



# AGENDA

Ordinary Council Meeting

20 April 2023

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

**An Ordinary Meeting of Council of the Shire of Broomehill-Tambellup will be held  
in the Tambellup Council Chambers 46-48 Norrish Street, Tambellup  
on 20 April 2023 commencing at 4.30pm.**



**Anthony Middleton  
Chief Executive Officer**

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# Shire of Broomehill–Tambellup

## DISCLOSURE OF INTEREST FORM

To: Chief Executive Officer  
Shire of Broomehill-Tambellup  
46-48 Norrish Street  
TAMBELLUP WA 6320

I, **(1)** \_\_\_\_\_ wish to disclose an interest in the  
Following item to be considered by Council at its meeting to be held on **(2)** \_\_\_\_\_  
Agenda Item **(3)** \_\_\_\_\_

The **type** of Interest I wish to declare is **(4)**

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is **(5)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The extent of my interest is **(6)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

### NOTES:

1. Insert your name (print)
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title
4. Tick box to indicate type of interest
5. Describe the nature of your interest
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 & 5.69 of the Act)

### **DISCLOSURE OF INTERESTS (NOTES FOR YOUR GUIDANCE)**

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

- a) In a written notice given to the Chief Executive Officer before the Meeting or;
- b) At the Meeting, immediately before the matter is discussed.

#### **A member, who makes a disclosure in respect to an interest, must not:**

- a) Preside at the part of the Meeting, relating to the matter or;
- b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

### **NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. These notes will be included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. **If in doubt declare.**
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences.

The only exceptions are:

- 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
- 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

### **INTERESTS AFFECTING IMPARTIALITY DEFINITION:**

An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- a) in a written notice given to the Chief Executive Officer before the Meeting; or
- b) at the Meeting, immediately before the matter is discussed

### **IMPACT OF AN IMPARTIALITY DISCLOSURE**

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

# Strategic Community Plan 2023-2033

## ‘People Power’



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**Agenda for the Ordinary Council Meeting to be held on 20 April 2023  
in the Tambellup Council Chambers, 46-48 Norrish Street, Tambellup.**

**1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Presiding Member, Cr White shall declare the meeting open at \_\_\_\_pm.

**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**

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

**6. PRESENTATIONS/PETITIONS/DEPUTATIONS**

Nil

**7. APPLICATION FOR LEAVE OF ABSENCE**

**8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**



9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 16 MARCH 2023

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 16 March 2023 be confirmed as a true and accurate record of proceedings.

**10. KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE****10.1 WAR SERVICE ACKNOWLEDGEMENT – MR PHILIP GREEN (DEC)**

ATTACHMENT(S)	Nil
FILE NO	ADM0396
APPLICANT	n/a
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	11 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcome	Corporate Actions
<b>3. An Appreciated Culture</b> 3.2 BT history appreciation This is the community and Shire working with partners to complete the Municipal Inventory Review program and subsequent storytelling, and actioning specific heritage works into the future.	Corporate Business Plan is in development.

**SUMMARY**

The purpose of this report is for the Council to consider a proposal to acknowledge the war service of Mr Philip Green.

**BACKGROUND**

A request has been received from Mrs Diane Green for her husband's name to be added to the Roll of Honour and War Memorial in Broomehill.

Mr Green, who passed away in 2018, was conscripted into the armed forces and deployed with the 5<sup>th</sup> Battalion, Royal Australian Regiment to the Vietnam War in 1969/1970. Following this period of National Service, Mr Green returned to Broomehill to farm.

The Broomehill War Memorial contains names of individuals from Broomehill who were killed in action during the First and Second World Wars, and the Afghanistan conflict.

The Rolls of Honour, located in the foyer of the Broomehill Hall, contain the names of local residents who enlisted for the First and Second World Wars, with those who died on active service denoted. A small plaque in the foyer commemorates the service of the four local men who served in Vietnam, including Mr Green.

**COMMENT**

The following advice on this matter was received from the Australian War Memorial:

*If the Memorial is a Council managed asset, they are responsible for determining inclusion criteria.*

*It may help you to review the eligibility criteria for inclusion on the Australian War Memorial's Roll of Honour for Post-1945 conflicts:*

*<https://www.awm.gov.au/commemoration/honour-rolls/roll-of-honour>*

*Post-1945 conflicts:*

*To be eligible, an individual must:*

- have died during service as a member of the Australian armed forces or the Australian Defence Force, or as a result of that service; and*
- have died during or as a result of service in a conflict or operation either,*
  - classified by the Department of Defence as warlike, or*
  - classified by the Department of Defence as non-warlike, or*
  - classified by the Department of Defence as peacetime, and which Council agrees is appropriate for inclusion in the Roll of Honour; and*
- have died between the defined start and end dates of that conflict or operation; or as a result of service in that conflict or operation within two years of returning to Australia from their deployment.*

While the circumstances around Mr Green's military service and passing in 2018 don't necessarily fit the criteria for inclusion on the Memorial or Roll of Honour, as a long term resident of Broomehill it would be appropriate that his service is recognised. It is recommended that a plaque be purchased and inscribed appropriately, and installed in the garden or on the pathway surrounding the War Memorial.

Mrs Green has been contacted to ascertain her support for the proposal.

#### **CONSULTATION**

Mrs Diane Green  
Australian War Memorial  
CEO

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

Costs of approximately \$600 will be incurred for the purchase of a plaque. Allocation of \$30,000 has been made for repairs and maintenance to Parks, Gardens and Reserves, with \$27,877 expended to date.

#### **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" and can be managed by routine procedures and with current resources.

#### **ASSET MANAGEMENT IMPLICATIONS**

There are no specific asset management implications relating to this matter. The War Memorial and surrounds are maintained by Parks and Gardens staff in accordance with routine inspections.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That the Council approves the purchase and installation of a plaque in the garden surrounding the Broomehill War Memorial, commemorating the military service of Mr Philip Green.

**10.2 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS**

ATTACHMENT(S)	Nil
FILE NO	ADM0244/ADM0461
APPLICANT	n/a
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	11 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcome	Corporate Actions
<p><b>2. A United Community</b>            2.2 BT Volunteering            This is the community and Shire assisting and growing new-age BT-spirit, volunteering models and celebrating the spirit created through volunteering. This includes school and youth volunteering ‘action-oriented’ programs to develop the volunteers-of-the-future.</p>	<p>Corporate Business Plan is in development.</p>

**SUMMARY**

The purpose of this report is for the Council to endorse the appointment of Fire Control Officers and Fire Weather Officers for the 2023/2024 fire season.

**BACKGROUND**

Bush Fire Control Officers and Fire Weather Officers for the Shire of Broomehill-Tambellup are appointed by the Bush Fire Advisory Committee on an annual basis, in accordance with Section 38 of the *Bush Fires Act 1954*. Bush Fire Control Officers are nominated by the respective Brigade annually.

The Council’s endorsement of these appointments is required.

**COMMENT**

Brigades are required to nominate one member each to take the role of Bush Fire Control Officer for a one year term. Nominations are presented to the Bush Fire Advisory Committee for endorsement and recommendation to the Council.

At the Bush Fire Advisory Committee meeting held on 22 March 2023, the following nominations were endorsed:

**Brigade Fire Control Officers:**

Broomehill East Brigade	Josh Holmes
Broomehill West Brigade	Brant Dennis
Broomehill Central Brigade	Andrew Webster
Tambellup East Brigade	Chris Rumble
Tambellup West Brigade	Jedd Herbert
Tambellup Volunteer Fire & Emergency Service	Laurie Hull

The Department of Fire and Emergency Services has requested that the Community Emergency Services Manager be appointed as a Bush Fire Control Officer. This assists brigades with on ground operations, administration and compliance.

The Shire's Ranger is also appointed as a Bush Fire Control Officer, to be able to deal with compliance matters.

All incoming Bush Fire Control Officers are aware of the requirements of *Policy No. 6.2 - Appointment of Bush Fire Control Officers*, which states in part:

- a. *To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years prior to appointment and must be fully vaccinated pursuant to the Booster Vaccination (Restrictions on Access) Directions, as amended from time to time.*
- b. *Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within six months of appointment.*

#### **Fire Weather Officers:**

Bush Fire Control Officers as appointed above, and the Chief and Deputy Bush Fire Control officers, are to be appointed as Fire Weather Officers.

