



MINUTES

Ordinary Council Meeting

18 May 2023

SHIRE OF BROOMEHILL-TAMBELLUP

**Minutes of an Ordinary Meeting of Council of the Shire of Broomehill-Tambellup
Held in the Tambellup Council Chambers 46-48 Norrish Street, Tambellup
on 18 May 2023 commencing at 4.36pm.**



**Anthony Middleton
Chief Executive Officer**

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Strategic Community Plan 2023-2033

‘People Power’



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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr White declared the meeting open at 4.36pm.

2. ATTENDANCE

Councillors

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

Staff

AP Middleton	Chief Executive Officer
KP O’Neill	Manager of Finance & Administration
PA Hull	Strategic Support & Projects Officer
P Vlahov	Manager of Works

Apologies

Nil

3. DISCLOSURE OF INTEREST

Councillors White, Barritt, Paganoni, Letter and Dewar declared a financial interest in Item 11.5 as a Shareholder of Co-operative Bulk Handling. In order to maintain a quorum and allow a decision to be made on this item, Ministerial approval was sought for the Councillors to participate in the meeting and vote on the recommendation.

Approval was granted on 17 May 2023 for Cr Barritt and Cr Paganoni to ‘fully participate in the discussion and decision making’ for this item.

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

Cr Dewar requested a leave of absence for the Ordinary Council Meeting scheduled for 17 August 2023.

Moved Cr Penny, seconded Cr Wills that Cr Dewar be granted leave of absence from the Ordinary Council Meeting scheduled for 17 August 2023.

CARRIED 7/0
Motion No. 45/23

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 20 APRIL 2023

Moved Cr Penny, seconded Cr Dewar that the minutes of the Ordinary Meeting of Council held on 20 April 2023 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0
Motion No. 46/23

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

10.1 TAMBELLUP CEMETERY – PROPOSED FIVE YEAR PLAN

ATTACHMENT(S)	10.1.1 - Draft Tambellup Cemetery Five Year Plan
FILE NO	RES12684
APPLICANT	n/a
AUTHOR	Anthony Middleton, Chief Executive Officer
DATE	8 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcome	Corporate Actions
<p>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.</p>	<p>Corporate Business Plan in development</p>

SUMMARY

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

BACKGROUND

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

COMMENT

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

1. The Tambellup Cemetery is located on a sand hill and is therefore subject to wind erosion and both vehicle and pedestrian access issues;
2. Some areas and facilities are looking tired;
3. There is a lack of basic facilities such as water, seating, shade and toilets;
4. Accurate surveying of lots is required to improve operations;
5. Roadways beginning to encroach on grave sites in some sections;
6. No water available for gardens and/or visitors for drinking;
7. No pedestrian access from the town site;
8. Trees in centre roadway causing issues;
9. No “works” area out-of-sight from public during burials (i.e. framework, sand, machinery, etc);
10. No directions or map on-site for visitors to find individual grave sites; and
11. The retaining around the old niche wall is unattractive and potentially dangerous.

The attached plan has identified potential upgrades and improvements to address these issues identified (refer page 3 & 10) and allocated a proposed financial year in which the upgrade will be completed.

In drafting the attached draft plan, the Senior Management Team grappled with three unresolved issues. These issues are as follows:

1. The provision of toilet facilities, either very basic or more substantial, at the cemetery. Cost of cleaning and maintenance in addition to the obvious capital costs being the issue of concern;
2. Creating a separated works area, to enable sand and equipment necessary for the functioning of the cemetery to be stored out of sight. The alternative to such an area is to remove all traces of operational activity after each task is performed on site; and
3. The design of the main centre access road, that enables disabled/elderly parking within the cemetery to be provided. Until a survey of the site is completed, it is difficult to accurately design a roadway and parking. Different road and parking configurations such as single lane with a parking bay at the end, dual lane with trees in the centre of the road, dual lane with trees and parking in the centre of the road or dual lane with parallel parking all have a variety of width requirements. It is unwise to recommend one option over another until the necessary information is obtained.

At present, the attached plan has addressed these three issues as follows:

1. No provision is made for toilets at the cemetery in the draft plan. The Council may have an alternative preference to this;
2. A works storage area (small space screened by either colourbond fencing or shade cloth fencing) has been planned in the north-east corner of the cemetery grounds; and
3. Until a survey of the site is completed, it is difficult to accurately design a roadway and parking area. As such, it is recommended that once the survey has been completed, the Council consider design alternatives and incorporate their preferred option into this plan when the first 2 yearly review of the plan is undertaken in 2025.

Major features of the draft plan as attached are:

- The purchase of an on-line Cemetery database for use by staff and the public;
- A sign at the entrance showing the cemetery map and a QR code to the on-line cemetery database;
- Wayfinding markers in cemetery to show row numbers and sections;
- Mulch around graves to stop erosion and sand blasting;
- Plant attractive deciduous trees around the perimeter of the cemetery;
- Additional park benches;
- Survey entire cemetery for better definition on-site;
- Removal of sugar gums in the centre access roadway and replace with more appropriate variety;
- Establish a works storage area to hide operational items from view;
- Bollards on corners to restrict vehicles cutting corners;
- An upgraded centre access road (designs to be developed to incorporate trees and disabled/elderly parking following the survey of the cemetery site;

- Make trafficable areas a gravelled surface;
- Remove old niche wall and defunct sleeper retainer wall and replace with native plantings & mulch;
- Construct a new footpath from town via the memorial avenue of trees into the cemetery to enable safe pedestrian access;
- Non-potable water to be available for use;
- Better define the car parking area (straight edges and restrict access to bush); and
- Rubbish bins at front gate only (to enable rubbish truck access).

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

CONSULTATION

Senior Management Team.

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Dewar that the Tambellup Cemetery Draft Five Year Plan:

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

CARRIED 7/0
Motion No. 47/23

10.2 TAMBELLUP ABORIGINAL PROGRESS ASSOCIATION - NAIDOC NETBALL CARNIVAL 2023

ATTACHMENT(S)	Nil
FILE NO	ADM0061
APPLICANT	Tambellup Aboriginal Progress Association
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	9 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcome	Corporate Actions
<p>2. A United Community 2.1 BT well-being and safety This is the community and Shire working more boldly to provide advanced well-being programs for all ages (such as the Albany Youth Support Association, Strong and Proud, Active Farmers and OFFFFL). This also includes further development of neighbourhood safety programs, facilities and products, and a Youth Centre upgrade.</p>	<p>Corporate Business Plan is in development</p>

SUMMARY

The purpose of this report is for the Council to consider a request from the Tambellup Aboriginal Progress Association (TAPA) for a financial contribution to support community attendance at the 2023 NAIDOC Netball Carnival in Perth.

BACKGROUND

As part of NAIDOC week celebrations each year a state wide netball carnival is held in Perth, to promote competitive netball, and also to provide a platform to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. The carnival attracts up to 110 teams each year.

In recent years the Tambellup community has been represented, and in 2023 four teams will be competing against various age groupings.

Attendance at this event is dependent on the ability to source external funding to assist with travel, accommodation and catering costs for the trip as many participants do not have the means to contribute financially.

On behalf of TAPA, Kerry Smith, who is coordinating the teams' attendance at the carnival, has requested the Council's consideration to making a financial contribution of \$1,000 towards the costs associated with attendance at the carnival.

COMMENT

Ms. Smith states that attendance at the carnival promotes participation in positive cultural events, and allows participants the opportunity to develop their netball skills and network with other teams from across the state. In past years, the teams have highly valued the opportunity to attend and are proud to represent their community.

Ms. Smith advises an application for assistance has been submitted to not-for-profit Connect Groups, for funding to assist with accommodation and catering costs. Participants will be accommodated at the Ern Halliday campsite in Hillarys.

The request in consideration is for assistance with travel costs to transport teams to Perth for the carnival.

The Shire has supported attendance at this event for at least the past three years, as follows:

- 2022 - \$200 towards accommodation costs (under CEO delegation);
- 2021 - \$500 towards purchase of uniforms;
- 2020 - \$200 towards travel costs (under CEO delegation).

The event provides an opportunity for positive engagement for some of our young people.

CONSULTATION

CEO

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The 2022/2023 budget includes provision of \$5,000 for Members of Council – Donations (04101) with expenditure to date of \$432.

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.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Barritt that the Council contributes \$1,000 to the Tambellup Aboriginal Progress Association to assist with costs associated with attendance at the 2023 NAIDOC Netball Carnival, and requests that a presentation be made to the Council by some of the netball participants, updating how the teams went at the Carnival.

CARRIED 7/0
Motion No. 48/23

10.3 FIRE BREAK ORDER – 2023/2024

ATTACHMENT(S)	10.3.1 - Draft Fire Break Order 2023/2024 10.3.2 - Fire Break Order 2022/2023
FILE NO	ADM0146
APPLICANT	n/a
AUTHOR	Anthony Middleton, Chief Executive Officer
DATE	9 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcome	Corporate Actions
<p>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 OFFFFL). This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.</p>	<p>Corporate Business Plan is in development</p>

SUMMARY

The purpose of this report is to consider the 2023/2024 Fire Break Order, inclusive of amendments recommended by the Bush Fire Advisory Committee (BFAC).

BACKGROUND

The Fire Break Order is published annually and distributed to all owners and occupiers in the Shire.

The Fire Break Order provides owners and occupiers of land with information on their responsibilities with regard to fire prevention, in accordance with Council resolution and the Bush Fires Act 1954. Updated contact details for the Shire’s Bush Fire Brigades and the Tambellup Volunteer Fire and Emergency Services are included.

At its meeting held on 22 March 2023, the BFAC recommended to the Council the following:

that the Fire Break Order be amended as follows:

a) On page 13, section 8, delete:

“OPERATIONS OF CHAFF CUTTING PLANTS

(Regulation 39)

During the Restricted and Prohibited Burning Times, a fire extinguisher together with a container holding no less than 400 litres of water must be provided at the site where any chaff cutting plant is operating. A Brigade Fire Control Officer may make any other conditions which must be carried out by the operator.”

