



# Special Meeting of Council

## MINUTES

**Friday 6 August 2021**

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These minutes were confirmed at the Ordinary Meeting held on Thursday 19<sup>th</sup> August 2021.

Signed: ..... Cr Mark Paganoni, Shire President  
Thursday 19<sup>th</sup> August 2021



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Unconfirmed

**SHIRE OF BROOMEHILL-TAMBELLUP****Minutes of the Special Meeting of Council held in the  
Tambellup Council Chambers on Friday 6 August 2021 commencing at 5.06pm.****1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The President welcomed Councillors and Staff and declared the meeting open at 5.06pm

**2. ATTENDANCE**

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

**2.1 APOLOGIES**

HA Richardson Governance & Executive Assistant

**2.2 APPROVED LEAVE OF ABSENCE**

Cr MC Nazzari

**3. DECLARATION OF INTEREST**

Nil.

**4. PUBLIC QUESTION TIME**

No members of the public were present.

## 5. MATTERS FOR DECISION

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### 5.1 ANNUAL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

**Attachment:**

**File Ref:** ADM0121  
**Author:** KP O'Neill, Manager Finance & Administration  
**Date:** 3 August 2021  
**Disclosure of Interest:** Nil

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#### SUMMARY

Council to consider and adopt the Annual Budget for the year ended 30 June 2022.

#### 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 2021/22 Budget, as presented, is considered to meet statutory requirements.

#### COMMENT

A rate increase of 4% 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. All local governments were prevented from imposing an increase in rate revenue in the 2020/21 year following a directive from the Department of Local Government to lessen the financial burden on ratepayers during the Covid pandemic.

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.

The Youth Worker program was stalled due to the staff member's resignation. The program was revisited and a new model set in place. Provision has been made for Council to continue its support of this program which is a valuable support and resource to youth and families in the community.

A significant amount of funding has been forthcoming from federally funded programs; the Drought Communities Program and Local Roads and Community Infrastructure Program; which have been allocated to a range of road construction projects and community oriented projects spreading the value of these programs across the whole Shire. Projects which may have commenced in the previous financial year are carried over for completion in 2021/22 and the balance of unspent grant monies brought forward accordingly.

Along with Regional Road Group and Roads to Recovery funding, a sizeable and varied Capital Works 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 2022.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

*That Council adopts the following –*

1. *General Rates*

*That rate revenue be increased by 4% for the year ending 30 June 2022, and the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup*

<i>Unimproved Values</i>	<i>0.7264 cents in the dollar</i>
<i>Gross Rental Value</i>	<i>11.0689 cents in the dollar</i>

2. *Minimum Rates*

*That the minimum rate for Gross Rental Values is set at \$515.00 per assessment and the minimum rates for Unimproved Values is set at \$515.00 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 2021/22:*

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

#### 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 2021/22 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.

##### © 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 2022.*

#### 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 2022 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 No. 1 of 2021 (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 No. 1 of 2021 (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 No. 1 of 2021 (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 No. 1 of 2021 (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 2022 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.*

**COUNCIL DECISION**

**S210801**

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

***That adoption of the annual budget be deferred for further consideration.***

**CARRIED 6/0**

**REASON FOR CHANGE**

Adoption of the budget was deferred to allow completion of the Statutory Reports.

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

Nil.

**7. CLOSURE**

There being no further business, the President thanked Councillors and Staff and declared the meeting closed at 5.08pm.

Unconfirmed