#### **CONSULTATION**

Bush Fire Brigades

Chief Bush Fire Control Officer

Deputy Chief Bush Fire Control Officers

#### **STATUTORY ENVIRONMENT**

*Shire of Broomehill-Tambellup Bush Fire Brigades Local Law 2020*

*Bush Fires Act 1954, Section 38*

#### **38. Local government may appoint bush fire control officer**

*(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

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*(8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.*

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this matter.

#### **POLICY IMPLICATIONS**

Policy 6.2 Appointment of Bush Fire Control Officers

### **RISK MANAGEMENT IMPLICATIONS**

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

### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications associated with this matter.

### **VOTING REQUIREMENTS**

Simple Majority

### **COMMITTEE RECOMMENDATION**

That it be recommended to the Council that the following appointments as Bush Fire Control Officers be endorsed for the 2023/2024 fire season:

Broomehill East Brigade	Josh Holmes
Broomehill West Brigade	Brant Dennis
Broomehill Central Brigade	Andrew Webster
Tambellup East Brigade	Chris Rumble
Tambellup West Brigade	Jedd Herbert
Tambellup Volunteer Fire & Emergency Service	Laurie Hull
Ranger	Stephanie Swain
Community Emergency Services Manager	Cindy Pearce

#### **Fire Weather Officers:**

- Kim Oliver (Chief Bush fire Control Officer)
- Michael Altus (Deputy Chief Bush Fire Control Officer)
- Rhys Brown (Deputy Chief Bush Fire Control Officer)
- Josh Holmes
- Brant Dennis
- Andrew Webster
- Chris Rumble
- Jedd Herbert
- Laurie Hull

**10.3 BUSH FIRE VOLUNTEERS – MINIMUM TRAINING REQUIREMENTS**

<b>ATTACHMENT(S)</b>	10.3.1 – Letter from DFES Commissioner 10.3.2 – LGIS ‘CEO Briefing Bushfire Volunteers’ 10.3.3 – Council Policy 6.2 – Appointment of Bushfire Control Officers 10.3.4 – Proposed Amendments to Council Policy 6.2.
<b>FILE NO</b>	ADM0374
<b>APPLICANT</b>	n/a
<b>AUTHOR</b>	Anthony Middleton, Chief Executive Officer
<b>DATE</b>	13 April 2023
<b>DISCLOSURE OF INTEREST</b>	Nil

<b>STRATEGIC IMPLICATIONS</b>	
<b>Strategic Community Plan 2023-2033</b>	<b>Corporate Business Plan 2023 -2027</b>
<b>Community Outcome</b>	<b>Corporate Actions</b>
<b>2. A United Community</b> 2.2 BT Volunteering This is the community and Shire assisting and growing new-age BT-spirit, volunteering models and celebrating the spirit created through volunteering. This includes school and youth volunteering ‘action-oriented’ programs to develop the volunteers-of-the-future.	Corporate Business Plan is in development.

**SUMMARY**

The purpose of the report is to consider setting minimum training requirements for bush fire volunteers.

**BACKGROUND**

The introduction of the *Work, Health & Safety Act 2020* further bolstered the duty of care requirements an organisation has for its volunteers. An employer (now referred to as a ‘Person Conducting a Business or Undertaking’ or PCBU) has a primary duty of care to ensure, as far as reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking. The Act also clearly defines that a ‘worker’ includes paid and unpaid work, including volunteers.

The two most basic safety controls to ensure that the health and safety of persons is not put at risk are:

1. Protective equipment and clothing; and
2. Training to perform the role.

Protective equipment and clothing is currently purchased through the Emergency Services Levy (ESL) for brigade members and is well defined and resourced. The provision of an adequate level of training for all brigade members is not currently defined by the Shire and, as such, is the subject of this agenda item.



## COMMENT

The Council currently has a policy (number 6.2 – Appointment of Bushfire Control Officers) which defines, amongst other things, minimum training requirements for Bushfire Control Officers. It states:

- (a) *To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years prior to appointment and must be fully vaccinated pursuant to the Booster Vaccination (Restrictions on Access) Directions, as amended from time to time.*
- (b) *Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within six months of appointment.*
- (c) *For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every five years.*

It is recommended that this policy be extended to include minimum training requirements for all bush fire volunteers.

The Department of Fire & Emergency Services (DFES) Commissioner wrote to the Shire on 3 January 2023 (see attachment 10.1.1) outlining their recommended minimum standards for training of volunteers, as contained within the DFES Bushfire Service Training Program. These minimum standards include completion of:

- The Rural Fire Awareness Course – for members of a farmer response/pastoral brigade (without a Local Government Grants Scheme fire appliance); and
- The Bushfire Safety Awareness and Firefighting Skills courses – for members of a bushfire brigade with a Local Government Grants Scheme fire appliance.

It is recommended that the Shire adopt these minimum training requirements for its own active volunteer bush fire fighters. Attachment 10.1.4 illustrates the proposed changes to Council Policy 6.2 (Appointment of Bushfire Control Officers), being the adoption of DFES's requirements above with the additional inclusion of an internal recognition for prior learning (RPL) clause.

The Shire also has a well written and valuable *Bush Fire Brigades Standard Operating Procedures* document. This document mirrors the Council Policy 6.2 requirement for minimum training requirements for Bushfire Control Officers but is silent with regards to other volunteers. Any changes made to Council Policy as a result of this agenda item should also flow through to the Standard Operating Procedures.

The Shire of Broomehill-Tambellup has five (5) volunteer brigades, being:

1. Broomehill East;
2. Broomehill West;
3. Tambellup East;
4. Tambellup West; and
5. Broomehill Central.

The first four brigade listed above are classified as *farmer response/pastoral brigades*, while the Broomehill Central Brigade is a *bushfire brigade with a Local Government Grants Scheme fire appliance*. As such, the adoption of the proposed amendments to Council Policy 6.2 would require all active volunteer bush fire fighters in the first four brigades to

have undertaken the Rural Fire Awareness Course, whereas those in the Broomehill Central Brigade will need to do both the Bushfire Safety Awareness and Firefighting Skills courses.

The Shire of Broomehill-Tambellup currently has:

- 318 active brigade members in the four (4) farmer response/pastoral brigades and 151 (47%) have successfully completed the rural fire awareness course. This course is free and is conducted on an as needs basis by the Shire's Community Emergency Services Manager (CESM).
- 8 active brigade members in the Broomehill Central Brigade and 7 (87%) have completed the Bushfire Safety Awareness course and Firefighting Skills course. The course is also free and is conducted on an ad-hoc basis by the Shire's CESM.

As can be seen above, the requirement for all volunteers to have completed the proposed minimum training requirements has partially already been met, and will require additional training and/or RPL assessments to be held over the 2023 winter.

It is recommended that the DFES requirement above be adopted by the Council and be incorporated into both Council Policy 6.2 and the *Bush Fire Brigades Standard Operating Procedures*. Consultation with all brigades be undertaken by the CEO for a successful implementation of this new requirement.

## CONSULTATION

The Shire's CESM has advised as follows:

*With Work Health and Safety legislation I support all farmer response brigade members completing the Rural Fire Awareness Training (in class as it's now available online) to support our Fire Control Officers and Local Government. Completing this training in a classroom environment gives the participants a chance to ask questions and become aware of procedures that the Fire Control Officers and Local Government utilize to combat fires in the landscape.*

*I support Broomehill Central BFB continuing with the current training that has been conducted to meet Local Government and DFES Standards.*

The Bush Fire Advisory Committee considered this draft agenda item at its meeting held on 22 March 2023. The minutes from this meeting show:

*This information was noted by the Committee who were in agreement of the proposed changes.*

*The Committee discussed the merits of online versus in-person training and it was resolved that in-person training is preferred, however, on occasion due to timelines and compliance online may be necessary.*

## STATUTORY ENVIRONMENT

The *Work Health & Safety Act 2020* establishes the Shire's duty of care for volunteers and requires that adequate resourcing is provided to manage hazards and risks and that these resources are being used correctly.

Section 41 of the *Bush Fires Act 1954* provides that a local government may establish and maintain bush fire brigades as a part of its organisation for the prevention, control and

extinguishment of bush fires. If a bush fire brigade is established, then this must be done in accordance with a local government's local law.