And replace with:

“FIRE UNIT ON SITE

That a Fire Unit of a minimum of 400 litres or a reticulated water source connected to a hose is in attendance when the following activities are being carried out:

- *Track raking*
 - *Stubble crunching*
 - *Slashing of blocks”*
- b) The dates for the Prohibited and Restricted Burning Period be changed from:
- *19 September - 1 November*
 - *15 February – 15 April*
- New dates to be as follows:
- *1 October – 1 November*
 - *15 March – 15 April*
- c) The addition of Boxing Day as a ‘Harvest Only Ban’;
- d) Insert the following as a new point 3.4 of part one on page 7:
“If the CEO in conjunction with the local Fire Control Officer deem any land zoned farming to be an additional fire hazard to the regulations under 3.1 – “Land Zoned Farming, Homestead, Buildings, Haystacks, Bulk Fuel Drums and Liquid Petroleum” a Section 33 notice will be issued.”
- e) On page 12, section 2, delete:
“3. The fire may not be lit on a Sunday or public holiday”
- f) Renumber the point on page 12, section 2, as a), b), c) and i), ii) and iii) etc for ease of understanding;
- g) Changes be made to incorporate the updates to the Fire Danger Rating system as permits and burning can only be conducted under a Fire Danger Rating of Moderate; and
- h) Add in a new section in ‘Part One – Fire Break Order’ being the fire prevention requirement for all wind turbines in the Shire, as follows:
*“Wind Turbine Firebreaks
The fire break requirements for all wind turbines in the Shire of Broomehill-Tambellup is in accordance with the individual Bush Fire Management Plan, as approved at the time of development approval, unless expressly amended by the Council.”*

The purpose of this agenda item is to adopt the fire break order for 2023/2024 and consider this recommendation from the BFAC.

COMMENT

The BFAC agenda contained the following background information for each suggested change to the Fire Break Order:

- a) *Submitted by BH Central – Water supply on site when slashing.
With the regrowth of grass over the summer period do we now include in the Fire Break Notice that all slashing of dried or dead vegetation requires a water supply to be available either as a fire unit or from a reticulated source and when would we set this procedure in place, eg do we include a date – being the 1 November, or a curing rate.*
- b) *Submitted by Chief Bush Fire Control Officer – Kim Oliver
Date Changes for the “Prohibited and Restricted Burning Period”.*

Currently the commencement dates for the Restricted Burning Period are as follows:

- *19 September - 1 November*
- *15 February – 15 April*

Proposed new dates

- *1 October – 1 November*
- *15 March – 15 April*

Changing the current dates to the above proposed dates would bring the Shire in line with our neighbouring Shires. In the past no permits to burn have been issued in February as the weather is not favourable for burning. Starting the Restricted Burning Period later in the year from the 1 October will reduce the workload on the FCOs with permit issuing and allow agricultural burning activities to take place without a Permit when there is still green grass and moisture in the ground.

*c) Submitted by Chief Bush Fire Control Officer – Kim Oliver
Propose the addition of Boxing Day as a ‘Harvest Only Ban’.*

*d) Submitted by CESM – Cindy Pearce
Reduce the fire hazard on rural properties close to town that have paddocks with 1 metre high grass though is outside of the Special Rural Area with limited or no stock and is not cropped. Currently under the Bush Fire Act 1954 if an FCO believes a property is a fire hazard under Section 33 of the Bush Fire Act 1954, the shire has the authority to place a notice on the property owner to have the fire hazard reduced, similar to what occurred to the absentee landowners on Greenhills South Rd when Ian Cunningham was Chief.
Having this incorporated in the Fire Break Notice gives that extra authority in the rural areas when it’s required. Though we need to make sure it doesn’t impinge on cropping etc with the wording.*

*e) Submitted by Chief Bush Fire Control Officer - Kim Oliver
That a Fire Unit or a reticulated water source connected to a hose is in attendance when the following activities are being carried out.*

- *Track raking*
- *Stubble crunching*
- *Slashing of blocks*

*f) Submitted by CESM – Cindy Pearce
With the new updates to the Fire Danger Rating we can now include Moderate back into the Fire Break Notice as permits and burning can only be conducted under a Fire Danger Rating of Moderate.*

*g) Submitted by CEO – Anthony Middleton
The Flat Rocks Wind Farm have requested a review of their fire break requirements around each turbine as contained within their approved “Bush Fire Management Plan” dated September 2022. The CEO recommends that the Fire Break Order is the best place to make these requirements. The current requirement is for a 60m radius break around each turbine, of grass maintained to less than 100mm.*

All suggested changes are recommended for adoption by the Council and, as such, have been incorporated into the attached draft Fire Break Order 2023/2024. Numerous formatting and structural changes have also been made to assist with readability and compliance of the Fire Break Order.

CONSULTATION

Bush Fire Advisory Committee meeting 22 March 2023.

STATUTORY ENVIRONMENT

Bush Fires Act 1954, Section 33 states:

33. *Local government may require occupier of land to plough or clear fire break*
- (1) *Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —*
- (a) *to plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire breaks clear of inflammable matter;*
- (b) *to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so —*
- (c) *as a separate operation, or in co ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and*
- (d) *in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.*
- (2) *A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices.*

FINANCIAL IMPLICATIONS

Provision is made in the budget for the printing of the Fire Break Order and Information Booklet.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

The Fire Break Order and activities of the BFAC contribute to ensuring our community is well prepared and able to respond effectively during a bush fire emergency situation.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Letter, seconded Cr Penny that the 2023/2024 Shire of Broomehill-Tambellup Fire Break Order as attached, be adopted.

CARRIED 7/0
Motion No. 49/23

10.4 BUSH FIRE SEASON SIGNAGE

ATTACHMENT(S)	Nil
FILE NO	ADM0336
APPLICANT	n/a
AUTHOR	Anthony Middleton, Chief Executive Officer
DATE	9 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcome	Corporate Actions
<p>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 OFFFFL). This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.</p>	<p>Corporate Business Plan is in development</p>

SUMMARY

The purpose of this report is to consider a recommendation from the Bush Fire Advisory Committee (BFAC) to install signage in Broomehill & Tambellup notifying the public of the fire season in force and the associated permit requirements.

BACKGROUND

At its meeting held on 22 March 2023, the BFAC recommended to the Council the following:

‘that signage be installed at the Broomehill Fire Station and on the Tambellup Railway Reserve informing the community of the current fire season.’

The purpose of this agenda item is to consider this recommendation.

COMMENT

The Broomehill Central Bush Fire Brigade requested that a sign be erected in the front garden of the Broomehill Bush Fire Station similar to the signage that is in place near Kendenup on the Albany Hwy and at other locations across the State. The signage would be as follows:

**PROHIBITED BURNING
SEASON
NO FIRES**

**RESTRICTED BURNING
SEASON
PERMITS REQUIRED**

The signage would be changed at the commencement of each period, with the signage being removed from its frame during the open burning season. Having this signage in place will ensure the community and travellers are aware of fire restrictions for the Shire.

Volunteers have come forward to be responsible for changing the signs on the appropriate days, failing this, it is not an arduous task for Shire staff to complete.

CONSULTATION

Bush Fire Advisory Committee meeting 22 March 2023.

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

The purchase of eight signs (one sign each facing north and south in both town sites) and installation is estimated at \$1,000. This can be accommodated within the current budget provision.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Activities of the BFAC contribute to ensuring our community is well prepared and able to respond effectively during a bush fire emergency situation.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Wills that signage be installed at the Broomehill Fire Station and on the Tambellup Railway Reserve informing the community of the current fire season.

**CARRIED 7/0
Motion No. 50/23**

10.5 ABORIGINAL HERITAGE ASSESSMENT – CARLECATUP CREEK

ATTACHMENT(S)	Nil
FILE NO	ADM0253
APPLICANT	Department Planning, Lands and Heritage
AUTHOR	Anthony Middleton, Chief Executive Officer
DATE	10 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
3: An Appreciated Culture 3.1 - BT community reconciliation: This is a community-wide and celebrated Reconciliation Action Process to enable the Broomehill-Tambellup region to be even more spirited and renowned to achieve the vision of ‘a region driven by community spirit’	Corporate Business Plan is in development

SUMMARY

The purpose of this report is to provide comments to the Aboriginal Cultural Material Committee with regards to a proposal to add the Carlecatup Creek (Aboriginal heritage place ID 39728) to the Register of Places and Objects under the *Aboriginal Heritage Act 1972*.

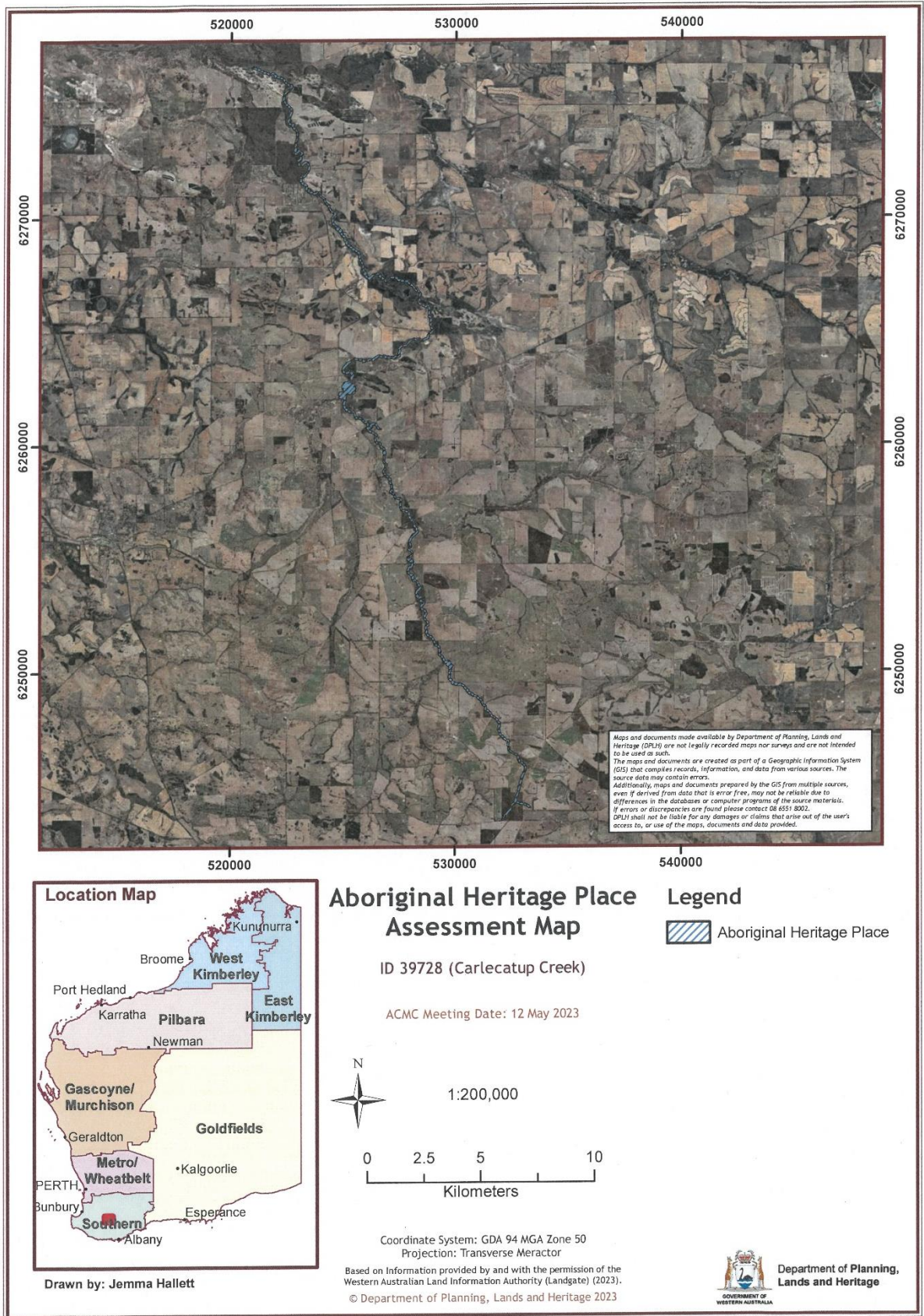
BACKGROUND

The Department of Planning, Lands and Heritage (DPLH) have written to the Shire (received 21 April 2023) requesting feedback by 5 May 2023 on a proposal to add the Carlecatup Creek (Aboriginal heritage place ID 39728) to the Register of Places and Objects under the *Aboriginal Heritage Act 1972*.

