



AGENDA

Ordinary Council Meeting
20 October 2022

SHIRE OF BROOMEHILL-TAMBELLUP
NOTICE OF MEETING

An Ordinary Meeting of Council of the Shire of Broomehill-Tambellup will be held
in the Shire Chambers on 20 October 2022 commencing at 4.30pm.



Anthony Middleton
Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Broomehill-Tambellup for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Broomehill-Tambellup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Broomehill-Tambellup during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Broomehill-Tambellup. The Shire of Broomehill-Tambellup warns that anyone who has any application lodged with the Shire of Broomehill-Tambellup must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Broomehill-Tambellup in respect of the application.

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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.

Agenda for the Ordinary Council Meeting to be held on 20 October 2022

TABLE OF CONTENTS

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	1
2.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	1
3.	ATTENDANCE	1
4.	DISCLOSURE OF INTEREST	1
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
6.	PUBLIC QUESTION TIME	1
7.	APPLICATION FOR LEAVE OF ABSENCE	1
8.	CONFIRMATION OF MINUTES	2
8.1	ORDINARY COUNCIL MEETING 15 SEPTEMBER 2022	2
9.	PRESENTATIONS/PETITIONS/DEPUTATIONS	2
10.	KEY RESULTS AREA (KRA) ONE – OUR PEOPLE	3
10.1	FINANCIAL STATEMENTS – SEPTEMBER 2022	3
10.2	MONTHLY LIST OF PAYMENTS SEPTEMBER 2022	6
10.3	ANNUAL ELECTORS MEETING 2020/2021 HELD ON 15 SEPTEMBER 2022	8
10.4	LOCAL EMERGENCY MANAGEMENT COMMITTEE - MINUTES OF MEETING 20 SEPTEMBER 2022	10
10.5	FREEDOM OF INFORMATION [FOI] - INFORMATION STATEMENT 2022/2023	12
11.	KEY RESULT AREA (KRA) TWO – OUR ECONOMY	15
11.1	BROOMEHILL VILLAGE CO-OPERATIVE LTD – RATE CONCESSION	15
11.2	PROPOSED SUBDIVISION / BOUNDARY RE-ALIGNMENT – VARIOUS LOTS, BROOMEHILL-GNOWANGERUP ROAD, BROOMEHILL EAST	17
11.3	LOT 4484 (No 44) BATCHELOR ROAD, LAKE TOOLBRUNUP - PROPOSED AGRICULTURAL SHED	21
12.	KEY RESULT AREA (KRA) THREE – OUR PLACES	26
13.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	26
13.1	FRONT END WHEEL LOADER REPLACEMENT - CONFIDENTIAL	27
14.	ELECTED MEMBERS’ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	28
15.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	28
16.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	28
17.	CLOSURE	28

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member shall declare the meeting open at ____pm.

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3. ATTENDANCE

Councillors

Cr ME White	President
Cr DT Barritt	Deputy President
Cr CM Dewar	
Cr MC Paganoni	
Cr JL Wills	

Staff

AP Middleton	Chief Executive Officer
KP O'Neill	Manager of Finance & Administration
PA Hull	Strategic Support & Projects Officer
HA Richardson	Governance & Executive Assistant
P Vlahov	Manager of Works

Apologies

Cr SH Penny

Leave of Absence

Cr CJ Letter

4. DISCLOSURE OF INTEREST

Councillors D Barritt, C Dewar, M Paganoni and J Wills declared an Indirect Financial Interest in item 11.3 at the 15 September 2022 Council Meeting. Councillors disclosed holding shares in the Broomehill Village Co-operative Ltd. Permission has been sought from the Minister for these Elected Members to consider this item and it is contained in this agenda as item 11.1.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6. PUBLIC QUESTION TIME

7. APPLICATION FOR LEAVE OF ABSENCE

Nil.

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING 15 SEPTEMBER 2022

Recommendation:

That the Minutes of the Ordinary Meeting of Council held on 15 September 2022 be confirmed as a true and accurate record of proceedings.

COUNCIL DECISION

Moved

Seconded

CARRIED /

9. PRESENTATIONS/PETITIONS/DEPUTATIONS

Nil.

