



MINUTES

Ordinary Council Meeting

15 December 2023

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

**An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup was held
in the Tambellup Council Chambers 46-48 Norrish Street, Tambellup
on 15 December 2023 commencing at 4.30pm.**



**Anthony Middleton
Chief Executive Officer**

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Strategic Community Plan 2023-2033

'People Power'



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**Minutes of the Ordinary Council Meeting held on 15 December 2023
in the Tambellup Council Chambers, 46-48 Norrish Street, Tambellup.**

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr White declared the meeting open at 4.31pm.

2. ATTENDANCE

Councillors

Cr ME White	President
Cr DT Barritt	Deputy President
Cr CM Dewar	
Cr CJ Letter	
Cr SH Penny	
Cr SL Robinson	
Cr JL Wills	

Staff

AP Middleton	Chief Executive Officer
KP Squibb	Manager of Finance & Administration
PA Hull	Strategic Support & Projects Officer
TO Korthuis	Governance & Executive Assistant
P Vlahov	Manager of Works

Apologies

Nil

3. DISCLOSURE OF INTEREST

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. PRESENTATIONS/PETITIONS/DEPUTATIONS

Nil

7. APPLICATION FOR LEAVE OF ABSENCE

Nil

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Presiding Member, Cr White, thanked the Chief Executive Officer, Anthony Middleton, for his 18 months as CEO for the Shire stating that it's been a pleasure working with him. Cr White wished Anthony all the best in his new role.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 16 NOVEMBER 2023

Recommendation:

Moved Cr Penny, seconded Cr Dewar that the minutes of the Ordinary Meeting of Council held on 16 November 2023 be confirmed as a true and accurate record of proceedings.

**CARRIED 7/0
Motion No 140/23**

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

10.1 TAMBELLUP HALL & LESSER HALL ROOF REPLACEMENT

ATTACHMENT(S)	10.1.1 Structural Building Report – AR & DL Amato 10.1.2 Colorbond Colour Chart
FILE NO	ADM0003
APPLICANT	N/A
AUTHOR	Peter Vlahov – Manager of Works
DATE	1 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Point of Difference	
3 An Appreciated Culture 3.2 BT history appreciation 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.	3.2.9 Commission a report/obtain qualified advice on the integrity of the roof of the Tambellup Memorial Hall. Implement recommended actions.

SUMMARY

The purpose of this report is to consider the replacement of the Tambellup Hall and Lesser Hall roof.

BACKGROUND

The Tambellup Hall is used for a variety of purposes, including private functions (weddings, funerals, parties) and community events such as the end of year school concert, meetings, seminars and fitness sessions.

It is a significant building in the streetscape, and is listed as a Category 2 building on the Shire’s Heritage List. Category 2 indicates the building or place is of:

- Considerable significance
- Very important to the heritage of the locality.
- High degree of integrity/authenticity.
- Conservation of the place is highly desirable.
- Any alterations or extensions should reinforce the significance of the place.

Water leaks have been experienced for many years in the Tambellup Hall and Lesser Hall, resulting in damage to the ceilings and carpets. Repairs undertaken to date have not resolved these issues.

A Structural Assessment was requested to identify the cause of the leaks and make recommendations to resolve these. A copy of the report is attached for reference.

COMMENT

The Structural Building Report has identified the leaks may have been caused by inadequate ridge capping and flashing and an absence of 'anticon' blanket installed under the tin. This has resulted in water staining along the centre of the ceiling in the Main Hall, and mould to the ceilings in the Lesser Hall verandah and kitchen areas.

The structural building report recommends replacement of roof cladding, ensuring flashing and anticon are installed correctly. It also recommends replacement of the ceilings in both the Lesser Hall verandah and kitchen once the roofing has been replaced.

There are 3 main option to consider to address the hall roof issue:

1. Install new ridge capping to town hall and install anticon blanket to Lesser hall. Approximately \$20,00 – 25,000
2. Option 1 plus new roof sheeting to the Lesser Hall. Approximately \$40,000 - \$60,000
3. Option 2 plus new roof sheeting to the town hall. Quoted \$100,000

This report recommends the adoption of option 3 above. An allocation of \$150,000 has been made in this years budget and an initial quote has been received for \$100,000. A second quote is currently being prepared.

A separate quote will be sought for the replacement of ceilings and other improvement works to the halls with the aim of commencing this work during this financial year if there is adequate budget provision.

Replacement of the roof sheeting as proposed in option 2 and option 3 will alleviate the current issues being experienced, improve safety for users of the facility, and enhance the long term viability of the building.

The replacement of the roof sheeting provides an opportunity to bring the roof colour into line with the existing blue colour scheme of the front of the Hall. For this reason it is recommended that Colorbond 'Deep Ocean' be selected for the roof.

CONSULTATION

AR & DL Amato – Registered Builder
CEO
Building Maintenance Officer

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

\$150,000 has been allocated in the 2023/24 budget for the replacement of the Tambellup Hall and Lesser Hall roof.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

The Tambellup Hall and Lesser Hall is a public building of significant local heritage value and is used on a regular basis for various activities. These include wedding functions, fitness group sessions, meetings, and funeral wakes. Wet floors have posed a safety concern, a new roof will eliminate this hazard and help to preserve the heritage value of the building.

ASSET MANAGEMENT IMPLICATIONS

The replacement of the Tambellup Memorial Hall and Lesser Hall roof will reduce the ongoing maintenance requirements and help extend the life of the building.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny that, in relation to the repairs required to the Tambellup Hall and Lesser Hall roof:

1. The Council notes the recommendations contained in the Structural Building Report provided by AR & DL Amato dated 20 August 2023;
2. Scope of the works to be as per option 3 in the agenda which includes replacement of all roof sheeting for both the Town Hall and the Lesser Hall, installation of 'anticon' and ridge capping/flashing, at a cost of approximately \$100,000;
3. The new roof sheeting to be Colorbond 'Deep Ocean'.

CARRIED 7/0
Motion No 141/23

10.2 MUNICIPAL HERITAGE INVENTORY REVIEW

ATTACHMENT(S)	10.2.1 – Shire of Broomehill-Tambellup Local Heritage Survey 2023 Report 10.2.2 – Appendix 1 Draft Local Heritage Survey 10.2.3 – Appendix 2 Draft Local Heritage List
FILE NO	ADM0645
APPLICANT	n/a
AUTHOR	Pam Hull - Strategic Support & Projects Officer
DATE	5 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Point of Difference	
3. An Appreciated Culture 3.2 BT History Appreciation 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.	3.2.1 Review Municipal Heritage Inventories from Shires (pre-amalgamation) into one unified Shire BT Heritage List.

SUMMARY

A review of the Shire’s Broomehill and Tambellup Municipal Heritage Inventories (MHIs) has been completed and the final reports are presented to the Council for consideration, and if appropriate, adoption.

BACKGROUND

The *Heritage Act 2018* requires all local government authorities in Western Australia to prepare a survey of places in its district that are, or may become, of cultural heritage significance. A heritage survey was formerly referred to as a Municipal Heritage Inventory under the *Heritage of Western Australia Act 1990*, which preceded the *Heritage Act 2018*.

A Local Heritage Survey should:

- identify and record places that are, or may become, of cultural heritage significance in its district;
- assist the local government in making and implementing decisions that are in harmony with cultural heritage values;
- provide a cultural and historical record of its district;
- provide an accessible public record of places of cultural heritage significance to its district; and
- assist the local government in preparing a heritage list or list of heritage areas under a local planning scheme.

Local governments are also required to establish a Heritage List under the *Planning and Development (Local Planning Schemes) Regulations 2015*. When the Heritage List is adopted, local governments are required to give due regard to the heritage significance of

the listed place when determining development applications but does not limit or restrict how a local government is to determine an application.

The Shire currently has two (2) MHIs, for each of the former Shires of Broomehill and Tambellup. The documents were prepared in 1996 and 1999 respectively, and have not been reviewed since that time.

