



## **Special Meeting of Council**

### **MINUTES**

**Thursday 2 September 2021  
at 5.00pm**

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## SHIRE OF BROOMEHILL-TAMBELLUP

### NOTICE OF MEETING

**A Special Meeting of Council will be held in the  
Tambellup Council Chambers on Thursday 2 September 2021 commencing at 5.00pm.**



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

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

**2. ATTENDANCE**

Cr MC Paganoni    President  
Cr ME White        Deputy President  
Cr DT Barritt  
Cr CJ Letter  
Cr SH Penny  
KP O’Neill         Acting Chief Executive Officer  
PA Hull             Strategic Support & Projects Officer  
HA Richardson    Governance & Executive Assistant

**2.1. APOLOGIES**

Cr KJ Holzknecht

**2.2. APPROVED LEAVE OF ABSENCE**

Cr MC Nazzari

**3. DECLARATION OF INTEREST**

KP O’Neill, Acting Chief Executive Officer declares a Financial Interest in Item 6.1 – Appointment of Chief Executive Officer

**4. PUBLIC QUESTION TIME**

## 5. MATTERS FOR DECISION

<b>5.1</b>	<b>DROUGHT COMMUNITIES PROGRAM – REALLOCATION OF FUNDING</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	ADM0558 / CP.PR.74
<b>Author:</b>	KP O’Neill – Acting Chief Executive Officer
<b>Date:</b>	30 August 2021
<b>Disclosure of Interest:</b>	Nil

### SUMMARY

Council to consider reallocation of funds between the Drought Communities Program projects.

### BACKGROUND

The objective of the Drought Communities Program (DCP) is to deliver benefits in Declared Council areas, by supporting investment in local infrastructure initiatives. Funding is targeted at infrastructure projects that provide employment for people whose work opportunities have been impacted by drought; stimulate local community spending; use local resources, businesses and suppliers; and/or provide a long-lasting benefit to communities and the agricultural industries on which they depend.

Eligible projects must relate to economic, social and cultural infrastructure, safety and accessibility upgrades, and/or town facility developments and upgrades.

The Shire was allocated \$1 million in funding and Council identified and endorsed the following projects to be funded by the Drought Communities Program & Townscape Reserve –

	TOWNSCAPE RESERVE	DROUGHT COMMUNITIES PROGRAM	TOTAL
<b>BROOMEHILL</b>			
Broomehill Sporting Complex upgrades		\$150,000	\$150,000
Nature Play Holland Park		\$100,000	\$100,000
Broomehill Town/Streetscape	\$100,000	\$110,000	\$210,000
Holland Track Interpretive Centre		\$115,000	\$115,000
Water Efficiencies		\$25,000	\$25,000
<b>Broomehill Projects TOTAL</b>	<b>\$100,000</b>	<b>\$500,000</b>	<b>\$600,000</b>
<b>TAMBELLUP</b>			
Youth Centre		\$80,000	\$80,000
Town Square Development	\$200,000	\$295,000	\$495,000
Tambellup Town/Streetscape		\$100,000	\$100,000
Water Efficiencies		\$25,000	\$25,000
<b>Tambellup Projects TOTAL</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$700,000</b>
<b>TOTAL</b>	<b>\$300,000</b>	<b>\$1,000,000</b>	<b>\$1,300,000</b>

Funding from this program is required to be expended by 31 December 2021, the timeframes are tight to ensure completion of the identified projects by the due date.

## COMMENT

H + H Architects were engaged to undertake detailed design of the work required at the Broomehill Recreation Complex which formed part of the scope of works for the project, and a scope of works was developed for the Holland Track Interpretive Centre. Quotes were then sought for each project from relevant contractors.

Quotations for the Holland Track Interpretative Centre project were received and the project has been awarded; the successful contractor's quote came in well under the budgeted amount of \$115,000 leaving approximately \$40,000 for further development of historical or tourism opportunities if Council chooses, or reallocation of the surplus funds to other projects funded by the DCP.

Quotations for the Broomehill Recreation Complex terracing and pathways were requested and all incoming quotes, based on the original design and scope of works, far exceeded the budget allocation. A revision of the design highlighted some areas that had been over specified and potential savings were identified. The design and scope of works was amended and contractors were requested to re-quote on the updated plans and information. The remaining budget for this project is \$138,000 and quotations to complete the project are approximately \$170,000.