The *Shire of Broomehill-Tambellup Bush Fire Brigades Local Law 2020* states:

‘2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2. Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to—
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “brigade area”); and
  - (c) appoint—
    - i. a Captain;
    - ii. a First Lieutenant;
    - iii. a Second Lieutenant;
    - iv. additional Lieutenants if the local government considers it necessary;
    - v. an Equipment Officer;
    - vi. a Secretary; and
    - vii. a Treasurer; or
    - viii. a Secretary/Treasurer combined.
- (3) When considering the appointment of persons to the positions in subclause (1)(c), **the local government is to have regard to the qualifications and experience which may be required to fill each position.**
- (4) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.’

#### FINANCIAL IMPLICATIONS

Bush Fire Brigade expenses are covered by the Emergency Services Levy (ESL). Many of the training courses for fire volunteers are provided by DFES at no cost.

#### POLICY IMPLICATIONS

This item recommends an amendment to Council Policy 6.2 to add minimum training requirements for bush fire volunteers.

## RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>Business and Community Disruption</i>	<ul style="list-style-type: none"> <li>• <i>Failure to appropriately manage volunteer bush fire brigade</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Regular LEMC meetings</i></li> <li>• <i>Fire break / fuel load inspections and enforcement</i></li> <li>• <i>Regular debriefing and reviewing of incidents</i></li> <li>• <i>Current LEMA &amp; Recovery Plans</i></li> </ul>	<i>Nil.</i>
<i>Work Health and Safety Practices</i>	<ul style="list-style-type: none"> <li>• <i>Lack of appropriate PPE / equipment</i></li> <li>• <i>Lack of mandate and commitment from senior management</i></li> <li>• <i>Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, contractors and/or tenants</i></li> <li>• <i>Inadequate supervision, training or mentoring of staff.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Shire safety culture</i></li> <li>• <i>Provision of PPE</i></li> </ul>	<i>Nil.</i>
<i>Current Risk Rating within the Risk Profile</i>		<i>Adequate</i>	
IMPLICATIONS			
<p><i>The two most basic safety controls to ensure that the health and safety of persons is not put at risk are:</i></p> <ol style="list-style-type: none"> <li><i>1. Protective equipment and clothing; and</i></li> <li><i>2. Training to perform the role.</i></li> </ol> <p><i>Protective equipment and clothing is currently purchased through the Emergency Services Levy (ESL) for brigade members and is well defined and resourced. The provision of an adequate level of training for all brigade members is not currently defined by the Shire and, as such, is the subject of this agenda item.</i></p>			

## ASSET MANAGEMENT IMPLICATIONS

Nil.

## VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION**

That:

1. The proposed changes to Council Policy 6.2 (Appointment of Bushfire Control Officers) be adopted as per attachment 10.3.4;
2. The changes made in amending Council Policy 6.2 relating to minimum training requirements for all bush fire volunteers be incorporated into the Bush Fire Brigades Standard Operating Procedures;
3. All Shire of Broomehill-Tambellup bush fire brigades be advised of the amended Council Policy and new training requirements.

**10.4 PUBLIC HEALTH AND WELLBEING PLAN 2023-2027**

<b>ATTACHMENT(S)</b>	10.4.1 Draft Shire of Broomehill-Tambellup Public Health and Wellbeing Plan 2023-2027
<b>FILE NO</b>	ADM
<b>APPLICANT</b>	n/a
<b>AUTHOR</b>	Pam Hull, Strategic Support & Projects Officer
<b>DATE</b>	13 April 2023
<b>DISCLOSURE OF INTEREST</b>	Nil

<b>STRATEGIC IMPLICATIONS</b>	
<b>Strategic Community Plan 2023-2033</b>	<b>Corporate Business Plan 2023 -2027</b>
<b>Community Outcome</b>	<b>Corporate Actions</b>
<p><b>2. A United Community</b>            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 adoption of the Shire of Broomehill-Tambellup Public Health and Wellbeing Plan 2023-2027 (Public Health Plan). The Public Health Plan has been developed to achieve compliance with the *Public Health Act 2016* and to identify initiatives that aim to enhance the health and wellbeing of our local community.

**BACKGROUND**

The *Public Health Act 2016* provides modern legislation to regulate public health in Western Australia. Once fully implemented, the Act will repeal much of the outdated *Health Act 1911* and is designed to better protect and promote the health of all Western Australians.

Local governments are required by the *Public Health Act 2016* to have a public health plan when stage 5 of the Act's implementation comes into effect at a yet to be determined proclamation date.

A Public Health Plan is essentially a -

- Health Profile: the background evidence which provides an analysis of the health status and health determinants of the population and provides an overview of the public health needs and risks of the community; and
- Strategic plan: outlines the objectives and policy priorities that focus on achieving positive public health outcomes through the promotion, improvement and

protection of public health and the development and delivery of public health services.

Public Health Plans should be consistent with the State Public Health Plan which was released in 2019.

#### **COMMENT**

A consultant was engaged to assist with the development of the Plan. The process included research and analysis of relevant data for the region, taken from the ABS Census 2021, Socio-Economic Indexes for Areas (SEIFA), Australian Early Development Census (AEDC), and Health Department hospital admissions data 2018-2020.

A community survey was also conducted to determine perceptions of current issues, and future priorities. Fifty three (53) responses were received, either in hard copy, or online. This represents around 5% of the total population of the Shire.

The data gathered from the research and survey responses has highlighted three priority areas for the Shire's attention:

- Improving community health outcomes through education and harm minimization and working with allied health professionals;
- Providing recreation facilities and activities for all demographics; and
- Minimise environmental health hazards in the community.

Strategies to address these areas have been developed. The Public Health Plan is required to integrate with the Strategic Community Plan 'People Power', and as such, the strategies have been aligned to community outcomes contained in 'People Power'. It is expected that the implementation of the Public Health Plan will be able to be achieved within the capacity of existing staff resources.

#### **CONSULTATION**

Mr Llew Withers - Withers & Associates  
Community survey

#### **STATUTORY ENVIRONMENT**

*Public Health Act (2016)*

The *Public Health Act 2016* is being delivered in stages, with progress through Stage 5 (which includes Part 5 and the requirement for local governments to develop a Public Health Plan) currently taking place.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this matter. It is expected that the implementation of the Public Health Plan will be able to be achieved within the capacity of existing staff resources.

#### **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” and can be managed by routine procedures and with current resources.

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That the Shire of Broomehill-Tambellup Public Health and Wellbeing Plan 2023-2027 be adopted as presented.



## 11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

### 11.1 PROPOSED DRAINAGE/WATER DISCHARGE INTO LOT 536 NARDLAH ROAD, BROOMEHILL

ATTACHMENT(S)	11.1.1 CBH Drainage Plan
FILE NO	ADM0582
APPLICANT	Co-operative Bulk Handling [CBH]
AUTHOR	Liz Bushby, Town Planning Innovations
DATE	3 March 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p><b>6. Attracted New Businesses</b></p> <p>6.4 BT New business</p> <p>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 the Council is to consider a development application allowing water discharge to occur on Lot 536.

#### BACKGROUND

In 2021, CBH lodged an application seeking planning approval for a Rural Industry 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. Condition 8 of the approval required that *'the Operator (CBH) to lodge detailed drainage design drawings to the local government for separate approval prior to the commencement of development.'*

A drainage report was lodged with the DAP application, however it was known at the time that the drainage drawings may be further developed and refined. For that reason the drainage condition was worded to provide flexibility.

CBH has further progressed detailed drainage design for the loadout facility. All drainage infrastructure will still be contained on CBH land, however water overflow/ discharge is now proposed within adjacent Lot 536.

### Location

The DAP approval was specifically issued for the ‘property location’ of Lot 2, Lot 533 and Lot 535. The approval includes conditions which specifically limit the approved development to Lot 2, Lot 533 and Lot 535.

This application is for water overflow onto Lot 536 which is to the immediate south of the lots owned by CBH. Lot 536 has an approximate area of 66.4 hectares.



Above: Location Plan showing Lot 536

### Drainage

The original drainage report lodged with the DAP application examined a range of drainage options, including the potential to expand the size of existing drainage infrastructure on site. After investigating several options, the report identified that a new drainage basin would be installed approximately 700 metres to the south of the proposed development, within Lot 535.

At the time that the DAP application was processed, CBH confirmed that they would lodge more detailed drainage design drawings to the Shire prior to installation.

