



AGENDA

Ordinary Council Meeting

20 March 2025

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

**An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup
will be held in the Council Chambers, 46-48 Norrish Street, Tambellup
on 20 March 2025 commencing at 4.30pm.**



**Karen Callaghan
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 Clause 22 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

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 and 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 in the Council Chambers,
46-48 Norrish Street, Tambellup on 20 March 2025**

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 SH Penny	
Cr CM Dewar	
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

3. DISCLOSURE OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. PRESENTATIONS/PETITIONS/DEPUTATIONS

7. APPLICATION FOR LEAVE OF ABSENCE

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 20 FEBRUARY 2025

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 20 February 2025 be confirmed as a true and accurate record of proceedings.

10. KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE**10.1 TAMBELLUP SPORTS GROUND – PROPOSAL TO UPGRADE SPORTS LIGHTING**

ATTACHMENT(S)	10.1.1 Correspondence from Tambellup Community Pavillion Association
FILE NO	ADM0328
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	10 March 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: 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	Develop, adopt and implement a Health, Wellbeing and Safety Strategy and Plan.

SUMMARY

The Council to consider a proposal for the upgrade of lighting to facilities at the Tambellup Sports Ground.

BACKGROUND

The Tambellup Community Pavilion Association Inc. (TCPA) has written to the Shire in relation to upgrading the lighting to the oval and tennis courts and installing new lighting to the bowling green.

The TCPA, in consultation with the author, has commenced the process to seek lighting designs and quotes, with the intent of submitting an application to the Department of Local Government, Sport and Cultural Industries' Club Night Lights Program (CNLP) for funding to assist with the project.

As the project involves upgrades and installation of permanent infrastructure at the Sports Ground, it would be appropriate for the Shire to submit the application on behalf of the TCPA and all user groups.

This agenda item seeks the Council's approval to proceed with the application process.

COMMENT

The Tambellup Sports Ground provides a venue for hockey, cricket, tennis and bowls, as well as community events and an informal recreation space.

The oval is lit by two light towers on the eastern end with four lights on each. The light coverage extends to midway across the area of the football oval. This provides an acceptable area for the Hockey Club to conduct training at night, however, does not extend to the cricket nets on the north side of the oval. The Cricket Club has, through the TCPA, requested that lighting be provided to this area.

The tennis courts are lit by six light towers – four with two lights on each, and two with single lights. The existing arrangement provides good coverage over the four top courts, and a basic level of lighting to the bottom two courts. The Tennis Club has requested that the lighting be upgraded as part of this project.

The bowling green is currently unlit, and the Bowling Club, through the TCPA, has requested that the installation of lighting be considered as part of the upgrade.

The TCPA advises the lights on the oval were replaced by the Hockey Club in 2013/2014 and the tennis court lights have not been upgraded since installation many years ago.

Lighting standards for sporting facilities are in line with recommendations from each national or international sporting body, and are noted in the Australian Standards. The level of lighting required differs for each level of competition.

Initial discussions with a lighting consultant indicate two additional poles will be required for the oval – one on the northern side, and one on the southern side. This, along with the upgrade of the lights to LED will result in lighting to the majority of the football oval and the cricket nets, to an appropriate standard for community level sports participation.

Four 12m poles will be required for the bowling green, with LED lights to each, which again, will provide lighting to an appropriate standard for community level sports participation.

The upgrade of the tennis court lighting will be a simple replacement of the existing lights with LED lights.

The benefits of upgrading the lighting infrastructure to newer technology for each discrete area include:

- Longer lifespan
- Instant lighting (no warm up period required)
- Energy efficient with reduced running costs
- Better lighting quality

The TCPA member clubs, and more broadly the community, stand to benefit from the project through:

- Better lighting creating a safer training and playing environment for clubs and ensuring the wear on the oval surface can be spread evenly
- Opportunities for clubs, in particular the Bowling Club, to extend their competitions and social events into the evening
- Opportunities to better utilise the oval for community recreation programs.

CONSULTATION

TCPA Chair

Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil at this time. If the Council is supportive, an application will be prepared to the CNLP for funding to assist. The CNLP offers a maximum grant of up to 50% of the project cost, capped at \$200,000 ex GST. The full 50% is not guaranteed however and is dependent on various factors including eligibility of project elements, and the overall demand for funding. The next round of CNLP opens in July 2025.

The TCPA is consulting with its member clubs to seek commitment to a financial contribution from each, and the TCPA will also contribute. If a contribution from the Shire is required, the request will be submitted for consideration before the 2025/2026 budget is prepared.

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

A successful application will see long-term improvements made to assets located at the Tambellup Sports Ground.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council supports the submission of an application to the Department of Local Government, Sport and Cultural Industries' Club Night Lights Program, for upgrades to lighting to the Tambellup oval and tennis courts, and installation of new lighting to the Tambellup bowling green.

10.2 BROOMEHILL RECREATIONAL COMPLEX - WATER SECURITY PLAN STAGE 2

ATTACHMENT(S)	Nil
FILE NO	ADM0267
AUTHOR	Peter Vlahov, Manager of Works
DATE	10 March 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: 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 endorse Stage 2 of the Broomehill Recreational Complex Water Security Plan.

