



MINUTES

Ordinary Council Meeting

19 June 2025

SHIRE OF BROOMEHILL-TAMBELLUP

**Minutes of the Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup
held in the Council Chambers, 46-48 Norrish Street, Tambellup
on 19 June 2025 commencing at 4.30pm.**



**Karen Callaghan
Chief Executive Officer**

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Strategic Community Plan 2023-2033

'People Power'



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**Minutes of the Ordinary Council Meeting held in the Council Chambers,
46-48 Norrish Street, Tambellup on 19 June 2025**

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr White declared the meeting open at 4.30pm.

2. ATTENDANCE

The Shire President advised that, in accordance with regulation 14C(2)(b) of the *Local Government (Administration) Regulations 1996*, Cr C Dewar has been authorised by the Council to attend the meeting via electronic means.

Councillors

Cr ME White	President
Cr DT Barritt	Deputy President
Cr CJ Letter	
Cr SH Penny	
Cr CM Dewar	Via electronic means
Cr SJ Robinson	
Cr JL Wills	

Staff

KP Callaghan	Chief Executive Officer
KP Squibb	Manager of Finance and Administration
PA Hull	Strategic Support and Projects Officer
P Vlahov	Manager of Works
A Findlater	Governance and Compliance Officer

Leave of Absence

Nil.

Apologies

Nil.

3. DISCLOSURE OF INTEREST

Cr Dewar declared a Proximity Interest in item 11.2 Proposed Telecommunications Infrastructure - Lot 253 (no. 1302) Broomehill-Gnowangerup Road, Broomehill East, as he is an adjoining landholder to the property which is the subject of the item.

Cr Dewar declared an Impartiality Interest in item 11.2 Proposed Telecommunications Infrastructure - Lot 253 (no. 1302) Broomehill-Gnowangerup Road, Broomehill East, as his family member is the applicant and owner of the property which is the subject of the 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

Nil.

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 15 MAY 2025

Moved Cr Wills, seconded Cr Letter that the minutes of the Ordinary Meeting of Council held on 15 May 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No. 51/25

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

10.1 FIRE BREAK NOTICE – 2025-2026

ATTACHMENT(S)	10.1.1 Fire Break Notice 2025-2026 - DRAFT
FILE NO	ADM0146
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	4 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
2. A United Community 2.1 Wellbeing and Safety The community and Shire working more boldly to provide advanced wellbeing programs for all ages. This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.	No specific corporate initiative.

SUMMARY

The Council to consider the draft 2025-2026 Fire Break Notice and endorse if appropriate.

BACKGROUND

The Fire Break Notice (previously Fire Break Order) provides owners and occupiers of land with information about their responsibilities in relation to fire prevention and hazard reduction, in accordance with recommendations from the Bush Fire Advisory Committee (BFAC) and requirements of the *Bush Fires Act 1954*. The document is updated annually following consultation with brigades and the BFAC.

The Fire Break Notice is distributed to landowners with rates notices each year and is also mailed to every household in the Shire.

COMMENT

A version of the draft Fire Break Notice 2025-2026 was presented to the BFAC meeting held on 27 March 2025. The draft recommended the removal of general Shire information, blanket statements, non-enforceable guidelines and operational/industry specific information. The BFAC determined that there was value in presenting much of this information for broad community awareness and resolved the following:

That it be recommended to the Council that the draft 2025/2026 Fire Break Order, amended to include the following information from the 2024/2025 Fire Break Order:

- Standpipe Access
- 3.2 – Crops – Page 8
- 3.3 – Boundary Firebreaks – Page 8
- 3.4 – Fuel Loading – Page 8

- *4.0 – Land Greater than 40 Hectares – Page 8 (Has been reworded into ‘Special work orders in proposed order’)*
- *6.4 – Fire Equipment Standards – Page 9*
- *7.0 – Harvesting, Swathing and baling of stubble – Page 10*
- *7 – Protective burning – Page 15*
- *8 – Burning to collect clover – Page 15*
- *9 – Noxious Weeds – Page 15*
- *10 – Operation of tractors and self-propelled headers – Page 15 and 16*
- *11 – Fire unit on site – Page 16*
- *12 – If a permit fire escapes – Page 16*
- *14 – Oxyacetylene, Arc welders, angle grinders and other power equipment – Page 16*
- *15. Harvest Ban Zones*
- *Fire attendance – Page 20*
- *When and How to Burn Garden Refuse – Page 21*
- *Hints for burning – Page 21*
- *Advice from your local Brigade – Page 21*
- *Barbeques and Incinerators – Page 21*
- *Application for Registration as an Authorised Loading and Off-Loading Site for Grain during Fire Danger Days*
- *Brigade map*

be endorsed.

As such, a full review of the document has been completed incorporating the information above.

