



# MINUTES

Ordinary Council Meeting

20 June 2024

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

**An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup was held  
in the Tambellup Council Chambers 46-48 Norrish Street, Tambellup  
on 20 June 2024 commencing at 4.30pm.**



**Karen Callaghan  
Chief Executive Officer**

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# Strategic Community Plan 2023-2033

## 'People Power'



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**Minutes for the Ordinary Council Meeting held on 20 June 2024  
in the Tambellup 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 4.38pm.

**2. ATTENDANCE**

**Councillors**

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

**Staff**

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

**Leave of Absence**

Cr CM Dewar

**Apologies**

**3. DISCLOSURE OF INTEREST**

Councillors White, Barritt, Robinson and Letter declared a financial interest in Item 11.3 as a Shareholder and conducting business with Co-operative Bulk Handling. In order to maintain a quorum and allow a decision to be made on item 11.3, Ministerial approval was sought for Councillors White, Barritt, Robinson and Letter to participate in the meeting and vote on the recommendation. Approval was granted on 19 June 2024 for Cr White and Cr Barritt to 'fully participate in the discussion and decision making' for Item 11.3.

**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 16 MAY 2024

Recommendation:

Moved Cr Wills seconded Cr Penny that the minutes of the Ordinary Meeting of Council held on 16 May 2024 be confirmed as a true and accurate record of proceedings.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No 065/24

UNCONFIRMED

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

Nil.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 PROPOSED SUBDIVISION / BOUNDARY RE-ALIGNMENT – LOT 886 (NO 2770) & LOT 123 WARRENUP ROAD, BROOMEHILL (WAPC REFERENCE: 200279)

ATTACHMENT(S)	11.1.1 Subdivision Plan
FILE NO	S200279
AUTHOR	Liz Bushby, Town Planning Innovations Pty Ltd
DATE	4 June 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
<b>Key Pillar: Broomehill-Tambellup Economy</b>	
No specific community outcomes	No specific corporate initiative

**SUMMARY**

Council to consider a referral by the Western Australian Planning Commission (WAPC) seeking the Shires comments and a recommendation on a proposed subdivision (WAPC Reference: 200279).

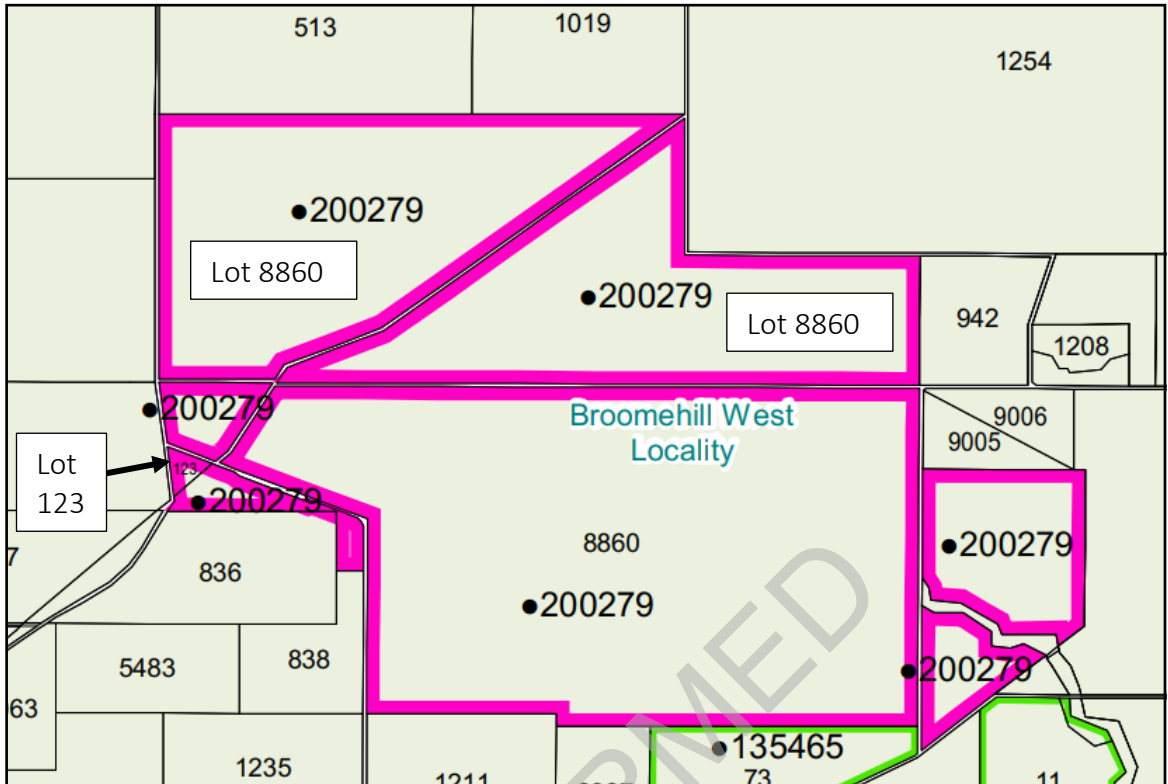
The WAPC is the determining authority for the application.