Drainage is still proposed in the form of a basin in the south west portion of Lot 535, however the design has been refined – refer Attachment 11.1.1.

Water will be directed to the new basin via swale drains. There is capacity for basin overflow into a concrete weir (shown as an insert on the drainage map).

## COMMENT

In the event that the proposed drainage weir overflows, then there will be water discharge into adjacent Lot 536. The overflow will occur via the existing natural contours, and no infrastructure is proposed in Lot 536.

Lot 536 is owned by Pardoo Holdings Pty Ltd who have consented to lodgement of this application.

In terms of drainage management is it proposed to discharge water over a portion of Lot 536 subject to the following:

- Peak outflow from the drainage basin is 0.14m<sup>3</sup>/s (or 140L/s). The water will be spread evenly from the level spreader to avoid soil erosion.
- The volume of outflow for the 1 in 20 year flood event is 2,430m<sup>3</sup> over a duration of 7.8 hours.
- The volume of outflow from the 1 in 100 years flood event is 3,750m<sup>3</sup> over a duration of 9 hours.

CBH has advised that the water discharge will be secured via a private agreement with Pardoo Holdings Pty Ltd, and that they have agreements across various sites for off site disposal of stormwater.

TPI has highlighted to CBH that they need a contingency plan in the event that:

1. The owner of Lot 536 withdraws their consent to the water discharge;
2. The lot is sold or circumstances change.

CBH has advised that 'to ensure that adequate provision for retention of stormwater, CBH are willing to entertain a condition of Development Approval to require drainage be contained on site if an owner of Lot 536 no longer agrees to the water discharge.'

The conditions recommended by TPI are unorthodox, however it is considered that safeguards need to be put in place in the event that Lot 536 becomes unavailable for water discharge.

## CONSULTATION

Nil.

## 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 34 outlines discretion to vary a site or development requirement.

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 536 is zoned Farming under the Scheme. The proposal does not conflict with the objectives of the Farming zone, particular that *‘the Council intends the predominant form of rural activity in the Farming Zone will continue to be based on large farming units’*.

The drainage overflow into Lot 536 will provide additional water supply, and the lot can continue to be used for agricultural activities.

**POLICY IMPLICATIONS**

There are no Local Planning Policy Implications.

**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. The unorthodox recommendation assists to protect the Shire in this regard.

**FINANCIAL IMPLICATIONS**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council

Approve the application for drainage /water discharge onto a portion of Lot 536 Nardlah Road, Broomehill subject to the following conditions and footnote:

1. The peak and volume outflows are to generally be in accordance with those stated in the application to the satisfaction of the Chief Executive Officer, unless otherwise approved in writing.
2. This approval is issued with consent from Pardoo Holdings Pty Ltd being the landowner of Lot 536 Nardlah Road. This approval is cancelled and shall expire within ninety (90) days if:
  - (a) There is a change of ownership that is registered on the Certificate of Title; and / or
  - (b) The title becomes subject of a deceased estate; and /or
  - (c) The registered owner of Certificate of Title, Volume 2983, Volume 383 withdraws consent to use of Lot 536 for water discharge.

**Footnote:**

The applicant, CBH, is advised that:

- (i) A new development application will need to be lodged with a new owners consent in the event that Lot 536 is sold.

- (ii) In the event that any owner of Lot 536 withdraws consent for water discharge into their property, CBH will need to provide an alternative drainage solution.

**11.2 LOT 5761 (NO. 469) EUREKA RD BROOMEHILL EAST – PROPOSED AGRICULTURAL SHED**

ATTACHMENT(S)	Nil
FILE NO	A661
APPLICANT	Eureka Farming Group Pty Ltd
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	5 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p><b>6. Attracted New Businesses</b>                      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**

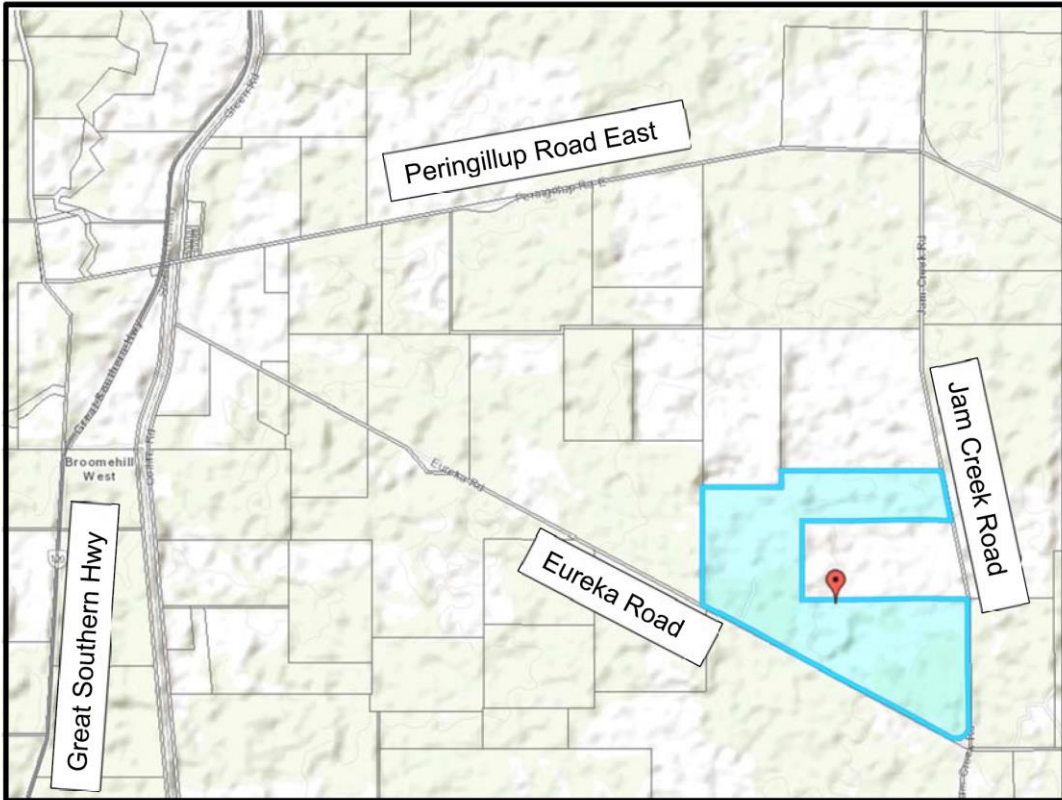
The purpose of this report is for the Council to consider an application for an outbuilding (agricultural farm shed) on Lot 5761 (No 469) Eureka Road, Broomehill East.

**BACKGROUND**

Lot 5761 has an approximate area of 200 hectares, is used for agricultural purposes, and contains existing agricultural sheds (shearing and workshop).

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

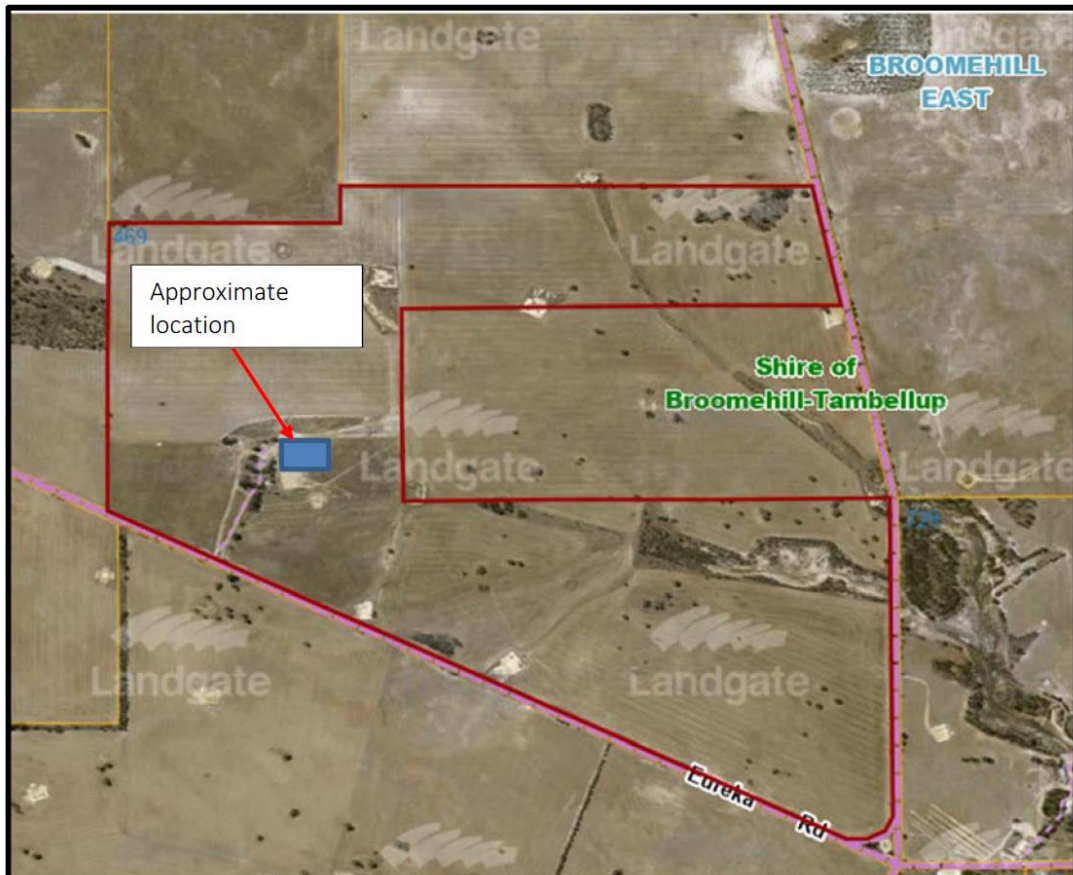
The lot is located on the corner of Eureka Road and Jam Creek Road – refer to location plan over page.