BACKGROUND

At the December 2024 Ordinary Council Meeting, a report was presented to the Council, to consider options aimed at enhancing water security for the Broomehill Recreational Complex (BRC). The Council endorsed the following resolution:

That the following Broomehill Recreational Complex Water Security Plan be approved for implementation in the 2024-2025 year:

- 1. Increase the size of the holding pond located next to the Complex dam.*
- 2. Compact the Complex dam catchment, apply a bitumen/aggregate seal and clean out the contour drains.*
- 3. Recondition and reconnect infrastructure located at the Town dam to the pipe leading to the Complex dam.*
- 4. Relocate the solar pump at Bignell dam to the CBH dam and purchase a larger capacity pump with three additional solar panels for installation at Bignell dam.*

As the expenditure associated with the Plan was unbudgeted, a budget amendment and transfer of \$45,000 from the Broomehill Recreational Complex Reserve was approved, to fund the implementation of the project. The Council also resolved to consult further with CBH and the community regarding a staged approach and options for the additional capture and transfer of water for use at the BRC.

The following actions from the Water Security Plan were implemented shortly after the Council meeting:

- The holding pond at the Storage Dam was increased in size (Action 1)
- Infrastructure located at the Town Dam was reconditioned and reconnected, and water can now be transferred both ways between the Town Dam and Storage Dam (Action 3).

COMMENT

Subsequent to the Council meeting, the Chief Executive Officer (CEO) and Manager of Works met with representatives from the BRC to review the Water Security Plan and discuss actions to be implemented. At that meeting, correct terminology for the three dams was agreed upon, as follows:

- Complex dam – now known as Storage Dam
- Bignell dam - now known as Transfer Dam
- CBH dam - now known as Catchment Dam

In discussion with the BRC, it was agreed that the cost to compact and seal the Storage Dam catchment as proposed in the Water Security Plan (Action 2) was excessive for the benefit it would provide, and this action was deferred.

It was also agreed that the purchase and installation of a generator and new pump at the Transfer Dam, to work in tandem with the existing solar pump, would be more effective and efficient than installing a larger capacity solar pump at the Transfer Dam (Action 4).

Quotes have been obtained for the supply and installation of a diesel generator and submersible pump with the preferred option estimated at \$18,000 ex GST.

The following actions will comprise Stage 2 of the Water Security Plan:

1. Purchase a diesel generator and submersible pump, to be installed at the Transfer Dam. As per the previous Council recommendation, this is to be funded through the Broomehill Recreational Complex Reserve Fund.
2. Connect new piping from the submersible pump to the existing pipe and solar pump at the Transfer Dam, ensuring the flow meter is connected to monitor water flow – the pumps to work in tandem.
3. Clear trees from the catchment at the Storage Dam.
4. Formalise agreements with CBH (Catchment Dam) and the owners of the Transfer Dam for ongoing access to the dams and the water.
5. The CEO to advise BRC of the Council decision.
6. In the longer term, the CEO to continue to engage with CBH to advocate for power to be connected at the Catchment Dam.

CONSULTATION

Chief Executive Officer
Broomehill Recreational Complex Committee
Relevant community stakeholders

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

A budget amendment and transfer of \$45,000 from the Broomehill Recreational Complex Reserve was approved at the December 2024 Ordinary Council Meeting to fund the implementation of Stage 1. The removal of Actions 2 and 4 from Stage 1 will reduce the expenditure for this stage, however the addition of Actions 1, 2 and 3 from Stage 2 will incur expenditure. It is considered the existing allocation will be adequate to implement Stage 2.

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

The recommended actions will result in an improvement to the water harvesting, transfer and storage infrastructure and systems in place for the BRC, and ultimately, better management of recreation spaces at the BRC.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION 1

That the Broomehill Recreational Complex Water Security Plan Stage 1 be amended from:

1. Increase the size of the holding pond located next to the Complex dam.
2. Compact the Complex dam catchment, apply a bitumen/aggregate seal and clean out the contour drains.
3. Recondition and reconnect infrastructure located at the Town dam to the pipe leading to the Complex dam.
4. Relocate the solar pump at Bignell dam to the CBH dam and purchase a larger capacity pump with three additional solar panels for installation at Bignell dam.

To

1. Increase the size of the holding pond located next to the Complex dam.
2. Recondition and reconnect infrastructure located at the Town dam to the pipe leading to the Complex dam.

OFFICER RECOMMENDATION 2

That the Broomehill Recreational Complex Water Security Plan Stage 2 be approved for implementation in the 2024-2025 year:

1. Purchase a diesel generator and submersible pump, to be installed at the Transfer Dam.
2. Connect new piping from the submersible pump to the existing pipe and solar pump at the Transfer Dam, ensuring the flow meter is connected to monitor water flow – the pumps to work in tandem.
3. Clear trees from the catchment at the Storage Dam.
4. Formalise agreements with CBH (Catchment Dam) and the owners of the Transfer Dam for ongoing access to the dams and the water.
5. The CEO to advise BRC of the Council decision.
6. In the longer term, the CEO to continue to engage with CBH to advocate for power to be connected at the Catchment Dam.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 CONTRACT OF SALE FOR THE WATER CORPORATION'S JAM CREEK ROAD DAM AND CATCHMENT

ATTACHMENT(S)	11.1.1 - Contract of Sale
FILE NO	ADM0072
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	11 March 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 approve the Contract of Sale for the Water Corporation dam on Jam Creek Road, Tambellup and authorise its signing under seal.