**BACKGROUND**

Existing Lot 8860 (No. 2770) Warrenup Road has an area of 1339.62 hectares and contains an existing house.

Adjacent Lot 123 has an area of 3.49 hectares and contains a dam.

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



Above: Location Plan – Lots 123 and 8860 outlined in pink. Lot 123 is a small triangular lot and the rest of the area outlined in pink is Lot 8860.

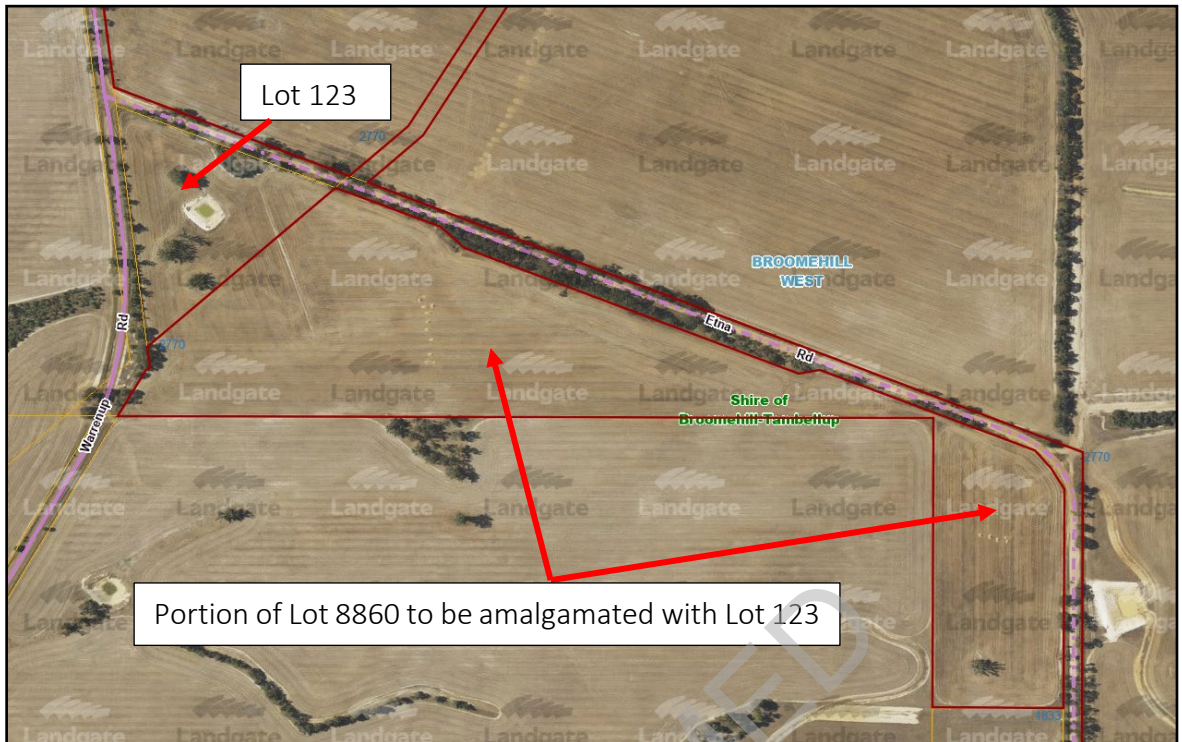
**COMMENT**

**Description of Application**

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

The size of Lot 8860 will be decreased from 1339.62 hectares to 1321.6 hectares. The size of Lot 123 will be increased from 3.49 hectares to 21.5 hectares. A portion of existing Lot 8860 to the south of Etna Road will be amalgamated with Lot 123 – refer to enlargement over page.





Above: Enlargement showing the south portion of Lot 8860 proposed to be amalgamated with Lot 123.

**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. The proposed boundary realignment is logical and follows Etna Road.
(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 123 from 3.4 hectares to 21.5 hectares.</p> <p>Whilst the lot size is still small it is an improvement.</p>
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### **CONSULTATION**

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

Comments are requested by the 2 July 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 Broomehill Town Planning Scheme No 1 (the Scheme)* – The lots subject of this report are zoned Farming under the Scheme. Clause 5.13 (d) of the Scheme states that ‘The Council will favourably consider applications for adjustment of lot boundaries where the application if approved will not result in the creation of one or more additional lots.’