Above: Location Plan showing Lot 5671 (blue outline)

**COMMENT**

The building is proposed to be setback approximately 330 metres from the front Eureka Road lot boundary, and over 250 metres from the closest eastern lot boundary.



The building is proposed to have a floor area of 1,248m<sup>2</sup>, and a 5.5 metre wall height. It is proposed for storage of agricultural machinery.

### **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 Broomehill Town Planning Scheme No 1*

The lot is zoned Farming. The proposed development complies with the minimum setback requirements applicable to the Farming zone being 15 metres to the front lot boundary, and 10 metres to any side or rear lot boundary.

The Scheme exempts a single house and ancillary outbuildings from the need for planning approval, except where a lot does not have constructed road access. Unfortunately there is an anomaly in the Scheme as a single house is not listed as a permitted use in the Farming zone under Table 1 : Zoning Table, hence lodgement of a planning application has been required.

*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 Broomehill Tambellup Town Planning Scheme No 1.

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 policy implications associated with this matter.



#### **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 asset management implications associated with this matter.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION**

That the Council approves the application for an outbuilding (agricultural shed) on Lot 5761 (No 469) Eureka Road, Broomehill East 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.

**11.3 LOT 5043 (NO. 503) WHITE ROAD LAKE TOOLBRUNUP – PROPOSED AGRICULTURAL SHED**

ATTACHMENT(S)	Nil
FILE NO	A770
APPLICANT	Auspan Building Systems Pty Ltd
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	12 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p><b>6. Attracted New Businesses</b>                      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**

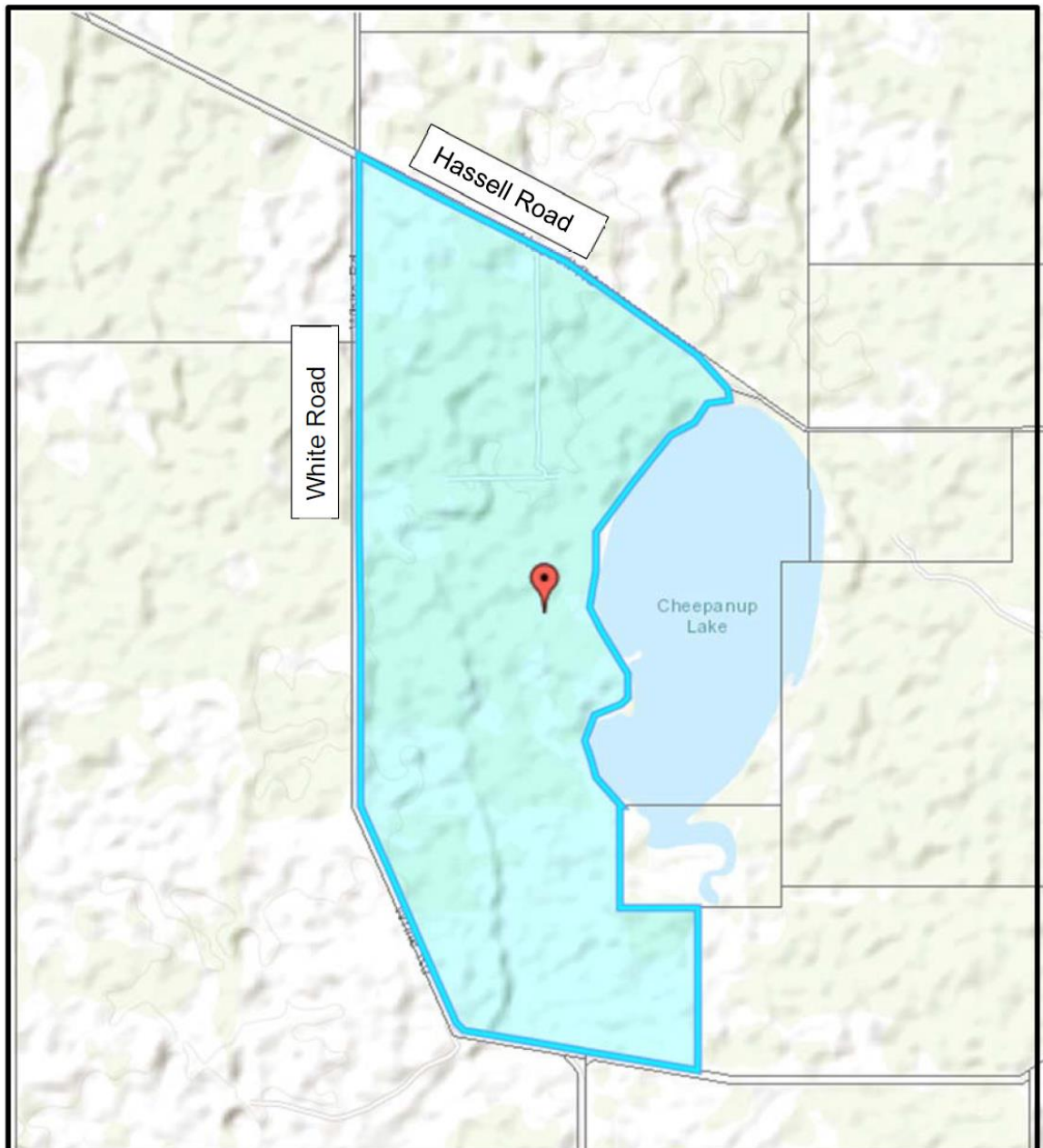
The purpose of this report is for Council to consider an application for an outbuilding (agricultural farm shed) on Lot 5043 (No 503) White Road, Lake Toolbrunup.

**BACKGROUND**

Lot 5043 has an approximate area of 535 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 on the corner of White Road and Hassell Road – refer to location plan over page.