BACKGROUND

Over several years negotiations have taken place regarding the possible sale of the Water Corporation's Jam Creek Road dam and catchment assets to the Shire. The dam is known as Tambellup No. 1 dam.

The Shire entered into an agreement with the Water Corporation in 2010 to purchase water from the No. 1 dam for use by the Tambellup Primary School and for the Shire's parks and gardens in the Tambellup townsite. The agreement allowed for installation of infrastructure in that year to supply the Shire's oval, parks and gardens as well as the Tambellup Primary School's oval.

In March 2014 and again in February 2017 the Council resolved to acquire a portion of the dam and the Water Corporation were advised of the Council's decision in both instances, however the land transfer did not progress. The Water Corporation reached out again in January 2024 advising they had internal authority to progress the matter.

The Council, at their 18 April 2024 meeting adopted the following resolution:

Moved Cr Dewar, seconded Cr Penny that the Chief Executive Officer writes to the Water Corporation and confirms that -

- The Shire of Broomehill-Tambellup accepts, for no consideration, acquisition of freehold land and assets as indicated on the enclosed Tambellup Dam Proposed Subdivision Plan (Attachment 11.1.2). The description of the land to be subdivided is Lot 1 on Plan 6877 being the whole of the land in Certificate of Title Volume 1205 Folio 240;*
- The Shire accepts the land, dam, catchment and other assets on an 'as is' condition basis and will conduct its own independent due diligence prior to entering into the contract for sale;*

- *A Deposited Plan of Subdivision (including proposed easements and road reserves) will be prepared by the Shire and lodged with Landgate to the satisfaction of the Water Corporation;*
- *The costs of subdivision, fencing and all other transaction costs (including Water Corporation solicitors' costs) will be met by the Shire;*
- *Gravel extraction from Proposed Lot 2 by the Shire will cease.*

The Water Corporation have now prepared a Contract of Sale which is included as attachment 11.1.1.

COMMENT

A land surveyor will be engaged to prepare the Subdivision plan for lodgment with Landgate and the WA Planning Commission, and provision has been made in the 2024/25 budget for fencing costs and other transaction costs.

The Council is required to approve the Contract of Sale and authorise for it to be signed under seal by the Shire President and Chief Executive Officer.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Costs will be incurred in preparation of the contract of sale, payable to the Water Corporation as previously agreed.

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

Acquisition of land, including a dam and catchment, which will form part of asset management planning.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Contract of Sale between the Water Corporation and Shire of Broomehill-Tambellup for part of Lot 1 on plan 6877 Jam Creek Road, Tambellup be approved and signed under seal by the Shire President and Chief Executive Officer.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

12.1 TAMBELLUP RAILWAY PRECINCT – TOWNSCAPE PLANS

ATTACHMENT(S)	12.1.1 – Draft Tambellup Railway Precinct Plan
FILE NO	ADM0644
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	13 March 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Lifestyle	
8. Enjoyed Built Environments 8.2 Tambellup Railway Precinct Development Development of the Tambellup Railway Precinct including toilets, accommodation at the old Railway Station, signage, banner poles and EV charging options.	Develop, adopt and implement the Tambellup Railway Precinct Townscape Five Year Plan.

SUMMARY

The Council to reconsider progressing the Tambellup Railway Precinct Townscape Concept Plans.

BACKGROUND

The Tambellup Railway Precinct represents one side of the town's main street and is the effective centre of the town site. It would be advantageous to update or replace individual facilities within the precinct, such as the public toilets and the war memorial, however it is vital to ensure this is completed in a planned and coordinated manner in accordance with both the Council's and the community's wishes.

To achieve this end, consultants, in consultation with the Senior Management Team and with consideration of feedback from a Council briefing session, prepared a draft townscape plan (Attachment 12.1.1) for the Tambellup Railway Precinct. The plans were presented to the September 2023 Ordinary Council Meeting for the Council's consideration, and at that meeting, the following resolution was adopted:

Moved Cr Barritt, seconded Cr Dewar that:

- 1. The draft Townscape Plan for the Tambellup Railway Precinct, as attached, be endorsed for community consultation;*
- 2. The community consultation process includes community information sessions, public displays and feedback forms in addition to the normal channels used (The Topics, Shire website and Facebook page);*
- 3. The community feedback period conclude in early 2024 and all feedback received be considered by the Council at its February 2024 Council Meeting; and*

4. *The proposed location of the new public toilets in the Shop Zone of the attached draft Townscape Plan for the Tambellup Railway Precinct be adopted, incorporating:*
- a. *Authorisation to demolish the existing public toilets in the Long Vehicle Zone (upon completion of a new set of toilets);*
 - b. *The 2023/2024 Annual Budget allocation of \$400,000 for townscape works for the Tambellup Railway Precinct (account LR404) be utilised to construct the new public toilets; and*
 - c. *Concept designs and plans for the new toilets be considered by the Council prior to construction commencing.*

The draft plans were advertised for public comment and made available in a variety of formats and forums from the beginning of October 2023 through to the end of January 2024. Following the close of the comment period, the written submissions were presented to the March 2024 Ordinary Council Meeting, and the following resolution was adopted:

Moved Cr Dewar, seconded Cr Penny that in relation to the Tambellup Railway Precinct Townscape Concept Plans:

- *Those persons who made submissions during the public consultation process be thanked for their input; and*
- *H&H Architects be requested to proceed with detailed design and provide indicative costings for implementation; and*
- *The detailed design plans and costings be brought back to the Council for consideration and final adoption; and*
- *The Chief Executive Officer be authorised to proceed with the purchase and installation of the Yarra-5 toilet building as quoted by Modus Australia.*

COMMENT

The land encompassing the Railway Reserve is owned by the Public Transport Authority (PTA), and is leased in several parts to the Shire. As such, any proposal to undertake works on the site requires the approval of the PTA. Copies of the concept plans and project description were provided to PTA in March 2024, and their response, which sought further information, was not received until the end of November 2024. This information has been provided, and we are still awaiting a response.

The construction of new public toilets as depicted on the plans was endorsed by the Council at the September 2023 Ordinary Council Meeting. This project was to be funded by an allocation from the Local Roads and Community Infrastructure Program (LRCI) Round 4, with funds to be expended by 30 June 2025. The delay in obtaining approval for these works has compromised the ability to deliver the project within this timeframe.

In addition, PTA has advised that the proposal to construct a new pedestrian crossing and pathway through the rail corridor to a new parking area on the western side of the site would require a PTA-issued construction licence and a *Licence to Use and Occupy Corridor Land* as it is within the Rail Corridor and outside the Shire's current lease area with the PTA.

PTA believes the most efficient way forward is for the current lease agreements to be amalgamated under a new Licence to Occupy between PTA and the Shire as the current

ones have since expired and are on a holding over basis (month by month). Staff have been in contact with PTA's agents to commence this process, however it is not likely to be achieved in the short term.

Aside from the governance issues surrounding the ability to undertake works on the land, a recent review of all Council-endorsed plans has highlighted a significant body of work that the Shire has committed to delivering. The endorsed plans include:

- Tambellup Caravan Park Development
- Broomehill Caravan Park Upgrade
- Broomehill and Tambellup Cemetery refresh
- Gordon River Walk Trail and Facilities Upgrade
- Trails Masterplan
- Corporate Business Plan

Nearly 400 actions are outlined in these plans to be delivered over the period 2024-2028., in addition to regular day-to-day operations, The Tambellup Railway Precinct development is a significant project that will require substantial additional resources, including staffing. Therefore, it is recommended that the project be deferred at this time.

Budget provision of \$400,000 was allocated for the construction of toilets as endorsed by the September 2023 Council resolution. Subsequent budget amendments in October 2024 resulted in this amount being reduced to \$300,000 consisting of \$290,000 (LRCI) and \$10,000 (municipal funds). The LRCI funds are required to be expended by 30 June 2025.

It is proposed that the LRCI funds be reallocated to the following projects, for delivery by 30 June 2025:

Project	Cost Estimate
Gordon River facilities – as per 2024/2025 budget	\$160,000
Tambellup Caravan Park Development	\$130,000
Total funding reallocated	\$290,000

If the Council is supportive of this course of action, the Council resolutions from the September 2023 and March 2024 Ordinary Council Meetings should be revoked.

The Tambellup Railway Precinct Development project has been identified as a key deliverable in the Corporate Business Plan 2024-2028. It is recommended that the project be deferred until June 2027.

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Funds allocated to the Townscape Project will be reallocated to alternative projects, with no impact on the overall budget.

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

The reallocation of funding as proposed will result in the creation of new assets and the improvement of existing infrastructure.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION 1

That Council Motion No. 097/23 from the September 2023 Ordinary Council Meeting, as follows:

'That:

1. The draft Townscape Plan for the Tambellup Railway Precinct, as attached, be endorsed for community consultation;
2. The community consultation process include community information sessions, public displays and feedback forms in addition to the normal channels used (The Topics, Shire website and Facebook page);
3. The community feedback period conclude in early 2024 and all feedback received be considered by the Council at its February 2024 Council Meeting; and
4. The proposed location of the new public toilets in the Shop Zone of the attached draft Townscape Plan for the Tambellup Railway Precinct be adopted, incorporating:
 - a. Authorisation to demolish the existing public toilets in the Long Vehicle Zone (upon completion of a new set of toilets);
 - b. The 2023/2024 Annual Budget allocation of \$400,000 for townscape works for the Tambellup Railway Precinct (account LR404) be utilised to construct the new public toilets; and
 - c. Concept designs and plans for the new toilets be considered by the Council prior to construction commencing'

be revoked.

OFFICER RECOMMENDATION 2

That Council Motion No. 020/24 from the March 2024 Ordinary Council Meeting, as follows:

‘That in relation to the Tambellup Railway Precinct Townscape Concept Plans:

- Those persons who made submissions during the public consultation process be thanked for their input; and
- H&H Architects be requested to proceed with detailed design and provide indicative costings for implementation; and
- The detailed design plans and costings be brought back to the Council for consideration and final adoption; and
- The Chief Executive Officer be authorised to proceed with the purchase and installation of the Yarra-5 toilet building as quoted by Modus Australia’

be revoked:

OFFICER RECOMMENDATION 3

That Local Roads and Community Infrastructure Program Round 4 funding of \$290,000 allocated to Tambellup Railway Precinct (LR404) be reallocated to the following projects:

- Gordon River facilities (CAP195) \$160,000
- Tambellup Caravan Park Development (LR309) \$130,000

OFFICER RECOMMENDATION 4

That the Corporate Business Plan 2024-2028 be amended to reflect the delivery of Strategic Outcome 8.2 Tambellup Railway Precinct Development, from June 2025 to June 2027.