During 2022, the Shire received funding from the Department of Planning, Lands and Heritage ‘Local Government Heritage Consultancy Grants Program’ which aims to support efficient planning process and encourage the protection of local heritage places under a local planning scheme. The funding enabled a review of the MHIs to be undertaken by a qualified heritage consultant, and the preparation of a Local Heritage Survey and Local Heritage List.

Community workshops and community consultation has been undertaken since August 2022.

At the August 2023 Ordinary Meeting, the following resolution was passed:

That the Council endorses the draft Local Heritage Survey and draft Local Heritage List as presented, advertise for public comment until 29 September 2023, and consider public comments and adoption at the October 2023 Ordinary Council Meeting.

The public consultation period was extended to early November 2023 so owners of properties included on the Local Heritage List could be consulted with directly.

COMMENT

Laura Gray, from Heritage Intelligence (WA) was engaged to complete the review of the Municipal Inventories. The project outcomes included the following:

- Review the 1996 and 1998 Municipal Inventories of Heritage Places
- Prepare a Local Heritage Survey merging the two inventories
- Prepare a Local Planning Policy (to be considered in a separate agenda item)
- Develop Heritage List recommendations
- Consult with the community
- Digitise the Local Heritage Survey records for Shire’s future in-house updates.

The draft Local Heritage Survey and draft Local Heritage List were developed in consultation with community members and local heritage organisations. Places and sites contained in the draft Local Heritage Survey have been classified according to their level of significance, as follows:

LEVEL OF SIGNIFICANCE TO THE LOCAL AREA	DESCRIPTION	DESIRED OUTCOME
Category 1 Exceptional significance	Essential to the heritage of the locality. Rare or outstanding example.	REGISTER OF HERITAGE PLACES The place should be retained and conserved. Any alterations or extensions should reinforce the significance of the place Refer to the Heritage Council.
Category 2 Considerable Significance	Very important to the heritage of the locality. High degree of integrity/ authenticity	HERITAGE LIST Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.
Category 3 Some/moderate significance	Contributes to the heritage of the locality. Some altered or modified elements, not necessarily detracting from the overall significance of the item.	NO CONSTRAINTS Conservation of the place is desirable. Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item. Any alterations or extensions should reinforce the significance of the place. Original fabric should be retained where possible.
Category 4 Little significance	Has elements or values worth noting for community interest but otherwise makes little contribution.	NO CONSTRAINTS Contributes to the history of the locality. Photographically record prior to any major development or demolition. Recognise and interpret the site.

Places and sites classified as Category 1 or 2 have been recommended for inclusion in the Local Heritage List. The desired outcome for preservation of these places is in accordance with the above table.

Feedback from the consultation process is noted below. Following consideration of this feedback and amendment to documents (if required), the Council’s endorsement of the Shire of Broomehill-Tambellup Local Heritage Survey 2023 Report incorporating the Local Heritage Survey and Local Heritage List is required.

CONSULTATION

Laura Gray [Heritage Intelligence (WA)] – Heritage consultant
 Broomehill Heritage Group members
 Tambellup Cornershop Museum members

The review process was advertised in the Topics, via flyer to all residents and through the Shire’s website and social media for a six week period following the August 2023 Council meeting.

Owners of Category 1 and 2 properties listed on the Local Heritage List were contacted by mail during October 2023, with a request for comment to be returned by 6 November 2023.

Submissions were received from the following parties:

Name/LHList Reference #	Submission	Comment
Rosanna Sefonte / 14	I am absolutely thrilled that my house has been nominated for inclusion on the Local Heritage List and am very happy for this to go ahead.	<i>Property is not listed in the 1996 Broomehill MHI. Comment noted.</i>
Murray Neilson / 9	<p>We do not wish to have the Broomehill Post Office listed on any Heritage list.</p> <p>As we are trying to sell both the business and premises, we are asked by potential buyers if the property is Heritage listed, before anything else.</p> <p>Real Estate Agents are compelled to declare if a property is Heritage Listed. With sixty percent of potential buyers not proceeding once it is confirmed.</p> <p>Most potential buyers express they are not interested in Heritage Listed properties. In my view Heritage listing will make the Broomehill Post Office unsellable.</p> <p>If the property is listed on any heritage lists and a buyer cannot be found because of this or some other reason, the Post Office business will have to close, Leaving Broomehill without a Postal service.</p>	<i>Property is listed in the 1996 Broomehill MHI. Comment noted. However it is recommended that the property remain as a Category 2 place.</i>
Brant Dennis / 59	Reluctant for property to be included on Heritage List as the original structure has been extended a number of times and there is little of the original fabric of the building remaining.	<i>Property is not listed in the 1996 Broomehill MHI. Comment noted. It is recommended that the property be changed to Category 3 place and removed from the Local Heritage List.</i>
Joan Olden / 105	Advised of amendment to property history.	<i>Property is listed in the 1999 Tambellup MHI. Comments noted – Local Heritage List and Local Heritage Survey documents amended.</i>
Darrell Baynes / 46	Very happy for property to be listed.	<i>Property is listed in the 1996 Broomehill MHI. Comments noted.</i>

Phil Mitchell / 145	Queried ability to change exterior paint colour of building.	<i>Property is listed in the 1999 Tambellup MHI. Owners query will be addressed.</i>
Terry Hunt & Louise Hodgson / 110	<p>To whom concerns Good afternoon It has come to our attention that we at 4 Norrish Street Tambellup have been listed as category two in the local heritage listing.</p> <p>This was received by us by mail in early November.</p> <p>This was not discussed with us prior to discussed what it would have to list it it is not something we will able to follow through with, there is enough people coming pass stickybeaking now do not want any more.</p> <p>When we purchased the property it was a very big mess we have put a lot of time and effort money into it There is no original windows in it all different in side. Only the front outside is the same original. If we didn't purchase the property what would have been done to it burnt down pushed over like the butcher shop.</p> <p>We request that the listing to be removed from this property, if there is any other reason for it not to be removed any information or advertising done on it we will remove it, or contact us and if you purchase the property from us then what needs to be done can be done.</p> <p>So the final request is to remove it from the listing. We do not want to share it with all of the community it is for us not others.</p> <p>Thankyou Terry and Louise</p>	<i>Property is listed in the 1999 Tambellup MHI. Comments noted. It is recommended that the property be changed to a Category 3 place and removed from the Local Heritage List.</i>

It is noted that the Toolbrunup School has been listed on the Local Heritage Survey as a Category 4 site (reference 195). The Toolbrunup School is located on Reserve 8488 which is vested in the Shire, and as such, the Shire is responsible for the site. The buildings located on the site are over 120 years old and in relatively good condition, and the historical integrity of the buildings is high.

While no feedback on its listing was received during the consultation period, the site is listed on the 1999 Tambellup MHI and historically significant. It is recommended that the property be changed to a Category 2 place and included on the Local Heritage List.

STATUTORY ENVIRONMENT

Heritage Act 2018 - Part 8

Planning and Development (Local Planning Schemes) Regulations 2015 - s2 p3 cl.9

FINANCIAL IMPLICATIONS

This project has been carried over from 2022/2023. The 2023/2024 budget includes allocation of \$15,000 to complete the review.

POLICY IMPLICATIONS

Nil however a new Local Planning Policy relating to heritage places is to be considered elsewhere in this agenda.

RISK MANAGEMENT IMPLICATIONS

This item has been evaluated against the Shire's Risk Matrix. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedure and is unlikely to need specific application of resources.

ASSET MANAGEMENT IMPLICATIONS

The Local Heritage List includes Shire owned buildings in both Broomehill and Tambellup townsites and as such, the provisions of a new Local Planning Policy for heritage places will apply.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Letter, seconded Cr Robinson that:

1. Those residents who have provided a submission be thanked for their contribution; and
2. The Local Heritage Survey 2023 Primary Report, inclusive of appendices Local Heritage Survey and Local Heritage List, as presented be adopted subject to:
 - a. Local Heritage List references 59 & 110 being changed to Category 3 places, and
 - b. Local Heritage Survey reference 195 being changed to a Category 2 place and included on the Local Heritage List.