To ensure completion of the Broomehill Recreation Complex project; which will significantly improve the amenity and accessibility of that area; and fully expend the DCP funding by 31 December 2021, Council are requested to consider a variation to the program and reallocate \$32,000 from the Holland Track Interpretive Centre to the Broomehill Recreation Complex project.

Reallocation of funds from the Holland Track Interpretive Centre project does not reduce the scope of works for this project in any way, as the contractor who has been awarded the project has quoted to deliver all aspects at a cost that is well under the budgeted amount.

## CONSULTATION

Previous Chief Executive Officer, Keith Williams  
Senior Staff

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

s6.8 *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*  
*(b) is authorised in advance by resolution\**

*\* Absolute majority required.*

## POLICY IMPLICATIONS

There is no policy applicable to this item.

## STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA Two – Our Economy

Outcome – to maintain an environment in the towns and rural areas of the Shire that is conducive to tourism, business and population retention and growth.

KRA Three – Our Places

To have appealing town centres and surrounding rural areas that reflect their unique history and culture, connected by quality transport infrastructure and well managed natural environments.

FINANCIAL IMPLICATIONS

Nil - reallocation of grant funds between projects endorsed by Council having no impact overall on the 2021/22 annual budget. A variation will be submitted to the funding provider to reallocate the funding between projects.

VOTING REQUIREMENTS

Absolute Majority; reallocation of funds between projects are an amendment to the annual budget which requires an absolute majority decision of Council.

COUNCIL DECISION

**S210901**

***That Council reallocates \$32,000 of Drought Communities Funding from the Holland Track Interpretive Centre project to Broomehill Recreation Complex upgrades project, and amends the 2021/22 budget accordingly.***

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

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

## 6. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

### **PROCEDURAL MOTION**

**S210902**

**Moved Cr White, Seconded Cr Barritt**

**CARRIED 5/0**

**Motion to Proceed Behind Closed Doors:**

**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:**

**(a) the personal affairs of any person;**

**(b) 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;**

Staff members K O' Neill, P Hull, and A Richardson left the meeting at 5.28pm.



**CONFIDENTIAL**


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<b>6.1</b>	<b>APPOINTMENT OF CHIEF EXECUTIVE OFFICER</b>
<b>Attachment:</b>	<b>Confidential - CEO Employment Contract</b>
<b>File Ref:</b>	ADM0571
<b>Author:</b>	KP O'Neill – Acting Chief Executive Officer
<b>Date:</b>	30 August 2021
<b>Disclosure of Interest:</b>	The author, Kay O'Neill – Acting CEO declares a Financial Interest pursuant to section 5.60A of the Local Government Act 1995; the nature being that appointment of the permanent CEO will impact the length of her tenure as Acting CEO.

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**COUNCIL DECISION****S210903*****That Council:***

- 1. Endorse the recommendation from the CEO Recruitment and Selection Panel of the preferred candidate Mr Christopher Jackson;***
- 2. Confirms, as required by section 5.36(2)(a) of the Local Government Act 1995, it believes that Mr Jackson is suitably qualified for the position;***
- 3. Endorse the terms and conditions outlined in the attached Contract of Employment for the preferred candidate mentioned in recommendation (1) for a term of five (5) years including the remuneration outlined in the Schedule 1 of the Contract equating to a total remuneration package of \$178,841 per annum;***
- 4. Confirms that it is satisfied that the processes followed to recruit a Chief Executive Officer have met the requirements of the Local Government (Administration) Regulations 1996 and the Shire of Broomehill-Tambellup adopted Standards for CEO Recruitment, Performance and Termination; and***
- 5. Authorises, in accordance with section 9.49A of the Local Government Act 1995, the signing of and affixing the common seal of the Shire of Broomehill-Tambellup to the approved Contract of Employment in the presence of the Shire President and Acting Chief Executive Officer.***

**Moved Cr White, seconded Cr Letter****CARRIED 5/0  
By Absolute Majority****PROCEDURAL MOTION****S210904*****Moved Cr Penny, seconded Cr White******That Council re-opens the meeting to members of the public at 5.38pm.***

Staff members K O' Neill, P Hull, and A Richardson re-entered the meeting at 5.38pm

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

**8. CLOSURE**

There being no further business, the President once again thanked the Councillors and staff and declared the meeting closed at 5.40pm.