10. KEY RESULTS AREA (KRA) ONE – OUR PEOPLE

10.1 FINANCIAL STATEMENTS – SEPTEMBER 2022

ATTACHMENT(S)	10.1.1 – Financial Statements September 2022
FILE NO	ADM0619
APPLICANT	n/a
AUTHOR	Kay O’Neill – Manager Finance & Administration
DATE	11 October 2022
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS		
Strategic Community Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA One – Our People 1.5 – Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community	S1.5.1 – Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents	A1.5.1.3 – Demonstrate a high standard of legislative compliance and internal controls A1.5.1.4 – Demonstrate sound financial planning and management

SUMMARY

The Council to consider the monthly financial statements for September 2022.

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.

A major variance is the allocation of asset depreciation, which will be processed once the final audit for the year ending 30 June 2022 has been conducted and finalised.

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

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 30 September 2022 be received.

COUNCIL DECISION

Moved

Seconded

CARRIED /

10.2 MONTHLY LIST OF PAYMENTS SEPTEMBER 2022

ATTACHMENT(S)	10.2.1 - Monthly Payments Listing September 2022
FILE NO	ADM0619
APPLICANT	n/a
AUTHOR	Kay O’Neill – Manager Finance & Administration
DATE	11 October 2022
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS		
Strategic Community Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA One – Our People 1.5 – Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community	S1.5.1 – Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents	A1.5.1.3 – Demonstrate a high standard of legislative compliance and internal controls A1.5.1.4 – Demonstrate sound financial planning and management

SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds during September 2022.

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	487,267.46
Trust Fund	0.00
Credit Cards	1,855.63
TOTAL	489,123.09

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

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

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 for September 2022 paid under delegated authority be noted; comprising –

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$487,267.46; and
- Credit Card payments totalling \$1,855.63

COUNCIL DECISION

Moved

Seconded

CARRIED /

10.3 ANNUAL ELECTORS MEETING 2020/2021

ATTACHMENT(S)	10.3.1 - Minutes of 2020/2021 Annual Electors Meeting held on 15 September 2022
FILE NO	ADM0091
APPLICANT	n/a
AUTHOR	Annie Richardson, Governance & Executive Assistant
DATE	10 October 2022
DISCLOSURE OF INTEREST	Nil.

STRATEGIC IMPLICATIONS		
Strategic Community Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA One – Our People 1.5 – Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community	S1.5.1 – Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents	A1.5.1.3 – Demonstrate a high standard of legislative compliance and internal controls A1.5.1.5 Ensure transparency of Council decision making through effective communication with residents.

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Annual Meeting of Electors held on 15 September 2022.

BACKGROUND

An Annual Meeting of Electors must be held within 56 days of the Council adopting the Annual Report.

COMMENT

The item is solely for Council to receive the minutes of 15 September 2022 Annual Meeting of Electors.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Division 2, Subdivision 4, Section 5.32 to 5.33 of the *Local Government Act 1995* deals with the minutes of Electors' General Meetings.

Subdivision 4 – Electors’ meetings

5.32. *Minutes of electors’ meetings*

The CEO is to –

- (a) cause minutes of the proceedings at an electors’ meeting to be kept and preserved; and*
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors’ meeting are first considered.*

5.33. *Decisions made at electors’ meetings*

- (1) All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable –*
 - (a) at the first ordinary council meeting after that meeting; or*
 - (b) at a special meeting called for that purpose, whichever happens first.*

- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

There were no decisions made at the electors meeting that requires the Councils consideration.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simply Majority

OFFICER RECOMMENDATION

That Council receives the minutes of its 2020/2021 Annual Electors Meeting held on 15 September 2022.

COUNCIL DECISION

Moved

Seconded

CARRIED /

10.4 LOCAL EMERGENCY MANAGEMENT COMMITTEE - MINUTES

ATTACHMENT(S)	10.4.1 Local Emergency Management Committee – Minutes 20 September 2022
FILE NO	ADM0336
APPLICANT	n/a
AUTHOR	Pam Hull – Strategic Support & Projects Officer
DATE	3 October 2022
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS		
Community Strategic Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA– One – Our People: 1.1 – Our community is safe, connected, harmonious and inclusive.	S1.1.3 – Promote and support activities that enhance the community’s sense of safety and wellbeing.	A1.1.3.2 – Coordinate the activities and resources of the Local Emergency Management Committee

SUMMARY

The purpose of this report is for the Council to receive the minutes of the Local Emergency Management Committee meeting held 20 September 2022.