CARRIED 7/0
Motion No 142/23

10.3 LOCAL PLANNING POLICY NO. 3 – HERITAGE PLACES

ATTACHMENT(S)	10.3.1 Draft Local Planning Policy No. 3 – Heritage Places
FILE NO	ADM0165
APPLICANT	n/a
AUTHOR	Pam Hull - Strategic Support & Projects Officer
DATE	6 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Point of Difference	
3. An Appreciated Culture 3.2 BT History Appreciation 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.	3.2.1 Review Municipal Heritage Inventories from Shires (pre-amalgamation) into one unified Shire BT Heritage List.

SUMMARY

The purpose of the report is to consider the adoption of a draft local planning policy regarding the development of heritage places listed on the Shire of Broomehill-Tambellup Local Heritage List.

BACKGROUND

The *Heritage Act 2018* requires all local government authorities in Western Australia to prepare a survey of places in its district that are, or may become, of cultural heritage significance. A heritage survey was formerly referred to as a Municipal Heritage Inventory under the *Heritage of Western Australia Act 1990*, which preceded the *Heritage Act 2018*.

Local governments are also required to establish a Heritage List under the *Planning and Development (Local Planning Schemes) Regulations 2015*. When the Heritage List is adopted, local governments are required to give due regard to the heritage significance of the listed place when determining development applications.

A draft policy has been developed that will provide guidance for the assessment of proposals for works affecting a place listed on the Shire's Local Heritage List.

COMMENT

The recent review of the Shire of Broomehill and Shire of Tambellup Municipal Heritage Inventories and development of a single consolidated Local Heritage List has provided the opportunity to implement the planning processes required to manage and protect heritage places.

A draft planning policy has been developed by the Shire's town planning consultant Town Planning Innovations, and is attached for the Council's consideration.

The draft planning policy must be adopted prior to advertising for community consultation in accordance with the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Given the timing of the consultation over the Christmas holiday period it is recommended that the draft policy be advertised for a six (6) week period (42 days). Subject to submissions received, the draft policy will be finalised at the February 2024 Ordinary Council meeting.

CONSULTATION

Liz Bushby – Town Planning Innovations

Laura Gray – Heritage intelligence

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule.2, Part 2, Div. 2 sets out the following requirements for draft local planning policies:

3. *Local planning policies*
 - (1) *The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.*
 - (2) *A local planning policy —*
 - (a) *may apply generally or in respect of a particular class or classes of matters specified in the policy; and*
 - (b) *may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.*
4. *Procedure for making local planning policy*
 - (1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
 - (a) *publish in accordance with clause 87 the proposed policy and a notice giving details of —*
 - (i) *the subject and nature of the proposed policy; and*
 - (ii) *the objectives of the proposed policy; and*
 - (iii) *how the proposed policy is made available to the public in accordance with clause 87; and*
 - (iv) *the manner and form in which submissions may be made; and*
 - (v) *the period for making submissions and the last day of that period;*
 - (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
 - (2) *The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).*
 - (3) *After the expiry of the period within which submissions may be made, the local government must —*

- (a) *review the proposed policy in the light of any submissions made; and*
- (b) *resolve to –*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not to proceed with the policy.*
- (3A) *The local government must not resolve under subclause (3) to proceed with the policy if –*
 - (a) *the proposed policy amends or replaces a deemed-to-comply provision of the R-Codes; and*
 - (b) *under the R-Codes, the Commission’s approval is required for the policy; and*
 - (c) *the Commission has not approved the policy.*

FINANCIAL IMPLICATIONS

Budget provision has been made for advertising costs relating to this matter.

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/COUNCIL DECISION

Moved Cr Letter, seconded Cr Penny that:

1. Local Planning Policy No. 3 (Heritage Places) as attached be adopted for the purposes of public consultation in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. The Chief Executive Officer be authorised to advertise the Draft Local Planning Policy for 42 days to comply with Clause 87 of the Deemed Provisions under Part 2, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. After advertising, the matter be referred back to the Council at the February 2024 Ordinary Council Meeting.

CARRIED 7/0
Motion No 143/23

10.4 BROOMEHILL RECREATIONAL COMPLEX - RECEIPT OF EXCESS FILL & RESERVE ACCOUNT CREATION

ATTACHMENT(S)	Nil
FILE NO	ADM0267
APPLICANT	n/a
AUTHOR	Anthony Middleton – Chief Executive Officer
DATE	6 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Point of Difference	
2. A United Community 2.1 BT well-being and safety: This is the community and Shire working more boldly to provide advanced wellbeing programs for all ages (such as the Albany Youth Support Association, Strong and Proud, Active Farmers and OFFFLL). This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.	2.1.6 Create links with major sporting clubs and associations from outside of the Shire for structured linkages and development of local players to create awareness, pathways, and skill development for sports not available within the Shire. 2.1.7 Support organisations and individuals to develop and deliver wellbeing programs to the community (e.g. Active Farmers, OFFFLL, Seniors)
Key Pillar: Broomehill-Tambellup Economy	
6. Attracted New Businesses 6.4 BT New business This is the Shire making it easy for any new business to be attracted to the area such as a supportive Town Planning Scheme, commercial or industrial land development and encouraging value-adding to current business and industry.	6.4.1 Support existing businesses through innovative methods for Shire support to ensure their continuation and the basic provision of service for both visitors and local residents.
Key Pillar: Broomehill-Tambellup Shire Support	
11. Delivered Shire Trust and Performance 11.4 SoBT community revenue This is the Shire and community working creatively together to build new revenue streams for community-driven ‘People Power’ activities.	n/a

SUMMARY

The purpose of this report is to consider endorsing the CEO’s actions with regards to the receipt of excess fill to rehabilitate an old gravel pit and consider the best use for the payment of funds negotiated.

BACKGROUND

Cooperative Bulk Handling Pty Ltd (CBH) have been undertaking a major improvement project to their Broomehill receival point, in the form of the construction of a rapid rail out loading facility. The project has involved, amongst other tasks, the construction of new rail line and has resulted in the creation of approximately 30,000m³ of excess clay and topsoil that needs to be taken off site.

The Broomehill Recreational Complex Committee (BRCC) have been liaising with Martinus, CBH's main contractor for this project, to receive this excess clay and topsoil in exchange for payment. The President of the BRCC and the CEO have been liaising closely in this regard, as the BRCC occupy Shire land.

COMMENT

A site meeting was held between Andrew Gibson (President – BRCC), the CEO, Manager of Works, Cr Julian Wills, Cr Steve Penny, Cr Mark Paganoni and Cr Doug Barrit on 31 August 2023 to assess suitable locations to receive the material. At this time, it was estimated that approximately 58,000m³ of material was required to be disposed of, being 50% clay, 50% topsoil.

Following this meeting in August, there was little contact from CBH or Martinus regarding the issue.

The CEO was contacted again on 16 November 2023 by Martinus to renew discussions about the potential for receiving excess material from the project, with updated figures being approximately 30,000m³ of predominately clay. Following this approach, another site meeting was held between Blair Smith and Nathan Summerfield from Martinus and Andrew Gibson, the CEO, Manager of Works, Cr Julian Wills & Cr Steve Penny on 21 November 2023. At this meeting, the following details were negotiated between the two parties:

1. Location in accordance with the diagram below (old gravel pit west of the Broomehill Oval);
2. Payment of \$1.50 per cubic metre;
3. Approximately 30,000 cubic metres;
4. Exact tipping locations and access route/traffic management to be agreed between Martinus & the Shire's Manager of Works; and
5. Transport of fill anticipated to commence 7 December 2023.



The CEO confirmed these details via email exchange on 5 December 2023. CBH and Martinus are continuing to work through internal approval processes and it is now envisaged that the carting of material will commence on 10 January 2024.

Martinus have provided numerous soil testing and geotechnical reports regarding the material in question. There is no concern in the receipt of the material in the location specified, rather it will rehabilitate an area that is currently degraded and excavated. The negotiations also included a payment of approximately \$45,000 to receive the material.