The CEO has requested an extension of time to enable the Council to consider this request. An extension was given until 9 May 2023.

The DPLH have already concluded that Carlecatup Creek (Aboriginal heritage place ID 39728) meets section 5 of the *Aboriginal Heritage Act 1972*. The Aboriginal Cultural Material Committee will be meeting on 12 May 2023 to consider this item.

The map provided by the DPLH to enable the Council to provide its feedback is as follows:



No other additional information was provided to give an indication as to why this particular area is considered significant for consideration to be placed on the Register of Places and Objects.

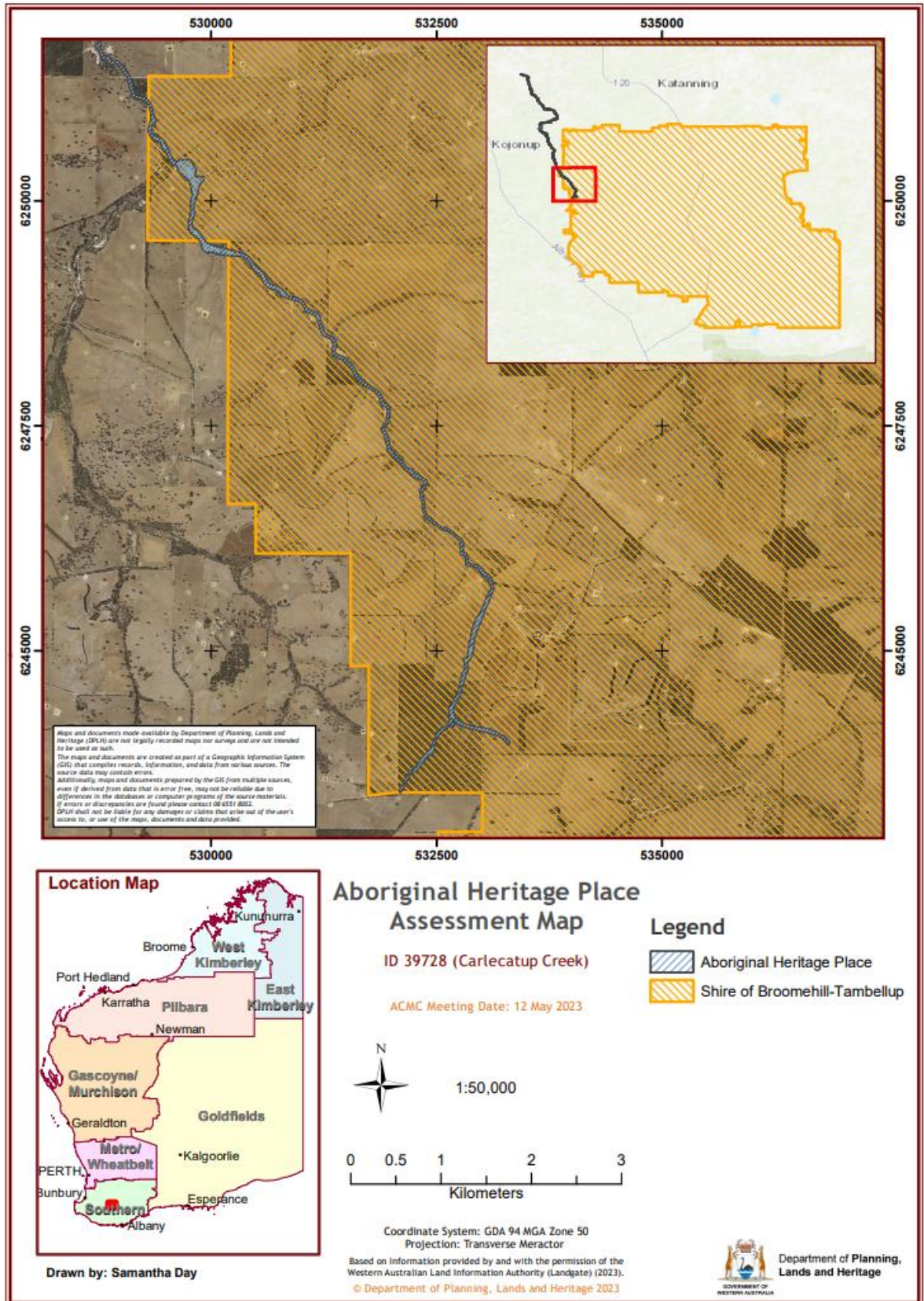
COMMENT

The *Aboriginal Heritage Act 1972* is the State's legislative instrument to preserve and protect Aboriginal heritage in WA. It applies to all land in WA, including crown and freehold land.

Freehold title gives the owner free and unrestricted access to the land – subject to certain rights which are often reserved by the State. For example, as a freehold land title holder, you have the right to do anything you wish with your land, subject to complying with applicable laws, such as planning, environmental or, in this case, Aboriginal heritage.

This process of inclusion on the Register of Places and Objects under the *Aboriginal Heritage Act 1972* does not extinguish freehold title or any rights a freehold title holder has.

The map provided by DPLH was unclear to the Author as to the specific location of the Carlecatup Creek, so upon request the DPLH provided the following additional diagram:



Based on the map above, it appears that the relevant portion of the Carlecatup Creek within the Shire of Broomehill-Tambellup is in the vicinity of Grahams Well Road.

An online search of the Aboriginal Heritage Inquiry System (<https://espatial.dplh.wa.gov.au/AHIS/index.html?viewer=AHIS>) shows the following information:

Other Heritage Place 39728
Carlecatup Creek
ID - 39728
Name - Carlecatup Creek
Status - Lodged
Type - Mythological, Water Source
Region - Southern
Restrictions - No Gender Restrictions
File Restricted - No
Location Restricted - No
Boundary Reliable - Yes
MGA Coordinate - 526846mE 6261073mN Zone 50 [Reliable]
Knowledge Holders - *Registered Knowledge Holder names available from DPL
Protected Area - No
Boundary Last Update Date - 19/04/2023

It is difficult to recommend to the Council suggested feedback to DPLH based on the lack of both time and information provided. It is suggested that the Council advise the DPLH of these deficiencies and request that any further requests be handled differently.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Section 5 of the *Aboriginal Heritage Act 1972* states:

‘5. Application to places

This Act applies to —

- (a) any place of importance and significance where persons of Aboriginal descent have, or appear to have, left any object, natural or artificial, used for, or made or adapted for use for, any purpose connected with the traditional cultural life of the Aboriginal people, past or present;
- (b) any sacred, ritual or ceremonial site, which is of importance and special significance to persons of Aboriginal descent;
- (c) any place which, in the opinion of the Committee, is or was associated with the Aboriginal people and which is of historical, anthropological, archaeological or ethnographical interest and should be preserved because of its importance and significance to the cultural heritage of the State;
- (d) any place where objects to which this Act applies are traditionally stored, or to which, under the provisions of this Act, such objects have been taken or removed.’

FINANCIAL IMPLICATIONS

This agenda item only provides comment to the DPLH.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

This item cannot be evaluated against the Shire’s Risk Assessment and Acceptance Criteria. The perceived level of risk is **unknown** due to the lack of information provided. For example, will this listing change how road maintenance and construction occurs where the creek intersects with Shire assets?

ASSET MANAGEMENT IMPLICATIONS

The asset management implications for this report are **unknown** due to the lack of information provided. For example, will this listing change how road maintenance and construction occurs where the creek intersects with Shire assets?

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Letter that the Department of Planning, Lands and Heritage’s Aboriginal Cultural Material Committee:

- Be advised that with regards to the proposal to add the Carlecatup Creek (Aboriginal heritage place ID 39728) to the Register of Places and Objects under the Aboriginal Heritage Act 1972, the Shire of Broomehill-Tambellup cannot provide feedback or comment due to an insufficient time period provided and a lack of information with regards to the significance of the place; and
- Be requested that any future requests for comment allow at least 6 weeks response time, an accurate map showing where the land is in relation to other land marks, accurate land area boundaries and the purpose or significance of the proposal.

CARRIED 7/0
Motion No. 51/23

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 LOT 5994 (NO 850) PALLINUP ROAD SOUTH, LAKE TOOLBRUNUP - PROPOSED AGRICULTURAL SHED

ATTACHMENT(S)	Nil
FILE NO	A280
APPLICANT	Barloo Pty Ltd
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	2 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p>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.</p>	<p>Corporate Business Plan is in development</p>

