



# **SPECIAL MEETING OF COUNCIL**

## **MINUTES**

**06 August 2019**

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**SHIRE OF BROOMEHILL-TAMBELLUP****Minutes of the Special Meeting of Council held in the  
Tambellup Council Chambers on Thursday 06 August 2019 commencing at 8.33am.****1. DECLARATION OF OPENING /ANNOUNCEMENT OF VISITORS**

The Deputy President Mark Paganoni welcomed Councillors and Staff and declared the meeting open at 8.33am.

**2. ATTENDANCE AND APOLOGIES**

Attendance:	Cr MC Paganoni	Deputy President (Chair)
	Cr GM Sheridan	
	Cr ME White	
	Cr MC Nazzari	
	Cr KJ Holzknecht	
	Cr CJ Letter	
	KB Williams	Chief Executive Officer
	KP O'Neill	Manager Finance & Administration
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Executive Assistant

Apologies: Cr SJF Thompson

**3. CONFIRMATION OF PREVIOUS MEETING MINUTES**

Nil

**4. MATTERS FOR DECISION**

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<b>4.1</b>	<b>ANNUAL BUDGET FOR THE YEAR ENDED 30 JUNE 2020</b>
<b>Attachment:</b>	<b>2019/20 Annual Budget</b>
<b>File Ref:</b>	ADM0121
<b>Author:</b>	KP O'Neill, Manager Finance & Administration
<b>Date:</b>	02 August 2019
<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 2020.

### 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 2019/20 Budget, as presented, is considered to meet statutory requirements.

### COMMENT

The budget, in its draft form, was presented to Council at a workshop held on 23 July 2019.

The unspent grant funds held on 30 June 2019 are carried forward as restricted cash in the surplus, and have been allocated throughout the budget towards the projects for which they are intended.

Following the guidance of Council from the draft budget workshop, a rate increase of 3.5% 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.

A 5% discount on rates will continue to be offered. To be eligible for the discount all rates and charges are to be paid within 28 days of issue. Payment of rates and charges via the two and four instalment plans will continue to be available.

Council has been fortunate to be allocated a significant amount of funding through the Regional Road Group. The Roads to Recovery program has entered a new round over five year from 2019 to 2024. The Shire's allocation has increased significantly from the previous round to approximately \$405,000 per year. A manageable road construction program is planned for the coming year.

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 2020.

## VOTING REQUIREMENTS

Absolute Majority

## COUNCIL DECISION

**S190801**

***Moved Cr Holzknecht, seconded Cr Sheridan***

***That Council adopts the following –***

### **1. General Rates**

***That the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup for the year ending 30 June 2020:***

<b><i>Unimproved Values</i></b>	<b><i>0.8874 cents in the dollar</i></b>
<b><i>Gross Rental Value</i></b>	<b><i>10.6582 cents in the dollar</i></b>

### **2. 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.***

### **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 (exclusive of GST) for 2019/20:***

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

#### **4. 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 2019/20 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.*

#### **5. 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.*

#### **6. 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.*

#### **7. 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.*

**8. 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 2020.*

**9. 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 2020 will be 10% or \$10,000.*

**10. 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 9 April 2019 (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.*

**11. 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 9 April 2019 (Part 7), adopts an annual allowance of \$2,000 for the President and \$500 for the Deputy President.*

**12. 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 9 April 2019 (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.*

**13. 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 9 April 2019 (Part 9), adopts an annual Information and Communications Technology Allowance of \$500 per Councillor.*

**14. Adoption of the Annual Budget**

*That the Annual Budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2020 comprising –*

- *Statement of Comprehensive Income by Nature & Type;*
- *Statement of Comprehensive Income by Program;*
- *Cash Flow Statement;*
- *Rate Setting Statement; and*
- *associated notes and supporting information*

*be adopted.*

**CARRIED 6/0**  
**By Absolute Majority**

**PROCEDURAL MOTION**

**Motion to Proceed Behind Closed Doors**

***S190802***

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

***That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:***

***(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;***

***CARRIED 6/0***



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<b>4.2</b>	<b>CONFIDENTIAL: TENDER RFT BHT 03/2019: CONSTRUCTION OF 4, (2, 2x2 AND 2, 2x1) INDEPENDENT LIVING UNITS, RESERVE 6730 JAVELIN STREET (LOT 368) BROOMEHILL</b>
<b>Attachment:</b>	<b>Confidential - H+H Architects Tender Assessment; Plans</b>
<b>File Ref:</b>	ADM0545
<b>Author:</b>	KB Williams, Chief Executive Officer
<b>Date:</b>	05 August 2019
<b>Disclosure of Interest:</b>	Nil

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#### COUNCIL DECISION

***S190803***

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

***That Council:***

- 1. Award Tender RFT BHT 03/2019 to K-Built for the construction of four Independent Living Units in Broomehill on Reserve 6730 Javelin Street for \$1,277,284.00 including GST as the most advantageous tender, in accordance with the specifications, terms and conditions specified in the tender documentation;***
- 2. Authorise the CEO to liaise with the successful tenderers to achieve design outcomes;***
- 3. Authorises the CEO, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract for Tender RFT BHT 03/2019 to K-Built for the construction of four Independent Living Units in Broomehill, in accordance with the specifications, terms and conditions specified in the tender documentation once the above matters are addressed;***
- 4. In the event that the preferred contractor is unavailable to perform the works when required, authorise the CEO to accept the next best available offer from the quotations.***

***CARRIED 6/0***

**PROCEDURAL MOTION****Motion to Proceed in Public:*****S190804******Moved Cr Letter, seconded Cr Holzkecht******That Council re-opens the meeting to members of the public.******CARRIED 6/0*****5. GENERAL BUSINESS****COUNCIL DECISION*****S190805******Moved Cr Nazzari, seconded Cr Sheridan******That Council authorises the use of the corporate credit card/s for meals and refreshments, at the CEO's discretion, for conferences and workshops attended by Councillors who are accompanied by the Chief Executive Officer.******CARRIED 6/0***

Reason: Council policy restricts purchasing for some meals and alcohol, however, it is accepted that for events such as Local Government week some purchasing of alcohol and meals above the limits of the policy are appropriate.

**COUNCIL DECISION*****S190806******Moved Cr Letter, seconded Cr Nazzari******That Council extend its condolences to the families of those affected by the tragic incident that happened in Tambellup on Saturday 3<sup>rd</sup> August 2019.******CARRIED 6/0*****6. CLOSURE**

There being no further business, the Deputy President thanked Councillors and Staff for their attendance and closed the meeting at 9.54am.