*Above: Location Plan showing Lot 5043 (blue outline)*

**COMMENT**

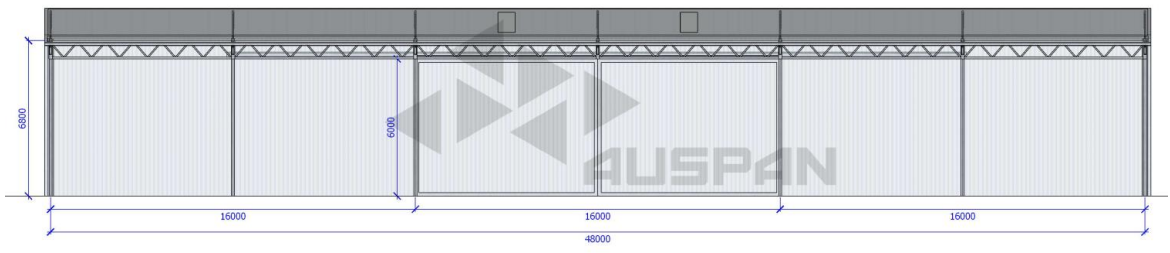
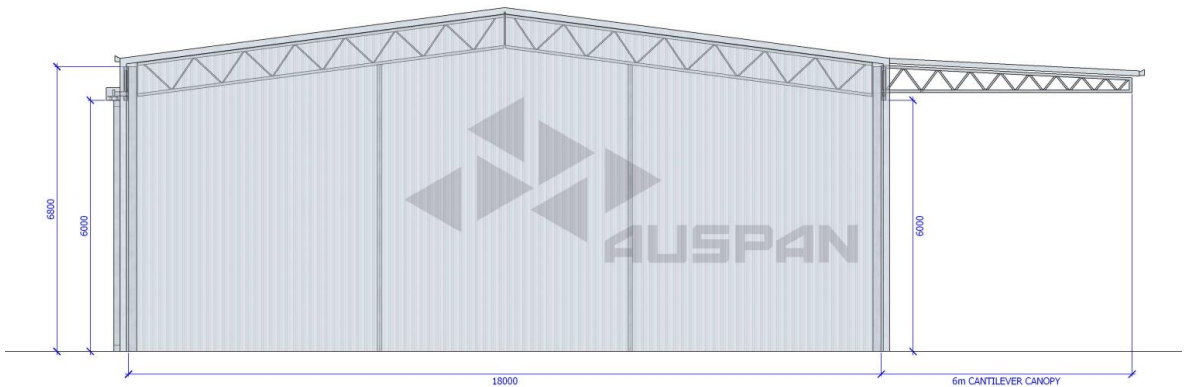
The building is proposed to be set back approximately 970 metres from the White Road lot boundary, 1065 metres from the north Hassell Road lot boundary and 445 metres from the closest eastern lot boundary.

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 864m<sup>2</sup>, and a 6.8 metre wall height. It is proposed for storage of agricultural machinery and hay.

Elevations are 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**

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**

That the Council approves the application for an outbuilding (agricultural shed) on Lot 5043 (No 503) White Road, 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.

#### 11.4 BROOMEHILL CARAVAN PARK – REVIEW OF CABIN RENTAL FEES

ATTACHMENT(S)	Nil
FILE NO	ADM0005
APPLICANT	Nil
AUTHOR	Kay O’Neill, Manager Finance & Administration
DATE	12 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p><b>4. Versatile Accommodation</b></p> <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>	<p>Corporate Business Plan is in development</p>

#### SUMMARY

The purpose of this report is to review the rental fees for the cabins at the Broomehill Caravan Park.

#### BACKGROUND

In 2020/21 a one bedroom cabin and a two bedroom cabin were constructed at the Broomehill Caravan Park, with both being available for customers in April 2021.

The current rental fees adopted by the Council in the 2022/2023 Schedule of Fees and Charges are as follows –

2 Bedroom cabin (maximum occupancy 4 people)

Nightly rate                   \$140.00

Weekly rate                     \$700.00

1 Bedroom cabin (maximum occupancy 2 people)

Nightly rate                     \$120.00

Weekly rate                     \$600.00

Cabin Bond                         \$200.00 (refundable after inspection)

Bookings exceeding 28 days – a 10% discount will be applied

#### COMMENT

Staff have been working to set up an online booking system with Room Manager, which will be linked to the Shire’s website. All reservations and payments will be made by customers via this site.

Setting the parameters for the cabins in Room Manager has prompted a review of the rental fees.

The site doesn't accommodate the ability to apply the 10% discount adopted by the Council, for stays exceeding 28 days.

Staff recommend that the rental fees be streamlined, and propose that the weekly rate be removed and the 10% discount not be offered. In place of these, a discounted nightly rate for stays exceeding 6 nights should be applied.

The following rental fees for the cabins are recommended to Council for adoption –

2 bedroom cabin

\$140.00 per night (up to 6 nights)

\$125.00 per night (7 nights or more)

1 bedroom cabin

\$120.00 per night (up to 6 nights)

\$105.00 per night (7 nights or more)

Once the on line booking system is operational, the requirement for a Bond wont be necessary as payment details are captured in the system, and the cost of any damage can be on charged.

The cabins are continually being occupied by Contractors working in the area for considerable lengths of time. Amending the rental fees for the cabins will simplify making reservations in the online booking system for customers, and enable all bookings to be processed through this site without manual override from staff.

## **CONSULTATION**

Chief Executive Officer

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*s6.16. Imposition of fees and charges*

(1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

(2) *A fee or charge may be imposed for the following —*

*(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*

*(b) supplying a service or carrying out work at the request of a person;*

*(c) subject to section 5.94, providing information from local government records;*

*(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*

*(e) supplying goods;*

*(f) such other service as may be prescribed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

*(a) imposed\* during a financial year; and*

*(b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*



#### **FINANCIAL IMPLICATIONS**

Amending the adopted fees for the cabins will have an insignificant impact on the Shire’s revenue. For stays exceeding 6 nights, customers will pay a discounted set fee per night rather than an adjusted weekly rate or discounted rate if staying longer than 28 days.

#### **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**

That the Council: amends the 2022/2023 Schedule of Fees and Charges and, from 1 May 2023, adopts the following :

1. Rental fees for the cabins at the Broomehill Caravan Park –
  - 2 bedroom cabin
    - \$140.00 per night (up to 6 nights)
    - \$125.00 per night (7 nights or more)
  - 1 bedroom cabin
    - \$120.00 per night (up to 6 nights)
    - \$105.00 per night (7 nights or more); and
2. Delete the following:
  - Cabin Bond \$200.00 (refundable after inspection)
  - Bookings exceeding 28 days – a 10% discount will be applied

**12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE**

**12.1 DEPARTMENT OF TRANSPORT – GREAT SOUTHERN CYCLING STRATEGY 2050**

<b>ATTACHMENT(S)</b>	12.1.1 Maps showing existing and proposed cycling routes 12.1.2 Proposed five-year action plan
<b>FILE NO</b>	ADM0565
<b>APPLICANT</b>	n/a
<b>AUTHOR</b>	Pam Hull, Strategic Support & Projects Officer
<b>DATE</b>	11 April 2023
<b>DISCLOSURE OF INTEREST</b>	Nil

<b>STRATEGIC IMPLICATIONS</b>	
<b>Strategic Community Plan 2023-2033</b>	<b>Corporate Business Plan 2023 -2027</b>
<b>Community Outcomes</b>	<b>Corporate Actions</b>
<p><b>9. Unique BT Interactions</b> 9.1 Anytime trails and adventure This is an extraordinary trails program, to the level of trails being a Broomehill-Tambellup talking point. Some regional trails being linked with Noongar storytelling, highlighted by signage, plaques and digital support. Includes Yoorn Trails Series, in partnership with Great Southern Treasures.</p>	<p>Corporate Business Plan is in development</p>

**SUMMARY**

The purpose of this report is for the Council to consider the outcomes from community consultation in relation to cycling infrastructure development in the Shire.

**BACKGROUND**

The Department of Transport (DoT), in partnership with Great Southern local governments and other stakeholders, is working to develop an aspirational cycling strategy for the Great Southern region.

The Great Southern 2050 Cycle Strategy is one of eleven regional strategies being developed for WA. It aims to improve planning for cycling in the region – specifically, to identify any gaps in existing networks, plan for future growth corridors, and produce strategic and operational plans for key regional centres and their surrounding areas. This action reflects the growing demand for high quality cycling infrastructure in regional Western Australia.

The primary focus of the Strategy is transport cycling, but there is recognition of the growing popularity of cycle tourism and opportunities for inter-regional connectivity. The Strategy is being developed, inclusive of the priorities identified in the Great Southern Regional Trails Masterplan 202-2029.

Once the draft Strategy has been completed, the endorsement of the document by Great Southern local governments and other stakeholders will be sought.

## COMMENT

Outdoors Great Southern has been contracted by DoT to assist in the development of the Strategy, including stakeholder engagement. Methods of consultation included a web-based survey, hard copy survey, and face-to-face consultation opportunities.

While input into the survey by Broomehill and Tambellup residents was limited, a number of people took the opportunity to meet with representatives from Outdoors Great Southern to discuss existing cycling routes and infrastructure, and provide input into future opportunities for consideration. 'Cycling' includes on road, off road, mountain biking etc.

The information gathered at this session has been mapped by Outdoors Great Southern.