With reference to the draft document (Attachment 10.1.1), the review has provided the opportunity to simplify the language and definitions used in Part I – ‘Fire Break Notice and Bush Fire Information’. This section aims to communicate important information to a broad audience relating to burning periods, urban and rural hazard reduction requirements and guidelines, burning permits, Harvest and Vehicle Movement Bans, Total Fire Bans, key contacts, warning/information resources and standpipe information.

The format of Part 1 is significantly different, however all relevant information from the previous year’s Fire Break Order has been carried across and presented in a logical flow of information.

Part 2 – ‘Supplementary Information’ comprises information that provides more clarification around:

- fire prevention during peak seasonal activity periods,
- regulated activities that may be undertaken during Harvest and Vehicle Movement Bans,
- protective burning,
- burning to collect clover burr,
- burning of noxious weeds and plants,
- specific information relating to the use of oxyacetylene, arc welders, angle grinders and other power equipment during Restricted Burning Periods,
- general hints on how and when to burn,
- the Brigade boundary map, and

- the Application for Registration as an Authorised Loading and Off-Loading Site for Grain During Fire Danger Days.

Some slight changes to wording and formatting in this section have been made for clarity and consistency.

The Council's endorsement of the draft is required to allow staff to proceed with the printing and distribution of the Fire Break Notice in July 2025.

CONSULTATION

Bush Fire Advisory Committee

Community Emergency Services Manager

Ranger Services

Chief Executive Officer

Manager Finance and Administration

STATUTORY ENVIRONMENT

Bush Fires Act 1954

33. *Local government may require occupiers 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 and distribution of the Fire Break Notice.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Barritt that the Shire of Broomehill-Tambellup Fire Break Notice 2025-2026 be endorsed as presented.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No. 52/25

10.2 SOUTH WEST NATIVE TITLE SETTLEMENT – LAND BASE CONSULTATION – LAND LIST 1609

ATTACHMENT(S)	Nil
FILE NO	ADM0147
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	11 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
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'	No specific corporate action.

SUMMARY

To provide feedback to the Department of Planning, Lands and Heritage (DPLH) on proposed land parcels identified for transfer under the South West Native Title Settlement (Land List 1609), forming part of the Noongar Land Estate.

BACKGROUND

The South West Native Title Settlement (Settlement) is the most comprehensive native title agreement in Australian history, reached between the State of Western Australia and the six Noongar Agreement Groups. The Settlement was activated following registration of six Indigenous Land Use Agreements, commencing on 25 February 2021.

The Settlement acknowledges the Noongar people as Traditional Owners of the south-west region, while resolving native title through a negotiated package of benefits, including the establishment of the Noongar Land Estate—comprising up to:

- 300,000 hectares in reserve or leasehold; and
- 20,000 hectares in freehold.

All land will be held by the Noongar Boodja Land Sub Pty Ltd (a subsidiary of the Noongar Boodja Trust), in consultation with the Noongar Regional Corporations. Land selection and use is aligned with Noongar cultural, social, and economic aspirations.

The DPLH, on behalf of the State, is progressively consulting on specific land parcels in accordance with the Noongar Land Base Strategy. A five-year implementation period applies.

The Shire has previously provided feedback on land referrals as part of this process, including parcels in Tambellup, Broomehill, and Pootenup.

The latest referral, Land List 1609, includes additional parcels within the Shire’s boundaries for which comment is sought under Section 14 of the *Land Administration Act 1997*.

COMMENT

The Shire has received a referral from DPLH requesting comment on land parcels included in Land List 1609 for possible transfer to the Noongar Boodja Land Sub Pty Ltd. These parcels are primarily unallocated Crown land or unmanaged reserves.

Land details of the two lots included in Land List 1609 are as follows:

PIN	Lot Number	Survey Number	Street Address	Area (Ha)	Selected Tenure
665875	666	DP165004	4 Wallace St, Broomehill Village	0.1	Reserve with power to lease
666266	148	DP222194	2 India Street, Broomehill Village	0.11	Reserve with power to lease

A map showing Unallocated Crown Land PIN 665875, Lot 666 (4) Wallace Street, Broomehill Village is as follows:



This parcel is in the southern portion of the Broomehill townsite and is unallocated crown land owned by the State of Western Australia.

A map showing Unallocated Crown Land PIN 666266, Lot 148 (2) India Street, Broomehill Village is as follows:



This parcel is located in the northern portion of the Broomehill townsite, adjacent to the India Street Dam, and is unallocated crown land owned by the State of Western Australia.

DPLH has requested input on the following nine points for each parcel:

1. Support for transfer of land under the Settlement;
2. Any existing Shire interest in the land;
3. Any existing/planned infrastructure requiring protection or access;
4. Any mandatory service connection requirements;
5. Any future proposals for the land;
6. Future proposals for adjoining land;
7. Proposed planning scheme amendments;
8. Known land management issues (e.g. contamination, hazards, illegal dumping);
9. Additional comments.