SUMMARY

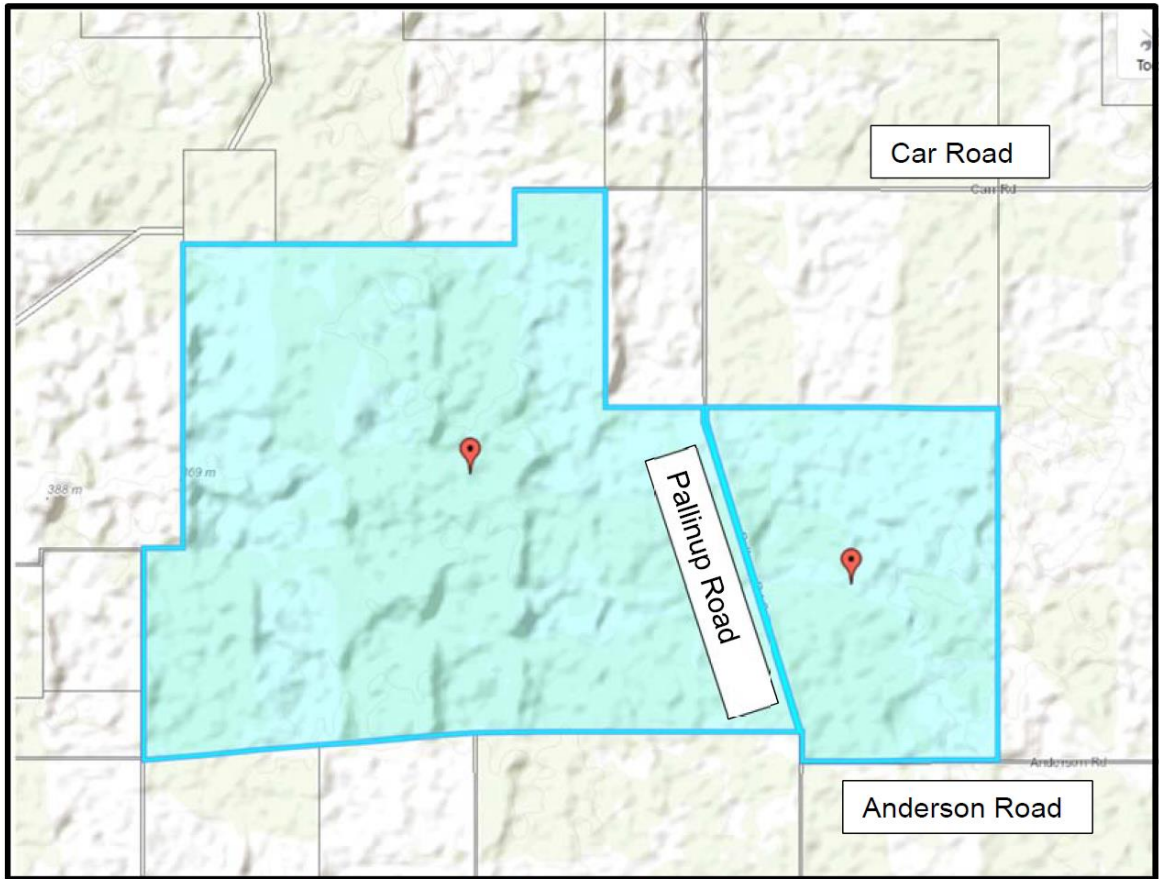
The purpose of this report is for Council to consider an application for an outbuilding (agricultural farm shed) on Lot 5994 (No 850) Pallinup Road South, Lake Toolbrunup.

BACKGROUND

Lot 5994 has an approximate area of 1673 hectares, is used for agricultural purposes, and contains existing agricultural sheds.

The majority of the lot is cleared with scattered isolated pockets of trees.

The lot is located near the intersection of Pallinup Road and Anderson Road – refer to location plan over page.



Above: Location Plan showing Lot 5994 (blue outline)

COMMENT

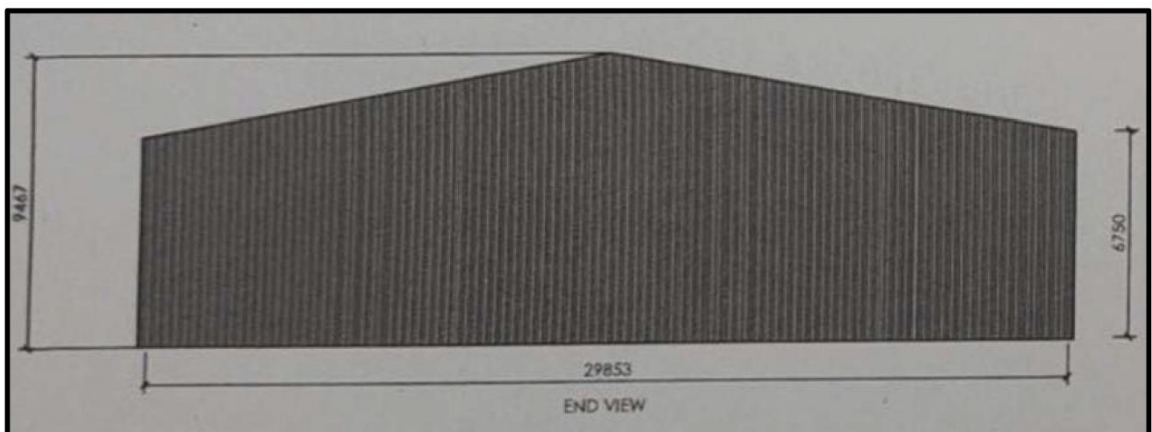
The building is proposed to be setback approximately 1.1 kilometres west of the Pallinup Road lot boundary, and over 900 metres from the closest southern lot boundary.

A map enlargement showing the building location in relation to other existing buildings on the lot is included below.



The building is proposed to have a floor area of 953.6m², and a 6.75 metre wall height. It is proposed for storage.

An elevation is included below for ease of reference.



CONSULTATION

The Shire has liaised with Town Planning Innovations (TPI) for planning advice. No public consultation has been undertaken in relation to this item.

STATUTORY ENVIRONMENT

Shire of Tambellup Town Planning Scheme No 2

The lot is zoned Farming. The proposed development complies with the minimum setback requirements applicable to the Farming zone being 20 metres to the front lot boundary, and 15 metres to any side or rear lot boundary.

Development (Local Planning Schemes) Regulations 2015 were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include ‘Deemed Provisions’ that automatically apply and override parts of the Shire of Tambellup Town Planning Scheme No 2.

Regulation 60 of the ‘deemed provisions’ requires that a person must not commence or carry out works on, or use, land in the Scheme area unless the person has obtained the development approval of the local government or it is exempt from the requirement for planning approval.

Under the Regulations there is a list of development that does not require planning approval. There is only an exemption for outbuildings that comply with the Residential Design Codes, where the Codes apply (ie in residential areas).

Regulation 67 outlines ‘matters to be considered by Council’ including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this matter.

POLICY IMPLICATIONS

There are no Local Planning Policy implications associated with this matter.

The development is proposed within a declared Bushfire Prone Area, where the provisions of State ‘Planning Policy 3.7 : Planning for Bushfire Prone’ areas apply.

TPI does not recommend that the applicant be required to lodge a Bushfire Attack Level Assessment as part of the planning process as the development will not;

- result in the intensification of development (or land use);
- result in an increase of residents or employees;
- involve the occupation of employees for any considerable amount of time; or
- result in an increase to the bushfire threat; or
- be used for habitation.

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 Barritt that the Council :

1. Approve the application for an outbuilding (agricultural shed) on Lot 5994 (No 850) Pallinup Road South, Lake Toolbrunup 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.

2. Note that the development is proposed in a declared bushfire prone area however resolve not to require preparation of a Bushfire Attack Level report as the development will not;
 - result in the intensification of development (or land use);
 - result in an increase of residents or employees;
 - involve the occupation of employees for any considerable amount of time; or
 - result in an increase to the bushfire threat; or
 - be used for habitation.

CARRIED 7/0
Motion No. 52/23

11.2 NEW APPLICATION FOR A WIND FARM (STAGE 1) ON VARIOUS LOTS – APPLICATION TO BE DETERMINED BY THE WESTERN AUSTRALIAN PLANNING COMMISSION

ATTACHMENT(S)	11.2.1 JDAP Approval 14 December 2021 11.2.2 JDAP Approval 8 December 2022 11.2.3 Site Plan and Plan showing nearby dwellings 11.2.4 Development Application report
FILE NO	ADM0636 WAPC Reference : SDUA-060-20-17B
APPLICANT	GHD / Enel Green power Australia Pty Ltd
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	4 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p>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.</p>	<p>Corporate Business Plan is in development</p>

SUMMARY

There is an existing planning approval issued by a Development Assessment Panel (DAP) for the Moonies Hill wind farm dating back to July 2013. The original applicant has amended the approval from time to time. The last amendment was approved by a DAP at their meeting (No 77) held on the 6 December 2022.

Construction of Stage 1 of the wind farm has commenced under the existing DAP approval.

A new application (Form 17B) has been lodged to, and accepted by, the Western Australian Planning Commission (WAPC). The application seeks a new consolidated approval from the WAPC that covers all proposed turbines and associated infrastructure for Stage 1 within the Shire of Broomehill Tambellup and the Shire of Kojonup.

The WAPC has the ability to undertake a fresh assessment of this new application, and is the determining authority for the application.

The WAPC is advertising the new application for public comment. As part of that advertising process, the WAPC has referred the application to the Shire for comment by the 23 June 2023.

The purpose of this report is to:

1. Summarise the details of the application and the process;
2. Provide Council with an opportunity to lodge a submission on the application to the WAPC;

3. Allow Council to consider nominating the Shire President and /or other Councillors to request and make a deputation to a future public WAPC meeting.

TPI recommends that Council authorise the Chief Executive Officer to prepare and lodge a submission on this new application to the WAPC. The submission can outline any concerns raised by Councillors, and recommend any conditions for the current application.

BACKGROUND

- **DAP consideration / Original application (February 2013)**

At a meeting held on the 26 February 2013 the Great Southern Joint Development Assessment Panel (JDAP) resolved that the wind farm is not consistent with the objectives and purposes of the Farming zones under the Shire of Broomehill Town Planning Scheme No 1 and the Shire of Tambellup Town Planning Scheme No 2.

The JDAP did not provide a reason for overturning the officer recommendation of conditional approval, which is reflected in the minutes.

- **DAP reconsideration / Original application (July 2013)**

The applicant sought a review of 2013 JDAP decision through the State Administrative Tribunal (SAT). As a result of an Order issued by SAT, the JDAP reconsidered the reviewable decision on the 19 June 2013.

The JDAP resolved that the wind farm was consistent with the objectives and purposes of the Farming zones under both Shire Town Planning Schemes. Conditional approval was granted on the 26 July 2013.

The conditional approval allowed flexibility for micro-siting of turbines and for an alternative wind turbine to be used.

- **Amendment to DAP approval (December 2016)**

On the 9 December 2016 an application was lodged to amend the original 2013 approval.

The amendment proposed to:

- (a) Change the wind turbine model from Vestas V100 1.8MW to Vestas V126 3.45MW.
- (b) Reduce the number of wind turbines from 44 to 27 in the Shire of Broomehill Tambellup.
- (c) Modify the conditions to reflect the revised plans.

A revised approval was issued by the Southern JDAP on the 22 May 2017.

- **Amendment to DAP approval (December 2021)**

On the 27 August 2021 an application was lodged to amend the 2017 approval to:

- (a) Change the wind turbine model from Vestas V126 3.45MW to Vestas V150 4.2MW. The new model had a maximum height of 200 metres to the tip of the blade.
- (b) Change the number of turbines from 27 to 35 in the Shire of Broomehill Tambellup.
- (c) Modify Conditions 1, 2, 3, 5 & 10 and extend the time for substantial commencement.

Approval for revised conditions was issued by the Regional JDAP on the 14th December 2021 – [Attachment 11.2.1](#).

- **Amendment to DAP approval (December 2022)**

The applicant lodged an application seeking to amend Conditions 4, 21, 29 & advice note 9 of their existing DAP approval.

