% of the 2023/2024 allocation (meaning \$0 budget in 2023/2024);*
- *Members Meeting Fees \$64,000, President and Deputy Allowances \$12,500 - increased per Council workshop 9 June 2022;*
- *Additional IT expense \$12,000 to increase cyber security measures;*
- *Rubbish collection charges for household and commercial properties increased by 5-10% (raising an additional \$8,000);*
- *Refuse site improvements at Broomehill (\$12,000) and Tambellup (\$5,000); and*
- *50 Norrish Street, Tambellup; asbestos removal and demolition of building - \$20,000 (Old Butchers Shop).*

### **Reserve Funds**

- Increase in Reserve funds of \$103,000 to closing balance at 30 June 2024 of \$2.24m;
- A review of all reserve accounts will occur in 2023/2024;
- Two (2) new reserve accounts created:
  1. Parks & Playgrounds - \$20,000; and
  2. Energy Efficiency - \$20,000.

### **Loans**

- No new loans are proposed in 2023/2024;
- Existing Loans:
  - GROH Housing loan matures 2034/35; and
  - Tambellup Pavilion loan matures 2036/37;
- Opening Balance 1 July 2022 - \$1.68m;
- Closing Balance 30 June 2023 - \$1.57m.

*This coming year promises to be a good balance between new and exciting community projects and responsible planning for the future. Much time and effort will be spent developing good ideas into well planned, costed and designed projects for future years with a high focus on community input and feedback. Please don't hesitate to share your ideas with me. As always, if you require further information, please contact any staff member at our Broomehill or Tambellup office.*

*I would like to personally thank all staff, especially the Senior Management Team, and the elected members for your continued hard work, personal dedication to serving the community and the manner in which you work as a team for the betterment of the Shire.*

*Anthony Middleton  
Chief Executive Officer*

### **CONSULTATION**

Chief Executive Officer  
Senior Management Team  
Councillors – discussion session June 2023

### **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.*

### **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 2024.

### **POLICY IMPLICATIONS**

Nil.



## RISK MANAGEMENT IMPLICATIONS

This item has been evaluated against the Shire’s Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with current resources.

## ASSET MANAGEMENT IMPLICATIONS

The Budget details the allocation of funds for upgrade and renewal of existing assets, and development of new assets.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER RECOMMENDATION

*That Council adopts the following –*

### 1. *General Rates*

*That rate revenue be increased by 5% for the year ending 30 June 2024, and the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup*

<i>Unimproved Values</i>	<i>0.5604 cents in the dollar</i>
<i>Gross Rental Value</i>	<i>11.9256 cents in the dollar</i>

### 2. *Minimum Rates*

*That the minimum rate for Gross Rental Values is set at \$585.00 per assessment and the minimum rates for Unimproved Values is set at \$585.00 per assessment.*

### 3. *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 for residential and commercial properties for 2023/24:*

<i>Refuse &amp; recycling collection</i>	<i>\$280.00</i>
<i>Additional refuse (green) bin</i>	<i>\$160.00</i>
<i>Additional recycling (yellow) bin</i>	<i>\$130.00</i>

### 4. *Transfer Station Passes*

*That Transfer Station passes, distributed with the annual rates notice, are allocated as follows:-*

*Rural (UV) properties – one (1) 52 token pass per property ownership*

*Townsite (GRV) properties – one (1) 10 token pass per property ownership*

### 5. *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 2023/24 general rates if full payment of rates, arrears, ESL and refuse charges is received within 35 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 35 days from the date of issue on the rate notice.*

6. *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 35 days of the issue of the rate notice and be eligible for a 5% discount on current general rates and minimum charges.*

*(b) 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.*

*(c) 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.*

7. *Interest and Administration Charges for Instalment Options*

*That Council, in accordance with the provisions of section 6.45 of the Local Government Act 1995 imposes an Administration Fee of \$10 per instalment notice together with an interest charge of 5.5%, both of which applies to the second instalment of the Two Instalment option, and the second, third and fourth instalments of the Four Instalment option.*

8. *Late Payment Penalty Interest*

*That Council, in accordance with the provisions of section 6.13 and 6.51 of the Local Government Act, and Regulations 19A and 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 11% per annum. Penalty interest will apply to all charges which remain unpaid after 35 days from the date of issue of the rate notice. Excluded are eligible pensioners, deferred pensioner rates and current instalment amounts not yet due.*

9. *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 2024.*

10. *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 2024 will be 10% or \$10,000, whichever is the greater amount.*

**11. 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 6 April 2023 (Part 6), adopts an annual allowance for meeting attendance fees of \$16,000 per annum for the President and \$8,000 per annum for Councillors.*

**12. 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 6 April 2023 (Part 7), adopts an annual allowance of \$10,000 for the President and \$2,500 for the Deputy President.*

**13. 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 6 April 2023 (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) Award 2021.*

**14. 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 6 April 2023 (Part 9), adopts an annual Information and Communications Technology Allowance of \$500 per Councillor.*

**15. Adoption of the Annual Budget**

*That the Annual Budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2024 comprising –*

- Statement of Comprehensive Income;*
- Statement of Cash Flows;*
- Statement of Financial Activity; and*
- associated notes and supporting information*

*be adopted.*

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

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

**16. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

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

**18. CLOSURE**

There being no further business to discuss, the Presiding Member, Cr White, declared the meeting closed at \_\_\_\_\_pm.