An initial review indicates:

- The Shire holds no known infrastructure or operational interests in the subject parcels;
- No current proposals or scheme amendments affect the sites;
- There are no known land management issues requiring comment; and
- The Shire continues to support the recognition of Noongar cultural heritage and the goals of the Settlement process.

It is therefore recommended that the Council support the proposed transfer of the identified land parcels and provide the completed spreadsheet with relevant commentary to the DPLH.

CONSULTATION

Department of Planning, Lands and Heritage
Senior Management Team

STATUTORY ENVIRONMENT

Land Administration Act 1997 – Section 14 consultation with local governments.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

There are no known asset impacts for the Shire. All land referenced is currently unallocated Crown land or unmanaged reserves.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

1. Supports the proposed transfer of land parcels as outlined in Land List 1609 under the South West Native Title Settlement, subject to no operational constraints, planning objections, or infrastructure conflicts being identified; and
2. Authorises the Chief Executive Officer to submit the Shire's response and completed feedback form to the Department of Planning, Lands and Heritage.

Cr White moved an alternate motion to separate the Officer Recommendation into two parts to allow the Council to consider each land parcel individually.

COUNCIL DECISION

Moved Cr White, seconded Cr Wills that the Council supports the proposed transfer of land parcel Lot 666 (4) Wallace Street Broomehill, subject to no operational constraints, planning objections, or infrastructure conflicts being identified.

LOST 2/5

For: Cr White, Cr Wills

Against: Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny

Motion No. 53/25

Cr Dewar spoke against the motion stating that he would like an in-person presentation from the Department of Planning, Lands and Heritage to inform the Council of the process around acquisition of land under the Settlement to gain a better understanding when requests are put to the Council.

Cr Penny spoke against the motion referring to the list of nine points that the Department of Planning, Lands and Heritage were seeking feedback on, in particular the matter of future proposals for the land. He queried the future use of the land by the Trustees, which is unclear.

COUNCIL DECISION

Moved Cr White, seconded Cr Wills that the Council supports the proposed transfer of land parcel Lot 148 (2) India Street Broomehill, subject to no operational constraints, planning objections, or infrastructure conflicts being identified.

CARRIED 4/3

For: Cr White, Cr Letter, Cr Robinson, Cr Wills

Against: Cr Barritt, Cr Dewar, Cr Penny

Motion No. 54/25

Cr White spoke to the motion noting that under the Settlement, they have the right to acquire 300,000 hectares of reserve or leasehold land and 20,000 hectares of freehold land, and that this parcel of land is of a lesser interest to the Shire for it to be not included under this land transfer.

10.3 DRAFT GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS MEMORANDUM OF UNDERSTANDING

ATTACHMENT(S)	10.3.1 Current Southern Link VROC MoU 10.3.2 Draft Great Southern VROC MoU
FILE NO	ADM0298
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	11 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
1. A Distinct BT Brand 1.4 Piggy-back Brand Working strongly with partnerships to piggy-back Broomehill-Tambellup on partners' brands.	Ensure an increase in new partnerships developed by June 2027, which assists the Shire to deliver its strategic and operational objectives.

SUMMARY

To seek the Council's endorsement of the updated Memorandum of Understanding (MoU) for the Great Southern Voluntary Regional Organisation of Councils (VROC) for the 2025–2029 term and to acknowledge the formalisation of an expanded membership group.

BACKGROUND

The Southern Link VROC was originally formed to promote regional collaboration between the Shires of Broomehill-Tambellup, Cranbrook, Kojonup, and Plantagenet. Over time, the Shires of Katanning and Gnowangerup also joined the group, actively participating in projects and strategic discussions.

The revised draft MoU now reflects this expanded membership. Further, it incorporates the Shires of Woodanilling and Kent, who have been involved informally and are now formally joining the VROC under this updated governance framework. The draft MoU has been collaboratively redeveloped with input from all member Shires and the Great Southern Development Commission (GSDC) to provide greater operational clarity, consistency, and accountability.

COMMENT

The draft MoU establishes a stronger and more contemporary governance model, reflecting the VROC's growing regional role. It provides clear definitions around roles, responsibilities, financial contributions, project governance, and dispute resolution.