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

### **FINANCIAL IMPLICATIONS**

Nil.

### **POLICY IMPLICATIONS**

Nil.

### **RISK MANAGEMENT IMPLICATIONS**

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 Letter, seconded Cr Robinson that the Council recommends that the Western Australian Planning Commission unconditionally approve the subdivision application (No 200279) seeking a boundary re-alignment between Lots 8860 and 123 Warrenup Road, Broomehill.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No 066/24

UNCONFIRMED

**11.2 PROPOSED SHORT STAY ACCOMMODATION – LOT 50 CROWDEN STREET & LOT 19 TAYLOR STREET, TAMBELLUP**

ATTACHMENT(S)	11.2.1 Tambellup Caravan Park - Plans
FILE NO	A373
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	11 June 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill Tambellup Economy</b>	
<b>4.2 Tambellup short-stay accommodation development</b> This is the Shire developing the Tambellup Caravan Park and creating cabin style accommodation for workers and visitors. This also requires exploring further RV and camping options.	4.2.2 Tambellup Caravan Park – Construction of Stage 1(a) (civil & site works for all of stage 1, install of one or two cabins, move RV Rest Stop to old bowling green site.) 4.2.3 Tambellup Caravan Park – Construction of Stage 1(b) (Installation of additional accommodation units to concept plan)

**SUMMARY**

The purpose of this report is for the Council to consider an application for short-stay accommodation on Lot 50 Crowden Street and Lot 19 Taylor Street in Tambellup.

**BACKGROUND**

**Scheme Amendment**

Amendment 6 to the Shire of Tambellup Town Planning Scheme No. 2 (‘the Scheme’) re-zoned former Lot 5 (13) Crowden Street, former Lot 6 (11) Crowden Street and Lot 19 (19) Taylor Street, Tambellup from ‘Special Use’ zone to ‘Town Centre’ zone.

The amendment was finalised when it was published in the Government Gazette on 22 September 2023.

Following the Scheme amendment, Lots 5 and 6 Crowden St were amalgamated to form a new Lot 50.

**Previous Land Uses and Existing Development**

Lot 50 Crowden Street is a vacant lot. Adjacent Lot 19 has historically been used as a local bowling club and still contains the old Club building. The Bowling Club relocated to the Tambellup Sports Ground and the site is no longer used for this purpose.

**Title Details / Ownership**

Lot 50 is owned in freehold title by the Shire of Broomehill-Tambellup.

## Location Plan

The following plan shows the former Lots 5 and 6 Crowden St (now Lot 50).



## COMMENT

### Description of Development

The application proposes six self-contained cabins, one of which will be accessible accommodation and includes a ramp access. A four bedroom accommodation building is also proposed. Each bedroom will have an ensuite. Plans are provided at Attachment 11.2.1.

One existing tree is proposed to be retained on the former Lot 5.

The applicant has advised that detailed elevations and floor plans cannot be provided at this time, as the cabin design is still to be finalised.

### Zoning and Land Use Permissibility

The lots are zoned 'Town Centre' under the Scheme. Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether the Council has discretion to consider a land use in the corresponding zone (i.e. if the land use is permitted, discretionary or requires advertising).

Part of the planning assessment involves determining which land use definition from the Scheme ‘best fits’ the proposal.

The development proposes the construction of cabins for short-stay accommodation. The Scheme defines short-stay accommodation as ‘the occupation of a chalet, caravan, camp, or any other form of accommodation approved by the Council, by persons for a period of not more than a total of three months in any one twelve month period.’

Under Table 1 there is an ‘AA’ symbol correlating to short-stay accommodation under the ‘Town Centre’ zone.

**TABLE 1 - ZONING TABLE**

AMD 3 GG 19/4/05

USES	RESIDENTIAL	TOWN CENTRE	LIGHT INDUSTRIAL	INDUSTRIAL	SPECIAL RURAL	FARMING
38 short-stay accommodation	SA	AA	X	X	SA	AA

Clause 3.2.2 of the Scheme states that the ‘AA symbol ‘means that the use is not permitted unless the Council has exercised its discretion by granting planning approval’.

Essentially this means that Council has discretion to approve the application, subject to normal planning considerations such as traffic, parking and amenity.

**CONSULTATION**

Environmental Health Officer

The application will be advertised for public comment for a period of 14 days.

**STATUTORY ENVIRONMENT**

*Shire of Tambellup Town Planning Scheme No 2*

The objectives of the Town Centre zone are:

- a) to ensure the town centre remains the principal place for business and administration within the District;
- b) to encourage a high standard of development including buildings, landscaping, and car parking.