BACKGROUND

The Local Emergency Management Committee (LEMC) is a statutory committee of the Council, comprised of representation from local government, emergency response and service organisations, local business and community.

The function of the LEMC is to assist the local government in establishing and maintaining appropriate local emergency management arrangements for the district.

The LEMC meets on a quarterly basis.

COMMENT

The minutes from the meeting of the LEMC held on 20 September 2022 are presented for the Council’s information.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

38. Local emergency management committees

(1) A local government is to establish one or more local emergency management committees for the local government's district.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established –

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and*
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Activities of the LEMC contribute to ensuring our community is well prepared and able to respond effectively during an emergency situation.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION

That the minutes of the Local Emergency Management Committee meeting held 20 September 2022 be received.

COUNCIL DECISION

Moved

Seconded

CARRIED /

10.5 FREEDOM OF INFORMATION - INFORMATION STATEMENT 2022/2023

ATTACHMENT(S)	10.5.1 – FOI Information Statement 2022/2023
FILE NO	ADM0274
APPLICANT	n/a
AUTHOR	Kay O’Neill – Manager Finance & Administration
DATE	21 September 2022
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS		
Community Strategic Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA One – Our People 1.5 – Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community	S1.5.1 – Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents	A1.5.1.3 – Demonstrate a high standard of legislative compliance and internal controls

SUMMARY

To review, prior to publishing, the Shire of Broomehill-Tambellup Information Statement.

BACKGROUND

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, which includes local governments, to prepare and publish annually an Information Statement.

Section 94 of the *Freedom of Information Act 1992* states that the Information Statement must set out –

- The agency’s Mission Statement;
- Details of legislation administered;
- Details of the agency structure;
- Details of decision making functions;
- Opportunities for public participation in the formulation of policy and performance of agency functions;
- Documents held by the agency;
- The operation of Freedom of Information (FOI) in the agency.

COMMENT

The Shire of Broomehill-Tambellup Information Statement 2022/2023 is attached. The document complies with the requirements of the *Freedom of Information Act 1992*, as outlined above.

Once adopted, a copy of the Information Statement will be forwarded to the Information Commissioner as required, and published on the Shire's website.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Freedom of Information Act 1992

s94. Term used: information statement

A reference in this Act to an **information statement**, in relation to an agency, is a reference to a statement that contains —

- (a) a statement of the structure and functions of the agency;
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;
- (d) a description of the kinds of documents that are usually held by the agency including —
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and
 - (ii) which kinds of documents can be purchased; and
 - (iii) which kinds of documents can be obtained free of charge;
- (e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- (f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —
 - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
 - (ii) the address or addresses at which access applications can be lodged;
- (g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —
 - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
 - (ii) the address or addresses at which applications for amendment of personal information can be lodged.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Review of the Information Statement ensures compliance with relevant legislation.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Information Statement 2022/2023 as attached, be adopted, and published in accordance with the requirements of the *Freedom of Information Act 1992*.

COUNCIL DECISION

MOTION

Moved Cr

Seconded

Cr

CARRIED

/

11. KEY RESULT AREA (KRA) TWO – OUR ECONOMY**11.1 BROOMEHILL VILLAGE CO-OPERATIVE LTD – RATE CONCESSION**

ATTACHMENT(S)	Nil
FILE NO	A1066
APPLICANT	Broomehill Village Co-operative Ltd.
AUTHOR	Kay O’Neill – Manager Finance & Administration
DATE	1 September 2022
DISCLOSURE OF INTEREST	Councillors’ D Barritt, C Dewar, M Paganoni and J Wills declared an Indirect Financial Interest in this item at the 15 September 2022 Council Meeting. Councillors’ disclosed holding shares in the Broomehill Village Co-operative Ltd. Permission has been sought from the Minister for these Elected Members to consider this agenda item.

STRATEGIC IMPLICATIONS		
Community Strategic Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA Two – Our Economy 2.3 – Our Shire actively supports existing local businesses and encourages new business initiatives	S2.3.1 – Encourage and facilitate appropriate development in the Shire.	There are no known Corporate Business Plan implications associated with this report.