TPI is of the understanding that the changes to the conditions were pursued as:

1. The applicant was working through compliance to meet each condition so that construction could commence;
2. The wording of some of the conditions, particularly as they related to noise, led to some ambiguity as to what is required to meet some of the conditions.
3. The main purpose of the revised conditions was to remove any ambiguity over the intent of the conditions, and to make it clear that noise conditions apply to noise emanated near residential dwellings, and not farm lot boundaries.

Approval for revised conditions was issued by the Regional JDAP on the 8th December 2022 – [Attachment 11.2.2](#).

COMMENT

- **Application Process and Determining Authority**

The application is referred to as a 'Part 17 Application' and the process is referred to as a 'Part 17 pathway' as its legislative base is Part 17 of the *Planning and Development Act 2005*.

The Part 17 pathway provides an alternative avenue for significant development. Significant development includes proposals that have an estimated cost of \$5 million or more in regional areas.

The WAPC has chosen to be the determining authority for significant developments as a decision maker in the Western Australian planning system, with state wide responsibilities for strategic and statutory land use planning.

The WAPC board comprises a chairman and 15 members. The WAPC is supported in determining Part 17 applications by a team in the Department of Planning, Lands and Heritage (DPLH) known as the State Development Assessment Unit.

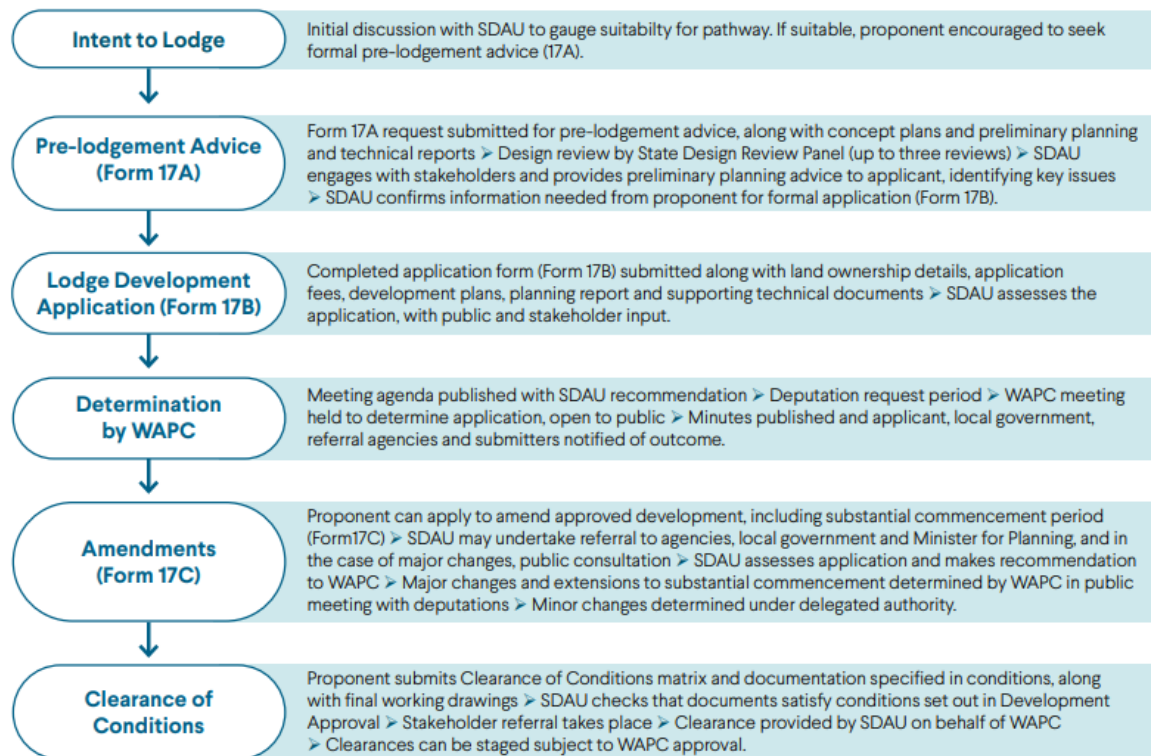
The State Development Assessment Unit (SDAU) is a team of planners who undertake activities associated with processing and assessing a significant development application.

The SDAU will assess this new application, and be responsible for preparing a report and recommendation to the WAPC. The WAPC agenda will be available for viewing 5 days prior to a formal meeting, and all meetings are open to the general public.

Attendance of the future WAPC meeting can be in person or by Zoom. Any person may lodge a written request to make a deputation at the WAPC meeting.

TPI recommends that Council consider whether to nominate the Shire President and / or any Councillors to make a statement at a future WAPC meeting.

The process is generally summarised below:



If a new approval is issued by the WAPC, then the WAPC will be responsible for clearing any conditions (in consultation with the Shire).

- **Description of Application**

The application seeks a new approval from the Western Australian Planning Commission for Stage 1 of the wind farm which is under construction for Enel Green Power Australia Pty Ltd (EGP). Stage 2 does not form part of the application.

Stage 1 consists of 18 wind turbines including the following:

- Vestas V150 4.2MW;
- 125m tower with three 73.7 metre blades and a total tip height of 200 metres;
- Concrete foundation with crane hardstand area;
- Incidental structures including tracks, cabling, meteorological masts, temporary concrete batching plant, temporary construction compounds and laydown areas.

Within the Shire of Broomehill Tambellup, the wind turbines are proposed within farms known as Intaba, The Meadows and Yantecup. Out of the 18 turbines, 11 are within the Shire of Broomehill-Tambellup and 7 are within the Shire of Kojonup.

A site plan and a second plan showing dwelling locations is included as [Attachment 11.2.3](#).

GHD has advised that construction is underway, with civil and electrical balance of plant works over 50% completed. All of the wind turbine components have arrived at the Port of Bunbury, and pending approvals, Stage 1 is expected to be operational by February 2024.

GHD has lodged a Development Application (DA) Report which outlines a number of reasons why a new approval is being pursued and why the development is significant.

One of the main catalysts for this application seems to be a desire to obtain one consolidated approval that covers all of the turbines in Stage 1 within the Shire of Broomehill-Tambellup and the Shire of Kojonup. It also appears that the applicant sees some benefit in the WAPC being the clearing authority for compliance with the conditions of development.

The DA Report states:

‘The project spans a large area which is under the jurisdiction of two local governments. Recent difficulties with the co-ordination of approvals and the clearance of conditions have justified the need to obtain one approval that is overseen (including clearance of conditions) by one agency being the Western Australian Planning Commission (WAPC). This negates any divergence in administrative processes between the Shire of Kojonup and that of the Regional Joint Development Assessment Panel as the decision maker in the case of the Shire of Broomehill Tambellup.’

A copy of the DA Report is included as [Attachment 11.2.4](#).

The applicant has advised that they seek a new approval by the WAPC that incorporates the same harmonised revised conditions already approved previously by the Shire of Kojonup (in November 2022) and the Regional Development Assessment Panel (in December 2022).

The applicant has requested that any new approval be given an 18 month period to substantially commence.

A number of supporting documents have been lodged with the application.

TPI has not re-assessed this new application as:

- (1) An assessment is already recorded through various Responsible Authority Reports in the DAP Agendas/Minutes; and
- (2) A new independent assessment will be undertaken by the State Development Assessment Unit (SDAU).

CONSULTATION

The SDUA is advertising the application for public comment, and the application can be viewed on line - [Development Application – Flat Rocks Wind Farm, Shires of Kojonup and Broomehill-Tambellup - WA DPLH - Citizen Space](#)

Submissions by the general public are to be lodged directly to the SDAU by 2 June 2023.

TPI is of the understanding that advertising includes newspaper notices, and letters to neighbours, relevant government agencies and key stakeholders. The Shire has published a notice on it’s website with links to the online Consultation Hub.

The WAPC has referred the application to the following organisations for comment:

- Department of Water and Environmental Regulation
- Department of Fire and Emergency Services
- Department of Biodiversity, Conservation and Attractions
- Department of Transport
- Western Australian Tourism Commission
- Department of Jobs, Tourism, Science and Innovation
- Tourism WA
- Department of Local Government, Sport and Cultural Industries
- South West Aboriginal Land and Sea Council
- Civil Aviation Authority
- Department of Primary Industries and Regional Development
- Department of Health
- Main Roads WA
- Western Power
- Shire of Kojonup

The public consultation provides an opportunity for the Council to lodge a written submission commenting on the application. TPI recommends that the Council also considers recommending specific conditions as part of any submission on the proposal.

The WAPC will have regard to all submissions lodged as part of their fresh assessment of the proposal.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 – Part 17 enables the WAPC to accept applications for significant development until December 2023.

Shire of Broomehill Town Planning Scheme No 1 (TPS 1) - The lots known as Euvista, The Meadows, Kinghurst and Intaba are zoned Farming under the Shire of Broomehill TPS 1.

The objectives of the Farming zone under Clause 5.13 of TPS 1 are:

- a) The Council intends the predominant form of rural activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision.*
- b) The Council may recommend approval for subdivision in the Farming Zone for use of the land for more intensive forms of rural production but only where the application as submitted to the Commission is accompanied by the following:
 - i) identification of soil types, availability and adequacy of water supply, and any areas of salt affected land;*
 - ii) evidence of consultations by the proponent with Agriculture Western Australia on the suitability of the proposed lot(s) and lot size for the intended land use;*
 - iii) the proponent entering into an Agreement with the Council to proceed with the intended land use;*
 - iv) details of stream protection where appropriate; and*
 - v) such other matters as may be requested by the Council.**
- c) The Council does not recognise precedent resulting from subdivision created in the early days of settlement of the District as a reason for it to support further subdivision in the Farming Zone.*

- d) *The Council will favourably consider applications for adjustment of lot boundaries where the application if approved will not result in the creation of one or more additional lots.'*

Shire of Tambellup Town Planning Scheme No 2 (TPS 2) – The lots known as Yantecup are zoned Farming under the Shire of Tambellup TPS 2.

The objectives of the Farming zone under Clause 6.6.1 of TPS 2 are:

- 'a) to ensure the continuation of broad-hectare farming as the principal landuse in the District and encouraging where appropriate the retention and expansion of agricultural activities.*
- b) to consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment.*
- c) to allow for facilities for tourists and travellers, and for recreation uses.'*

The original application was processed as a 'Use Not Listed' under TPS 1 and TPS 2. It is the SDUA role to consider the 'best fit' land use classification and statutory process for this new application.

