



# AGENDA

Ordinary Council Meeting

19 December 2024

**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 19 December 2024 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 & 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 & 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;

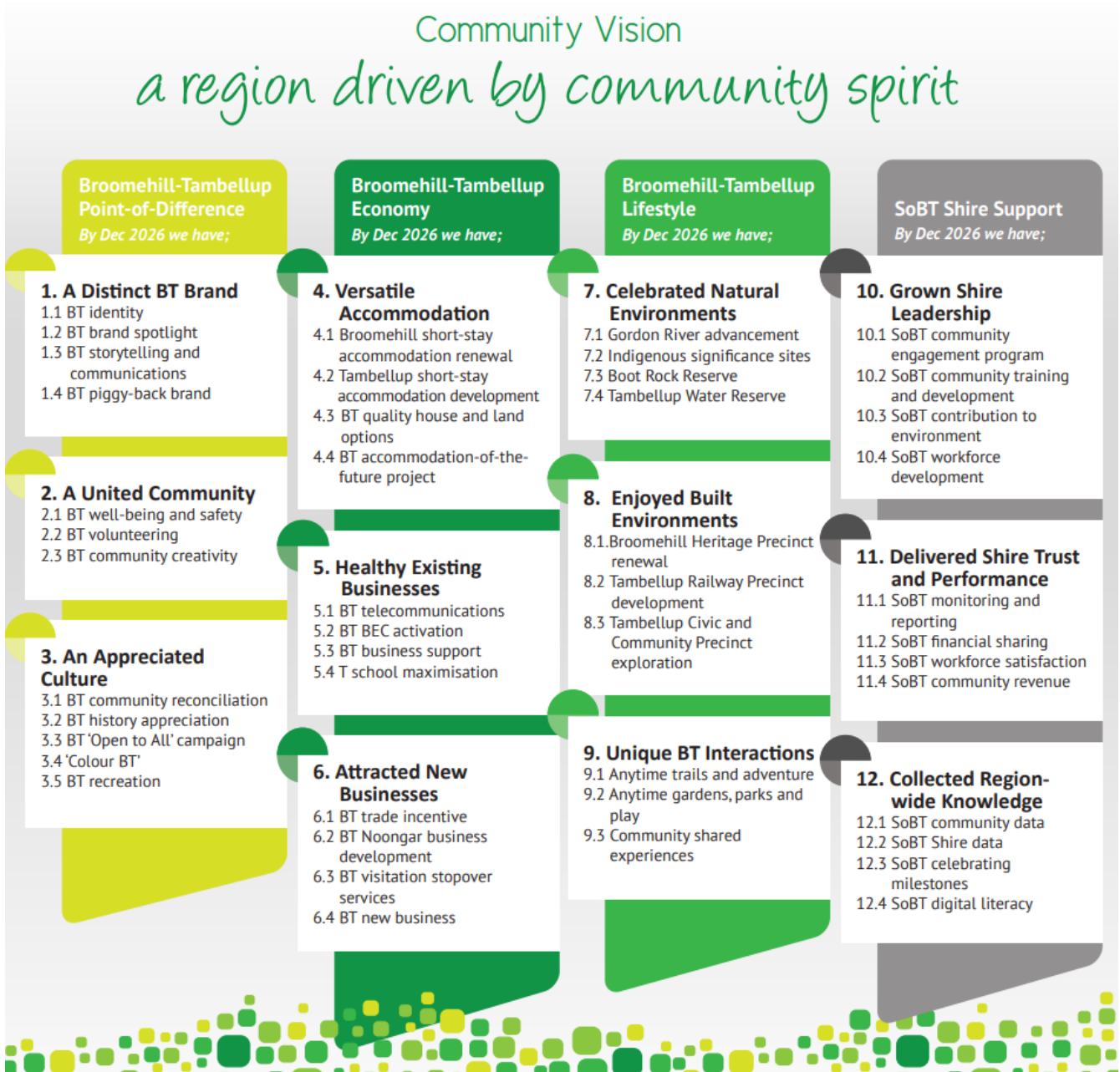
- a) in a written notice given to the Chief Executive Officer before the Meeting; or
- b) at the Meeting, immediately before the matter is discussed