All site requirements are at the discretion of the Council, however Clause 6.2.2(b) states that ‘Council will encourage building to the front boundary where this will be consistent with existing development on adjoining lots fronting the same street.’

The proposed setbacks are not consistent with existing development in the same streets, however that is because surrounding development is single houses.

*Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015 and became effective on 19 October 2015.

The Regulations include ‘Deemed Provisions’ that automatically apply statewide.

Regulation 67 outlines ‘matters to be considered by Council’ including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority

#### **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**

Absolute majority

#### **OFFICER RECOMMENDATION**

That the Council :

1. Notes that the application will be advertised for 14 days to allow surrounding landowners and the general public an opportunity to comment on the design.
2. Authorises the Chief Executive Officer to sign a formal planning application form for the proposed short-stay accommodation on Lot 50 Crowden Street and Lot 19 Taylor Street in Tambellup.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grants (by absolute majority) delegated authority to the Chief Executive Officer to determine the formal planning application for the proposed short-stay accommodation on Lot 50 Crowden Street and Lot 19 Taylor Street, Tambellup.

## COUNCIL DECISION

Moved Cr Penny, seconded Cr Barritt that the Council:

1. Notes that the application will be advertised for 14 days to allow surrounding landowners and the general public an opportunity to comment on the design.
2. Authorises the Chief Executive Officer to sign a formal planning application form for the proposed short-stay accommodation on Lot 50 Crowden Street and Lot 19 Taylor Street in Tambellup.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grants (by absolute majority) delegated authority to the Chief Executive Officer to determine the formal planning application for the proposed short-stay accommodation on Lot 50 Crowden Street and Lot 19 Taylor Street, Tambellup.
4. Note that the site plan has been revised by the architect to include a laundry block as no individual laundry facilities are provided to each cabin

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No 067/24

UNCONFIRMED



**11.3 PROPOSED WATER PIPE ON LOT 2 NARDLAH ROAD (WITHIN CBH RECEIVAL SITE) AND ADJACENT RAILWAY WITH NEW ISOLATION VALVE AND WORKS IN LOT 423 GREAT SOUTHERN HIGHWAY, BROOMEHILL**

<b>ATTACHMENT(S)</b>	<b>11.3.1 Development Plans – Water Corporation</b>
<b>FILE NO</b>	A6042 / A6064
<b>AUTHOR</b>	Liz Bushby, Town Planning Innovations (TPI)
<b>DATE</b>	12 June 2024
<b>DISCLOSURE OF INTEREST</b>	Cr White, Cr Barritt, Cr Letter and Cr Robinson declared a Financial Interest as shareholders and conducting business with Co-operative Bulk Handling Ltd.

<b>STRATEGIC IMPLICATIONS</b>	
<b>Strategic Community Plan 2023-2033</b>	<b>Corporate Business Plan 2023 -2027</b>
<b>Community Outcomes</b>	<b>Corporate Actions</b>
<b>Key Pillar: Broomehill Tambellup Economy</b>	
<b>6.4 BT new business</b> This is the Shire making it easy for any new business to be attracted to the area such as a supportive Town Planning Scheme, commercial and industrial land development and encouraging value-adding to current business and industry.	<b>6.4.1 Support existing businesses</b> through innovative methods for Shire support to ensure their continuation and the basic provision of service for both visitors and local residents.

**SUMMARY**

The purpose of this report is for the Council to consider an application for a new re-aligned Water Corporation main within Lot 2 Nardlah Rd and the adjacent railway to service the Broomehill CBH redevelopment.

Limited works are also proposed within private property as a new isolation valve is proposed on Lot 423 Great Southern Highway and there will be some associated works to decommission part of the existing main.

No works are proposed within the Great Southern Highway Road reserve.

**BACKGROUND**

**Relevant existing DAP approval**

In 2021, CBH lodged an application seeking planning approval for a Rural Industry and new rail loadout facility on Lots 2 and 535 Nardlah Road in Broomehill. A rail siding was also proposed on Lot 553 which forms part of existing railway reserve.

The application was determined by a Development Assessment Panel, and conditional approval was issued on the 21 January 2022.

**Location Plan**

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



Lot 2 Nardlah Rd and Lot 423 Great Southern Highway

### Existing Water Main

There is an existing Water Corporation water main on Lots 2, 423 and within the railway reserve, shown as a blue line in the aerial below.



### COMMENT

#### Description of Development

CBH has advised that part of the existing water main in the rail corridor will be decommissioned and grouted. A new water main will be established under the railway by boring under the rail line from Lot 2 to the western side of the rail land.

Works are proposed in Lot 423 which consists of a new isolation valve and associated works to assist in decommissioning of part of the existing Water Corporation main.