The key differences between the draft MoU (Attachment 10.3.2) compared to the current MoU (Attachment 10.3.1) are provided below:

	Current MOU (2009–2025)	Draft MoU (2025–2029)
Name	Southern Link VROC	Great Southern VROC
Membership	Broomehill-Tambellup, Cranbrook, Kojonup, Plantagenet	Broomehill-Tambellup, Cranbrook, Kojonup, Plantagenet, Katanning, Gnowangerup, Woodanilling, Kent
Purpose	General collaboration	Clear objective to “collaborate to create value”
Structure	One member per council	One voting member and up to two deputies per council
Chairperson Tenure	Informal	Max. 4 years (2 terms)
Meeting Frequency	Undefined	At least quarterly
Executive Officer	Optional, undefined	Structured position with roles and accountability via Host Shire
Project Governance	Unstructured	Formal opt-in, with binding project commitment rules
Financial Contributions	Limited guidance	Clearly defined annual and project contributions
Withdrawal Conditions	Minimal	Linked to contribution periods with formal notice required
Dispute Resolution	Undefined	Detailed arbitration process outlined
Borrowing Authority	Not addressed	Explicitly prohibited

CONSULTATION

Great Southern VROC Member Local Governments
Great Southern Development Commission

STATUTORY ENVIRONMENT

The MoU is a non-binding cooperative agreement between local governments under Section 9.49A of the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

Future financial contributions will be made on an annual basis and/or linked to special projects, with cost shares determined collectively. Any funding commitments will be presented to Council as part of the annual budget process.

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 Robinson, seconded Cr Penny that the Council:

1. Endorses the draft Memorandum of Understanding 2025–2029 (MoU) for the Great Southern Voluntary Regional Organisation of Councils, formalising the continued involvement of the Shires of Katanning and Gnowangerup and the inclusion of the Shires of Woodanilling and Kent; and
2. Authorises the Shire President and Chief Executive Officer to execute the MoU on behalf of the Shire of Broomehill-Tambellup pursuant to Section 9.49A of the *Local Government Act 1995*

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No. 55/25

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY**11.1 APPLICATION TO MAIN ROADS WA FOR SPEED ZONE REVIEW – MCGUIRE RD BROOMEHILL VILLAGE**

ATTACHMENT(S)	Nil
FILE NO	RD97
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	11 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Economy	
No specific community outcome.	No specific corporate action

SUMMARY

The Council is requested to consider submitting a formal application to Main Roads Western Australia (MRWA) for a speed zone review of McGuire Road in Broomehill Village, following a written request.

BACKGROUND

Richard and Faye Lewandowski, owners of 90 McGuire Road, Broomehill Village, have submitted a series of letters raising concerns about the current default speed zoning on McGuire Road. The road is presently governed by a 110 km/h default limit, consistent with Western Australia's classification of unclassified rural local roads.

The applicants note that:

- McGuire Road is approximately 1.5 km in length and ends in a cul-de-sac;
- The first 350 metres is sealed, with the remainder being gravel;
- The road is located within the Broomehill Village townsite and surrounded by residential development;
- It is used regularly by pedestrians, school children, and horse riders; and
- Visibility is limited by crests and dust conditions.

They contend that McGuire Road should be classified as a built-up area with a default 50 km/h speed limit, consistent with nearby roads such as Javelin, Jetsam, and Janus. Their submission cites the absence of speed signage, built form density, and safety risks associated with unrestricted speeds.

Under Western Australian legislation, MRWA is the authority responsible for speed zoning. The Shire may request a review, but this must first be supported by a formal resolution of the Council.

COMMENT

Although McGuire Road retains some rural characteristics, it is situated within the Broomehill Village townsite and is experiencing an increase in development and residential occupation.

A formal application to MRWA for a speed zone review would trigger an assessment of current conditions against MRWA's Speed Zoning Policy and Guidelines. While ultimate approval lies with MRWA, the Council's request may help initiate a review of the current classification and signage.

In parallel, the Shire is progressing the installation of signage, including “No Through Road” and “Drive to Conditions”. These actions align with the Shire’s ongoing commitment to improving road safety and responding to community concerns.

CONSULTATION

Richard and Faye Lewandowski

Main Roads Western Australia

Councillor Craig Dewar (engagement with residents)

Senior Management Team

STATUTORY ENVIRONMENT

Main Roads Act 1930

Road Traffic Code 2000

Land Administration Act 1997

Main Roads WA – Speed Zoning Guidelines

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Dewar, that the Council:

1. Endorses the submission of a formal request to Main Roads Western Australia for a speed zone review of McGuire Road, Broomehill Village.
2. Authorises the Chief Executive Officer to prepare and lodge the request on behalf of the Shire and the residents of McGuire Road.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No. 56/25

Cr Dewar spoke to the motion in support of the speed zone review as McGuire Road is a no through road and deemed to be in the Broomehill townsite.