### **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'



## TABLE OF CONTENTS

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	7
2.	ATTENDANCE	7
3.	DISCLOSURE OF INTEREST	7
4.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	7
5.	PUBLIC QUESTION TIME	7
6.	PRESENTATIONS/PETITIONS/DEPUTATIONS	7
7.	APPLICATION FOR LEAVE OF ABSENCE	7
8.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	7
9.	CONFIRMATION OF MINUTES	8
9.1	ORDINARY COUNCIL MEETING 21 NOVEMBER 2024	8
10.	KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE	9
10.1	VISION CHRISTIAN MEDIA – BROADCASTING EQUIPMENT	9
11.	KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY	12
11.1	PROPOSED SUBDIVISION / BOUNDARY RE-ALIGNMENT – LOTS 3919 AND 6298 BOWMAN ROAD, BORDERDALE (WAPC REFERENCE: 201052)	12
12.	KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE	15
12.1	BROOMEHILL RECREATIONAL COMPLEX – WATER SECURITY PLAN	15
13.	KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT	19
13.1	FINANCIAL STATEMENTS – NOVEMBER 2024	19
13.2	MONTHLY LIST OF PAYMENTS – NOVEMBER 2024	21
13.3	REVIEW OF FINANCIAL MANAGEMENT, RISK MANAGEMENT, LEGISLATIVE COMPLIANCE AND INTERNAL CONTROLS	24
13.4	AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2024	27
13.5	ANNUAL REPORT 2023-2024	30
14.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	33
15.	ELECTED MEMBERS’ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	33
16.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	33
17.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	33
18.	CLOSURE	33

**Agenda for the Ordinary Council Meeting to be held on 19 December 2024  
in the Council Chambers, 46-48 Norrish Street, Tambellup.**

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

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

**2. ATTENDANCE**

**Councillors**

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

**Staff**

KP Callaghan	Chief Executive Officer
KP Squibb	Manager of Finance & Administration
PA Hull	Strategic Support & Projects Officer
P Vlahov	Manager of Works

**Leave of Absence**

Nil

**Apologies**

**3. DISCLOSURE OF INTEREST**

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

**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 21 NOVEMBER 2024

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 21 November 2024 be confirmed as a true and accurate record of proceedings.



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

**10.1 VISION CHRISTIAN MEDIA – BROADCASTING EQUIPMENT**

ATTACHMENT(S)	10.1.1 Vision Christian Media – Letter to CEO 10.1.2 Technical information sheet
FILE NO	ADM0369
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	10 December 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill-Tambellup Point of Difference</b>	
<b>2. A United Community</b> 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 purpose of this report is for the Council to consider a request from Vision Christian Media (VCM) for the installation of satellite radio rebroadcasting equipment at the Shire’s premises at 34 Norrish St, Tambellup.

**BACKGROUND**

VCM is a not-for-profit charity serving the community through a range of broadcasting and publishing activities. VCM provides Christian radio programming via relay to hundreds of transmitters across the country.

Programs are broadcast from the VCM studios in Brisbane. The signal is transmitted to the Optus 10 satellite above the equator, and from there, the signal covers the entire Australian continent. Programs are then available to anyone with a suitable Viewer Access Satellite Television (VAST) satellite receiver and satellite dish pointed at the satellite. The signal is also streamed over the internet and available via an app.

VCM currently has equipment for this purpose installed at the Uniting Church in Henry St, Tambellup. The owners of the property, Uniting Church WA, have advised VCM that the church is closing, and the equipment will need to be relocated. VCM has written to the Shire requesting consideration be given to allowing them to install the equipment at 34 Norrish St.

The equipment consists of a satellite dish and antenna mounted to the roof of the building, and a satellite decoder and transmitter, and requires a power source. VCM advises the

power consumption for the equipment is usually less than \$150 per year, and while many hosts are happy to absorb this cost, VCM is prepared to contribute to the cost.

VCM advises there is no requirement for Shire or the lessees to interact with the equipment. Any outages are reported by users to VCM, who will engage their technician to arrange a suitable time during business hours to attend and repair as required.

#### **COMMENT**

The current lessees have been consulted in relation to the request and have advised that due to the Shire undertaking restumping works to the rear of the building early in 2025, they are unable to confirm whether they are able to host the equipment.