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

ATTACHMENT(S)	13.1.1 Financial Statements February 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 March 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 December 2024 and January 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

That the monthly financial statements for the period ending 28 February 2025 be received.

13.2 MONTHLY LIST OF PAYMENTS – FEBRUARY 2025

ATTACHMENT(S)	13.2.1 Monthly Payments Listing February 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 March 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 February 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 –

December 2024

	\$
Municipal Fund	577,888.49
Trust Fund	0.00
Purchasing Cards	3,093.12
TOTAL	580,981.61

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 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

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 February 2025 be endorsed; comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$577,888.49; and
- Credit/Purchasing Card payments totalling \$3,093.12.

13.3 STANDPIPE USAGE CHARGES - DONALD STREET, TAMBELLUP

ATTACHMENT(S)	Nil
FILE NO	ADM0291
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	11 March 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill Tambellup Shire Support	
No specific community outcome	No specific corporate initiative

SUMMARY

The Council to impose a fee for usage of water from the standpipe on Donald Street, Tambellup.

BACKGROUND

In 2021/22 funding was allocated to install three water tanks in Broomehill and Tambellup to increase capacity and availability of water for emergency situations and community usage. Standpipe controllers were installed on one tank in Broomehill adjacent to the India Street dam, and one at the tank on Donald Street in the Tambellup Depot grounds.

The connection for the water mains into the tank on Donald Street in Tambellup has recently been completed, making the standpipe controller available for use.

COMMENT

To activate this controller and enable its use, an appropriate fee first needs to be adopted for sale of water.

The Water Corporation connection for this service is 40mm and charged at the rate of \$9.687 per kilolitre. It is appropriate to impose a fee of \$11.00 per kilolitre for water used from the Donald Street standpipe, which is in keeping with the current adopted fees for the other standpipes with the same service connections.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

6.16. 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

Imposition of a new fee for sale of water from the Donald Street standpipe. Revenue from sale of water from this location offsets the charges incurred from the Water Corporation.

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 2024/25 Schedule of Fees and Charges be amended to include sale of water from the Donald Street standpipe at \$11.00 per kilolitre.

13.4 COMPLIANCE AUDIT RETURN 2024

ATTACHMENT(S)	13.4.1 – Compliance Audit Return 2024
FILE NO	ADM0302
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	11 March 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 purpose of this report is for the Council to adopt the 2024 Compliance Audit Return (CAR).

BACKGROUND

Local Governments are required to complete the CAR annually in relation to the period 1 January to 31 December.

Local Government (Audit) Regulations 1996, Regulation 14 requires the Audit and Risk Committee to review the CAR and report the results of the review to the Council. Following adoption of the CAR by Council, a certified copy of the return along with the relevant section of the Council minutes is to be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.

Once adopted by Council, the Shire President and Chief Executive Officer are required to certify that the statutory obligations of the Shire of Broomehill-Tambellup have been complied with.

The CAR was considered by the Audit and Risk Committee at their February 2025 meeting, and they have recommended it to the Council for adoption.

COMMENT

The CAR is comprehensive and gives an indication of the Shire's level of compliance with legislative requirements, relating only to compliance with the *Local Government Act 1995* and associated Regulations. The current structure of the CAR is restricted to the areas of compliance and reporting considered high risk. The questions contained in the CAR relate to the prescribed statutory requirements in Regulation 13 of the *Local Government (Audit) Regulations 1996*.

The CAR contains 94 questions around the following areas of activity –

1. Commercial Enterprises by Local Governments
2. Delegation of Power/Duty
3. Disclosure of Interest
4. Disposal of Property
5. Elections
6. Finance
7. Local Government Employees
8. Official Conduct
9. Tenders for Providing Goods and Services
10. Integrated Planning and Reporting
11. Other Optional Questions

The 2024 CAR has been completed by the Governance and Compliance Officer and Manager of Finance and Administration. From a total of 94 questions, compliance of 98.94% has been achieved in all areas with the exception of one as outlined below:

Optional Questions

Question 7: Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?

Comments:

While this did not occur by 31 July 2024, the report has since been prepared and published.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995 s7.13(1)(i)

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –*
 - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*

(b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation —

certified in relation to a compliance audit return means signed by —

(a) the mayor or president; and

(b) the CEO.

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

COMMITTEE RECOMMENDATION

That following a review of the Compliance Audit Return 2024 by the Audit and Risk Committee, the return be adopted and forwarded to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.

13.5 KATANNING LANDCARE - CLIMATE-SMART AGRICULTURE PROGRAM CAPACITY BUILDING GRANTS

ATTACHMENT(S)	13.5.1 - Proposed model 2025-2028 13.5.2 - Draft Budget 13.5.3 - Post 2028 governance options 13.5.4 - Funding Options post 2028 13.5.5 - Gillamii Centre Strategic Plan 2021 - 2025
FILE NO	ADM0227
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	10 March 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	
10. Grown Shire Leadership 10.3 Contribution to the Environment Contribution to the environment	No specific corporate initiative

SUMMARY

The Council to consider a request from Katanning Landcare to partner in a project to support capacity building for the reinstatement of landcare groups

BACKGROUND

Katanning Landcare (KL) is seeking support from neighbouring Shires, for an application to the Federal Government's Climate-Smart Agriculture Program Capacity Building Grants Round 2.

