



MINUTES

Ordinary Council Meeting

19 December 2024

SHIRE OF BROOMEHILL-TAMBELLUP

An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup
was held in the Council Chambers, 46-48 Norrish Street, Tambellup
on 19 December 2024 commencing at 4.35pm.



Karen Callaghan
Chief Executive Officer

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Strategic Community Plan 2023-2033

'People Power'



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**Minutes of the Ordinary Council Meeting held 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 declared the meeting open at 4.35pm.

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

Nil

3. DISCLOSURE OF INTEREST

Cr S Robinson declared a financial interest in Item 12.1 Broomehill Recreational Complex Water Security Plan, the nature of her interest being a director of the company that owns the land on which Bignell's dam is located.

Cr D Barritt declared an impartiality interest in Item 12.1 Broomehill Recreational Complex Water Security Plan, the nature of his interest being the current President of the Broomehill Recreational Complex Committee.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. PRESENTATIONS/PETITIONS/DEPUTATIONS

Nil

7. APPLICATION FOR LEAVE OF ABSENCE

Nil

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 21 NOVEMBER 2024

Moved Cr Robinson, seconded Cr Penny that the minutes of the Ordinary Meeting of Council held on 21 November 2024 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

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

Motion No: 147/24

UNCONFIRMED

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 |
| Key Pillar: Broomehill-Tambellup Point of Difference | |
| 2. A United Community 2.1 Wellbeing and Safety The community and Shire working more boldly to provide advanced wellbeing programs for all ages. This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade. | No specific corporate Initiative |

SUMMARY

The 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/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny:

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.

CARRIED 7/0

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

Motion No: 148/24

UNCONFIRMED

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 |
| Key Pillar: Broomehill-Tambellup Economy | |
| No specific community outcomes | No specific corporate initiative |

SUMMARY

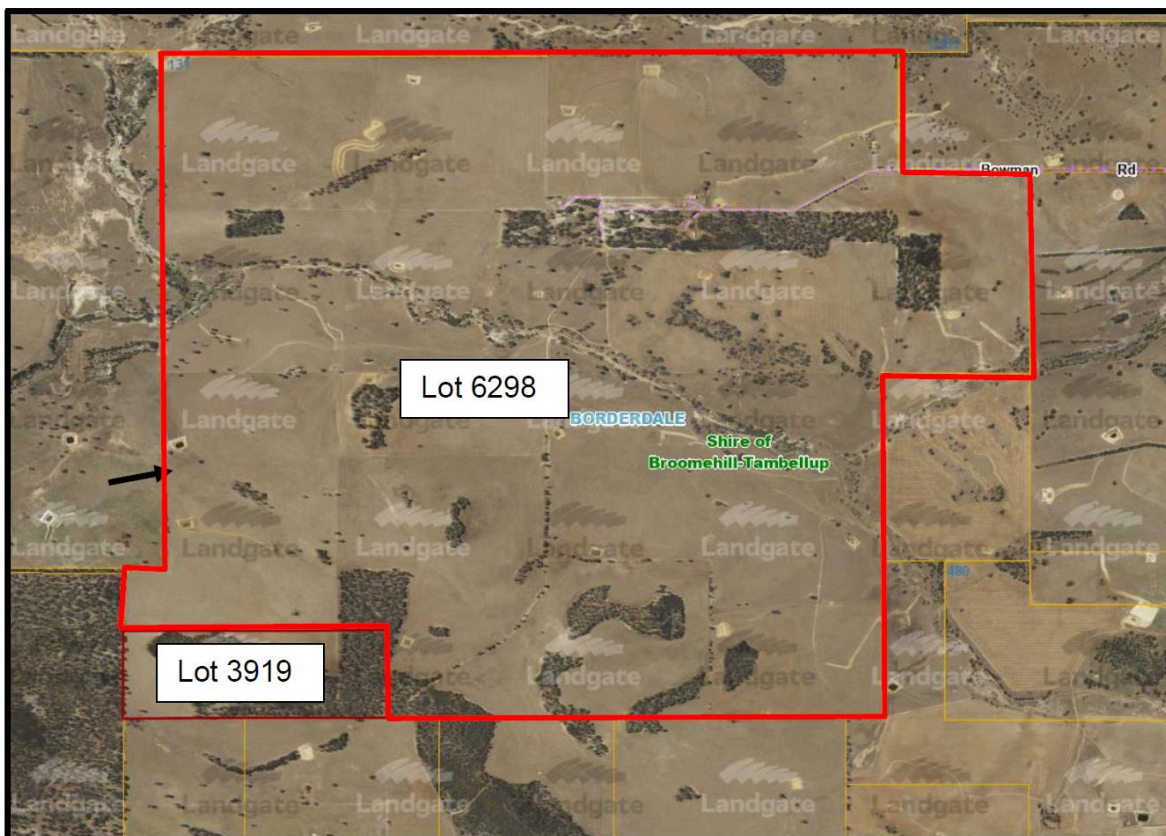
The Council to consider a referral by the Western Australian Planning Commission (WAPC) seeking the Shire’s comments and a recommendation on a proposed subdivision (WAPC Reference: 201052).

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/COUNCIL DECISION

Moved Cr Robinson, seconded Cr Barritt that the Council recommends that the Western Australian Planning Commission unconditionally approve the subdivision application (No 201052) seeking a boundary re-alignment between Lots 6298 and 3919 Bowman Road, Borderdale.