11.2 PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE - LOT 253 (NO. 1302) BROOMEHILL-GNOWANGERUP ROAD, BROOMEHILL EAST

ATTACHMENT(S)	11.2.1 Plans and Elevations
FILE NO	A6011
AUTHOR	Liz Bushby – Town Planning Innovations
DATE	12 June 2025
DISCLOSURE OF INTEREST	Cr Dewar declared a Proximity Interest in this matter as an adjoining landholder of the property which is the subject of the item; and declared an Impartiality Interest as his family member is the applicant and owner of the property which is the subject of the item. Cr Dewar disconnected from the meeting at 4.51pm

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Economy	
No specific community outcome.	No specific corporate action

SUMMARY

The purpose of this report is for the Council to consider an application for telecommunications infrastructure proposed on Lot 253 (No. 1302) Broomehill-Gnowangerup Road, Broomehill East.

The application is being advertised for public comment. This report recommends that the Council consider granting delegated authority to the Chief Executive Officer to determine the application.

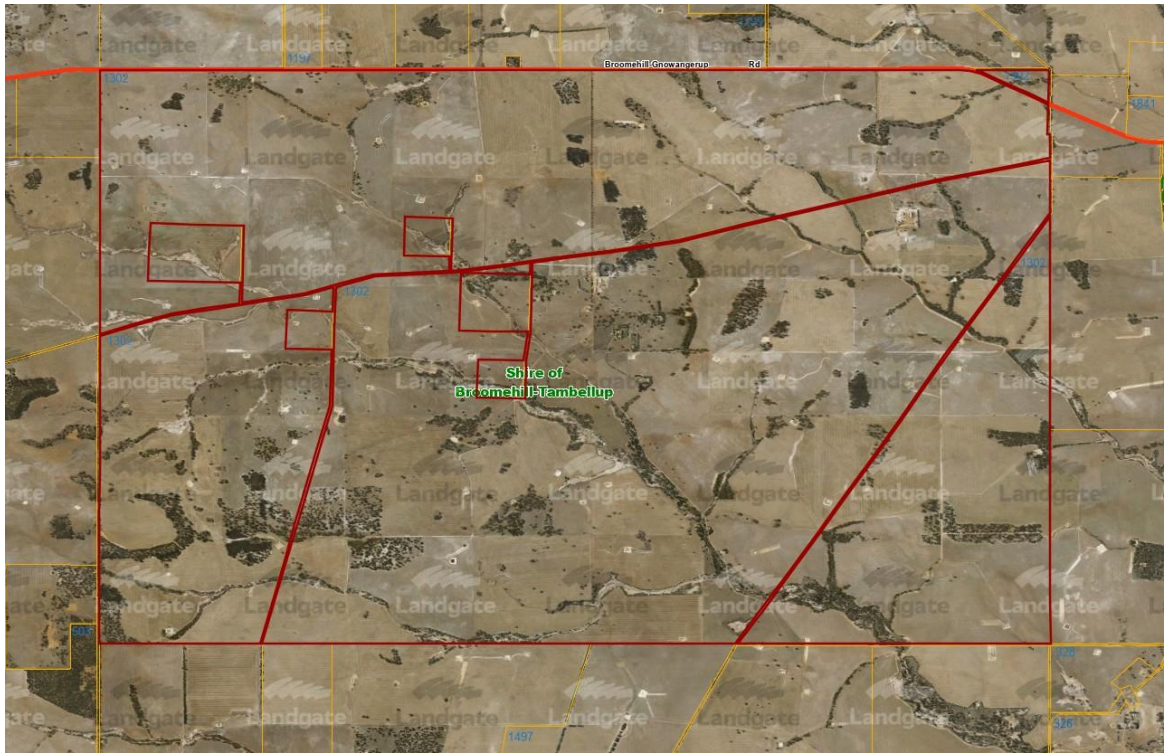
BACKGROUND

The majority of the lot is cleared with pockets of vegetation. The lot has an area of approximately 1479 hectares and is used for agricultural purposes.

The lot is located approximately 13.8 kilometers southeast of the Broomehill townsite – refer to the location plan on the overleaf.



An aerial plan is included below.