Discussions with the BRCC have an agreed preference for these funds to be set aside for infrastructure at the Broomehill Recreational Complex that services the general public and doesn't have an active and financial club attached, such as the tennis/netball court surface and lighting. As such, it is recommended that the negotiations between Martinus and the CEO outlined above be endorsed and the funds received be placed into a newly created reserve account titled '*Broomehill Tennis/Netball Court Upgrade*'.

Section 6.11 of the *Local Government Act 1995* states that when a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose. The defined purpose of this proposed reserve account is suggested to be:

'to fund improvements or upgrades to the surface, fence or lighting of the tennis/netball courts at the Broomehill Recreational Complex.'

CONSULTATION

President - Broomehill Recreational Complex Committee

Martinus

CBH

Council Briefing Sessions September, October & November

Manager of Works

Manager of Finance & Administration

STATUTORY ENVIRONMENT

Section 6.11 of the *Local Government Act 1995* legislates reserve accounts and states:

(1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

FINANCIAL IMPLICATIONS

The \$45,000 fee negotiated is bonus unbudgeted revenue for the Shire. While the report does not in itself have a financial implication on the 'bottom line' of this years' finances (as it is proposed to be transferred to reserve), reserve accounts are one of the major funding sources for major projects and a very important financial tool in managing the finances of the Shire day-to-day.

Cash reserves are established in accordance with the *Local Government Act 1995* and maintained to accumulate funds for the following purposes:

- To smooth funding allocations over future years.
- To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget.
- To meet statutory obligations.
- To fund renewal of existing physical/built assets.
- To fund future strategic initiatives and the provision of new services and facilities to future residents.
- To buffer against unpredictable events.
- To hold unspent grants and contributions.
- Other purposes as determined by the Council from time to time.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Maintaining a suitable forward planning process that is intrinsically linked to long term financial planning minimises many risks, including those associated with the funding of major projects or the provision of essential equipment and infrastructure.

ASSET MANAGEMENT IMPLICATIONS

Reserve accounts are one of the major funding sources for major projects and a very important financial tool in managing the finances of the Shire day-to-day. Their use is central to good asset management, and the ability to fund identified major upgrades, renewal and replacement of assets as identified in the asset management plan.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That:

1. The negotiations between the CEO and Martinus regarding the receipt of excess fill west of the Broomehill Sporting Complex be endorsed, including:
 - a. Location in accordance with the diagram in this agenda item (old gravel pit west of the Broomehill Oval);
 - b. Payment of \$1.50 per cubic metre;
 - c. Approximately 30,000 cubic metres;
 - d. Exact tipping locations and access route/traffic management to be agreed between Martinus & the Shire’s Manager of Works; and
 - e. Transport of fill anticipated to commence 10 January 2024.
2. A new reserve account be created titled ‘Broomehill Tennis/Netball Court Upgrade’;
3. The purpose of the Broomehill Tennis/Netball Court Upgrade reserve account be set as ‘to fund improvements or upgrades to the surface, fence or lighting of the tennis/netball courts at the Broomehill Recreational Complex.’
4. The payment of any funds from Martinus or CBH for the receipt of excess fill from the rapid rail outloading construction job be deposited into the Broomehill Tennis/Netball Court Upgrade reserve account.

COUNCIL DECISION

Moved Cr Dewar, Seconded Cr Robinson That:

1. The negotiations between the CEO and Martinus regarding the receipt of excess fill west of the Broomehill Sporting Complex be endorsed, including:
 - a. Location in accordance with the diagram in this agenda item (old gravel pit west of the Broomehill Oval);
 - b. Payment of \$1.50 per cubic metre;
 - c. Approximately 30,000 cubic metres;
 - d. Exact tipping locations and access route/traffic management to be agreed between Martinus & the Shire’s Manager of Works; and
 - e. Transport of fill anticipated to commence 10 January 2024.
2. The payment of any funds from Martinus or CBH for the receipt of excess fill from the rapid rail outloading construction job be deposited into the Broomehill Recreational Complex Reserve.

CARRIED 7/0
Motion No 144/23

Reason for change

It was thought that placing funds into the existing “Broomehill Recreational Complex Reserve” would give more flexibility to the funds being used towards any project within the precinct.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 CROWDEN STREET UPGRADE – DESIGN

ATTACHMENT(S)	11.1.1 Draft Crowden Street Design
FILE NO	RD251
APPLICANT	N/A
AUTHOR	Peter Vlahov – Manager of Works
DATE	30 November 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Economy	
8. Enjoyed Built Environments 8.2 This is the development of the Tambellup Railway Precinct including toilets, accommodation at the old Railway Station, signage, banner poles and EV charging options.	8.2.1 Undertake townscape planning with extensive community consultation, including banner poles, deciduous street trees and facilities to encourage community use.

SUMMARY

The purpose of this report is to consider the adoption of the proposed design scope for budgeted upgrades and improvements to Crowden Street, Tambellup, create an avenue from Norrish Street to the sporting pavilion.

BACKGROUND

As part of the beautification of the town with upgrades to the Tambellup Railway Precinct, Youth Centre and Caravan Park, the upgrade to Crowden Street will tie all above projects together in addition to providing street appeal.

COMMENT

Crowden Street is 12.7m wide between Norrish Street and Taylor Street with no street trees currently in place. The street presents as a harsh, unwelcoming environment with no shade. The installation of street trees and new paving as recommended will provide a softening aspect to the streetscape, provide shade and act as traffic calming devices. The transformation to Crowden Street will add street appeal and provide a continuous link between the Main Street, Caravan Park, Diprose Park, Youth Centre and Sporting Complex.



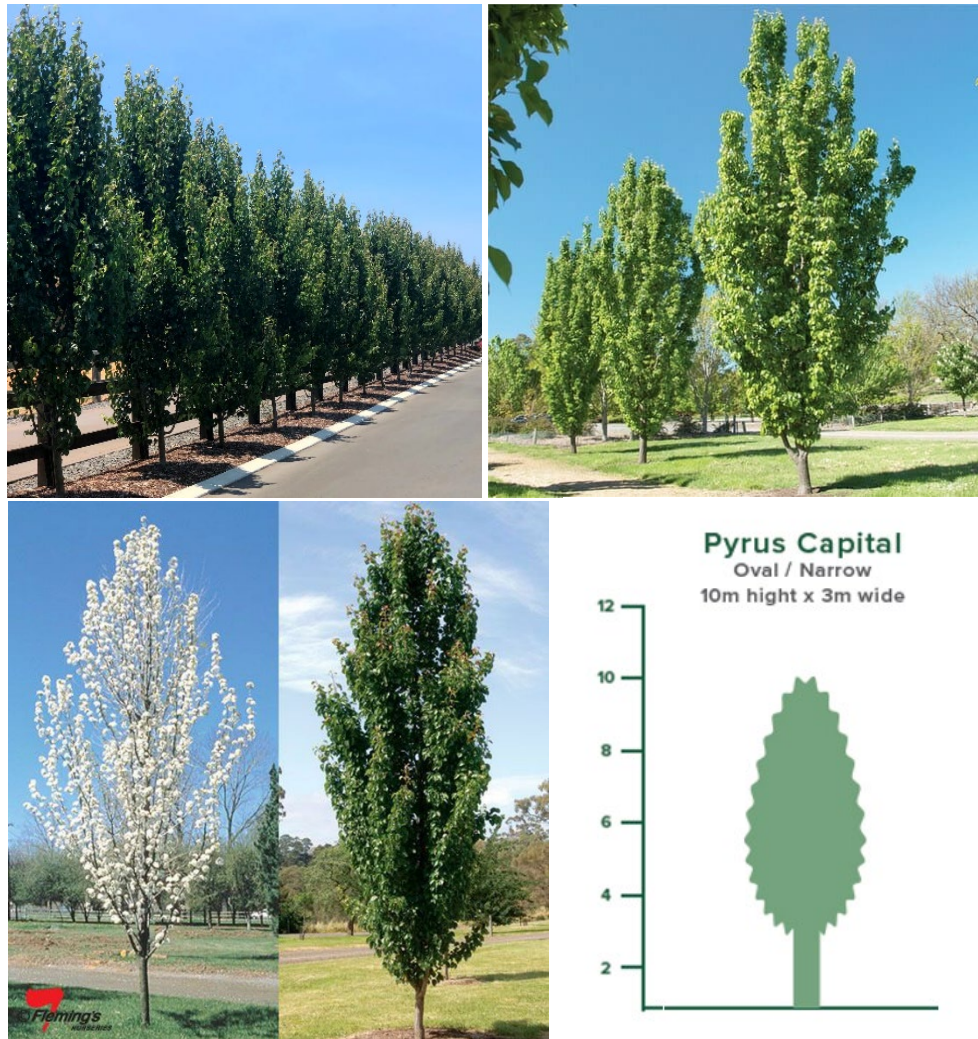
(View of Crowden Street from Norrish Street)