SUMMARY

The Council to consider a request for a rate concession for the 2022/2023 financial year.

BACKGROUND

The Broomehill Village Co-operative Ltd. (the Co-op) purchased the Imperial Hotel, Broomehill in April 2022 as an inactive business with the building and amenities requiring significant investment to bring up to a standard for re-opening. The Co-op are in the very early stages of this process, and are applying for grants and raising funds to enable the renovations required to open the doors. It will be some time before they are in a position to open and generate an income themselves.

With this in mind, the Co-op have written requesting the Council’s assistance by way of granting a rate exemption for the Imperial Hotel for the 2022/2023 financial year.

COMMENT

The rates levied on this assessment is \$5,063.29 for the 2022/2023 financial year. When considering similar applications for a rate concession, the Council has required the property owners to pay the refuse collection service charge and the Emergency Services Levy (the Tambellup Golf Club and Tambellup Business Centre).

The Council's support to the Co-op during the initial stages of clean-up and planning, by way of a rate exemption, will ensure their limited funds are available towards renovation of the building and amenities.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

**Absolute majority required*

FINANCIAL IMPLICATIONS

Provision of \$4,000 has been included in the 2022/2023 budget against general ledger account 03111.70 – Rates Written Off. The Council have granted concessions already in 2022/2023 to the Tambellup Golf Club and Tambellup Business Centre totalling \$3,387.52, which leaves a balance of \$612.48 available.

Should the Council approve this request, the account will exceed its budget allocation by \$4,450.81. The overspend can be addressed as part of the 2022/2023 mid-year budget review.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

There are no risk implications for the Shire.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the Broomehill Village Co-operative Ltd. be granted a rate concession of \$5,063.29 on assessment A1066 for the 2022/2023 financial year.

COUNCIL DECISION

Moved

Seconded

CARRIED /

11.2 SUBDIVISION / BOUNDARY RE-ALIGNMENT – VARIOUS LOTS, BROOMEHILL-GNOWANGERUP ROAD, BROOMEHILL EAST

ATTACHMENT(S)	11.2.1 Subdivision Application Plan
FILE NO	S162874
APPLICANT	35 Degrees South (Applicant) on behalf of Cord Developments Pty Ltd (Owner)
AUTHOR	Liz Bushby, Town Planning Innovations Pty Ltd
DATE	6 October 2022
DISCLOSURE OF INTEREST	Nil.

STRATEGIC IMPLICATIONS		
Community Strategic Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA Two – Our Economy 2.3 – Our Shire actively supports existing local businesses and encourages new business initiatives	S2.3.1 – Encourage and facilitate appropriate development within the shire	There are no known Corporate Business Plan implications associated with this report.

SUMMARY

Council to consider a referral by the Western Australian Planning Commission (WAPC) seeking the Shires comments and a recommendation on a proposed subdivision (WAPC Reference: 162874).

The Western Australian Planning Commission is the determining authority for the application.