Any final determination will be made by the WAPC.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this matter.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

The application will be determined by the Western Australian Planning Commission therefore there is no known risk to the Shire.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Paganoni, seconded Cr Wills that the Council:

1. Note that;
 - (a) The application for the wind farm (Stage 1) on various lots has been accepted by, and will be determined by, the Western Australian Planning Commission as a 'Part 17 Application'.
 - (b) The Western Australian Planning Commission is advertising the application to the Shire and other government agencies until 23 June 2023.
 - (c) The application is being advertised to the general public until 2 June 2023.
 - (d) Considers recommending revised conditions (where appropriate) to address any Shire concerns as part of any formal submission. TPI may assist the CEO with the wording of any revised conditions requested by the Council.
2. Authorise the Chief Executive Officer to compile and lodge a written submission to the Western Australian Planning Commission on the application for a wind farm that reflects general comments and / or concerns of the Council. The submission may include recommended revised conditions.
3. Nominate the Shire President and Deputy President to make a deputation to a future public meeting of the Western Australian Planning Commission (WAPC), and authorise those Councillors to lodge a 'Request for Deputation/Presentation' Form to the WAPC three working days prior to the meeting (once scheduled).
4. Note that the Chief Executive Officer will notify Councillors of the future WAPC meeting date once known.

CARRIED 7/0
Motion No. 53/23

11.3 BROOMEHILL CARAVAN PARK – PROPOSED FIVE YEAR PLAN

ATTACHMENT(S)	11.3.1 Broomehill Caravan Park Draft Five Year Plan
FILE NO	RES36336
APPLICANT	n/a
AUTHOR	Anthony Middleton, Chief Executive Officer
DATE	10 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p>4.1 Broomehill short-stay accommodation renewal This is the building of more short-stay accommodation in both Broomehill and Tambellup. The community is developing the Imperial Hotel in Broomehill – other community members/partners and the Shire can assist in fast-tracking this renewal.</p>	Corporate Business Plan is in development

SUMMARY

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

BACKGROUND

The Broomehill Caravan Park has an excellent reputation and is popular amongst travelers, albeit with little promotion currently being undertaken. In an environment of extreme accommodation shortages across the Shire, Great Southern and the State, it is important to ensure that future upgrades to the park are completed in a planned and coordinated manner. As such, the attached draft five (5) year plan has been prepared for the consideration of the Council.

COMMENT

The attached draft plan aims to set a timeline for improvements to be made at the caravan park, all while ensuring that a site plan is adopted so that future improvements are not impeded by recent works.

The major features of the attached draft plan are:

- Make on-line booking system available for customer use and promote widely;
- Install a new sign at the entrance, comprising site plan to enable self-check-in and QR code link to the on-line booking software;
- Creation of a Council Policy on pricing and booking guidelines;
- Extend ablutions to create a new cleaners storeroom;
- Repaint ablutions (external);
- Re-surface road ways;
- Formalise visitors parking area and signpost;
- Create an informal, non-powered self-contained area to the South;
- Plant more trees in all areas surrounding the park;

- Level an area on the north-eastern side to create tent (non-powered) sites;
- Purchase and install an additional four (4) on-site cabins.

The attached plan has identified the above upgrades and improvements and allocated a proposed financial year in which each upgrade will be completed (refer page 7 & 8).

Once the Council are satisfied with the contents of the draft plan and it is adopted, the plan will be reviewed and updated every two (2) years, with the first review to occur in 2025.

CONSULTATION

Senior Management Team.

STATUTORY ENVIRONMENT

The *Caravan Parks and Camping Grounds Act 1995* legislates the operation of caravan parks in WA. Part 2, Division 4 of this Act specifically relates to local government operated facilities.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

This agenda item deals with a Council asset that is open to paying customers 24 hours a day, 7 days per week. A robust plan that addresses the issues identified assists in the reduction of possible harm to users.

ASSET MANAGEMENT IMPLICATIONS

This agenda item deals with a Council asset that is always open to the public. An improved level of maintenance and upgrade will increase the life of the asset and ensure that it operates optimally by providing valuable worker accommodation and promoting the Shire via tourism accommodation.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Broomehill Caravan Park Draft Five Year Plan, as attached, be adopted.

COUNCIL DECISION

Moved Cr Penny, seconded Cr Dewar that the Broomehill Caravan Park Draft Five Year Plan, as attached, be adopted, subject to caravan bays numbered P1 and P4 being converted to drive through bays.

CARRIED 7/0
Motion No. 54/23

Reason for change to recommendation: To provide for Caravan Park patrons requiring drive through sites.

11.4 ACCREDITED MASS MANAGEMENT SCHEME – REQUEST TO CHANGE RATINGS FOR NGOPITCHUP ROAD, NYMBUP ROAD, O’NEILL ROAD & OLD BROOMEHILL-KOJONUP ROAD

ATTACHMENT(S)	Nil
FILE NO	RD49; RD206; RD40; RD2
APPLICANT	Mathews Transport via Main Roads Heavy Vehicle Services
AUTHOR	Peter Vlahov, Manager of Works
DATE	10 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p>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 business and industry</p>	<p>The Corporate Business Plan is in development.</p>

SUMMARY

The purpose of this report is for the Council to consider a request for comment in relation to an application for changes to the Accredited Mass Management Scheme ratings of the following roads:

- Ngopitchup Road
- Nymbup Road
- O’Neill Road
- Old Broomehill-Kojonup Road

BACKGROUND

The Accredited Mass Management Scheme (AMMS) is a concessional loading scheme that replaces similar schemes that were previously available, including the Certified Weighbridge Mass Management Scheme and the Concessional Loading Bulk Products Scheme.

AMMS was developed in consultation with the Ministerial Heavy Vehicle Advisory Panel to provide the transport industry with a more flexible concessional loading scheme that allows more transport operators access to concessional mass limits, provided they have suitable loading controls in place.

This results in more transport operators controlling their loading, which reduces potential for overloading and consequently improves road safety and reduces road damage.

There are three (3) approved mass levels under AMMS, as shown below:

	Tandem Axle Groups	Tri Axle Groups
Level 1	17.0t	21.5t
Level 2	17.0t	22.5t
Level 3	17.5t	23.5t

Heavy Vehicle Services has requested the Council’s comment in relation to an application to change the AMMS levels from Level 1 to Level 3 on Ngopitchup Road, Nymbup Road, O’Neill Road and Old Broomehill-Kojonup Road.

At the April 2023 Ordinary Council Meeting, the Council endorsed the Roads Hierarchy, which categorises the Shire’s road network according to strategic importance, both locally and regionally, into five categories:

1. **Local Distributor of Regional Significance** – linking regional transport routes;
2. **Local Distributor** – linking Local Distributor of Regional Significance to Access 1 and 2 roads;
3. **Access 1** – low volume local road;
4. **Access 2** - low volume, predominantly farm access road; and
5. **Town street**

Criteria used to inform the Roads Hierarchy is based on traffic count volume, type of traffic and interaction with other freight routes through the Shire. The roads in question have been categorised as follows:

- Ngopitchup Road – Access 1 (Restricted Access Vehicle [RAV] category 7)
- Nymbup Road – Access 1 (RAV category 4)
- O’Neill Road – Local Distributor (RAV category 4)
- Old Broomehill-Kojonup Road – Access 1 (RAV category 7)

The RAV category assigned to each road determines the mass of heavy vehicles authorised to use the road.

COMMENT

The difference between an AMMS Level 1 and AMMS level 3 is two tonnes extra loading per axle group. When this extra load is distributed over several axle groups the impact on road surfaces is minimized. The relevant roads are currently RAV rated as category 4 & 7. The request received via Heavy Vehicle Services seeks to change the ratings to 7.3. The roads have been inspected by the Manager of Works and have been deemed safe for this upgrade.

A larger discussion needs to occur around the asset management obligations of the Shire’s road network, and the affordability of being able to maintain the network into the future as loads become both larger and heavier. Eventually a Council position would be desirable on what roads will be considered for a higher RAV or AMMS rating and what roads will not, for example, no upgrades to Access 2 roads or Town Streets.

CONSULTATION

Heavy Vehicle Services

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Possible extra minor road maintenance costs.

POLICY IMPLICATIONS

Policy 4.1 – Road Construction and Minimum Standards sets out the minimum construction standards required for each category of road.

RISK MANAGEMENT IMPLICATIONS

These roads are currently RAV rated at 4 & 7 therefore heavier and larger vehicles will be utilizing these roads. This presents additional risk to users via delayed maintenance and mixed traffic types.

ASSET MANAGEMENT IMPLICATIONS

Extra monitoring of the road conditions will be required to assess any added maintenance requirements.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Letter, seconded Cr Barritt that:

1. The Council approve the application from Main Roads WA Heavy Vehicle Services to support the change to the Accredited Mass Management Scheme ratings of the following roads from Level 1 to Level 3:
 - Ngopitchup Road SLK 0.00 to 3.317
 - Nymbup Road SLK 0.00 to 6.363
 - O’Neill Road SLK 0.00 to 5.33
 - Old Broomehill-Kojonup Road SLK 4.516 to 6.361
2. If approved by Main Roads WA, the Shire’s Road Hierarchy be updated to incorporate the four changes in point 1 above.

CARRIED 7/0
Motion No. 55/23

11.5 PROPOSED RURAL INDUSTRY - LOT 2 OLD NARDLAH ROAD, BROOMEHILL

ATTACHMENT(S)	Nil
FILE NO	ADM0284
APPLICANT	Cooperative Bulk Handling
AUTHOR	Liz Bushby, Town Planning Innovations
DATE	9 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p>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.</p>	<p>Corporate Business Plan is in development</p>

SUMMARY

An application has been lodged to expand two existing bulkheads to increase storage capacity on Lot 2 Old Nardlah Road, Broomehill.

BACKGROUND

- **Location**

The development is proposed within Lot 2 – refer aerial over page



- **Existing Approvals**

The Shire has granted a number of planning approvals dating back to 2009/2010 for CBH to develop Lot 2 Nardlah Road as a receival site with several open bulkheads.