It is considered the installation of the equipment will have little to no impact on the day-to-day operations of the lessees and subject to the lessees identifying a suitable area being located inside the building for the decoder and transmitter near a power source, it is recommended that the request be approved.

If the Council is supportive of the recommendation, VCM will be advised that the installation will not be possible until after February 2025. Staff will liaise with VCM to establish a Memorandum of Understanding to confirm roles and responsibilities in relation to the installation.

#### **CONSULTATION**

Lessees – 34 Norrish St, Tambellup  
Chief Executive Officer

#### **STATUTORY ENVIRONMENT**

Nil.

#### **FINANCIAL IMPLICATIONS**

The Shire currently pays the electricity charges at these premises. In 2023-2024 charges amounted to \$3,504.11. If this proposal is supported the electricity charges may increase slightly. VCM has indicated they are willing to contribute to offset this cost.

All costs for installation and maintenance of the equipment are the responsibility of VCM.

#### **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**

1. That the request from Vision Christian Media to install radio rebroadcasting equipment at 34 Norrish St Tambellup be approved.
2. That the Chief Executive Officer formally advises the lessees of 34 Norrish St, Tambellup of the arrangements.

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

**11.1 PROPOSED SUBDIVISION / BOUNDARY RE-ALIGNMENT – LOTS 3919 AND 6298 BOWMAN ROAD, BORDERDALE (WAPC REFERENCE: 201052)**

ATTACHMENT(S)	11.1.1 Bowman Road Subdivision Plan
FILE NO	S201052
AUTHOR	Liz Bushby, Town Planning Innovations Pty Ltd
DATE	3 December 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill-Tambellup Economy</b>	
No specific community outcomes	No specific corporate initiative

**SUMMARY**

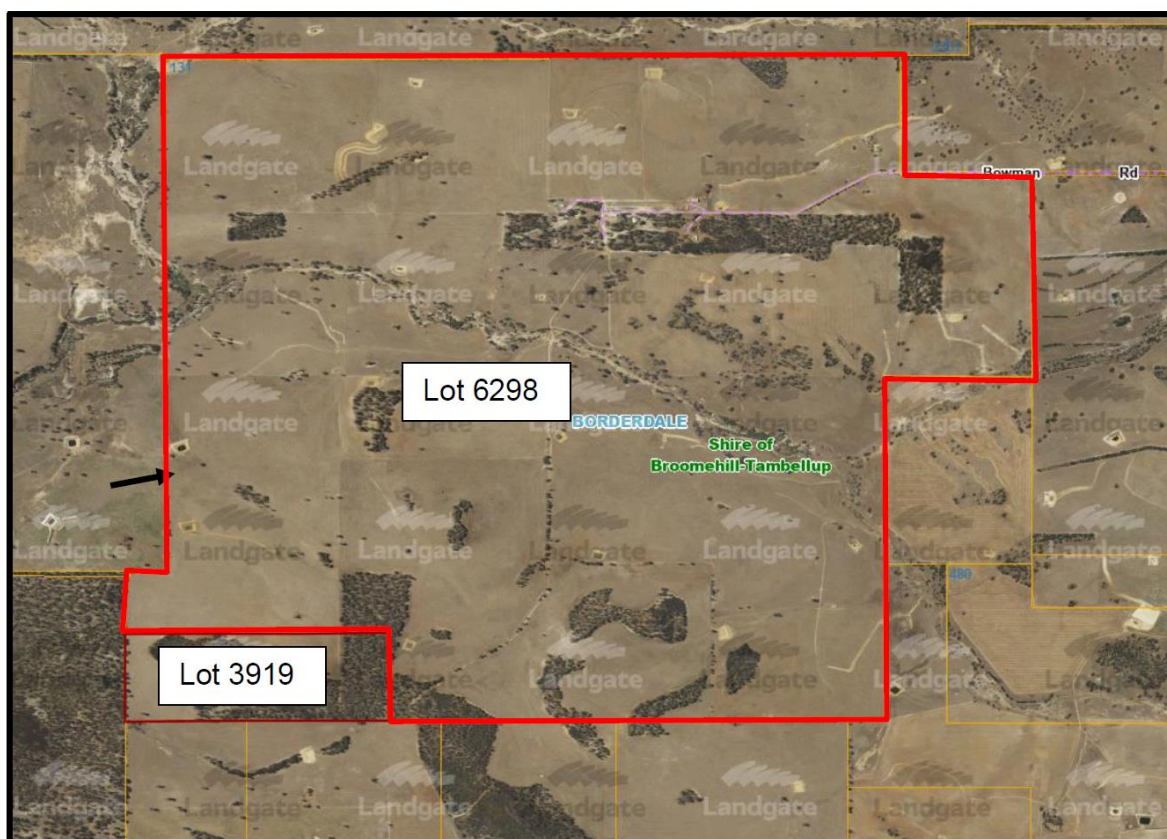
The Council to consider a referral by the Western Australian Planning Commission (WAPC) seeking the Shire’s comments and a recommendation on a proposed subdivision (WAPC Reference: 201052).