The works simply propose realignment of part of an existing Water Corporation water main and decommissioning of part of an existing line. The re-alignment is a requirement to service the new rail siding. Works will occur within Lot 2, the rail corridor and Lot 423 to allow for reconnection into the existing main which crosses under Great Southern Highway.

The development plans are included as Attachment 11.3.1. All works will be completed by the Water Corporation.

**Zoning and Land Use Permissibility**

Lot 2 is zoned Farming, Lot 423 is zoned Rural Residential and the railway corridor is a Local Scheme Reserve for Railway under the Shire of Broomehill Town Planning Scheme No 1 (the Scheme).

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie if the land use is permitted, discretionary or requires advertising).

Part of the planning assessment involves determining which land use definition from the Scheme ‘best fits’ the proposal.

The development is construed as a public utility which is listed as an ‘AA’ use in all zones under Table 1 of the Scheme. The Scheme defines a public utility as ‘means any work or undertaking constructed or maintained by a public authority or the Council as may be required to provide water, sewerage, electricity, gas, drainage, communications or other similar services’.

**TABLE 1 - ZONING TABLE**

USES	RESIDENTIAL	TOWN CENTRE	INDUSTRIAL	RURAL RESIDENTIAL	FARMING
23 public utility	AA	AA	AA	AA	AA

Clause 3.2.2 of the Scheme states that the ‘AA symbol ‘means that the use is not permitted unless the Council has exercised its discretion by granting planning approval’.

Essentially this means that Council has discretion to approve the application on Lots 2 and 423, subject to normal planning considerations. Council also has discretion to approve the water main within the railway reserve, as there are no prohibited land uses within local scheme reserves.

**CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

*Shire of Broomehill Town Planning Scheme No 1 (the Scheme)* – Explained in the body of this report.

*Development (Local Planning Schemes) Regulations 2015* - The Regulations include 'Deemed Provisions' that automatically apply statewide.

Regulation 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil.

## **RISK MANAGEMENT IMPLICATIONS**

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

## **ASSET MANAGEMENT IMPLICATIONS**

Nil.

## **VOTING REQUIREMENTS**

Simple Majority

Cr White, Cr Barritt, Cr Letter and Cr Robinson declared a Financial Interest in Item 11.3.

In order to maintain a quorum the declarations were forwarded to the Department of Local Government, Sport and Cultural Industries for Ministerial approval to allow Councillors White, Barritt, Letter and Robinson to participate in discussion and decision making. Approval was given for Cr White and Cr Barritt to fully participate in the discussion and decision making.

*Conditions of the approval are as follows:*

- 1. The approval is only valid for the 20 June 2024 Ordinary Council Meeting when agenda item 11.3 is considered;*
- 2. The above-mentioned councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
- 3. The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries letter of approval to the abovementioned councillors;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*

5. *The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to DLGSC, to allow DLGSC to verify compliance with the conditions of this approval; and*
6. *The approval granted is based solely on the interests disclosed by the abovementioned councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Cr Letter and Cr Robinson left the meeting at 4.55pm.

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr Wills, seconded Cr Penny that the Council approves the application for decommissioning a portion of an existing water main pipe and installation of a new re-aligned water main on Lot 2 Nardlah Road, Lot 423 Great Southern Highway and within adjacent railway corridor (Land ID 3095998) subject to the following conditions:

1. The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.
2. No native vegetation is to be removed during the course of the development.
3. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

CARRIED 4/0

For: Cr Wills, Cr Barritt, Cr White, Cr Penny  
Motion No 068/24

Cr Letter and Cr Robinson re-entered the meeting at 4.56pm and were advised of the Council's decision.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 FINANCIAL STATEMENTS – MAY 2024

ATTACHMENT(S)	13.1.1 Financial Statements May 2024
FILE NO	ADM0619
AUTHOR	Kay Squibb, Manager Finance & Administration
DATE	10 June 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill Tambellup 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 May 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 2023/24 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 Penny, seconded Cr Robinson that the monthly financial statement for the period ending 31 May 2024 be received.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barritt, Cr Wills  
Motion No 069/24

### 13.2 MONTHLY LIST OF PAYMENTS – MAY 2024

ATTACHMENT(S)	13.2.1 Monthly Payments Listing May 2024
FILE NO	ADM0619
AUTHOR	Kay Squibb, Manager Finance & Administration
DATE	10 June 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill Tambellup 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 May 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 –

#### May 2024

	\$
Municipal Fund	457,504.57
Trust Fund	0.00
Purchasing Cards	2,702.45
<b>TOTAL</b>	<b>460,207.02</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/COUNCIL DECISION**

Moved Cr Letter, seconded Cr Wills 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 be noted for May 2024 comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$457,504.57; and
- Credit/Purchasing Card payments totalling \$2,702.45.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No 070/24

UNCONFIRMED

### 13.3 FUNDING REQUEST – BROOMEHILL PLAYGROUP – AIR CONDITIONER UNIT

ATTACHMENT(S)	Nil
FILE NO	ADM0330
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	28 May 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill Tambellup Shire Support</b>	
<b>2.1 Well-being and safety</b> 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 for funding from the Broomehill Playgroup for an air conditioner unit.