Giving detail to the attached plan, the proposed scope of works for the Crowden Street upgrade includes:

1. Straighten the alignment of the centre line of the road from Norrish Street to East Terrace;
2. Planting of street trees, with root barriers and tree guards, in the centre of Crowden Street. (Note the exact location of each tree will be placed by the Manager of Works in order to meet Australian Standards, sight lines, safe distances from driveways and intersections and to avoid services.)
3. Change the intersection of Crowden Street and Henry Street to give Crowden Street right of way;
4. Widen Crowden Street from Taylor Street to East Terrace to allow for:
 - a) The realigned centre line of the road, complete with street tree installations;
 - b) New parking adjacent to Diprose Park; and
 - c) Drainage, kerbing and other required road infrastructure.
5. Installation of bollards to the old caravan park entry on East Terrace to create a major pedestrian entry to the Youth Centre and Sporting facilities.

It is proposed that these works will be commenced in April/May 2024. The Council's endorsement of the proposal is requested.

The suggested tree species to be planted in the centre of the street is the Ornamental Pear Tree – *Pyrus Capital*, as the shape is suitable for this location. *Pyrus Capital* are very hardy, drought tolerant, with a non-invasive roots system. The *Pyrus Capital* has a narrow form and is deciduous, providing shade in summer and allowing the sun through in the winter. They have a beautiful white blossom in spring and are as follows:



The trees will be planted in well liners to restrict any root intrusions, and this will allow watering to be more efficient. A provision to install tree guards is also included.

CONSULTATION

CEO and Senior Management Team.

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

\$75,000 has been allocated in the 2023/24 budget for the landscape and improvement of Crowden Street.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

The addition of street trees will reduce the lane widths and act as speed inhibitor. The use of well liners and tree guards will assist to minimise any risk of damage to the road or underground services.

ASSET MANAGEMENT IMPLICATIONS

The installation of street trees will require ongoing maintenance to ensure that they are maintained in a safe and healthy manner.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Barritt that:

1. The design for Crowden Street improvements, as attached, be adopted;
2. The scope of works for the Crowden Street upgrade includes:
 - a. Straighten the alignment of the centre line of the road from Norrish Street to East Terrace;
 - b. Planting of street trees, with root barriers and tree guards, in the centre of Crowden Street. (Note the exact location of each tree will be placed by the Manager of Works in order to meet Australian Standards, sight lines, safe distances from driveways and intersections and to avoid services.)
 - c. Change the intersection of Crowden Street and Henry Street to give Crowden Street right of way;
 - d. Widen Crowden Street from Taylor Street to East Terrace to allow for:
 - i. The realigned centre line of the road, complete with street tree installations;
 - ii. New parking adjacent to Diprose Park; and
 - iii. Drainage, kerbing and other required road infrastructure.
 - e. Installation of bollards to the old caravan park entry on East Terrace to create a major pedestrian entry to the Youth Centre and Sporting facilities.

CARRIED 7/0

Motion No 145/23

11.2 PROPOSED STORAGE SHED AT SHIRE DEPOT – LOT 46 (NO 17) DONALD STREET, TAMBELLUP

ATTACHMENT(S)	Nil.
FILE NO	ADM0002
APPLICANT	Shire of Broomehill Tambellup
AUTHOR	Liz Bushby, Town Planning Innovations
DATE	3 December 2023
DISCLOSURE OF INTEREST	NIL

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Economy	
6.4 BT New Business This is the Shire making it easy for any new business to be attracted to the area such as a supportive Town Planning Scheme, commercial and industrial land development and encouraging value-adding to current and industry.	
Key Pillar: Broomehill-Tambellup Shire Support	
11.3 SoBT Workforce Satisfaction This is the Shire advancing workforce satisfaction through reconciliation progress, celebrating milestone achievements, developing a sense of pride and confidence, and the workforce contributing to pieces of 'People Power' at any time.	11.3.1 Adoption of a Depot Master Plan for Broomehill & Tambellup Works Depot's to guide develop and upgrades at the Works Depot's.

SUMMARY

The purpose of the report is for Council to consider a planning application for a new storage shed adjacent to the existing depot building on Lot 46 (No 17) Donald Street, Tambellup.

BACKGROUND

Lot 46 is located on the corner of Donald Street and Bridge Street in Tambellup townsite. The lot is owned by the Shire, and contains the existing Shire depot.

A location plan is included overpage for ease of reference.

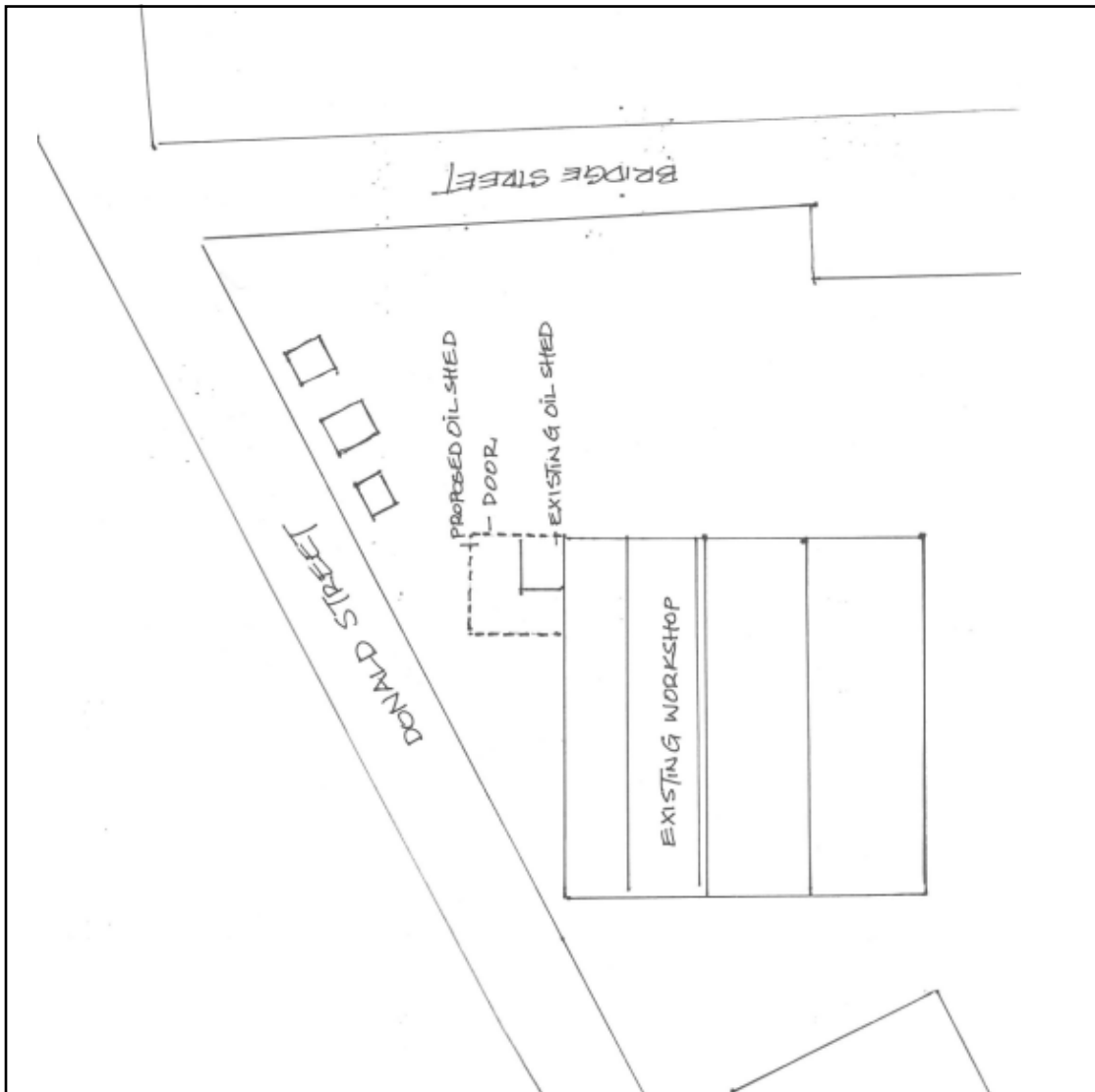


Above: Location Plan

COMMENT

There is an existing storage area to the west and adjacent to the depot building which is approximately 10m² and it is used for oil storage. This application proposes a larger 36m² storage shed to replace the existing structure.