The WAPC is the determining authority for the application.

**BACKGROUND**

Existing Lot 6298 (No 131) Bowman Road has an area of 866.79 hectares. The adjacent Lot 3919 has an area of 40.64 hectares.

A plan showing both lots is included over page for ease of reference.



**COMMENT**

**Description of Application**

The application will result in a boundary adjustment between the two existing lots – refer Attachment 11.1.1.

The two proposed lots will have areas of 141.9 hectares and 765.5 hectares respectively.

**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	Assessment / Officer Comment
Multiple lots in one ownership may be rationalised provided that:	
(a) there is no increase in the number of lots;	No increase in the number of lots is proposed.
(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 lot boundaries, and will not result in any adverse impacts.  Farming activities can continue on both lots.
(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.

<p>(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.</p>	<p>The proposal increases the area of Lot 3919 which is more conducive to continued farming activities.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

### **CONSULTATION**

The WAPC has referred the application to the Department of Primary Industries and Regional Development; Western Power; Department of Energy, Mines, Industry Regulation and Safety; Department of Water and Environmental Regulation - South Coast Region; Department of Biodiversity, Conservation and Attractions – Wheatbelt; Water Corporation and the Shire.

Comments are requested by 27 December 2024.

### **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 Tambellup Town Planning Scheme No 2 (the Scheme)* – the lots subject of this report are zoned Farming under the Scheme.

### **FINANCIAL IMPLICATIONS**

Nil.

### **POLICY IMPLICATIONS**

Nil.

### **RISK MANAGEMENT IMPLICATIONS**

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

### **ASSET MANAGEMENT IMPLICATIONS**

Nil.

### **VOTING REQUIREMENTS**

Simple majority

### **OFFICER RECOMMENDATION**

That the Council recommends that the Western Australian Planning Commission unconditionally approve the subdivision application (No 201052) seeking a boundary realignment between Lots 6298 and 3919 Bowman Road, Borderdale.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

12.1 BROOMEHILL RECREATIONAL COMPLEX – WATER SECURITY PLAN

ATTACHMENT(S)	12.1.1 Broomehill Storm Water Harvesting Scheme Map
FILE NO	ADM0267
AUTHOR	Peter Vlahov, Manager of Works
DATE	10 December 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill-Tambellup Lifestyle</b>	
<b>9. Unique Interactions</b> <b>9.2 Anytime Gardens, Parks and Play</b> A community-driven parks and play upgrade, on top of projects unfolding in Outcomes 7 and 8, including painting and planting. A community ‘Beautification Team’ is formed, with funding allocated.	9.2.4 Ensure the ongoing viability of the operation and maintenance of the community run facilities in both towns

**SUMMARY**

The purpose of this report is to seek the Council’s endorsement of a staged plan that will enhance water security for recreation spaces at the Broomehill Recreational Complex (BRC).

**BACKGROUND**

The Markyt Community Scorecard surveys conducted by the Shire in 2019, 2021 and 2023 identified high levels of community satisfaction with the standard of the recreational facilities in Broomehill and Tambellup, and also that effective maintenance of these facilities was a high priority.

A major consideration in meeting this expectation is the availability of water for the ovals, and since 2014, the Shire, through a range of funding opportunities, has invested significantly in establishing and maintaining the stormwater harvesting, transfer and storage systems in place in Broomehill and Tambellup.