CARRIED 7/0

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

Motion No: 149/24

UNCONFIRMED

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 | Cr S Robinson declared a financial interest as a director of the company which owns the land on which Bignell Dam is located. Cr Robinson left the meeting at 4.40pm. Cr D Barritt declared an impartiality interest as the President of the Broomehill Recreational Complex Committee. |

| STRATEGIC IMPLICATIONS | |
|---|---|
| Strategic Community Plan 2023-2033 | Corporate Business Plan 2024 -2028 |
| Community Outcomes | Corporate Actions |
| Key Pillar: Broomehill-Tambellup Lifestyle | |
| 9. Unique Interactions 9.2 Anytime Gardens, Parks and Play 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 13,000m². 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/COUNCIL DECISION

Moved Cr Wills, seconded Cr Letter 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.

CARRIED 7/0

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

Motion No: 150/24

OFFICER RECOMMENDATION 2/COUNCIL DECISION

Moved Cr Wills, seconded Cr Letter that the Chief Executive Officer formally advises the Broomehill Recreational Complex Committee of the Broomehill Recreational Complex Water Security Plan.

CARRIED 7/0

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

Motion No: 151/24

OFFICER RECOMMENDATION 3/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Letter 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.

CARRIED 7/0 by Absolute Majority

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

Motion No: 152/24

COUNCIL DECISION

Moved Cr Wills, seconded Cr Letter that the Council consults with the community and Cooperative Bulk Handling regarding a staged approach and options for additional capture and transfer of water for use at the Broomehill Recreational Complex.

CARRIED 7/0

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

Motion No: 153/24

Reason for change to recommendation:

To ensure appropriate community and stakeholder consultation occurs in developing future plans for the harvesting and transfer of water for the Broomehill Recreational Complex.

Cr Robinson returned to the meeting at 4.46pm and was advised of the Council's decision.

UNCONFIRMED

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 |
| Key Pillar: BT Shire Support | |
| 11. Delivered Shire Trust and Performance 11.2 SoBT financial sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work. | 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/COUNCIL DECISION

Moved Cr Wills, seconded Cr Penny that the monthly financial statements for the period ending 30 November 2024 be received.

CARRIED 7/0

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

Motion No: 154/24

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 |
| Key Pillar: BT Shire Support | |
| 11. Delivered Shire Trust and Performance 11.2 SoBT financial sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work. | 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 |
| TOTAL | 967,681.95 |

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

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r13. Lists of accounts

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

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

r13A. Payments by employees via purchasing cards

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

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Robinson 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.

CARRIED 7/0

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

Motion No: 155/24

UNCONFIRMED

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 |
| Key Pillar: BT Shire Support | |
| 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/COUNCIL DECISION

Moved Cr Penny, seconded Cr Dewar 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.

CARRIED 7/0

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

Motion No: 156/24

UNCONFIRMED

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 |
| Key Pillar: BT Shire Support | |
| 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/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny that the auditors report for the year ending 30 June 2024 be received.

CARRIED 7/0

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

Motion No: 157/24

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 |
| Key Pillar: BT Shire Support | |
| 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/COUNCIL DECISION

Moved Cr Penny, seconded Cr Barritt 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.

CARRIED 7/0 by Absolute Majority

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

Motion No: 158/24

COMMITTEE RECOMMENDATION 2/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Wills 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.

CARRIED 7/0

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

Motion No: 159/24

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

Moved Cr Letter, seconded Cr Barritt that in accordance with Section 5.23(2) of the *Local Government Act 1995* the meeting is closed at 4.55pm to members of the public with the following aspect(s) of the Act being applicable:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal –
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person.

CARRIED 7/0

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

Motion No: 160/24

UNCONFIRMED

14.1 LATE ITEM - CONFIDENTIAL: TENDER 01/2024 – TAMBELLUP CARAVAN PARK

| | |
|------------------------|---|
| ATTACHMENT(S) | 14.1.1 Tender assessment report 14.1.2 Financial assessment report 14.1.3 Updated Quantity Surveyors estimate 14.1.4 River Hill WA Pty Ltd – Tender submission 14.1.5 WCP Civil Pty Ltd – Tender submission |
| FILE NO | ADM0677 |
| AUTHOR | Pam Hull, Strategic Support & Projects Officer |
| DATE | 18 December 2024 |
| DISCLOSURE OF INTEREST | Nil |

| STRATEGIC IMPLICATIONS | |
|---|--|
| Strategic Community Plan 2023-2033 | Corporate Business Plan 2024-2028 |
| Community Outcomes | Corporate Actions |
| Key Pillar: Broomehill-Tambellup Point of Difference | |
| 4. Versatile accommodation 4.2 Tambellup Short Stay Accommodation Development Developing the Tambellup Caravan Park and creating cabin style accommodation for workers and visitors. This also requires exploring further RV and camping options. | 4.2 Tambellup Short Stay Accommodation Development Develop, adopt and implement a Tambellup Caravan Park Five Year Plan. |

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Dewar:

1. That Tender 01/2024 – Tambellup Caravan Park for civil and siteworks for Stage 1 of the Tambellup Caravan Park development at Lot 50, 11 Crowden St Tambellup, be awarded to River Hill WA Pty Ltd at the tendered price of \$574,694.95 ex GST.
2. That the Chief Executive Officer be authorised to execute the contract for Tender 01/2024 – Tambellup Caravan Park with River Hill WA Pty Ltd, for civil and siteworks for Stage 1 of the Tambellup Caravan Park development at Lot 50, 11 Crowden St Tambellup in accordance with the terms and conditions specified in the tender documents.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No: 161/24

PRODECURAL MOTION

Moved Cr Letter, seconded Cr Barritt that the meeting be re-opened to members of the public at 5.03pm.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No: 162/24

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

Nil

16. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

18. CLOSURE

There being no further business to discuss, the Presiding Member, Cr White, declared the meeting closed at 5.04pm.

UNCONFIRMED