#### BACKGROUND

The Broomehill Playgroup facilitates parents, caregivers, and extended family meeting together with their children from 0-4 years for interaction, socialisation, support, and shared learning through play in a Shire owned building on Journal Street, Broomehill.

The President of the Broomehill Playgroup approached the Chief Executive Officer to request permission to install an air conditioner unit on the north-east wall of the building and for the Shire to fund the remaining supply and installation cost comprising \$1,860.90 following the awarding of a successful grant for \$3,000.00.

#### CONSULTATION

Manager Finance and Administration

#### STATUTORY ENVIRONMENT

Nil

#### FINANCIAL IMPLICATIONS

The funding request can be accommodated within the 2024/25 Budget.

#### POLICY IMPLICATIONS

Nil

#### **RISK MANAGEMENT IMPLICATIONS**

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

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr Letter, seconded Cr Penny that the Council:

1. Endorses the funding request to the Broomehill Playgroup of \$1,860.90 for the supply and installation of an air conditioner unit.
2. Supports the Chief Executive Officer writing to the President of the Broomehill Playgroup confirming the Council’s endorsement of the funding request and approving installation of the air conditioner unit on the north-east wall of the building.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No 071/24

UNCONFIRMED

### 13.4 PHASING OUT OF LIVE SHEEP EXPORTS - ADVOCACY POSITION

ATTACHMENT(S)	13.4.1 Phasing Out Live Sheep Exports - Letter to Minister Watt 13.4.2 Phasing Out of Live Sheep Exports - Econisis Report - Upper Great Southern Live Sheep Impact FINAL
FILE NO	ADM0534
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	11 June 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill Tambellup Shire Support</b>	
<b>6.4 New Business</b> Making it easy for any new business to be attracted to the area such as a supportive Town Planning Scheme, commercial and industrial land development and encouraging value-adding to current business and industry.	No specific corporate initiative

#### SUMMARY

The purpose of this report is for the Council to consider the endorsement of a proposed advocacy position regarding the phasing out of live sheep exports.

#### BACKGROUND

On 11 May 2024, the federal Minister for Agriculture introduced the Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024 (Bill) to parliament outlining the plan to phase out live sheep exports by 2027 and the provision of a \$107 million transition package to mitigate economic impacts and develop alternative markets.

Concerns have been raised by affected stakeholders regarding the timeline and feasibility of transitioning to alternative markets, infrastructure for chilled and frozen meat exports, and an insufficient transition package to address the significant income loss, high costs of infrastructure upgrades, and the slow development of new markets.

Based on data from the 2020-21 Value of Agricultural Businesses, the Central Great Southern Region (Region) accounts for over 20% of sheep in Western Australia. Broomehill-Tambellup comprises the largest number of sheep flock businesses and gross value of disposals in the Region and consequently, the phasing out of live sheep exports has the potential to significantly impact the Shire’s community from an economic and social perspective.

In response to the Bill introduction, the Shire of Broomehill-Tambellup partnered with neighbouring shires in the region encompassing Katanning, Woodanilling, Kojonup, Gnowangerup, Cranbrook, and Jerramungup to engage Econisis to quantify the economic impact on the region in a report.

On 31 May 2024, the shires met and were briefed by Econisis on the key findings contained within the report (attached). The report identified that over a 20-year period, in present dollars, the economic impact on the Region was in the range of \$474.9 million to \$1 billion. The following proposed advocacy position resolutions were collectively agreed at the meeting for endorsement by each council:

- The Shires of Broomehill-Tambellup, Katanning, Woodanilling, Kojonup, Gnowangerup, Cranbrook, and Jerramungup will be collectively known as the Alliance of Central Great Southern Councils.
- We support the wide distribution of the Econisis Report.
- The Central Great Southern Alliance of Councils doesn't recognise as valid the federal government's reasons for banning the live sheep export trade.
- We note that due to the high concentration of sheep production within our region, the communities represented by Alliance shires will bear the brunt of the economic losses that this trade ban will create.
- We note that in addition to the impacts on direct supply chain participants, there will be significant consequential impacts on our communities, on household spending and on the future viability of many services.
- We support a broader transition package informed by an objective measure of the impacts the ban will have on our local communities especially our retail sector, essential medical and educational services and sporting clubs.
- In addition to the \$107 million federal transition package, we support the federal government funding an investment package to facilitate community economic development to off-set the negative economic impacts caused by the transitioning of regional communities.
- We also support a Senate Inquiry into the adequacy of the transition package.
- That these points of agreement and a draft letter to Minister Watt (attached) advocating for the implementation of these outcomes be circulated to Alliance shires for endorsement.
- That an engagement strategy with federal government, Coalition members and the state government be developed once the letter is endorsed and the Alliance's advocacy position is agreed.
- That following endorsement of the letter and agreement by Presidents to an engagement strategy, that the letter to Minister Watt be issued.
- That Katanning Shire President, Kristy D'Aprile be the Alliance spokesperson.