To maintain the facilities at the BRC, the following infrastructure and transfer systems are in place:

- Complex dam – capacity 20,000kL and holding pond, with catchment area of approximately 13,000m<sup>2</sup>. Some sealing of the catchment was completed in 2019. There is power available at this site.
- Complex holding tanks – total capacity estimated 400kL.
- CBH expansion site – CBH has provided access to a settling pond adjacent to Nardlah Rd with capacity of 3,000kL. Catchment is off the hardstand areas. There is no power at this site.

- Bignell dam (Nardlah Rd) – capacity 7,800kL, also no power at this site. This dam was expanded from its original size in 2014 however due to underlying salinity is unable to be enlarged any further.
- Town dam (Great Southern Highway) – capacity 13,500kL, expanded from 7,500kL in 2014. There is power available at this site.
- Pipelines and pumps to transfer water:
  - CBH settling pond/Bignell dam to Complex dam – 1 x 50mm pipeline, 1 x 75mm pipeline, 2 x solar transfer pumps. The infrastructure currently provides a combined flow rate of 60lt/minute.
  - Town dam to Complex dam – 1 x 63mm pipeline, 1 x electric transfer pump with provision to transfer water both ways. The Town dam also provides water for Holland Park and the Broomehill Caravan Park grounds, and the Broomehill Primary School oval.
  - Complex dam to oval tanks – 1 x electric transfer pump

Ongoing works at the CBH expansion site have resulted in increased runoff via the CBH settling pond and Bignell dam and at times of heavy rain, the solar transfer system in place struggles to cope with the increased flow. As a result, water which could be harvested is being lost to the creek system behind the Bignell dam.

In order to enhance the level of water security for the BRC facilities, staff have undertaken a review of the current infrastructure and developed an improvement plan for the implementation of upgrades.

#### COMMENT

Currently, the harvesting and solar transfer system at the CBH/Bignell dam is considered to be the primary focus of the Shire's water plan for the BRC. Staff recommend that this focus be moved to the Complex dam and catchment improvements, as it is more efficient to harvest water at the Complex site than to transfer it over 2.7km uphill from the CBH site. The solar transfer system at the CBH and Bignell dams should be maintained and improved as a constant backup pumping system.

The BRC Water Security Plan described below will result in increased ability to harvest water at the Complex dam, and improved efficiency in transferring water from the CBH and Bignell dams to the Complex dam:

1. **Increase the size of the holding pond located next to the Complex dam.** This pond should be doubled in size. Two x 200-millimetre pipes have been installed through the dam wall to transfer water into the dam, in preparation for this improvement. The cost of this improvement is estimated at \$2,500 and can be achieved immediately.
2. **Compact the Complex dam catchment, apply a bitumen/aggregate seal and clean out the contour drains.** These works are estimated to cost \$30,000 and will commence during the Christmas/New Year break. Sealing of the catchment will be completed in February/March 2025 when bitumen reseals are scheduled.
3. **Recondition and reconnect infrastructure located at the Town dam to the pipe leading to the Complex dam.** This will allow water to be transferred in both directions. The cost of these repairs is estimated at \$2,500 and can be completed as soon as a reticulation contractor is available.



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.** This will increase pumping capacity to 140lt/minute. A quote of \$10,000 for a new pump and solar panels has been received, and installation can be completed as soon as a decision is made.

If the Council is supportive of the above plan, this can be implemented relatively quickly and be in place prior to winter, maximising the potential to capture winter rainfall.

Staff will also investigate the option of hiring a diesel transfer pump during winter rain events to supplement the current system capacity.

Future negotiations with CBH may realise access to additional water from the expansion site, however the capacity of the existing CBH settling pond would need to be increased to accommodate this. As noted above, the capacity of the Bignell dam is unable to be increased.

#### **CONSULTATION**

Chief Executive Officer  
Senior Management Team  
Reticulation contractors

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*s6.8 Expenditure from municipal fund not included in annual budget.*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;*
- (b) is authorised in advance by resolution\*;* or
- (c) is authorised in advance by the mayor or president in an emergency.*

*\*Absolute majority required*

*(1a) In subsection (1) –*

*“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.*

#### **FINANCIAL IMPLICATIONS**

The works proposed weren’t included in the 2024-2025 adopted Budget. A Council decision is required to authorise unbudgeted expenditure and approve a transfer from the Broomehill Recreational Complex Reserve to fund the project and ensure its completion in the 2024-2025 year.