With the demise of active Landcare groups in the communities surrounding Katanning and the resulting gap in service delivery and support to landowners, the proposal centres on KL providing a district Landcare hub encompassing the six surrounding Shires comprising Wagin, Woodanilling, Dumbleyung, Kent, Kojonup and Broomehill-Tambellup (Shires) for a period of 2.5 years (the funding period).

In that time, Landcare Officers are hired, supported, and trained by the skilled existing staff at KL, to provide Landcare services in those Shires, including helping to re-establish volunteer local committees, sharing information, and developing projects with landholders. The proposed structure is as per Attachment 13.5.1. Proposed model 2025-2028.

The proposal seeks funding to deliver the following over a 2.5-year period comprising:

- Engagement of three full-time Landcare officers, to work across two shires each;
- Engagement of one full-time Aboriginal officer to work across all Shires to engage with First Nations, build relationships, train and support the Landcare Officers with cultural awareness;
- Fund Katanning Landcare officer support of these positions and delivery of the project;

- Plan and deliver a program of field days, events, workshops and on-ground works in each shire;
- Professional development and training for staff;
- Establish the governance structures for the future sustainability of the individual Shire positions and committees;
- Infrastructure upscale costs for Katanning Landcare – office accommodation, computers, increased insurances; and
- Lease of additional vehicle and running costs.

Draft Budget and Funding

KL has advised a very rough estimate of \$1.7 million as per Attachment 13.5.2 Draft budget, to deliver this program over 2.5 years, based on all six shires participating. If fewer shires participate, the funding requested will be reduced accordingly.

Long Term Model

At the end of the 2.5 years, it is anticipated the neighbouring Shires will have:

1. a method to run a Landcare service again;
2. ongoing projects to provide funding to support operations and activities.
3. experienced staff that can be moved across from the KL umbrella to work for their own Landcare group; and
4. landholders re-engaged with Landcare.

The model that each locality ends up with may vary, from an independent Landcare group or Land Conservation District Committee (LCDC); a Shire supported position; or a resource sharing arrangement with an existing group etc. as best suits that local community, developed over the course of the project as provided in Attachment 13.5.3 Post 2028 governance options.

The sustainability of these positions following the end of the project period is reliant on securing ongoing funding either through project grants, the Shire, host organisation contributions, or a Soil Conservation Service Charge, levied by the local government on rates assessments on behalf of the LCDC. Most likely it will be a combination of two or more options, as illustrated by the diagram at Attachment 13.5.4 - Funding options post 2028.

Council's Consideration

Applications for the grant program close on 31 March 2025, and KL is consulting with all neighbouring Shires to determine support before commencing a submission. KL has requested the Council's consideration of the proposal, and is seeking:

- In-principle support
- Advice of cash and/or in-kind contributions towards the project.

COMMENT

At present, landowners with property straddling the Shire of Katanning boundary are eligible to receive assistance from KL. KL's project officer has advised that despite requests for assistance from landowners in other Shires including Broomehill-Tambellup, KL does not currently have the capacity to assist.

The operational area of the North Stirlings Pallinup Natural Resources Inc. (NSPNR) is aligned on the north and east with that of the Shire of Gnowangerup and the southern

side bounded by the Stirling Range National Park. The western side of the operational area includes the Broomehill East locality (Shire of Broomehill-Tambellup) and the Shire of Gnowangerup boundary. NSPNR currently has no active projects in this Shire.

In 2024, the Council agreed to enter into a Funding Agreement (Agreement) with the Gillamii Centre, for a contribution of \$20,000 per annum over a three year period, which would see the Gillamii Centre deliver the following:

1. Delivery of the Shire of Broomehill-Tambellup environmental objectives as outlined in the Strategic Community Plan 2023 Objective 7 – Celebrated Natural Environments
 - 7.1 Gordon River advancement
 - 7.3 Boot Rock Reserve
 - 7.4 Tambellup Water Reserve
2. Delivery of environmental and sustainable agriculture outcomes under the Gillamii grower group committee as outlined in the Gillamii Strategic Plan 2021 – 2025 (Attachment 13.5.5 - Gillamii Strategic Plan 2021 - 2025).

While the Shire’s Strategic Plan notes objectives in both Broomehill and Tambellup, and the Gillamii Centre’s Strategic Plan notes *(1.1) ‘Our research and development addresses current and longer term local and regional (Great Southern/South Coast) priorities’*, in practice most of the Gillamii Centre’s on ground initiatives in the Shire to date have been located on farmland in the southern part of the Shire.

Given that the Shire is already in partnership with the Gillamii Centre for the Shire in its entirety, it is recommended that the offer to participate is declined.

CONSULTATION

Katanning Landcare
Gillamii Centre
Councillors

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil, if the Council adopts the recommendation Should the Council wish to participate, a contribution of up to \$20,000 per annum would be required, in addition to the contribution already being made to the Gillamii Centre, which is significant impost on the Shire’s annual budget.