A collective and standardised approach in advocating for greater compensation will strengthen the argument and more likely result in an improved outcome for each member of the Central Great Southern Alliance of Councils.

#### **CONSULTATION**

Shire of Katanning  
Shire of Woodanilling  
Shire of Kojonup  
Shire of Gnowangerup  
Shire of Cranbrook  
Shire of Jerramungup

#### STATUTORY ENVIRONMENT

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### RISK MANAGEMENT IMPLICATIONS

This item has been evaluated against the Shire's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Moderate" risk that can be managed by specific procedures and with current resources.

#### ASSET MANAGEMENT IMPLICATIONS

Nil

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Letter that the Council endorses the following advocacy position resolutions for implementation:

- a. The Shires of Broomehill-Tambellup, Katanning, Woodanilling, Kojonup, Gnowangerup, Cranbrook, and Jerramungup will be collectively known as the Alliance of Central Great Southern Councils (Alliance).
- b. The Alliance supports the wide distribution of the Econisis Report.
- c. The Alliance doesn't recognise as valid the federal government's reasons for banning the live sheep export trade.
- d. The Alliance notes that due to the high concentration of sheep production within our region, the communities represented by Alliance shires will bear the brunt of the economic losses that this trade ban will create.
- e. The Alliance notes that in addition to the impacts on direct supply chain participants, there will be significant consequential impacts on our communities, on household spending and on the future viability of many services.
- f. The Alliance supports a broader transition package informed by an objective measure of the impacts the ban will have on our local communities especially our retail sector, essential medical and educational services and sporting clubs.
- g. In addition to the \$107 million federal transition package, the Alliance supports the federal government funding an investment package to facilitate community economic development to offset the negative economic impacts caused by the transitioning of regional communities.
- h. The Alliance also supports a Senate Inquiry into the adequacy of the transition package.
- i. That the attached draft letter to Minister Watt advocating for the implementation of these outcomes be sent.
- j. That an engagement strategy with federal government, Coalition members and the state government be developed.

- k. That following endorsement of the letter and agreement by Presidents to an engagement strategy, that the letter to Minister Watt be issued.
- l. That Katanning Shire President, Kristy D’Aprile be the Alliance spokesperson.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No 072/24

UNCONFIRMED



### 13.5 BUSHFIRE RISK MITIGATION COORDINATOR

ATTACHMENT(S)	Nil
FILE NO	ADM0593
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	11 June 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill Tambellup Shire Support</b>	
<b>2. A United Community</b> <b>2.1 Well-being and safety</b> 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 the appointment of a Bushfire Risk Mitigation Coordinator (BRMC).

#### BACKGROUND

Arising from the approval obtained by the Office of Bushfire Risk Management, and Council’s subsequent adoption of the Bushfire Risk Management Plan 2024-26 at the May Ordinary Council Meeting, the Shire is now eligible for funding under the Department of Fire and Emergency Services (DFES) Mitigation Activity Fund (MAF), managed by the Rural Fire Division (RFD). Due to the number of treatments and coordination needed to carry out the schedule of works is high, the RFD has offered a grant for appointing a BRMC for a three-year period.

The MAF Grants Program, in addition to increased mitigation funding from the State Government, facilitate the ability to carry out mitigation activities and support local governments in bushfire risk management planning.

The BRMC is accountable for developing and implementing local government bushfire mitigation programs. The position works closely with relevant stakeholders to identify and prioritise mitigation activities within designated local governments and ensures treatment plans are effectively planned, delivered and evaluated. Specific responsibilities include:

- Preparation and completion of annual and long-term mitigation programs;
- Management of grant applications to secure funding for local government mitigation works;
- Coordination of treatments with contractors and brigades;
- Reporting to the Shire on the status and success of their mitigation program;
- Provision of BRM training to Shire staff and volunteers; and

- Provision of support at bushfires (where approved).

Funding for a BRMC is shared between DFES and a local government authority where DFES funds 50% of the position in the first year, and 30% for years two and three.