#### **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**

Recommendation 1 and 2– Simple majority

Recommendation 3 – Absolute majority

### **OFFICER RECOMMENDATION 1**

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.

### **OFFICER RECOMMENDATION 2**

That the Chief Executive Officer formally advises the Broomehill Recreational Complex Committee of the Broomehill Recreational Complex Water Security Plan.

### **OFFICER RECOMMENDATION 3**

That the 2024-2025 Budget be amended to allow for unbudgeted expenditure of \$45,000 to implement the Broomehill Recreational Complex Water Security Plan and a transfer of \$45,000 from the Broomehill Recreational Complex Reserve to fund this project.

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

**13.1 FINANCIAL STATEMENTS – NOVEMBER 2024**

ATTACHMENT(S)	13.1.1 Financial Statements November 2024
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 December 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Shire Support</b>	
<b>11. Delivered Shire Trust and Performance</b> <b>11.2 SoBT financial sharing</b> 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.	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire’s monthly financial reports.

**SUMMARY**

The Council to consider the monthly financial statements for November 2024.

**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 30 November 2024 be received.

### 13.2 MONTHLY LIST OF PAYMENTS – NOVEMBER 2024

ATTACHMENT(S)	13.2.1 Monthly Payments Listing November 2024
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 December 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Shire Support</b>	
<b>11. Delivered Shire Trust and Performance</b> <b>11.2 SoBT financial sharing</b> 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.	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire’s monthly financial reports.

#### SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds during November 2024.

#### 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 –

#### November 2024

	\$
Municipal Fund	962,037.78
Trust Fund	0.00
Purchasing Cards	5,644.17
<b>TOTAL</b>	<b>967,681.95</b>

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

## **CONSULTATION**

Chief Executive Officer

## **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

*r13. Lists of accounts*

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

- (a) the payee’s name;*
- (b) the amount of the payment;*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

*r13A. Payments by employees via purchasing cards*

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

- (a) the payee’s name;*
- (b) the amount of the payment;*
- (c) the date of the payment;*
- (d) sufficient information to identify the payment.*

## **FINANCIAL IMPLICATIONS**

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

## **POLICY IMPLICATIONS**

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

## **RISK MANAGEMENT IMPLICATIONS**

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

## **ASSET MANAGEMENT IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

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 November 2024 be endorsed; comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$962,037.78; and
- Credit/Purchasing Card payments totalling \$5,644.17.

### 13.3 REVIEW OF FINANCIAL MANAGEMENT, RISK MANAGEMENT, LEGISLATIVE COMPLIANCE AND INTERNAL CONTROLS

ATTACHMENT(S)	13.3.1 CONFIDENTIAL Financial Management and Audit Regulation 17 Report 13.3.2 CONFIDENTIAL Risk Assessment working document
FILE NO	ADM0058
AUTHOR	Kay Squibb, Manager of Finance & Administration
DATE	11 December 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Shire Support</b>	
No specific Community Outcome.	No specific Corporate Initiative

#### SUMMARY

The Audit and Risk Committee considered the Financial Management and Audit Regulation 17 review and report at its meeting on 19 December 2024.

#### BACKGROUND

The Chief Executive Officer (CEO) is required, in accordance with *Local Government (Audit) Regulations 1996* regulation 17, to review the appropriateness and effectiveness of the Shire’s risk management, internal controls and legislative compliance systems and procedures every three years. A review of financial management systems to assess the appropriateness and effectiveness of these systems and procedures, is also required by *Local Government (Financial Management) Regulations 1996*, regulation 5(2)(c) every three years.

The results of the risk management, legislative compliance and internal controls review are to be reported by the CEO to the Audit and Risk Committee (Committee); the Committee is required to review the CEO’s report and on-report to the Council.

During 2024, quotes were sought from appropriate consultants to assist the CEO to undertake the reviews required by legislation.

Moore Australia WA were engaged to assist with this service and attended the Shire from 16-18 September 2024 to perform the required fieldwork and prepare a report to assist the CEO in reporting the results of the reviews performed. The review, and associated consulting and advisory services, were finalised in December 2024.

#### COMMENT

The attached report includes details of matters noted during the review, as well as improvements to be considered by the Shire. Resulting from the report, a risk assessment working document which summarises the findings and improvements noted within the report has been prepared for internal use by the senior management team.