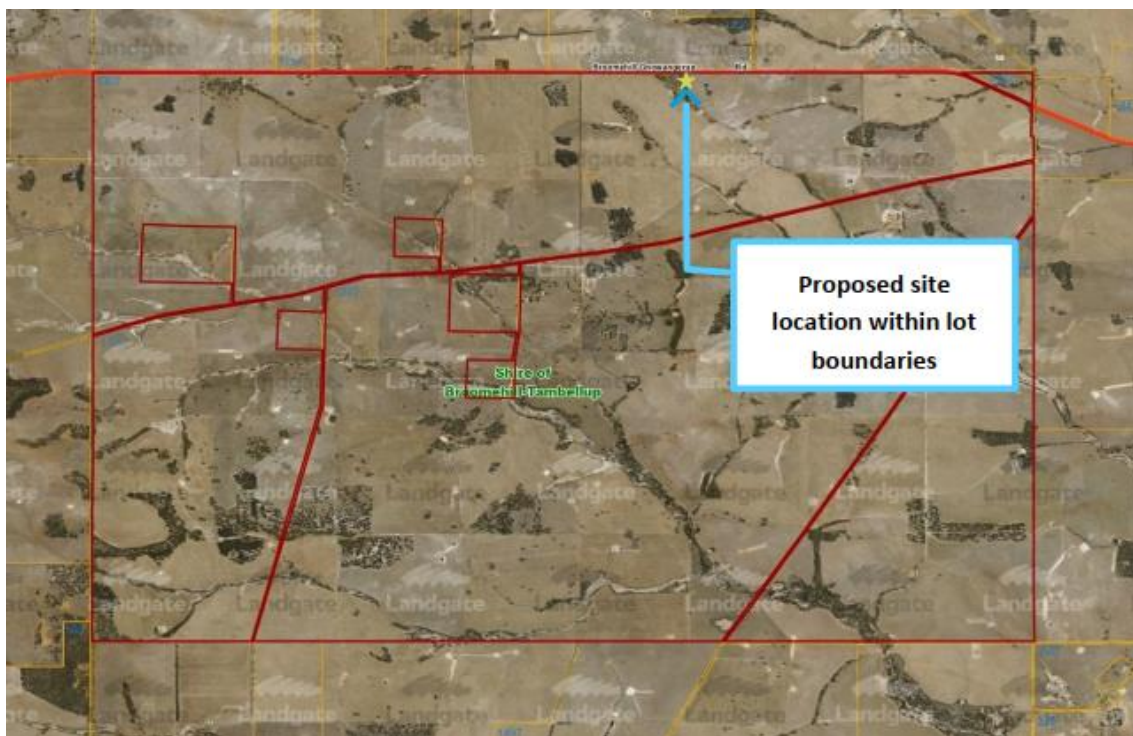


Above: Location Plan showing Lot 253 (red outline)

COMMENT

The application is for a 60-metre-high lattice tower and associated infrastructure proposed on Lot 253. The plans are included in Attachment 11.2.1.

The tower centre line will be over 50 metres from the lot boundary fronting Broomehill-Gnowangerup Road in Broomehill East.



The lot is zoned 'Farming' under the Shire of Broomehill Town Planning Scheme No 1 (Scheme). Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones. Each symbol has a different meaning and determines whether the Council has the discretion to consider a land use in the corresponding zone (i.e., if the land use is permitted, discretionary, or requires advertising).

Part of the planning assessment involves determining which land use definition from the Scheme best fits the proposal. The Scheme has no definition for 'telecommunications infrastructure', and the use is not listed in Table 1. This is referred to as a 'Use Not Listed'.

The Council has two options when dealing with a 'Use Not Listed' under Clause 3.2.5 of the Scheme as follows:

Option 1

Determine that the telecommunications infrastructure use is not consistent with the objectives and purposes of the Farming zone and is therefore not permitted.

Option 2

Determine by an Absolute Majority that the proposed telecommunications infrastructure use may be consistent with the objectives and purposes of the Farming zone and therefore follow the advertising procedures in considering an application for planning consent.

CONSULTATION

To expedite the process, advertising of the application is open for 28 days and closes on 10 July 2025.

STATUTORY ENVIRONMENT

Shire of Broomehill Town Planning Scheme No. 1

Development (Local Planning Schemes) Regulations 2015

The Regulations include 'Deemed Provisions' that automatically apply statewide.

Clause 67 outlines the matters to be considered by the local government 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 development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Where an application is being processed as a 'Use Not Listed', it is classified as a 'complex application' under Clause 7.2 of the Regulations. Public advertising must be for a minimum of 28 days.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by an Absolute Majority

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Robinson that the Council:

1. Determine that the proposed telecommunications infrastructure use may be consistent with the objectives and purposes of the Farming zone and thereafter follow the advertising procedures of Clause 64 of the Planning and Development (*Local Planning Schemes*) Regulations 2015 and Clause 7.2 of the Shire of Broomehill Town Planning Scheme No 1.
2. Note that the application is being advertised for public comment, and advertising closes on 10 July 2025.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, grant delegated authority to the Chief Executive Officer to determine the application for telecommunications infrastructure on Lot 253 (No. 1302) Broomehill-Gnowangerup Road, Broomehill East.

CARRIED 6/0 by Absolute Majority

For: Cr White, Cr Barritt, Cr Letter, Cr Robinson, Cr Penny, Cr Wills
Motion No. 57/25

Cr Dewar reconnected electronically to the meeting at 4.54pm and was advised of the Council decision.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT**13.1 FINANCIAL STATEMENTS – MAY 2025**

ATTACHMENT(S)	13.1.1 Financial Statements May 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	8 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
11. Delivered Shire Trust and Performance 11.2 SoBT financial sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	No specific corporate initiative

SUMMARY

The Council to consider the monthly financial statements for May 2025.