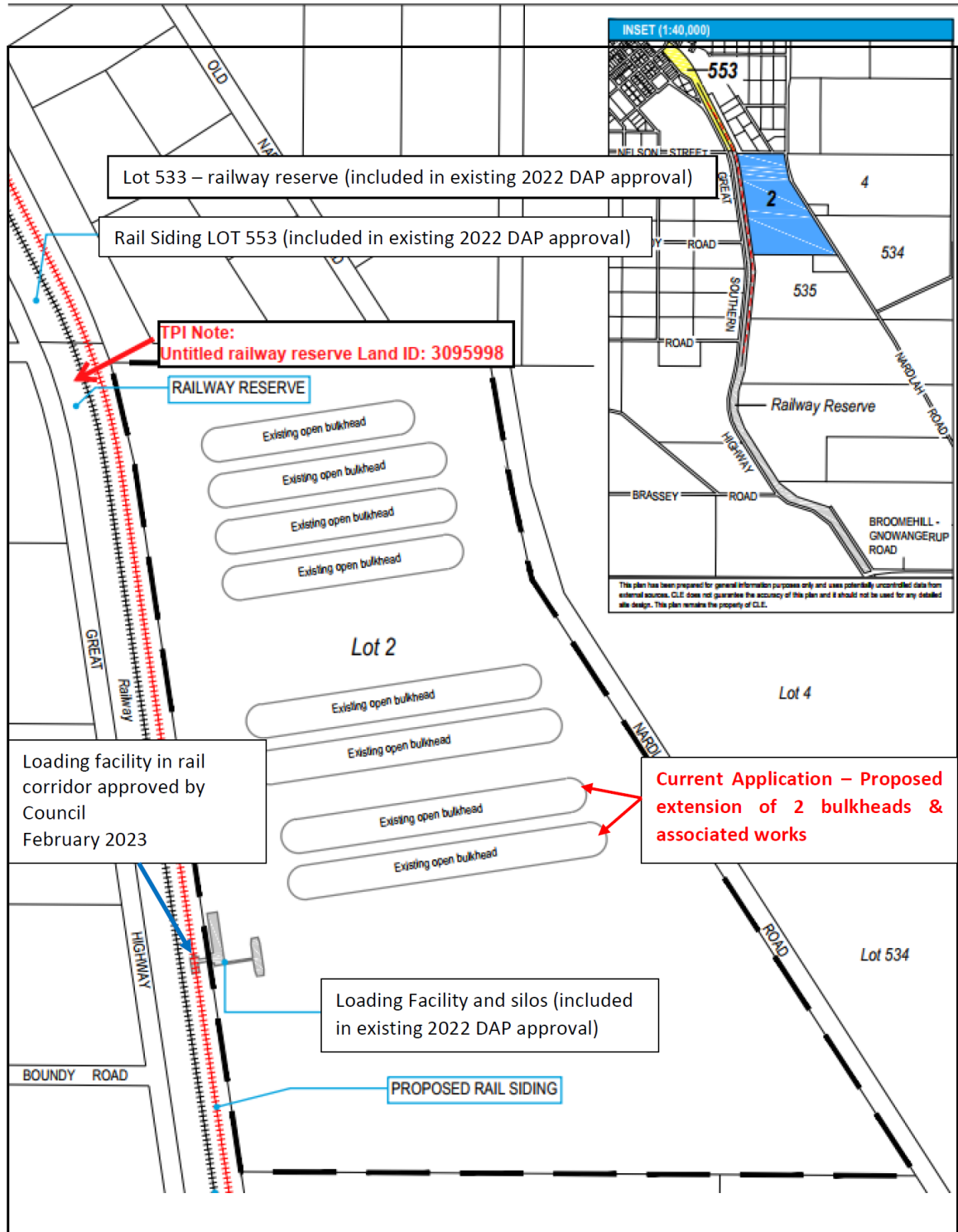
In 2021, CBH lodged an application seeking planning approval for a Rural Industry and loading facility on Lots 2 and 535 Nardlah Road in Broomehill. A rail siding was also proposed on Lot 553 which forms part of railway reserve.

The application was determined by a Development Assessment Panel (DAP), and conditional approval was issued on the 21 January 2022.

On the 2 March 2023 at a Special Meeting, Council approved a rail siding and loading facility within the railway corridor to the west of Lot 2.

On the 20 April 2023, Council approved drainage/water discharge into Lot 536 Nardlah Road, Broomehill in association with the planned future loading facility.

A plan summarising the approvals is included overpage.



Note: The approved railway siding extends further south than shown on this site plan extract. It has an approximate length of 1.6 kilometres.

COMMENT

• **Description of Application**

There are eight existing bulkheads on Lot 2. This application only affects the two most southerly bulkheads, known as OBH12 and OBH13, which were installed by CBH on Lot 2 in 2019.

CBH has advised that they have reviewed the storage capacity of infrastructure on Lot 2, and identified that bulkheads OBH12 and OBH13 have been underutilised since their construction due to:

- (i) Exclusion of fixed in-loading equipment and use of portable Drive Over Grids (DOGs).
- (ii) DOGs in-loading creates operational challenges such as reduced throughput capacity, segregation restrictions and low truck driver satisfaction.

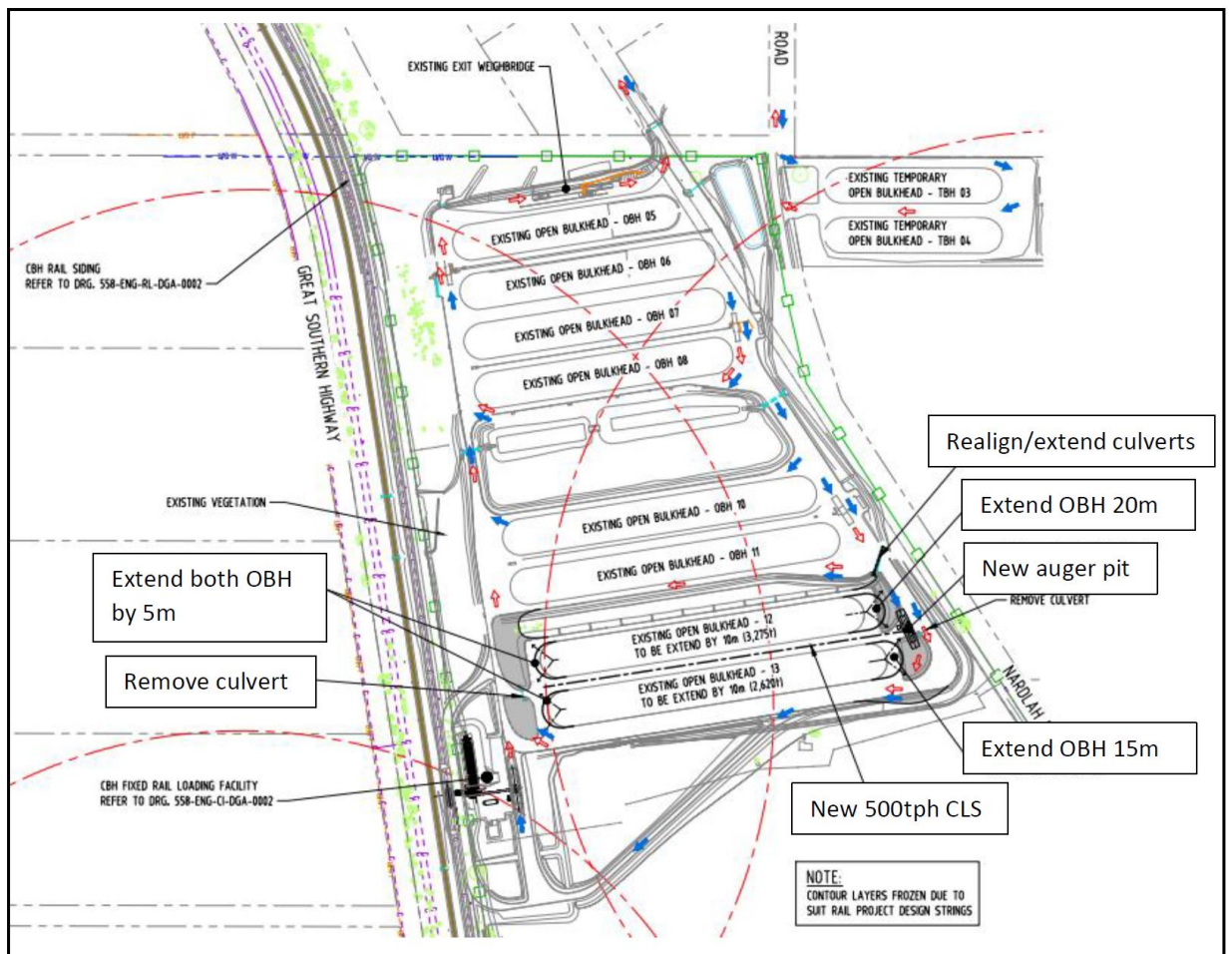
These constraints have resulted in low use of bulkheads OBH12 and OBH13. They are the last to be filled or have been used for niche separation with low delivery tonnages.

The application proposes to increase the use and capacity on site by:

- (i) Extending OBH12 by 25 metres and OBH13 by 20 metres. This will increase the storage capacity by 5,895 tonnes;
- (ii) Upgrading the in-loading equipment for both bulkheads to fixed equipment being a grid, auger pit and a 330 metre conveyor loading system.

There will be some minor realignment and sealing of existing internal roads around the extended bulkheads.

An extract of the site plan is included below.



- **Traffic**

Access to the site is via Old Nardlah Road. Only minor changes to the existing internal access roads are proposed to accommodate the bulkhead extensions.

CBH has advised that if site capacity is reached during harvest, grain would have to be out loaded by truck, and generally this grain would have to be shifted to another site that has spare storage capacity. The proposal is minor and will have a negligible impact in terms of traffic. The increased storage will reduce double handling of grain.

- **EPA’s Separation Distances between Industrial and Sensitive Land Uses (the Guidance Statement)**

The EPA’s ‘Separation Distances between Industrial and Sensitive Land Uses’ provides guidance on generic buffer distances between industrial uses and sensitive land uses (such as dwellings). It recommends a 500 metre buffer between any grain elevator (conveyor belt) and dwelling.

There are rural residential lots to the west of the proposed development within the 500 metre buffer area.

As the separation distance is less than the generic buffer, the Guidance Statement recommends that specific information be presented to demonstrate that a lesser distance will not result in unacceptable impacts.

CBH has provided a dust management plan to address the Guidance Statement.

- **Dust Management**

A Dust Management Plan has been lodged as part of the application. In the Dust Management Plan CBH makes the following commitments:

- a) On-going hygiene practices to be employed during operations designed to limit the build up of dust and chaff on site. Any grain spills are cleaned up immediately.
- b) An ongoing review of weather conditions is undertaken during operational periods with the appropriate site management activities taken to eliminate, as far as is practicable, any causal factors.
- c) Loads are to be kept within designated load limits. All grain haulage trucks are to be tarped to minimise dust generation.
- d) Environmental issues including dust management are and will continue to be included as part of CBH induction and training programs for all CBH employees and contractors.
- e) A complaints management system, including investigation, action, and feedback, will be implemented. CBH has a separate Incident report template.

The Dust Management Plan includes CBH contact details.

The Dust Management Plan format and content is consistent with other plans historically approved for past/existing development on Lot 2.

- **Stormwater Management**

All stormwater runoff from the proposed development will be directed into and contained within the two existing stormwater drainage basins located immediately north of the two extended storage bulkheads.

These basins have a calculated volume of ~13,300m³ and cater for a 1 in 20-year ARI event.

CBH has lodged a Stormwater Report in support of the proposal which outlines that all drains have the required capacity to cater for the external catchment and the proposed bulkhead extensions.