The risk assessment document will assist with future status reports to the Committee as improvements are implemented and completed by the officers assigned to each item.

### **CONSULTATION**

Chief Executive Officer  
Moore Australia WA

### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

5. CEO's duties as to financial management

(2) The CEO is to —

*(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

*Local Government (Audit) Regulations 1996*

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

*(a) risk management; and*

*(b) internal control; and*

*(c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

### **FINANCIAL IMPLICATIONS**

Provision is included in the 2024-2025 Budget to engage consultancy services to assist the CEO with undertaking the required reviews.

### **POLICY IMPLICATIONS**

2.11 Risk Management

2.12 Internal Control

2.13 Legislative Compliance

### **RISK MANAGEMENT IMPLICATIONS**

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

### **ASSET MANAGEMENT IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple majority

**COMMITTEE RECOMMENDATION**

That the Chief Executive Officer's report, as attached, detailing the outcome of the review of Financial Management, Risk Management, Legislative Compliance and Internal Controls be received.

### 13.4 AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2024

ATTACHMENT(S)	13.4.1 – CONFIDENTIAL Audit Completion Report 2024 13.4.2 – Office of the Auditor General Report 2024
FILE NO	ADM0058
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 December 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Shire Support</b>	
No specific Community Outcome.	No specific Corporate Initiative

#### SUMMARY

The Audit and Risk Committee considered the Annual Financial Audit and Management Report for the year ending 30 June 2024 at its meeting on 19 December 2024.

#### BACKGROUND

In October 2024, auditors from Armada Audit and Assurance Pty Ltd (Armada), appointed by the Office of the Auditor General (OAG), attended the Shire to conduct the final audit for the 2023-2024 financial year. The audit is designed primarily to enable the auditors to form an opinion on the financial statements and therefore does not extend to all the Shire’s systems and procedures.

#### COMMENT

Attachment 11.2.1 - Audit Completion Report was prepared by Armada and the OAG, and circulated to the Chief Executive Officer, Manager Finance and Administration, Audit and Risk Committee Chair and Shire President. The audit exit meeting with Armada and the OAG was conducted on Friday 6 December 2024 and attended by the abovementioned officers and elected members.

The Memo is confidential and has been made available to management and those charged with governance to facilitate discussions.

At the conclusion of the audit, the following matters were noted in Armada’s management letter –

#### 1. Procurement and Purchases

The Shire’s Purchasing Policy requires them to obtain at least three (3) written quotations from a suitable supplier for purchases between \$20,001 and \$50,000 and obtain at least three (3) written quotations containing price and specification of goods and service for purchases between \$50,001 and \$250,000.

We noted 3 instances (out of 7 samples tested during the final audit) where the number of quotes obtained were not in line with the Purchasing Policy.

We also noted 1 instance where the purchase order was raised after the invoice was received.

**Recommendation**

To help ensure all purchases are properly sourced and represents the best value for money, quotations should be obtained and attached to the purchase order as per the Shire’s Purchasing Policy. Where quotations have not been obtained as required by the Shire’s Purchasing Policy the reasons should be documented on/with the purchase order.

All authorised officers should be reminded of the need to ensure purchase orders are raised and authorised prior to authorising works/services or ordering goods. This will help to ensure goods/services have been appropriately ordered and authorised and help Shire in managing its budget responsibility.

**Management Comment**

In some instances, Contractor availability and their desire to submit quotes for goods and services prevents staff from obtaining the necessary number of quotes required in accordance with the Purchasing Policy. Staff will be reminded of the requirements of the Purchasing Policy, and the need to document instances where compliance with Policy cannot be achieved by using internal procurement forms.

Staff will also be reminded that purchase orders are required to be raised at the time of arranging purchase of goods and services.

**2. Related Parties Declaration form**

We noted that the Shire has not obtained Related Party Declaration forms from Key Management Personnel and Councillors for the financial year ended 30 June 2024 as required by the Shire’s Related Party Disclosures Policy.

Related Party Declaration forms are key documents in the Shire’s process of identification of related party transactions to comply with AASB 124 Related Parties.

Without the signed declarations, management had to rely on prior year declarations and other enquiries to ensure that related party transactions disclosed in the financial report are complete and accurate.