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 two months after the end of the month to which the report relates.

COMMENT

Each financial year, the Council is required to adopt a percentage or value to be used in the statement of financial activity for reporting material variances. As part of the 2024-2025 budget process, the Council adopted 10% or \$10,000 (whichever is the greater) as the material variance for reporting purposes for the year.

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

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 the previous month (the relevant month) in the following detail –*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) budget estimates to the end of the month to which the statement relates; and*
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (2) *Each statement of financial activity is to be accompanied by documents containing –*
- (a) [deleted].*
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (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 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 Letter seconded Cr Penny that the monthly financial statements for the period ending 31 May 2025 be received.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills

Motion No. 58/25

13.2 MONTHLY LIST OF PAYMENTS – MAY 2025

ATTACHMENT(S)	13.2.1 Monthly Payments Listing May 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	8 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
11. Delivered Shire Trust and Performance 11.2 SoBT financial sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	No specific corporate initiative

SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds during May 2025.

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 –

May 2025

	\$
Municipal Fund	1,012,639.50
Trust Fund	0.00
Purchasing Cards	2,364.83
TOTAL	1,015,004.33

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.

r13A. Payments by employees via purchasing cards

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Council Policy '2.1 Purchasing Policy' provides guidance and restrictions relative to purchasing commitments.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Robinson, seconded Cr Wills that, in accordance with regulations 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996* the list of payments paid under delegated authority or with Shire purchasing cards for May 2025 be endorsed; comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$1,012,639.50; and
- Credit/Purchasing Card payments totalling \$2,364.83.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No. 59/25

13.3 DISABILITY ACCESS AND INCLUSION PLAN – PROGRESS REPORT 2024-2025

ATTACHMENT(S)	13.3.1 Disability Access and Inclusion Plan – Progress Report 2024-2025 13.3.2 Disability Access and Inclusion Plan – Implementation Plan 2024-2025
FILE NO	ADM0124
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	9 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
12. Collected Region-wide Knowledge 12.2.2 SoBT Shire Data This is the Shire collecting and releasing specific data on Shire-related activities (such as health provisions, roads, safety, traffic measures). Data is being used to drive advocacy and attract support.	No specific corporate initiative

SUMMARY

The Council to consider the Disability Access and Inclusion Plan Progress Report for 2024-2025.

BACKGROUND

The *Disability Services Act 1993* (Act) requires Public Authorities, including local governments, to develop a Disability Access and Inclusion Plan (DAIP). DAIPs assist public authorities to plan and implement improvements to access and inclusion across seven outcome areas: services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. These plans benefit people with disability, the elderly, and people from culturally and linguistically diverse backgrounds.

The Shire's DAIP was adopted in 2020 and will be reviewed in 2025-2026.

The Act requires Public Authorities to report annually on the implementation of its DAIP. These reports are used to generate the Minister for Disability Services DAIP Progress Report which is tabled in Parliament.

A Western Australia for Everyone: State Disability Strategy 2020-2030 (Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of DAIPs as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

COMMENT

The DAIP Progress Report 2024-2025 (Attachment 13.3.1) has been completed and is presented for the Council's consideration and endorsement if appropriate. The report will then be forwarded to the Department of Communities for noting.

The Shire's internal DAIP Implementation Plan (Attachment 13.3.2), details progress against actions during 2024-2025. This is provided to the Council for information and is not submitted to the Department of Communities.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Disability Services Act 1993 – Part 5: Disability access and inclusion plans by public authorities.

28. Disability access and inclusion plans

(1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Letter that the Disability Access and Inclusion Plan Progress Report 2024-2025 as presented be endorsed.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No. 60/25

13.4 COMMITTEES OF COUNCIL – APPOINTMENT OF PRESIDING MEMBERS

ATTACHMENT(S)	Nil
FILE NO	ADM0109
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	9 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
10. Grown Shire Leadership	No specific corporate initiative

SUMMARY

The Council to consider the appointment of Presiding Members and Deputy Presiding Members to Committees of Council, as required by section 5.12 of the *Local Government Act 1995*.

BACKGROUND

The *Local Government Amendment Act 2024* was passed on 6 December 2024 and the resulting amendments to the *Local Government Act 1995* now require the Council to appoint the Presiding Member and Deputy Presiding Member to its Committees by 1 July 2025.

The Council has established two Committees under the *Local Government Act 1995*, and appointed the following membership –

Audit and Risk Committee

Cr D Barritt
Cr C Dewar
Cr S Penny
Cr J Wills
Ms C Witham, Independent Member

Cr D Barritt was elected as Presiding Member of the Audit and Risk Committee.