TPI identified a number of inconsistencies in the stormwater report. At the time of writing this report CBH were unable to answer queries about the figures in the stormwater report, however they have agreed to lodge a revised stormwater report through a condition of any development approval.

CONSULTATION

There is no statutory requirement for this new application to be advertised, although the Shire has discretion to advertise any application for public comment.

STATUTORY ENVIRONMENT

- ***Planning and Development (Local Planning Schemes) Regulations 2015*** - The Regulations were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include ‘Deemed Provisions’ that automatically apply and override parts of the Shire of Broomehill Town Planning Scheme No 1.

Regulation 67 outlines application considerations including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, the objectives of a reserve, the likely effect on the natural environment, amenity, loading, access, traffic and any submissions received on a proposal.

- ***Shire of Broomehill Town Planning Scheme No 1 (the Scheme)*** –

Lot 2 is zoned Farming. A Rural Industry is permitted in the Farming zone under table 1 : Zoning Table.

A Rural Industry is defined as *‘means an industry handling, treating, processing, or packing primary products grown, reared, produced, or used in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality.’*

POLICY IMPLICATIONS

There are no Local Planning Policy Implications. The table below summarises State Planning Policy No 3.7 – Planning in Bushfire Prone Areas.

Document summary	TPI comment
<p>The Western Australian Planning Commission released SPP3.7 and associated Guidelines for Planning in Bushfire Prone Areas (‘the Guidelines’) in December 2015. These documents apply to all land identified as Bushfire Prone.</p> <p>Under Clause 5.4 of the Guidelines all planning applications in Bushfire Prone Areas are to be accompanied by a BAL (Bushfire Attack Level) assessment. There is no specific exemption for the proposed development.</p> <p>However, the WAPC has Planning Bulletin 111/2016 that clarifies some of the requirements under the deemed provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 and SPP3.7.</p> <p>Whilst SPP 3.7 does not specify exemptions, there is discretion to vary the SPP3.7 requirements.</p>	<p>Council has discretion over whether to require a Bushfire Attack Level assessment as part of this application.</p> <p>TPI recommends that the development be supported without any Bushfire Attack Level assessment as the development is non habitable and is an extension of existing bulkhead infrastructure.</p>

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Cr White, Cr Barritt, Cr Letter, Cr Paganoni & Cr Dewar declared a Financial Interest in Item 11.5.

In order to maintain a quorum the declarations were forwarded to the Department of Local Government, Sport and Cultural Industries for Ministerial approval to participate in discussion and decision making. Approval was given for Cr Barritt and Cr Paganoni to fully participate in the discussion and decision making.

Conditions of the approval are as follows:

1. *The approval is only valid for the 18 May 2023 Ordinary Council Meeting when agenda item 11.5 is considered;*
2. *The above-mentioned councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
3. *The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries letter of approval to the abovementioned councillors;*

4. *The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*
5. *The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to DLGSC, to allow DLGSC to verify compliance with the conditions of this approval; and*
6. *The approval granted is based solely on the interests disclosed by the abovementioned councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Cr White, Cr Letter and Cr Dewar left the meeting at 5.23pm. Cr Barritt, Deputy Shire President, assumed the Chair.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Penny that the Council:

Approve the application for a Rural Industry in the form of extensions to two existing bulkheads (and associated works) on Lot 2 Old Nardlah Road, Broomehill subject to the following conditions:

1. The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.
2. Prior to commencement of construction, the applicant shall lodge a revised Stormwater Management Plan for separate written approval by the Chief Executive Officer.
3. Any recommendations and works identified in a revised Stormwater Management Plan approved under Condition 2 shall be implemented to the satisfaction of the Chief Executive Officer.
4. The Dust Management Plan prepared by CBH together with any requirements and recommendations detailed thereon, are approved as part of this application and shall form part of the development approval issued. The operator, CBH, shall implement the approved Dust Management Plan during the life of the development.
5. 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 4/0
Motion No. 56/23

Cr White, Cr Letter and Cr Dewar re-entered the meeting at 5.26pm and were advised of the Council's decision.

Cr White, Shire President, resumed the Chair.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 FINANCIAL STATEMENTS – APRIL 2023

ATTACHMENT(S)	13.1.1 Financial Statements April 2023
FILE NO	ADM0619
APPLICANT	n/a
AUTHOR	Kay O’Neill, Manager Finance & Administration
DATE	10 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p>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.</p>	<p>Corporate Business Plan is in development</p>

SUMMARY

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

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* require a statement of financial activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the report relates.

Each financial year, the Council is required to adopt a percentage or value to be used in the statement of financial activity for reporting material variances. As part of the 2022/23 budget process, the Council adopted 10% or \$10,000 (whichever is the greater) as the material variance for reporting purposes for the year.

COMMENT

Note 2 in the financial statements provides commentary on the material variances shown in the statement of financial activity by nature or type, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

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

Non-operating grants and contributions are shown in Note 8. These funds are spent on capital projects outlined in Note 12, which details capital revenue and expenditure; including plant replacement, road construction, building improvements and other projects, reserve transfers and loan transactions.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) budget estimates to the end of the month to which the statement relates; and*
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing –*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) such other supporting information as is considered relevant by the local government.*
- (3) The information in a statement of financial activity must be shown according to nature or type classification.*

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

CARRIED 7/0
Motion No. 57/23

13.2 MONTHLY LIST OF PAYMENTS – APRIL 2023

ATTACHMENT(S)	13.2.1 Monthly Payments Listing April 2023
FILE NO	ADM0619
APPLICANT	N/A
AUTHOR	Kay O’Neill, Manager Finance & Administration
DATE	10 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
11. Delivered Shire Trust and Performance 11.2 SoBT financials Sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	Corporate Business Plan is in development

SUMMARY

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

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

COMMENT

Summary of payments made for the month –

	\$
Municipal Fund	418,447.98
Trust Fund	0.00
Credit Cards	2,552.93
TOTAL	421,000.91

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

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r13. Lists of accounts

(1) If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared–

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Dewar that, in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments paid under delegated authority be noted for April 2023; comprising –

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$418,447.98; and
- Credit Card payments totalling \$2,552.93.

CARRIED 7/0
Motion No. 58/23

13.3 CORPORATE BUSINESS PLAN 2023 - 2027 – THE IMPLEMENTATION OF PEOPLE POWER

ATTACHMENT(S)	13.3.1 Draft Corporate Business Plan 2023-2027
FILE NO	ADM0382
APPLICANT	n/a
AUTHOR	Anthony Middleton, Chief Executive Officer
DATE	8 May 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p>11.1 SoBT monitoring and reporting This is the Shire workforce scoring all SCP pieces of work with a traffic light scoring system, and passing these results to all community members, quarterly.</p>	<p>The subject of this agenda item is the adoption of the Corporate Business Plan.</p>

SUMMARY

The purpose of this report is to consider the Shire Corporate Business Plan 2023-2027, titled *‘The Implementation of People Power’*.

BACKGROUND

The *Local Government Act 1995* Section 5.56(1) and (2) requires that each Local Government is ‘to plan for the future of the district’, by developing plans in accordance with the regulations.

The *Local Government (Administration) Regulations 1996* requires each Local Government to adopt a Strategic Community Plan and a Corporate Business Plan. In relation to the Corporate Business Plan, the plan is to be for a period of four (4) years and shall be reviewed each year.

The major review of the Strategic Community Plan was completed in 2022, and the new Broomehill-Tambellup Strategic Community Plan 2022-2032, *People Power* was adopted by the Council on 17 November 2022. People Power is the community’s plan and the community will largely implement the initiatives contained within the plan, with guidance and assistance from the Shire.

The Corporate Business Plan demonstrates how the organisation, the Shire of Broomehill-Tambellup, can provide this guidance and assistance in implementing People Power over the next four year period, by assigning actions to each of the 46 strategies identified by the community.

In relation to the Corporate Business Plan, the plan is to be for a period of four (4) years and shall be reviewed each year. These two plans lead the integrated planning and reporting process in local government in WA as follows:



COMMENT

The attached Draft Corporate Business Plan demonstrates how and when the goals set in *People Power* will be achieved. It also incorporates all other resourcing strategies and documents adopted by the Council, such as the Strategic Resource Plan 2019-2023, the Workforce Plan, the Housing & Land Strategy 2018, etc.

The format of the attached plan reflects the four (4) 'key pillars' established in *People Power* as follows:

1. Point of Difference;
2. Economy;
3. Lifestyle; and
4. Shire Support.

The attached plan is an extensive corporate planning document. The **46 strategies** identified within the 12 pieces of the *People Power* jigsaw have been further expanded into **198 initiatives** to be achieved over the coming four financial years. This becomes the organisation's primary focus, recognizing the 'business as usual' functions also performed.

The Corporate Business Plan is a vital corporate document. This plan is as equally important as the Annual Budget and *People Power* and will require regular reference on a day-to-day basis by both staff and elected members. Year one of the plan will be the primary input tool for the content of the 2023/2024 Annual Budget, as the legislation prescribes.

Due to the operational nature of the Corporate Business Plan, it will be updated each year. This 'rolling' plan will see another future year column added to the right hand side, while the projects and initiatives in the year just completed will be scored using a traffic light scoring system. Progress towards achievement of outcomes from the Plan will be reported to the Council and community quarterly, in accordance with initiative 11.1, and annually via the Annual Report.

CONSULTATION

Senior Management Team.
Council briefing session February and April 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 5.56

Local Government (Administration) Regulations (1996)

FINANCIAL IMPLICATIONS

The adoption of this plan in itself does not have financial implications, although the plan balances all of the Shire's competing resources to establish a direction for the next four years.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

The Council is required to prepare a plan for the future, in consultation with its community. Adopting the plan as presented will allow for work to commence on delivery of the plan.

ASSET MANAGEMENT IMPLICATIONS

Asset management implications relating to the achievement of Corporate Business Plan initiatives will be factored into the Strategic Resource Plan (long term financial and asset management).

VOTING REQUIREMENTS

Absolute Majority (as required by *Local Government (Administration) Regulations 1996* regulation 19DA).

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Wills that the Corporate Business Plan 2023-2027, 'The Implementation of People Power', as attached, be adopted.

CARRIED 7/0
Motion No. 59/23

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

Cr Dewar advised he had received an enquiry regarding the Council's future priorities in terms of provision of additional independent living seniors accommodation in Broomehill and Tambellup.

The CEO advised he will be attending a meeting convened to discuss a potential second Great Southern Housing Initiative project, and that this may present opportunities for additional independent living as well as staff and worker housing. More information will be available as the project develops.

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

Nil

18. CLOSURE

There being no further business to discuss, the Presiding Member, Cr White, declared the meeting closed at 5.40pm.