**Recommendation**

We recommend that management ensure that Related Parties Declaration forms are completed by Key Management Personnel and Council Members annually as required by the Shire’s Related Party Disclosures Policy.

**Management comment**

Completion of the Declarations was overlooked in June 2024. This matter has been included in the recent review of the Compliance Calendar, with a reminder for May each year and Declarations for Key Management Personnel and Councillors to be completed in June.

Both matters raised have a moderate rating, and the actions required to resolve each are included in the management comment. The matters noted are assigned to a responsible officer with a completion date, where appropriate.

### **CONSULTATION**

Chief Executive Officer

Auditors – Armada Audit and Assurance Pty Ltd

Office of the Auditor General

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 – Part 7 Audit;*

*s7.12A Duties of local government with respect to audits*

- (3) *A local government must –*
- (aa) examine an audit report received by the local government; and*
  - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must –*
- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
  - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.*

### **FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

### **POLICY IMPLICATIONS**

There is no policy applicable to this item.

### **RISK MANAGEMENT IMPLICATIONS**

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

### **ASSET MANAGEMENT IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **COMMITTEE RECOMMENDATION**

That the auditors report for the year ending 30 June 2024 be received.

### 13.5 ANNUAL REPORT 2023-2024

ATTACHMENT(S)	13.5.1 – Annual Report 2023-2024
FILE NO	ADM0340
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 December 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Shire Support</b>	
No specific Community Outcome.	No specific Corporate Initiative

#### SUMMARY

The Audit and Risk Committee considered the 2023-2024 Annual Report, incorporating the Annual Financial Report and Auditors Report at its meeting on 19 December 2024.

#### BACKGROUND

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

Section 5.54 of the *Local Government Act 1995* requires an Annual Report to be accepted by the local government no later than 31 December in each year unless the Auditor’s Report is not available in time. The *Local Government Act 1995* Section 5.42(2) provides that if the Annual Report is not accepted by the local government by 31 December, then it must be presented within two (2) months of the auditor’s report becoming available.

The auditor’s report for the 2023-2024 year was received on 12 December 2024.

An annual Electors meeting is required to be convened no later than 56 days of acceptance of the annual report, in accordance with section 5.27(2) of the *Local Government Act 1995*.

#### COMMENT

Financial report aside, projects and activities that have been accomplished throughout the 2023-2024 year have been reported on within the Annual Report.

The 2023-2024 Annual Report, as presented, addresses the requirements of the *Local Government Act 1995*.

#### CONSULTATION

Chief Executive Officer  
 Senior Management Team  
 Auditors – Armada Audit and Assurance Pty Ltd  
 Office of the Auditor General

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*s5.27 Electors' general meetings*

- (1) A general meeting of electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.*

*Local Government (Administration) Regulations 1996*

*r15. Matters to be discussed at general meeting*

*For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.*

*s5.54 Acceptance of annual reports*

- (1) Subject to subsection (2) the Annual Report for a financial year is to be accepted \* by the local government no later than 31 December after that financial year.  
\* Absolute Majority required*
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

*s5.55 Notice of annual reports*

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

*s5.55A Publication of annual reports*

*The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.*

*Local Government (Administration) Regulations 1996 r19B to r19BE*

- Prescribes the information to be included in the annual report

## **FINANCIAL IMPLICATIONS**

This item reports on the financial position of the Shire at 30 June 2024. The recommendation itself does not have any financial implications.

## **POLICY IMPLICATIONS**

There is no policy applicable to this item.

## **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

Recommendation 1 – Absolute majority

Recommendation 2 – Simple majority

## COMMITTEE RECOMMENDATION 1

That it be recommended to the Council that, in accordance with sections 5.53 and 5.54 of the *Local Government Act 1995*, the 2023-2024 Annual Report for the Shire of Broomehill-Tambellup, incorporating the Annual Financial Report and Auditors Report, be accepted.

## COMMITTEE RECOMMENDATION 2

That it be recommended to the Council that -

1. In accordance with sections 5.55 and 5.55A of the *Local Government Act 1995*, the Chief Executive Officer give local public notice of the availability of the annual report and publish the report on the Shire's website within 14 days of acceptance; and
2. The annual general meeting of electors be held at 6.00pm on Thursday 20 February 2025, in the Tambellup Council Chambers.



14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED
  
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.