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 declines to participate in the Katanning Landcare proposal to seek funding through the Climate Smart Agriculture Capacity Building Grant Round 2 2025, to establish a Landcare Hub.

13.6 MID-YEAR BUDGET REVIEW

ATTACHMENT(S)	13.6.1 2024/25 Mid-Year Budget Review
FILE NO	ADM0163
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	12 March 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 purpose of this report is to consider the review of the 2024/25 Annual Budget, for the period 1 July 2024 to 28 February 2025.

BACKGROUND

The budget review has been prepared to include information required by the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Regulation 33A requires local governments to conduct a review of their annual budget between 1 January and the last day in February in each financial year.

Regardless of statutory requirements, conducting a budget review at least once each year is sound financial management practice. It enables the Council to analyse the financial performance of the year to date and make amendments to the authorisations that the budget puts in place for the delivery of the local government's functions.

The Council adopted a 10% or \$10,000 minimum for the reporting of material variances to be used in the statement of financial activity and the annual budget review.

COMMENT

The detailed budget papers are attached to the agenda as a separate document. The following more significant amendments have resulted from this review:-

- Increase from reimbursement of legal fees on-charged to rate assessments of \$20,000, and subsequent increase in expenditure in rates debt collection fees of \$30,000;
- Increase of \$21,000 in rates written off following the public auction of 5 assessments for non-payment of rates;

- Decreased allocation of \$185,200 from financial assistance grants provided by the WA Local Government Grants Commission due to the advance payment of grants in June 2024;
- Increase of \$45,000 in legal expenses for a legal matter involving Countryside Homes;
- Reduction of funding of \$30,000 allocated to design/drafting of an extension for the Tambellup Admin Building as alternate accommodation arrangements are progressing;
- An increase of \$20,000 in ICT expenses as the server was required to be replaced as a priority, including the rack and some cabling;
- Decrease of \$20,000 for the review of the Strategic Resource Plan which has been deferred to 2025/26;
- A saving of \$10,000 for the Workforce Plan Review as the majority of this will be done in-house;
- Funding from the Department of Communities has been received from the Regional Childcare Workers grant of \$19,800 for travel expenses and equipment for the Tambellup Family Daycare, the revenue is offset by expenditure of the same;
- A saving of \$15,000 from demolition of the old bowling clubhouse for the Tambellup Caravan Park development, though an increase in wages and overheads for removal of the building rubble was incurred;
- Increase of \$11,000 in repairs and maintenance against the Tambellup Pavilion for installation of solar bollard lighting along the pathways and limestone brickwork adjacent to the bowling green;
- Deferral of the Community Grants Program to the 2025/26 financial year, pending adoption of guidelines;
- Increase of \$20,000 for parks, gardens and reserves to accommodate the purchase of street trees in Tambellup;
- Reduction of \$186,000 in Roads to Recovery funding allocated to 2024/25 due to a change in the way this funding is allocated to Shires, adjustments to the projects planned for this year has also been made;
- Increase of \$38,000 from the Regional Road Group Direct Grant resulting from additional funding being made available in that pool;
- Additional funding of \$45,000 allocated to Road Maintenance to accommodate purchase and installation of speed signs in Broomehill and Tambellup townsites, and gravel for road maintenance works;
- Increase of \$20,000 against RAMM Road Inventory as data collection and condition assessment for the road network has been undertaken, which will be utilised for updating the Strategic Resource Plan in 2025/26;
- Decrease in funding of \$191,000 allocated to the Tambellup Caravan Park as a funding application was unsuccessful;
- Additional funding of \$10,000 allocated to the fit out of 3 cabins at the Tambellup Caravan Park;
- Increase in both revenue and expenditure in private works of \$12,000 to reflect actuals;
- Savings of \$10,000 for construction of the records storeroom in the Lesser Hall;
- Additional funding of \$30,000 has been allocated to ensure landscaping of the terracing at the Broomehill Recreation Complex can be completed in 2024/25;

- The Broomehill Recreation Complex water security plan approved by the Council is estimated to cost \$45,000, funded by a transfer from Reserve;
- The Tambellup Townscape Project has been deferred due to issues with Public Transport Authority in progressing with the project on their land, the LRCI funding has been reallocated to the Gordon River facilities and Tambellup Caravan Park to ensure expenditure of the grant by 30 June 2025 as required;
- Adjustment of expenditure on Roads to Recovery projects due to a reduction in allocation for 2024/25. Sealing of Pallinup Road will be completed in 2025/26;
- The Council approved a reallocation of funding for the Tambellup Caravan Park after the close of the tender for civil works;
- Increase in transfer from Reserves of \$218,100 for the Tambellup Caravan Park and \$45,000 for the Broomehill Recreation Complex Water Security Plan;
- Numerous minor changes within operating accounts to better reflect actual revenue and expenditure.

A full listing of the budget amendments required are included in Note 4 in the attached budget review for the Council's consideration.