BACKGROUND

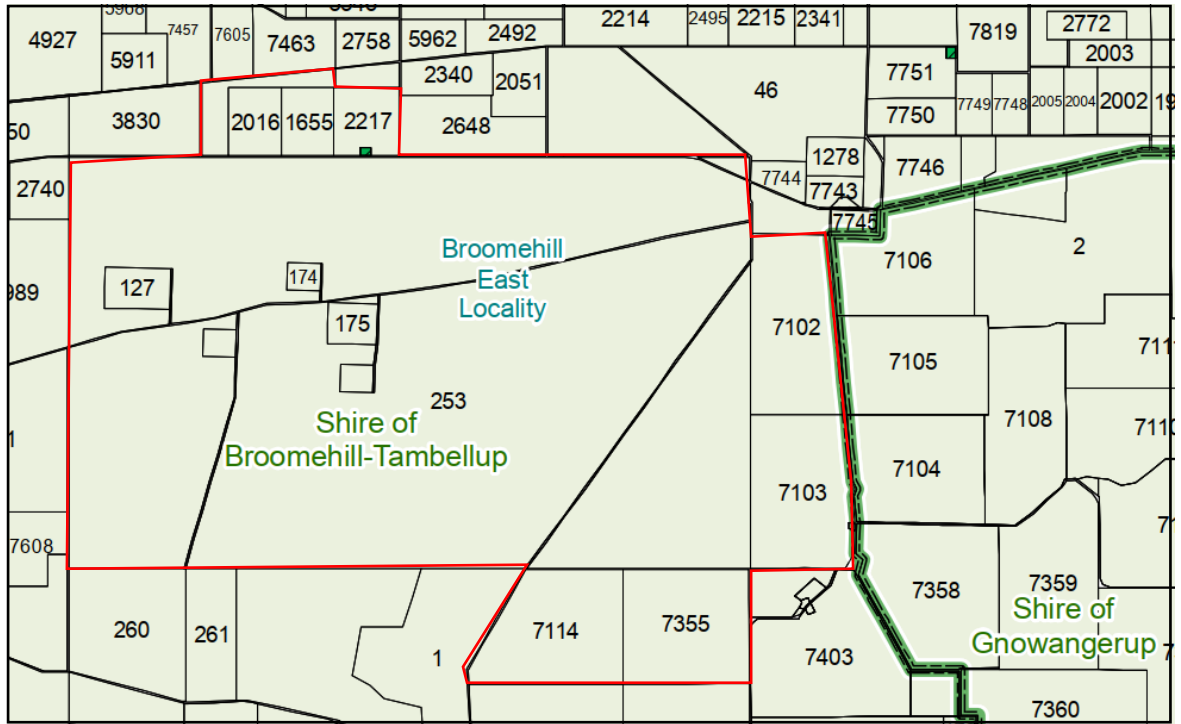
The applicant has advised that the 18 existing lots are part of two separate farming enterprises, being:

- (1) Woodyarrup operated by Craig Dewar; and
- (2) Strath Haddon operated by Peter Dewar.

The applicant advises that a similar application was lodged in 2010, and was approved at the time. The owners did not proceed with the application.

The existing lots are used for agricultural activities, and are substantially cleared. The existing lot sizes range from 1.1 hectares to 4851.9 hectares.

A location plan is included over page for ease of reference.



Above: Location Plan with red outline around the existing 18 lots

COMMENT

Description of Application

The application will result in boundary adjustments between the existing lots, and the number of lots will be reduced from 18 to 10. The new lot sizes will range from 63 hectares to 1200 hectares.

The applicant has advised that:

- The existing lot boundaries do not reflect the physical (paddock) boundaries of the two farm enterprises;
- The boundary re-alignment is to facilitate the succession of the properties from the retiring generation (Gavin Dewar) to his two sons (Peter & Craig Dewar);
- The proposal will rationalise the lot configuration and better reflect existing land uses and the major paddock layout of each of the farms;
- Proposed Lots A to D form part of the Woodyarrup stud and Lots E-H, J & K form part of the Strath Haddon Stud.

The subdivision plan is included as Attachment 1.

Relevant State Planning Policy

The WAPC has a Development Control Policy 3.4 that outlines the circumstances where the subdivision of rural land can be considered.

The Policy requirements are summarised below:

Clause 6.3 Property rationalisation to improve land management	Assessment / Officer Comment
Multiple lots in one ownership may be rationalised provided that:	
(a) there is no increase in the number of lots;	There are 18 existing lots and 10 proposed lots.
(b) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use	The proposal is an adjustment between existing farm lot boundaries, and will not result in any adverse impacts. The proposed lot boundaries take into account existing farm management, the location of major paddocks, existing roads and fence lines.
(c) no new roads are created, unless supported by the local government;	No new roads are proposed.
(d) new vehicle access points on State roads are minimised;	No access points to state roads are proposed.
(e) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.	All lots are proposed to have areas exceeding 40 hectares.

Bushfire Management Plan

A Bushfire Management Plan has been lodged in support of the application as the lots are within a bushfire prone area.

State Planning Policy 3.7 requires bushfire to be addressed as part of the subdivision process, and to ensure that any lots can be developed with a dwelling and achieve a suitable Bushfire Attack Level (BAL) rating.

The Bushfire Management Plan concludes that acceptable BAL ratings can be achieved for any future dwellings.