The projects which were identified are as follows:

- **Lavater St to Broomehill Recreation precinct - shared use path**

New off road route from the town centre to the Broomehill Recreation Complex – will require significant site investigation, planning and design.

- **Chillicup Road shared use path**

New path between Javelin St and Morgan Rd to connect rural residential areas to town centre.

- **Janus Street path upgrade**

Replace existing non-compliant path.

- **Janitor Street upgrade**

Replace existing non-compliant path.

- **River to Tambellup Sports precinct - shared use path**

New off road route to create a loop for recreational users – will require site investigation, planning and design.

- **Tambellup River trail**

New off road trail providing link between existing River Trail and Noongar Trail sections.

- **Tambellup to Gnowangerup Rail Trail**

Tourist Trail - Identified as a priority trail in the Great Southern Regional Trails Master Plan 2020-2029. Will require advocacy for access to the railway corridor and collaboration between the Shires of Broomehill-Tambellup and Gnowangerup as a joint project. Outdoors Great Southern is currently developing a business plan for a similar project using the Kojonup-Katanning rail corridor.

- **Albany to Woodanilling Rail Trail**

Tourist trail - regional project – to be led by Outdoors Great Southern.

- **Broomehill to Katanning road cycle route**  
Regional project – to be led by Outdoors Great Southern.
- **Broomehill to Gnowangerup Tourist trail**  
Regional project – to be led by Outdoors Great Southern.

Maps showing existing routes and the above future proposals have been developed by Outdoors Great Southern, with reference to the Shire’s Local Bike Plans, Great Southern Regional Trails Master Plan 2020-2029 and local input. A suggested implementation plan has also been provided. The Council’s in-principle support of the nominated projects and the draft five-year action plan is sought at this time.

It should be noted that the Council’s endorsement of these projects does not indicate a firm commitment to proceed. Projects will only be able to proceed when usual processes around planning, design and funding are complete. However, the identification of these projects in the regional Strategy may support future applications for external funding.

#### **CONSULTATION**

Community workshop - August 2022  
Outdoors Great Southern

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this matter.

#### **POLICY IMPLICATIONS**

Nil

#### **RISK MANAGEMENT IMPLICATIONS**

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

#### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications associated with this matter

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION**

That the Council provides its in-principle endorsement of cycling infrastructure projects for the Shire of Broomehill-Tambellup, as identified through community consultation, for inclusion in the Department of Transport Great Southern Cycling Strategy 2050.

### 13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

#### 13.1 FINANCIAL STATEMENTS – MARCH 2023

ATTACHMENT(S)	13.1.1 – Financial Statements March 2023
FILE NO	ADM0619
APPLICANT	n/a
AUTHOR	Kay O’Neill, Manager Finance & Administration
DATE	11 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<p><b>11. Delivered Shire Trust and Performance</b>            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 March 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**

**That the monthly financial statements for the period ending 31 March 2023 be received.**

**13.2 MONTHLY LIST OF PAYMENTS – MARCH 2023**

ATTACHMENT(S)	13.3.1 - Monthly Payments Listing March 2023
FILE NO	ADM0619
APPLICANT	N/A
AUTHOR	Kay O'Neill, Manager Finance & Administration
DATE	11 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>11. Delivered Shire Trust and Performance</b> 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 March 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	318,128.58
Trust Fund	0.00
Credit Cards	2,829.71
<b>TOTAL</b>	<b>320,958.29</b>

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**

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 March 2023; comprising –

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$318,128.58; and
- Credit Card payments totalling \$2,829.71.



### 13.3 ROADS HIERARCHY

ATTACHMENT(S)	13.3.1 –Roads Hierarchy 2023
FILE NO	ADM0315
APPLICANT	n/a
AUTHOR	Peter Vlahov, Manager of Works
DATE	12 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>12. Collected Region-wide Knowledge</b> 12.2 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 support.	Corporate Business Plan is in development.

#### SUMMARY

The purpose of this report is for the Council to consider adopting the Roads Hierarchy.

#### BACKGROUND

As part of the Shire’s Asset Management practices, the road network has been categorised according to strategic importance, both locally and regionally. Criteria used to inform this process is based on traffic count volume, type of traffic and interaction with other freight routes through the Shire.

The resulting Roads Hierarchy identifies roads in the following categories

- Local Distributor of Regional Significance – linking regional transport routes
- Local Distributor – linking Local Distributor of Regional Significance to Access 1 and 2 roads
- Access 1 – low volume local road
- Access 2 - low volume, predominantly farm access road
- Town streets

The Roads Hierarchy assists the Council and Staff in:

- Determining the minimum maintenance required for each category of road;
- Identification of upgrade and capital work requirements;
- Assist in prioritising projects for the annual budget.

#### COMMENT

Data in the Roads Hierarchy has been updated and will be reviewed annually as part of the budget process.

Adoption of the Roads Hierarchy will ensure a strategic approach to maintaining the road network can be achieved.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Nil, however adoption of the Roads Hierarchy will assist in effectively targeting funds for road construction and maintenance.

**POLICY IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

Adoption of the Roads Hierarchy and regular review will assist in managing road construction and maintenance requirements into the future.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That the Council adopts the Roads Hierarchy 2023 as presented.

**13.4 ANNUAL REPORT 2021/2022**

<b>ATTACHMENT(S)</b>	13.4.1 Annual Report 2021/2022 13.4.2 <b>CONFIDENTIAL</b> Audit Concluding Memo
<b>FILE NO</b>	ADM0035
<b>APPLICANT</b>	n/a
<b>AUTHOR</b>	Kay O’Neill – Manager Finance and Administration
<b>DATE</b>	12 April 2023
<b>DISCLOSURE OF INTEREST</b>	Nil

<b>STRATEGIC IMPLICATIONS</b>	
<b>Strategic Community Plan 2023-2033</b>	<b>Corporate Business Plan 2023 -2027</b>
<b>Community Outcomes</b>	<b>Corporate Actions</b>
11. Delivered Shire Trust and Performance 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.	Corporate Business plan is in development.

**SUMMARY**

For the Council to consider the 2021/2022 Annual Report, incorporating the Annual Financial Report and Auditors Report, and the Audit Committee’s recommendations.

**BACKGROUND**

Section 6.4 of the *Local Government Act 1995* ‘Financial report’ requires that a local government is to prepare an annual financial report for the preceding financial year, in the manner and form prescribed. The accounts and annual financial report must be submitted to the auditor by 30 September each year.

Section 5.54 of the *Local Government Act 1995* ‘Acceptance of annual reports’ requires an Annual Report to be accepted by the local government no later than 31 December in each year unless the Auditor’s Report is not available in time. The *Local Government Act 1995* Section 5.42(2) provides that if the Annual Report is not accepted by the local government by 31 December then it must be presented within two (2) months of the auditor’s report becoming available. The auditor’s report for the 2021/2022 year was received on 4 April 2023.

The Annual Report will be considered by the Audit Committee at its meeting on 20 April 2023.

**COMMENT**

The completion of the audit and the annual financial report confirms the financial data for the 2021/2022 year, including the carried forward surplus position. The Annual Financial Report and auditors report form part of the Annual Report.

Attachment 13.4.2 - Audit Concluding Memo was prepared by Moore Australia and circulated to the CEO, Manager Finance and Administration and the Audit Committee Chair for the exit meeting held with the Office of the Auditor General and Moore Australia on 3 April 2023.

The Memo is strictly confidential and has been made available to management and those charged with governance to facilitate discussions. Moore Australia have reiterated that the contents of this document should not be disclosed to third parties without their prior written consent.

The following matters were noted during the audit –

**1. Payroll Reconciliations not performed**

*Reconciliations of the payroll reports to corresponding general ledger has not been performed at each pay run during the year.*

Recommendation

*To help ensure salaries and wages are complete and correctly posted into the general ledger, we recommend they are reconciled every pay run to the payroll summary report and documented for review by a senior staff member independent of preparation. The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.*

**Management Comment**

Since the Auditors visit, a Payroll Reconciliation process has been implemented and is performed as part of the fortnightly payroll processing function. The Reconciliation is reviewed each fortnight by the Chief Executive Officer and Manager Finance and Administration.