CONSULTATION

Chief Executive Officer

Manager of Works

Strategic Support and Projects Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 - regulation 33A -

- (1) *Between 1 January and the last day in February in each financial year a local government is to carry out a review of its annual budget for that year;*
- (2) *The review of an annual budget for a financial year must –*
 - (a) *consider the local governments financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local governments financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
 - (d) *include the following –*
 - (i) *the annual budget adopted by the local government;*
 - (ii) *an update of each of the estimates included in the annual budget;*
 - (iii) *the actual amount of expenditure, revenue and income as at the date of the review;*
 - (iv) *adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

** Absolute majority required.*

- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

FINANCIAL IMPLICATIONS

The budget review document reviews the Shire's financial operations for the financial year to date and recommends changes to the adopted budget and the projects previously approved by the Council

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:

1. the 2024/25 Annual Budget be amended with the changes outlined in the mid-year budget review document; and
2. the 2024/25 Mid-Year Budget Review for the period 1 July 2024 to 28 February 2025 be adopted.

13.7 LOCAL GOVERNMENT FINANCIAL INDEX RATIO STRATEGY

ATTACHMENT(S)	Nil
FILE NO	ADM0669
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	14 March 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 review the strategy for the ratio's underpinning the Shire's Local Government Financial Index.

BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been working collaboratively with stakeholders and industry experts since 2019 to design a new Local Government Financial Index (LGFI).

The LGFI is an important tool used to assess the financial health and sustainability of local governments in Western Australia. This index is a composite of various financial ratios that provide an overview of the financial position of a local government, including its ability to meet financial obligations, manage debt, and maintain operations without financial stress.

The new LGFI consists of four ratios:

- Operating Surplus Ratio - assesses the Shire's ability to generate revenue over and above operating expenses;
- Current Ratio - measures short-term liquidity and the ability to meet short-term liabilities;
- Debt Services Cover Ratio - measures the Shire's ability to service its debt; and
- Net Financial Liability Ratio - assesses the Shire's overall financial liabilities relative to its income.

The LGFI will provide at-a-glance insights about a local governments financial position, based on annual financial year reporting. It replaces the previous Financial Health Indicator (FHI) used on the MyCouncil website.

COMMENT

The following strategies are tailored to the specific components of the LGFI, with an overarching focus on improving the Shire's financial position:

a. Operating Surplus Ratio

- **Objective:** Ensure the Shire operates with a sustainable surplus, indicating that its revenue consistently exceeds operating expenses.

- **Strategy:**
 - **Increase Revenue:** Focus on increasing diverse revenue streams such as fees, grants, and increased ratepayer participation (e.g. rates or service fees).
 - **Reduce Expenditure:** Streamline operations, find efficiencies, and prioritise spending on critical services while controlling costs.
 - **Regular Budget Reviews:** Conduct frequent budget reviews and mid-year financial assessments to ensure operations align with the budget, identifying areas for cost-saving and improving surplus generation.

b. Current Ratio

- **Objective:** Maintain a balance of current assets and current liabilities to ensure liquidity.
- **Strategy:**
 - **Improve Cash Flow Management:** Implement effective cash flow forecasting and establish cash flow reserves for unforeseen expenses.
 - **Short-Term Debt Management:** Minimise reliance on short-term borrowings by converting short-term debt to longer-term debt where appropriate.
 - **Asset Liquidation:** Consider liquidating or monetising non-essential, non-performing assets that tie up capital and reduce liquidity.
 - **Optimise Receivables:** Improve the efficiency of collecting rates and other receivables to ensure that cash flow remains strong.

c. Debt Services Cover Ratio

- **Objective:** Ensure the Shire can comfortably meet its debt obligations without straining the budget.
- **Strategy:**
 - **Review Debt Levels:** Regularly assess the debt portfolio, prioritising repayment of high-interest debts or refinancing options to secure lower rates.
 - **Avoid Overleveraging:** Avoid overextending borrowing capabilities unless necessary for vital capital projects, ensuring that debt is sustainable in relation to the Shire's revenue.
 - **Invest in Low-Cost Debt:** Prioritise borrowing from low-interest or government-subsidised funding sources when debt financing is necessary.

d. Net Financial Liabilities Ratio

- **Objective:** Maintain manageable liabilities in relation to revenue to avoid financial risk.
- **Strategy:**
 - **Limit Liabilities:** Reduce total liabilities by paying down debt and managing non-operating financial obligations.
 - **Long-Term Debt Planning:** Establish long-term debt repayment planning, focusing on reducing liabilities in a controlled manner over time.
 - **Asset Funding Strategy:** Use capital grants, reserves, or other forms of non-debt financing to fund large capital works projects, minimising the need for debt.

CONSULTATION

Department of Local Government, Sport and Cultural Industries resources

STATUTORY ENVIRONMENT

Nil

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 Local Government Financial Index strategy as presented, be received.

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

That in accordance with Section 5.23(2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspect(s) of the Act being applicable:

- (e) a matter that if disclosed, would reveal –
 - (ii) information that has a commercial value to a person

14.1 CONFIDENTIAL - PLANT REPLACEMENT – 8 WHEEL TIP TRUCK

ATTACHMENT(S)	14.1.1 CONFIDENTIAL Volvo Group Australia quote 14.1.2 CONFIDENTIAL CJD Equipment quote 14.1.3 Plant Replacement Program
FILE NO	ADM0687
AUTHOR	Peter Vlahov, Manager of Works
DATE	11 March 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill Tambellup Shire Support	
No relevant Community Outcome	No Relevant Corporate Initiative

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

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.