A partial site plan is included over page:



CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Shire of Tambellup Town Planning Scheme No 2 – Lot 46 is a Local Scheme Reserve for 'public purposes.'

Clause 22 states that 'Where an application for planning approval is made with respect to land within a reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall, in the case of land reserved for the purposes of a public authority before granting its approval.'

The development is consistent with the purpose of the Local Scheme Reserve. Lot 46 is within an area identified as being liable to flooding under the Gordon River Flood Study. Clause 7.5(a) states that in the flood prone areas 'The Council's planning approval is required for development including a single house and such application is to be made in accordance with the provisions of the Scheme.'

FINANCIAL IMPLICATIONS

Nil

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

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Barritt that the Council approve the application for a storage shed on Lot 46 (No 17) Donald Street, Tambellup subject to the following conditions:

- i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
- ii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and stormwater tank shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve.
- iii) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

CARRIED 7/0
Motion No 146/23

11.3 DONATION OF COMMUNITY BUS

ATTACHMENT(S)	11.3.1 Tambellup Community Cropping Group Project Proposal – Broomehill-Tambellup Community Bus
FILE NO	ADM0602
APPLICANT	n/a
AUTHOR	Pam Hull - Strategic Support & Projects Officer
DATE	4 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Economy	
5.3 BT business support This is a program of work to stimulate business interaction through events, education, sharing and celebrating. This is the Shire supporting a 'shop local' philosophy (such as stimulating Shire purchases at local store).	5.3.2 Actively support the Tambellup and Broomehill Cooperatives (& other community groups such as the CRC) in innovative and resourceful ways to ensure the future success of our towns.

SUMMARY

The purpose of this report is to consider a proposal for Shire management of a community bus.

BACKGROUND

The Tambellup Community Cropping Group (TCCG) intends to purchase a bus for use by the community. The lack of a community bus in Broomehill and Tambellup has been raised at Shire and community forums and this proposal has received support from several local organisations.

An unsuccessful application by the TCCG to Lotterywest for funds to purchase a suitable bus has prompted the TCCG to consider purchasing outright one (1) twelve seater bus at an estimated cost of \$86,000, to be available on a hire basis to individuals and community organisations. TCCG were successful in receiving a \$13,000 grant in the Flat Rocks Wind Farm Community Fund Round 2 – 2023.

As a volunteer community organisation, the TCCG does not have the capacity to manage the ongoing requirements of a community bus service and has requested that the Shire consider undertaking the management of this service.

COMMENT

Many local governments throughout the state provide a community bus service to their communities and integrate management into their day to day operations.

The TCCG proposal as attached was prepared some time ago and proposes the purchase of '1 or 2 buses'. The most recent discussion with TCCG confirms their intent to purchase a single twelve seater bus. It is the author's understanding that while the TCCG will be purchasing the bus, the ownership will be held by the Shire.

In considering the TCCG proposal, the following factors should be taken into account:

- Bus ownership (and therefore liability for operations);
- Bus hire (bookings) – coordination of bookings, setting hire fees and charges;
- Bus insurance;
- Bus maintenance – including cleaning, scheduled maintenance, repairs
- Bus storage and community access
- End of life replacement.

In terms of the Shire's operations, none of the above presents any particular concern. As stated, there are many examples of local governments providing this type of facility to their community, which also provides an extensive knowledge base. The TCCG and Shire staff have consulted with the Shire of Cranbrook which has provided two community buses for many years. The Shire reports the buses are well utilised by a range of organisations with minimal issues, and while the hire fees only partially cover costs, the Council sees it as a valued community service and has recently replaced both buses.

A suitable storage shed will need to be found, ideally with 24 hour access by potential hirers. A possible location would be the shed at the left hand side of the Tambellup depot works entry, as shown below.



As specifications of the bus are unknown, some alterations to the above shed may need to be made to accommodate the bus, specifically the door height. The Council may wish to request a financial contribution from the TCCG for any required alterations.

If the Council is supportive of the proposal, staff will liaise with the TCCG in relation to the purchase of the bus and will commence preparation of documentation to support the financial and operational aspects of the proposal.

CONSULTATION

Tambellup Community Cropping Group
CEO
Senior Management Team

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

While the TCCG will incur the costs for the initial purchase of the bus, the Council will need to consider making allocation in the annual budget for operational costs (these costs will be partially offset by income derived from bus hire) and eventual end of life replacement.

While a bus can be housed at the Shire Depots, there may be costs incurred in providing appropriate accommodation for the bus, that is able to be accessed out of hours by hirers as required.

POLICY IMPLICATIONS

Nil at this time, however if the proposal is supported, policies in relation to conditions of hire will be prepared and presented to the Council for consideration.

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 “Moderate” and can be managed by the development and communication of clear policies and procedures that are effectively communicated to hirers, and within current resources.

ASSET MANAGEMENT IMPLICATIONS

If the proposal is supported:

- The new asset will be incorporated into the Shire’s Asset Management framework and managed accordingly;
- Scheduled maintenance and repairs can be carried out by the Shire’s mechanic as required;
- The new asset would be incorporated into the 10 Year Plant Replacement Program to ensure continuity of service to the community.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny that:

1. The proposed donation of a 12 seater bus from the Tambellup Community Cropping Group be accepted, subject to a financial contribution from the Tambellup Community Cropping Group for suitable and accessible storage of the bus; and
2. A policy for the operation of the bus usage be prepared for the Council’s consideration covering issues such as:
 - a. Booking process – coordination of bookings, setting hire fees and charges;
 - b. Insurance;
 - c. Maintenance – including cleaning, scheduled maintenance and repairs;
 - d. Storage and 24 hour community access
 - e. End of life replacement schedule and financing.

CARRIED 7/0
Motion No 147/23

11.4 HOUSING AND LAND STRATEGY – 2023 REVIEW

ATTACHMENT(S)	11.4.1 Housing and Land Strategy Nov 2023
FILE NO	ADM0123
APPLICANT	n/a
AUTHOR	Anthony Middleton – Chief Executive Officer
DATE	8 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Economy	
4. Versatile Accommodation 4.3 BT quality house and land options This is the Shire expediting house and land releases and investing in quality Shire or community-owned houses.	4.3.1 Undertake a review of the Shire’s 2018 House & Land Strategy. 4.3.2 Actively promote and market the sale of land at the Broomehill ‘University’ block. 4.3.3 Investigate a suitable site for the construction of a Shire Staff unit development.

SUMMARY

The purpose of this report is to consider the 2023 review of the Housing and Land Strategy.

BACKGROUND

The Shire’s Housing and Land Strategy (Strategy) was first adopted by the Council in April 2009. The Strategy has since seen the incorporation of additional information, photographs, asset management and valuation information as well as having new and disposed asset information updated.

The current Strategy was last adopted in 2018, resulting in this review having numerous major updates following the success of the Great Southern Housing Initiative. The updated Housing and Land Strategy 2023 is attached for the Council’s consideration.