It has been proposed, subject to each of the council's endorsements, that the Shires of Broomehill-Tambellup, Katanning and Kojonup share a BRMC which would equate to an approximate cost of \$30,000 per shire for the 2024/2025 financial year, and approximately \$45,000 in 2025/2026 and 2026/2027 respectively. This cost will increase however, should only two councils endorse the appointment of a BRMC.

#### **CONSULTATION**

Shire of Katanning

Shire of Kojonup

Manager Finance and Administration

Department of Fire and Emergency Services

#### **STATUTORY ENVIRONMENT**

*Aboriginal Heritage Act 2021*

*Biodiversity Conservation Act 2016*

*Biodiversity Conservation Act of 1999 (Cth)*

*Bush Fires Act 1954*

*Bush Fires Regulations 1954*

*Shire of Broomehill Town Planning Scheme No. 1*

*Shire of Tambellup Town Planning Scheme No. 2*

#### **FINANCIAL IMPLICATIONS**

The funding for the BRMC can be accommodated within the 2024/2025 Budget and the 2025/2026, and 2026/2027 respectively.

#### **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 "Moderate" risk that can be managed by specific procedures and with current resources.

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr Letter, seconded Cr Robinson that the Council endorses the shared appointment of a Bushfire Risk Mitigation Coordinator on a three-year fixed term contract between the Shire of Broomehill-Tambellup and the Department of Fire and Emergency Services, and:

- the Shire of Katanning; or
- the Shire of Kojonup; or
- both, subject to their respective Council's endorsements.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills  
Motion No 073/24

UNCONFIRMED

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

COUNCIL DECISION

Moved Cr Letter, seconded Cr Penny that in accordance with Section 5.23(2) of the Local Government Act 1995 the meeting is closed at 5.18pm to members of the public with the following aspect(s) of the Act being applicable to this matter:

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

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills  
Motion No 074/24

14.1 **CONFIDENTIAL** - ENEL GREEN POWER AUSTRALIA PTY LTD FINANCIAL SETTLEMENT OFFER – WARRENUP AND TAMBELLUP WEST ROADS

ATTACHMENT(S)	Nil
FILE NO	ADM0283
APPLICANT	n/a
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	2 June 2024
DISCLOSURE OF INTEREST	Nil

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

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Barritt that the Council:

1. Endorses the financial offer by Enel Green Power Australia Pty Ltd of \$233,000 in full settlement of repairs to Warrenup Road of \$140,000, and Tambellup West Road of \$93,000 respectively.
2. Supports the Chief Executive Officer writing to Enel Green Power Australia Pty Ltd and confirming the Council’s endorsement, and that final payment satisfies Condition 28 of the Southern Joint Development Assessment Panel (DAP) – Shire of Broomehill-Tambellup – DAP Application IPA12112235 Determination.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills  
Motion No 075/24

**14.2 CONFIDENTIAL - RATE DEBTORS OUTSTANDING ASSESSMENTS**

ATTACHMENT(S)	Nil
FILE NO	A338 and A346
APPLICANT	Nil
AUTHOR	Kay Squibb – Manager of Finance & Administration
DATE	11 June 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Shire Support</b>	
No specific community outcome	No specific corporate plan initiative

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr Robinson, seconded Cr Barritt

1. That motion No. 116/23 from the October 2023 Ordinary Council meeting be revoked to remove A338 10 Norrish Street Tambellup and A346 59 Garrity Street Tambellup from the properties listed for legal action.
2. That the Council, pursuant to section 6.64(1)(b) and 6.64(1)(d) of the Local Government Act 1995, proceed with the following actions against the listed properties which have rates in arrears for three (3) or more years –
  - A1001 - 41 India Street, Broomehill – transfer to the Shire;
  - A1014 - 29 Ivy Street, Broomehill – sell to recover outstanding balance;
  - A1024 - 45 India Street, Broomehill – transfer to the Shire;
  - A2042 - 27 Keith Street, Broomehill – transfer to the Shire;
  - A2043 - 23 Keith Street, Broomehill – transfer to the Shire;
  - A2055 - 7 Laveter Street, Broomehill – sell to recover outstanding balance;
  - A2061 - 14 Lathom Street, Broomehill – sell to recover outstanding balance;
  - A411 – 82 Norrish Street, Tambellup - sell to recover outstanding balance;
  - A450 - 50 Paul Valley Road, Tambellup – sell to recover outstanding balance.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills  
Motion No 076/24

**PRODECURAL MOTION**

Moved Cr Letter, seconded Cr Penny that council re-opens the meeting to members of the public at 5.23pm.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills  
Motion No 077/24

**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 5.24pm.

UNCONFIRMED