**2. Fixed Asset Reconciliations not performed**

*Reconciliations of the fixed asset register to corresponding general ledger control accounts for fixed assets has not been performed regularly during the year.*

Recommendation

*To help ensure fixed asset register are complete and correctly posted into the general ledger, we recommend they be reconciled with sufficient regularity, such as quarterly and reviewed by a senior staff member independent of preparation. The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.*

**Management Comment**

There was a delay in preparing these reconciliations as the audit for the 2020/21 year had not been signed off. It is recommended practice to refrain from processing transactions in the Asset Register until the audit for the previous year is complete.

The Asset Register and General Ledger control accounts are reconciled for each month, once the previous year audit is complete.

**3. Fair value of infrastructure assets**

*The Shire has performed an assessment to determine whether its infrastructure assets represent fair value. This assessment has relied on the Shire's internal assessment by management of the current market conditions. This review indicated there were no significant movements or impacts on its infrastructure assets relevant to 30 June 2022.*

*Whilst acknowledging management's assessment we note that this conclusion appears somewhat inconsistent with the outcomes (revaluation increments) of independent valuations that were obtained for other assets (Land and Buildings).*

Recommendation

*The Shire consider implementing as part of the preparation of financial statements a formal robust process to determine whether indicators exist that would trigger a requirement to perform a formal revaluation of Infrastructure Assets. This process is to ensure that the Shire's infrastructure assets are recorded at fair value in compliance with AASB 13 Fair Value Measurement and the Regulations.*

*This may entail obtaining relevant input from an independent valuer as to whether or not they consider there are any prevailing market factors which may indicate that the fair value of relevant assets are likely to have been impacted to any significant / material extent from the prior year.*

**Management comment**

Noted. The Shire's Infrastructure Assets will be revalued for year end 30 June 2023.

**4. Outstanding Commonwealth certifications**

*Shire has not yet completed the annual Commonwealth certification audits in relation to Local Roads and Community Infrastructure Program (LRCIP) and Roads to Recovery Program (RTR) for both financial reporting periods ending 30 June 2022 and 30 June 2021. Audited certifications were due to be submitted to Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts by 31 October each year.*

Recommendation

*It is recommended that Shire attend to submit these outstanding certifications to Commonwealth as a matter of priority and in any case before 30 June 2023.*

**Management Comment**

The acquittals and reporting for the LRCIP and Roads to Recovery will be complete as a priority in April 2023.

**5. Assets useful lives not reviewed on an annual basis**

*The Shire has not reviewed the estimated useful lives of assets for the financial year 2021-2022.*

Recommendation

*To help ensure the Shire's assets are depreciating at rates that are consistent with the patterns of consumption, management should review the estimated useful lives of assets used for calculating depreciation on an annual basis.*

**Management Comment**

A review of the estimated useful lives, and subsequent depreciation rates, for the Shire's assets will be undertaken in 2022/23.

## 6. Credit card agreement not signed

*We noted one instance where the credit card agreement for one credit card holder had not been signed.*

### Recommendation

*To help ensure proper usage of credit cards and enhance accountability, all credit card holders should sign the credit card agreement as evidence of acknowledgement of their responsibilities and legal obligations when using credit cards.*

### **Management Comment:**

This instance occurred during a period of high staff turnover, and the credit card agreement for one card holder was not signed.

Signed credit card agreements for the current card holders are on file, and are signed upon issuing of the card. Should there be any change to card holders, in accordance with Council Policy, credit card agreements will be signed by the new card holders.

## 7. Credit card policy not adhered

*Our review of the credit cards procedures noted that one instance out of twelve samples where the credit card transactions in the credit card statement was not certified by the credit cardholder. In addition, we noted three instances out of twelve samples where the credit card statements were not reviewed by an independently staff member.*

### Recommendation

*To help ensure proper accountability and relevant control procedures for credit cards are being adhered to, all credit card transactions should be reviewed by the credit cardholders. All credit card statements should also be reviewed by an independent staff member.*

### **Management Comment:**

These instances occurred during a period of staff turnover and the credit card statement arrived after the employee had resigned, therefore not being available to certify the transactions or review the statement.

Processes have been implemented whereby credit card statements and receipts are collated by Finance staff and reviewed by the Chief Executive Officer and Manager of Finance and Administration.

The 2021/2022 Annual Report, as presented, addresses the requirements of the *Local Government Act 1995*.

## CONSULTATION

Auditors – Moore Australia  
Office of the Auditor General  
Senior Staff

## STATUTORY ENVIRONMENT

*Local Government Act 1995 – Part 5 Division 5 Annual Reports and planning; and Local Government (Administration) Regulations 1996, r19B and r19CA*

- Prescribes the content of the annual report

*Local Government Act 1995 – Part 6 Financial Management; and  
Local Government (Financial Management) Regulations 1996*

- Defines the processes and procedures that apply to the recording and reporting of financial matters.

*Local Government Act 1995 – Part 7 Audit; and  
Local Government (Audit) Regulations 1996*

- Defines the audit of the financial accounts of local governments, including the appointment of auditors and the conduct of audits.

#### **FINANCIAL IMPLICATIONS**

This item reports on the financial position of the Shire at 30 June 2022. The recommendation itself does not have any financial implications.

#### **POLICY IMPLICATIONS**

Nil

#### **RISK MANAGEMENT IMPLICATIONS**

External audits and risk reviews are an integral part of ensuring that financial and compliance risks are minimised and legislative compliance is maintained.

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **COMMITTEE RECOMMENDATION**

That it be recommended that the Council:

1. In accordance with sections 5.53 and 5.54 of the *Local Government Act 1995* the 2021/2022 Annual Report for the Shire of Broomehill-Tambellup, incorporating the Annual Financial Report and Audit Report, be accepted;
2. In accordance with sections 5.55 and 5.55A of the *Local Government Act 1995* authorise the Chief Executive Officer to give local public notice of the availability of the annual report and publish the report on the Shire's website within 14 days of acceptance; and
3. Holds the annual general meeting of electors at 3.00pm on Thursday 18 May 2023, in the Tambellup Council Chambers.

**13.5 BUSH FIRE ADVISORY COMMITTEE - MINUTES**

ATTACHMENT(S)	13.5.1 – Bush Fire Advisory Committee – Minutes 22 March 2023
FILE NO	ADM0336
APPLICANT	n/a
AUTHOR	Anthony Middleton – Chief Executive Officer
DATE	14 April 2023
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>10.1 SoBT community engagement program</b> This is a Shire, pre-planned, twice per year engagement program to build strong interaction between community and Shire.	Corporate Business Plan in development

**SUMMARY**

The purpose of this report is for the Council to receive the minutes of the Bush Fire Advisory Committee meeting held 22 March 2023.

**BACKGROUND**

The Bush Fire Advisory Committee (BFAC) is a statutory committee of the Council, comprised of representation from the Council, captains of the five (5) Shire Bush Fire Brigades and the Tambellup Fire & Rescue Service.

The function of the BFAC (as defined by the *Bush Fires Act 1954*) is to advise the local government regarding all matters relating to:

- the preventing, controlling and extinguishing of bush fires;
- the planning of the layout of fire breaks in the district and prosecutions for breaches of the Act;
- the formation of bush fire brigades and the grouping thereof under group brigade officers;
- the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities; and
- any other matter relating to bush fire control.

The BFAC generally meets twice a year in March & October.

**COMMENT**

The minutes from the meeting of the BFAC held on 22 March 2023 are presented for the Council's information. Recommendations made within these minutes to the Council will be the subject of a separate agenda item.

**CONSULTATION**

Nil.



## STATUTORY ENVIRONMENT

Section 67 of the Bush Fire's Act 1954 states:

### **67. Advisory committees**

- (1) *A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co operation and co ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*
- (2) *A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.*
- (3) *In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —*
  - (a) *make rules for the guidance of the committee; and*
  - (b) *accept the resignation in writing of, or remove, any member of the committee; and*
  - (c) *where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*
- (4) *A committee appointed under this section —*
  - (a) *may from time to time meet and adjourn as the committee thinks fit;*
  - (b) *shall not transact business at a meeting unless the quorum fixed by the local government is present;*
  - (c) *is answerable to the local government and shall, as and when required by the local government, report fully on its activities.*

## FINANCIAL IMPLICATIONS

Nil.

## 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**

That that the minutes of the Bush Fire Advisory Committee meeting held 22 March 2023 be received.

**14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

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

Nil

**16. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

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

**18. CLOSURE**

There being no further business to discuss, the Presiding Member, Cr White, declared the meeting closed at \_\_\_\_\_pm.