CONSULTATION

The WAPC has referred the application to the Department of Education, Western Power; Water Corporation; Telstra, Main Roads WA, Department of Primary Industries and Regional Development; Department of Mines, Industry and Regulation; and the Department of Biodiversity, Conservation and Attractions, the Department of Water, Environment and Regulation and the Shire for comment.

Comments are being requested by the 16 November 2022.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 – Section 142, Part 10, Division 2 sets out the consultation requirements for subdivision.

Section 143, Part 10, Division 2 sets out the WAPC’s duties when dealing with a plan of subdivision.

Shire of Broomehill Town Planning Scheme No 1 (the Scheme) – The lots subject of this report are zoned Farming under the Scheme.

Clause 5.13 (d) of the Scheme states that *‘The Council will favourably consider applications for adjustment of lot boundaries where the application if approved will not result in the creation of one or more additional lots.’*

There is a general presumption against subdivision within the Farming zone under the Scheme, with exceptions including for *‘farm adjustment and the erection of dwellings is restricted’* under Clause 5.13.1(b).

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

There are no known risks associated with this report. The WAPC will determine the application.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That it be recommended to the Western Australian Planning Commission that the subdivision application (No 162874) seeking a boundary re-alignment between Lots 127, 173--175, 253, 1655, 2016, 2217, 3606, 7102-7103, 7114, 7356, 8175, 8218, 8249, 8220 & 8221 Broomehill-Gnowangerup Road, Broomehill East be approved.

COUNCIL DECISION

Moved

Seconded

CARRIED /

11.3 LOT 4484 (NO 44) BATCHELOR ROAD, LAKE TOOLBRUNUP - PROPOSED AGRICULTURAL SHED

ATTACHMENT(S)	11.3.1 Site Plans
FILE NO	A132
APPLICANT	Auspan Building Systems Pty Ltd (Applicant) on behalf of Roslyn Joyce Bowman (Owner)
AUTHOR	Liz Bushby – Town Planning Innovations
DATE	11 October 2022
DISCLOSURE OF INTEREST	Nil.

STRATEGIC IMPLICATIONS		
Community Strategic Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA Two – Our Economy 2.3 – Our Shire actively supports existing local businesses and encourages new business initiatives	S2.3.1 – Encourage and facilitate appropriate development within the Shire	There are no known Corporate Business Plan implications associated with this report.