COMMENT

The Strategy contains detailed information on each Shire house and land asset, with thirty-three (33) recommended courses of action for each. The major recommendations contained within the Strategy are as follows:

Strategy Recommendation 12:

- a) Lots 3 Lathom Street & 9 Leven Street, Broomehill be retained for future Shire housing needs;
- b) Lots 2, 4, 6, 7, 8, 10 & 11 Lathom & Leven Streets, Broomehill be listed for sale at the market value; and
- c) Drainage improvement investigations to be undertaken to Lot 6 and a possible easement between the eastern lots and the western lots.

Strategy Recommendation 14:

That lot 566 Ivy Street, Broomehill be considered surplus to the Shire's requirements and be available for sale.

Strategy Recommendation 15:

That lot 567 Ivy Street, Broomehill be considered surplus to the Shire's requirements and be available for sale.

Strategy Recommendation 16:

That lot 37 Ivy Street, Broomehill be considered surplus to the Shire's requirements and be available for sale.

Strategy Recommendation 17:

That lot 383 Parnell Street, Tambellup be considered surplus to the Shire's requirements and be available for sale.

Strategy Recommendation 19:

That Lot 50 Gnowangerup-Tambellup Road, Tambellup be retained for future expansion of either:

1. The independent living unit complex (preferred for lot 51); and/or
2. Other units for staff or general community purposes (preferred for lot 50).

Strategy Recommendation 20:

That Lot 51 Gnowangerup-Tambellup Road, Tambellup be retained for future expansion of either:

1. The independent living unit complex (preferred for lot 51); and/or
2. Other units for staff or general community purposes (preferred for lot 50).

Strategy Recommendation 22:

That Lot 259 Crawford Street, Tambellup be considered surplus to the Shire's requirements and be available for sale.

Strategy Recommendation 24:

That lot 65 Great Southern Highway be retained for future change in zoning to Town Centre to facilitate a commercial / business activity of some description.

Strategy Recommendation 29:

- a) That Lot 83 Russell Street, Tambellup undergo a boundary adjustment to split the lot to residential (fronting Russell Street) and river reserve (southern section); and
- b) That 85 Russell Street, Tambellup be amalgamated with the adjoining river reserve.

Strategy Recommendation 30:

Lot 160 Taylor Street, Tambellup be:

- a) Changed to a foreshore reserve with an appropriate change in zoning; and
- b) Be retained for drainage/public purposes.

Strategy Recommendation 32:

1. That Lots 157, 158, 159, 165 & 166 be retained; Nil action – Status Quo
2. That Lots 160 & 167:
 - a) Changed to a foreshore reserve with an appropriate change in zoning; and
 - b) Be retained for drainage/public purposes.

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

Once the Strategy has been reviewed and adopted, any specific recommendations will require a separate budget provision and possible consideration in the Strategic Resource Plan.

POLICY IMPLICATIONS

Council policy 1.2.6 prescribes the allocation and conditions of staff housing assets owned by the Shire.

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” and can be managed by routine procedures, the appropriate approvals and with current resources.

ASSET MANAGEMENT IMPLICATIONS

Establishing and maintaining a strategy provides a clear direction and enables for planned maintenance and future upgrades during the useful life of the assets and/or asset disposals.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Robinson, seconded Cr Wills that the Housing & Land Strategy 2023, as attached, be adopted and the Chief Executive Officer be requested to begin implementation of the thirty-three (33) recommendations contained therein.

CARRIED 7/0
Motion No 148/23

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 FINANCIAL STATEMENTS – NOVEMBER 2023

ATTACHMENT(S)	13.1.1 Financial Statements November 2023
FILE NO	ADM0619
APPLICANT	n/a
AUTHOR	Kay Squibb – Manager Finance & Administration
DATE	8 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: SoBT Shire Support	
11. Delivered Shire Trust and Performance 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 November 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.

COMMENT

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 2023/24 budget process, the Council adopted 10% or \$10,000 (whichever is the greater) as the material variance for reporting purposes for the year.

The statement of financial activity identifies material variances, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

Councillors should note that until the audit is finalised for the year ending 30 June 2023 some figures may change which may affect the opening position for the current year.

Depreciation for 2023/24 cannot be processed until the audit for the previous year is finalised, this will affect the variances reported in the statement of financial activity.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for the previous month (the **relevant 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*
- © actual amounts of expenditure, revenue and income to the end of the relevant month; and*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- © the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*

(2) Each statement of financial activity is to be accompanied by documents containing –

- (a) [deleted].*
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- © such other supporting information as is considered relevant by the local government.*

(2) The information in a statement of financial activity must be shown according to nature 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/COUNCIL DECISION

Moved Cr Penny, seconded Cr Wills that the monthly financial statements for the period ending 30 November 2023 be received.

CARRIED 7/0
Motion No 149/23

13.2 MONTHLY LIST OF PAYMENTS – NOVEMBER 2023

ATTACHMENT(S)	13.2.1 Monthly Payments Listing November 2023
FILE NO	ADM0619
APPLICANT	N/A
AUTHOR	Kay Squibb – Manager Finance & Administration
DATE	8 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: SoBT Shire Support	
11. Delivered Shire Trust and Performance 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 list of payments made from the Municipal and Trust Funds during November 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.

The Regulations were amended, effective 1 September 2023, to include new regulation 13A which prescribes the reporting of payments made via purchasing cards. The reporting requirements are the same as those of payments made from the Municipal and Trust Funds. Credit card purchases have always been disclosed to the Council on the monthly list of payments, however the list of payments has been amended to report purchases using the Ampol Fuel Cards (issued to the Chief Executive Officer, Manager of Finance & Administration and Manager of Works).

COMMENT

Summary of payments made for the month –

	\$
Municipal Fund	484,534.57
Trust Fund	0.00
Purchasing Cards	8,146.80
TOTAL	492,681.37

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

Nil

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;

© the date of the payment; and

(d) sufficient information to identify the transaction.

R13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared –

(a) the payee’s name;

(b) the amount of the payment;

© the date of the payment;

(d) sufficient information to identify the payment.

FINANCIAL IMPLICATIONS

The List of payments reports the payments made for the previous month from the Municipal and Trust Funds, and purchases made using Shire credit cards or purchasing cards.

POLICY IMPLICATIONS

Council Policy ‘2.1 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/COUNCIL DECISION

Moved Cr Wills, seconded Cr Dewar that, in accordance with regulations 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments paid under delegated authority or with Shire purchasing cards be noted for November 2023; comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$484,534.57; and
- Credit/Purchasing Card payments totalling \$8,146.80.

CARRIED 7/0
Motion No 150/23

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

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

Nil.

16. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

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

COUNCIL DECISION

Moved Cr Letter, seconded Cr Penny that the Council consider the agenda item circulated regarding a proposed donation of Tambellup Caravan Park Cabins.

CARRIED 7/0
Motion No 151/23

17.1 TAMBELLUP CROPPING GROUP DONATION OF TAMBELLUP CARAVAN PARK CABINS

ATTACHMENT(S)	17.1.1 – Tambellup Community Cropping Group Proposal – Caravan Park Cabins 17.1.2 – The Corsette by Fleetwood Australia 17.1.3 – History of Council Decisions re Caravan Park
FILE NO	ADM0602, ADM0588
APPLICANT	n/a
AUTHOR	Pam Hull – Strategic Support & Projects Officer
DATE	4 December 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Economy	
<p>4. Versatile Accommodation 4.2 Tambellup short-stay accommodation development This is the Shire developing the Tambellup Caravan Park and creating cabin style accommodation for workers and visitors. This also requires exploring further RV and camping options.</p>	<p>4.2.2 Tambellup Caravan Park – Construction of Stage 1(a) (civil & site works for all of stage 1, install of one or two cabins, move RV Rest Stop to old bowling green site.)</p>

SUMMARY

The purpose of this report is to consider a proposal from the Tambellup Community Cropping Group Inc. (TCCG) for the donation of two (2) cabins to be installed at the new Tambellup Caravan Park.