Chief Executive Officer (CEO) Performance Review Committee

Cr M White, Shire President
Cr D Barritt
Cr C Letter
Cr S Robinson

Cr M White was elected as Presiding Member of the CEO Performance Review Committee.

COMMENT

To comply with the amendments to the *Local Government Act 1995*, the Council is required to appoint Presiding Members and Deputy Presiding Members to its established Committees before 1 July 2025.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

s5.8 Establishment of committees

A local government may establish committees of 3 or more persons to assist the council.*

** Absolute majority required.*

s5.12. Presiding members and deputies

(1) The local government must appoint a member of a committee to be the presiding member of the committee.*

(2) The local government may appoint a member of a committee to be the deputy presiding member of the committee.*

** Absolute majority required.*

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Robinson, seconded Cr Penny that, in accordance with section 5.12 of the *Local Government Act 1995*, the following members be appointed as Presiding Members and Deputy Presiding Members of the Committees of Council established under section 5.8 of the *Local Government Act 1995* –

Audit and Risk Committee

Cr D Barritt, Presiding Member

Cr C Dewar, Deputy Presiding Member

Chief Executive Officer Performance Review Committee

Cr M White, Presiding Member

Cr D Barritt, Deputy Presiding Member

CARRIED 7/0 by Absolute Majority

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No. 61/25

13.5 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – REALLOCATION OF FUNDS

ATTACHMENT(S)	Nil
FILE NO	ADM0560
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	9 June 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
No specific community outcome	No specific corporate initiative

SUMMARY

The Council to consider a reallocation of Local Roads and Community Infrastructure program (LRCI) Phase 4 funding.

BACKGROUND

The LRCI Phase 4 funds have been provided to local governments with clear guidelines as to how they can be utilised. Part A is to be used for road or community infrastructure projects and Part B for use on rural, regional or outer-urban roads.

The Shire's funding has been allocated as follows:

Part A	
Tambellup Town Hall	\$150,000
Gordon River Reserve	\$160,000
Tambellup Caravan Park laundry/store	\$130,962
	<u>\$440,962</u>
Part B	
Broomehill-Kojonup Road	\$50,000
Tie Line Road	\$75,000
Warrenup Road	\$129,356
	<u>\$254,356</u>

A portion of Part A funding was previously allocated to the Tambellup Railway Precinct project, however as part of the 2024/25 budget review the Council deferred the project for a number of reasons, and the funds were reallocated at that time to the Gordon River Reserve and Tambellup Caravan Park projects.

When applying to make the variation to the LRCI program administrators, they advised that the Tambellup Caravan Park laundry/store was not an eligible community project under the guidelines and that an alternative project would need to be considered.

The funds are required to be expended by 30 June 2025.

COMMENT

When considering the short timeframe to have the funds expended, and the projects that are shovel ready that could be completed by 30 June 2025, Officers considered that a reseal of a section of Flat Rocks Road would be a worthy and achievable project. Flat Rocks Road is a Local Distributor Road in the adopted Road Hierarchy 2023, which is the second highest category.

It was proposed to include this work in the 2025/26 road construction program; however, it can be completed in June by contractors working in the area.

While the weather is not conducive to a traditional hot mix seal, a reseal using a product developed with crumbed rubber can be put down which is not dependent on warmer conditions. Resealing this section of Flat Rocks Road, which will commence at the Pindellup Road intersection for 2.75km, will improve conditions for all road users, which include heavy haulage vehicles, school buses and local traffic.

It is recommended that the Council support reallocating \$130,962 from the Tambellup Caravan Park laundry/store to Flat Rocks Road reseal to be completed in June.

A transfer from the Building Reserve is proposed to complete the laundry/store as part of the overall Caravan Park development, which will be factored into the 2025/26 budget

CONSULTATION

Chief Executive Officer
Manager of Works

STATUTORY ENVIRONMENT

Local Roads and Community Infrastructure Program Phase 4 guidelines

FINANCIAL IMPLICATIONS

Reallocation of grant funding to an eligible project to ensure funds are expended by 30 June 2025 to comply with the grant conditions

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

Renewal of an existing sealed road will extend the life of the sealed section and improve conditions for users.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Wills that Local Roads and Community Infrastructure Phase 4 funds of \$130,962 be reallocated from the Tambellup Caravan Park laundry/store to Flat Rocks Road resealing, and that the 2024/25 budget be amended accordingly.

CARRIED 7/0 by Absolute Majority

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills

Motion No. 62/25

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

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

Nil.

16. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

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

Nil.

18. CLOSURE

There being no further business to discuss, the Presiding Member, Cr White declared the meeting closed at 5.02pm.