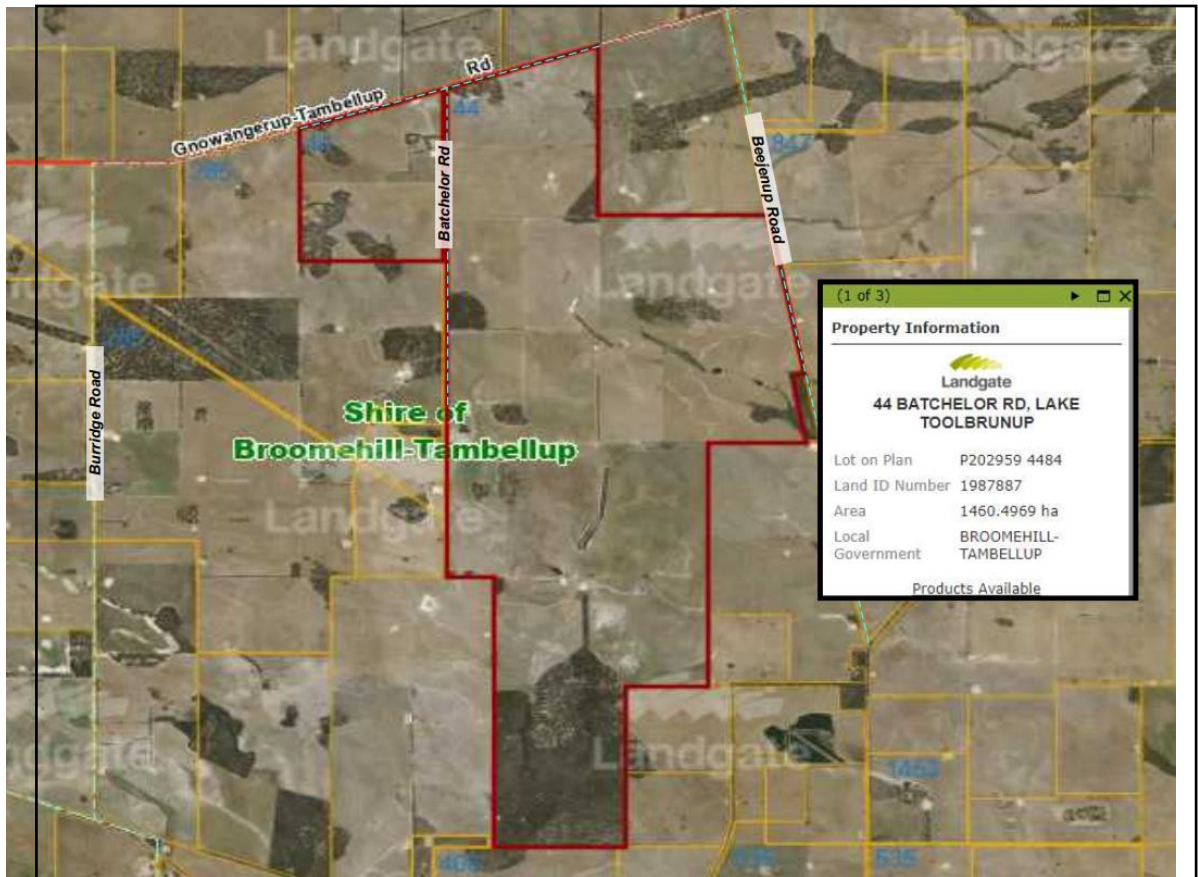
SUMMARY

Council to consider an application for an outbuilding proposed on Lot 4484 (No 44) Batchelor Road, Lake Toolbrunup.

BACKGROUND

Lot 4484 contains an existing dwelling and associated outbuildings. The majority of the lot is cleared and used for extensive agriculture. The main driveway access is from Batchelor Road.

A location plan is included over page for ease of reference.



Above : Location Plan

COMMENT

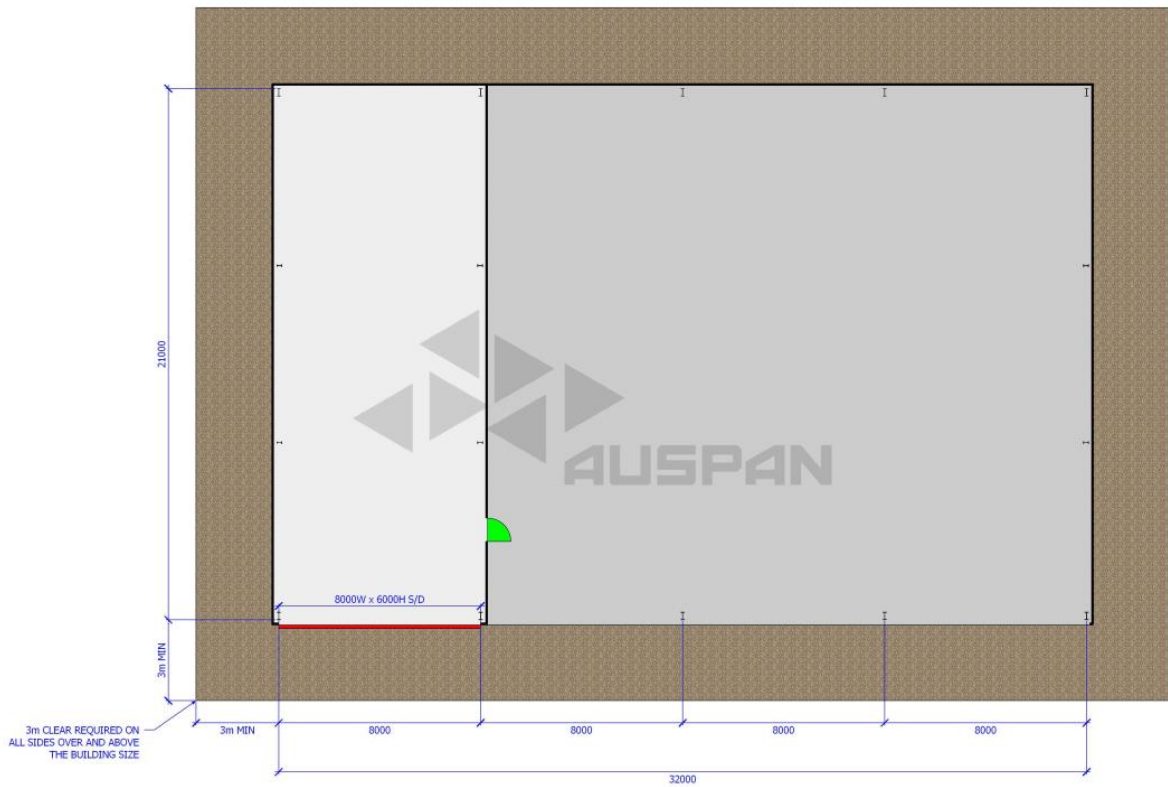
The building is proposed to be setback approximately 404 metres from the north lot boundary, and 146 metres from the Batchelor Road lot boundary – refer Attachment 1.