BACKGROUND

A history of the Council's decisions regarding the Tambellup Caravan Park development is attached (attachment 17.1.3)

The TCCG has been a supporter of the proposal to develop a caravan park in Tambellup since the idea was first proposed, committing funds from its annual community cropping activities towards the project.

Following development of a business case, concept plans for a new caravan park on the site of the former Bowling Club, were adopted by the Council in November 2022, with the request that the TCCG be consulted as a financial contributor. The TCCG supported the Council's decision and confirmed that its preferred involvement was to provide funds to support the purchase and installation of cabins on the site. The 2023/2024 budget includes a contribution from the TCCG of \$150,000 for that purpose.

The TCCG have now written to the Shire offering to purchase and donate two (2) cabins to the development (see attachment 17.1.1).

The Shire is currently working with H&H Architects and a range of consultants to complete the design and installation of sewer, water, power and civil services on the site. A design for a sewer extension off Crowden St has commenced, and the amalgamation of the lots comprising the former Bowling Club carpark is underway.

COMMENT

Several cabin design options and quotes were provided to the TCCG for their feedback and input on 22 November 2023. The TCCG displayed the cabin designs at its recent harvest day, for members consideration. The preferred design was 'The Corsette' cabin by Fleetwood Australia (see attachment 17.1.2). The quote for the supply of two (2) cabins as proposed was \$276,000 ex GST.

From the TCCG's proposal, received 13 December 2023 (as attached):

I only put 1 bedroom cabin designs on display as I think both the Shire and TCCG Committee were all in agreeance on this being the right place to start.

We had the following votes from community:

- 1. Corsette – 26 Votes*
- 2. Tasmanian Devil – 6 Votes*
- 3. Wombat – 4 Votes*

I think the community valued the aesthetics of the Corsette, the large internal square meterage compared to the others and the inclusive delivery, patio and connection to services.

We also thought there may be an opportunity to put a good quality sofa bed in the living area as an option for those staying on the odd occasion with children etc.

This morning the committee all agreed that we'd like to fund the purchase of 2 Corsette Cabins (if the shire is also in agreeance).

The selected cabin is one bedroom, one bathroom self-contained unit with a built-in fully functional kitchen, which is suited to all users but in particular those who may be in the area for seasonal work requirements.

The quote of \$276,000 comprises the following inclusions:

- Energy Efficiency Assessment Report, Engineering and Certificate of Design Compliance and Building Permit
- Manufacture (includes all internal finishes such as flooring, wall painting, Split A/C etc)
- Transport & place
- Connect to existing services (power & water) up to 3m
- Project management and site supervision

The following items are not included in the quote however there is provision in the 2023/2024 budget for this expense:

- Site prep and compaction
- Stormwater connections
- Sewer (septic tank) install and connections
- Steps

Cost will also be incurred for furniture and equipment for each cabin. The Council may consider asking the TCCG for a contribution towards these items.

It is proposed that management of the cabins as part of the new caravan park will be undertaken in the same manner as the Broomehill Caravan Park, utilizing the existing online booking system.

The status and any conditions associated with the donation of two cabins from the TCCG was clarified via email. Without consideration by the Committee of the TCCG, a formal response is not available, however, the following feedback was provided:

It is hard to give confirmed details without something to discuss in writing with the whole committee... we are happy for the ownership of the... cabins to be in the Shire's name and for the shire to receive the hire income of both the bus and cabins to cover operational costs. If the cabins were generating a decent income, we'd like to discuss the options of sharing in any profit, which is probably a conversation for later down the track. The only major condition is if the cabins/bus were to ever be sold we'd like the money returned back into the community – either to replace the asset, back to TCCG to spend back or on an agreed project/asset with the Shire.

It is recommended that written confirmation of any conditions attached to a proposed donation be sought from the TCCG. It is imperative that both parties are fully aware of such conditions prior to a donation being accepted as it minimizes misunderstandings in the future, for example, if the caravan park was to be leased out, or sold or if major repairs or warranty work is required.

CONSULTATION

Tambellup Community Cropping Group Committee/volunteers

CEO

Senior Management Team

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The 2023/2024 budget includes a contribution from the TCCG of \$150,000 towards the purchase of cabins. If the TCCG purchases the cabins, this revenue will not be forthcoming, although expenditure requirements will also reduce accordingly. The budget also includes provision for caravan park infrastructure expenditure of \$550,000 funded through the Local Roads and Community Infrastructure Program Phase 3.

While the TCCG will incur the costs for the initial purchase of the cabins, the Council will need to consider making allocation in the annual budget for furniture and equipment for the cabins, and operational costs. The Council may wish to request a contribution from the TCCG for furniture and equipment.

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 "Moderate" and can be managed within current resources by:

- effective communication with stakeholders, and
- the development and communication of clear procedures that are effectively communicated to hirers.

ASSET MANAGEMENT IMPLICATIONS

If the proposal is supported:

- The new assets will be incorporated into the Shire's Asset Management framework;
- The cabins (as part of the Caravan Park) will be managed and maintained in accordance with the Shire's existing operational procedures.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/ COUNCIL DECISION

Moved Cr Wills seconded Cr Dewar that:

1. The proposed donation from the Tambellup Community Cropping Group of two (2) 'The Corsette' cabins by Fleetwood Australia at a combined value of \$276,000 (ex GST) be accepted, subject to:
 - a. full ownership and management of the cabins being transferred to the Shire upon delivery; and
 - b. External colour schemes to be approved by the Shire CEO.
2. The Tambellup Community Cropping Group be thanked for their generous contribution and support of the Tambellup Caravan Park project.

CARRIED 7/0
Motion No 152/23

17.2 APPOINTMENT OF CHIEF EXECUTIVE OFFICER

ATTACHMENT(S)	3.1 – CONFIDENTIAL - Selection Report 3.2 – CONFIDENTIAL - CEO Draft Contract
FILE NO	ADM0650
APPLICANT	n/a
AUTHOR	Shire President Peter Casey – Mills Recruitment
DATE	15 December 2023
DISCLOSURE OF INTEREST	Nil

COUNCIL DECISION

Moved Cr Letter, seconded Cr Penny that in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed at 5.24pm to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (e) a matter that if disclosed, would reveal –
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;

CARRIED 7/0
Motion No 153/23

Pam Hull, Kay Squibb, Peter Vlahov & Anthony Middleton left the room at 5.24pm

COUNCIL DECISION

Moved Cr Wills, seconded Cr Letter that the recommendation from the CEO Selection Panel be considered.

CARRIED 7/0
Motion No 154/23

COMMITTEE RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Barritt that, pursuant to Clause 9(2) of *the Local Government (Administration) Regulations 1996* Schedule 2 Model Standards for CEO recruitment, performance and termination (Standards for Recruitment of CEOs), the Council:

1. Receive the CEO Selection Committee Report; and
2. Make an offer to the candidate named in Confidential Attachment 3.1 for the position of CEO at the Shire of Broomehill-Tambellup as the candidate the Council believes to be the person most suitably qualified for the position.

CARRIED BY ABSOLUTE MAJORITY 7/0
Motion No 155/23

COMMITTEE RECOMMENDATION/COUNCIL DECISION

Moved Cr Robinson, seconded Cr Dewar that the Council approve the proposed terms of the CEO employment contract detailed in Confidential Attachment 3.2, being for a period of Five (5) years inclusive of a Total Reward Package valued at \$197,494.00 per annum, calculated in accordance with the 2023 Salaries and Allowances Tribunal Local Government Determination Band 4 range.

CARRIED BY ABSOLUTE MAJORITY 7/0
Motion No 156/23

COUNCIL DECISION

Moved Cr Dewar, seconded Cr Wills that the Council re-open the meeting to the public at 5.33pm

CARRIED 7/0
Motion No 157/23

Pam Hull, Kay Squibb, Peter Vlahov and Anthony Middleton re-entered the room at 5.33pm

18. CLOSURE

There being no further business to discuss, the Presiding Member, Cr White, declared the meeting closed at 5.35pm.