The proposed outbuilding (agricultural shed) is proposed to be 32 metres long, 21 metres wide, and 6.4 metres in height to the gutter, made from fabricated structural steel, clad with Zinalume cladding to roof and walls, with gutters capturing the rainwater to be stored in an existing stormwater tank on the property. A total floor area of 672m² is proposed.

A floor plan and an elevation are included over page.

The proposed structure will only be used for general storage associated with the current agricultural use of the land.

The applicant has advised that none of the neighbouring properties have residences near to the proposed development.



The outbuilding is ancillary to the existing dwelling on the lot, and established agricultural activities. TPI is supportive of the application and recommends conditional approval.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Shire of Tambellup Town Planning Scheme No 2 (the Scheme) – The lot is zoned ‘Farming’ under the Scheme.

Under Clause 6.6.2 the following minimum building setbacks apply:

- Front: 20 metres
- Rear: 15 metres
- Side: 15 metres

Planning and 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.

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). This exemption does not apply to agricultural sheds in the Farming zone.

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 IMPLICATION

Nil.

RISK MANAGEMENT IMPLICATIONS

Nil.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approve the application for an outbuilding (agricultural storage shed) on Lot 4484 (No 44) Batchelor Road, Lake Toolbrunup subject to the following conditions:

1. All plans lodged with this application dated 27 July 2022 (Drawing Numbers A101 to A104, Revision 1) 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.
2. The structure has been approved for storage purposes only. The structure shall not be used for human habitation at any time.
3. 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 unless otherwise approved in writing by the Chief Executive Officer.
4. 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.

Footnote:

- (i) Please be advised that any future change of use of the structure may result in it falling under a different building classification for the purposes of applying the Building Code of Australia (BCA). Under the BCA, a building's classification is determined by the purpose for which it is designed, constructed or adapted to be used. This planning approval is based on a proposed storage use only.

COUNCIL DECISION

Moved

Seconded

CARRIED /

12. KEY RESULT AREA (KRA) THREE – OUR PLACES

13. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

OFFICERS RECOMMENDATION:

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

(e) a matter that if disclosed, would reveal —

(i) a trade secret;

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;

COUNCIL DECISION

Moved

Seconded

CARRIED /

13.1 FRONT END WHEEL LOADER REPLACEMENT - CONFIDENTIAL

ATTACHMENT(S)	13.1.1 Responses to VP323928 (2) 13.1.2 Evaluation Matrix
FILE NO	ADM0613
APPLICANT	n/a
AUTHOR	Peter Vlahov – Manager of Works
DATE	10 October 2022
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS		
Strategic Community Plan 2018-2028		Corporate Business Plan 2018 -2022
Key Result Area	Community Outcomes	Corporate Actions
KRA 3 – Our Places 3.4 – Our Council facilities and infrastructure are managed sustainably to meet current and future needs.	S3.4.1 – Implement a program of maintenance, servicing and renewal of Council assets to maximize life and performance.	A3.4.1.2 – Review and implement the Asset Management Strategy.

SUMMARY

The purpose of this report is to consider the purchase of a Front End Wheel Loader Plant Replacement.

COUNCIL DECISION

Moved

Seconded

CARRIED /

PROCEDURAL MOTION

That Council re-opens the meeting to members of the public at ____pm.

COUNCIL DECISION

Moved

Seconded

CARRIED /

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

Nil.

15. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

17. CLOSURE

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