



AGENDA

Ordinary Council Meeting

15 May 2025

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

**An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup
will be held in the Council Chambers, 46-48 Norrish Street, Tambellup
on 15 May 2025 commencing at 4.30pm.**



**Karen Callaghan
Chief Executive Officer**

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

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Shire of Broomehill–Tambellup

DISCLOSURE OF INTEREST FORM

To: Chief Executive Officer
Shire of Broomehill-Tambellup
46-48 Norrish Street
TAMBELLUP WA 6320

I, **(1)** _____ wish to disclose an interest in the
Following item to be considered by Council at its meeting to be held on **(2)** _____
Agenda Item **(3)** _____

The **type** of Interest I wish to declare is **(4)**

- ☐ Financial pursuant to Section 5.60A of the Local Government Act 1995
- ☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995
- ☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- ☐ Impartiality pursuant to Clause 22 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

The nature of my interest is **(5)** _____

The extent of my interest is **(6)** _____

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

Signed

Date

NOTES:

1. Insert your name (print)
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title
4. Tick box to indicate type of interest
5. Describe the nature of your interest
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 and 5.69 of the Act)

DISCLOSURE OF INTERESTS (NOTES FOR YOUR GUIDANCE)

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

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

A member, who makes a disclosure in respect to an interest, must not:

- a) Preside at the part of the Meeting, relating to the matter or;
- b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. These notes will be included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. **If in doubt declare.**
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences.

The only exceptions are:

- 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
- 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY DEFINITION:

An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

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

IMPACT OF AN IMPARTIALITY DISCLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

Strategic Community Plan 2023-2033

'People Power'



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**Agenda for the Ordinary Council Meeting to be held in the Council Chambers,
46-48 Norrish Street, Tambellup on 15 May 2025**

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr White shall declare the meeting open at ____pm.

2. ATTENDANCE

Councillors

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

Staff

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

Leave of Absence

Nil

Apologies

3. DISCLOSURE OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. PRESENTATIONS/PETITIONS/DEPUTATIONS

7. APPLICATION FOR LEAVE OF ABSENCE

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 17 APRIL 2025

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 17 April 2025 be confirmed as a true and accurate record of proceedings.

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

10.1 FUNDING REQUEST – A SMART START GREAT SOUTHERN

ATTACHMENT(S)	10.1.1 Funding Request Letter – A Smart Start
FILE NO	ADM0339
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	7 May 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
2.1 Wellbeing and Safety The community and Shire working more boldly to provide advanced wellbeing programs for all ages. This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade	No specific Corporate initiative.

SUMMARY

The Council is asked to consider a request from A Smart Start Great Southern (ASSGS) for a financial contribution of \$4,300 for the 2025/2026 financial year. The initiative provides early childhood development resources and local engagement sessions to support families with children aged 0–4 across six Great Southern shires, including Broomehill-Tambellup.

BACKGROUND

ASSGS is a long-standing, community-based early childhood development initiative that aims to empower parents and caregivers to support their child’s learning and wellbeing in the crucial early years. Services delivered include birthday books, developmental information packs, and events such as first aid awareness and play sessions.

The Shire of Broomehill-Tambellup has previously supported ASSGS through financial contributions alongside other regional local governments. For the 2025/2026 period, ASSGS in the attached letter is seeking a renewed contribution of \$4,300, based on a suggested investment of \$20 per registered child.

COMMENT

The Shire recognises the importance of strong foundations in early childhood and the potential community benefits of initiatives like ASSGS. The program contributes to the development of local families and children and is aligned with broader social development goals.

However, a number of factors are relevant to the Council’s decision:

- **Budget Considerations:** While the requested amount is relatively modest, it forms part of a broader pool of discretionary funding requests, and the Shire is managing multiple financial commitments and service expectations.
- **Availability of Alternative Services:** The landscape of early years support has evolved, with a growing number of online resources, State and Federal initiatives, and local partnerships now available to families, potentially reducing reliance on individual regional programs.
- **Funding Responsibilities:** Early childhood development is primarily a responsibility of State and Federal governments. The growing expectation for local governments to co-fund or subsidise these programs raises broader concerns about long-term sustainability and role clarity across sectors.

The Council may determine that a level of financial or in-kind support remains appropriate, particularly to ensure continuity of services for families in smaller regional communities. A partial contribution would allow the Shire to express continued support while also encouraging a review of long-term funding models.

In consideration of the above, the Council is provided with the following two options:

Option A – Full Contribution

1. Acknowledges the contribution of A Smart Start Great Southern (ASSGS) in supporting early childhood development within the Shire.
2. Approves a financial contribution of \$4,300 to ASSGS for the 2025/2026 financial year.
3. Notes the importance of collaboration across sectors in the delivery of early years programs.

Option B – Reduced Contribution and Review

1. Acknowledges the value of A Smart Start Great Southern (ASSGS) and the importance of early childhood development within the community.
2. Approves a financial contribution of \$2,000 to ASSGS for the 2025/2026 financial year.
3. Requests further reporting on program activities and delivery outcomes within the Shire of Broomehill-Tambellup to inform future funding considerations.
4. Notes that sustainable funding for early childhood development programs remains a broader matter for State and Federal support.

CONSULTATION

Manager Finance and Administration

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The funding request can be accommodated within the proposed 2025/26 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

That the Council:

1. Acknowledges the value of A Smart Start Great Southern (ASSGS) and the importance of early childhood development within the community.
2. Approves a financial contribution of \$2,000 to ASSGS for the 2025/2026 financial year.
3. Requests further reporting on program activities and delivery outcomes within the Shire of Broomehill-Tambellup to inform future funding considerations.
4. Notes that sustainable funding for early childhood development programs remains a broader matter for State and Federal support.

10.2 SOUTH WEST NATIVE TITLE SETTLEMENT – LAND BASE CONSULTATION - LAND LIST 1441

ATTACHMENT(S)	Nil
FILE NO	ADM0147
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	7 May 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
3. An Appreciated Culture 3.1 - BT community reconciliation: This is a community-wide and celebrated Reconciliation Action Process to enable the Broomehill-Tambellup region to be even more spirited and renowned to achieve the vision of 'a region driven by community spirit'.	No specific Corporate initiative

SUMMARY

To consider feedback from the Department of Planning Lands and Heritage (DPLH) in relation to the proposed transfer of land under the South West Native Title Settlement, land list 1441.

BACKGROUND

The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups. The six requisite Indigenous Land Use Agreements (ILUAs) were conclusively registered, leading to the Settlement commencing on 25 February 2021. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits.

A key negotiated benefit is the delivery of a 320,000-hectare Noongar Land Estate, in accordance with the Noongar Land Base Strategy (Annexure J to the ILUAs). The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

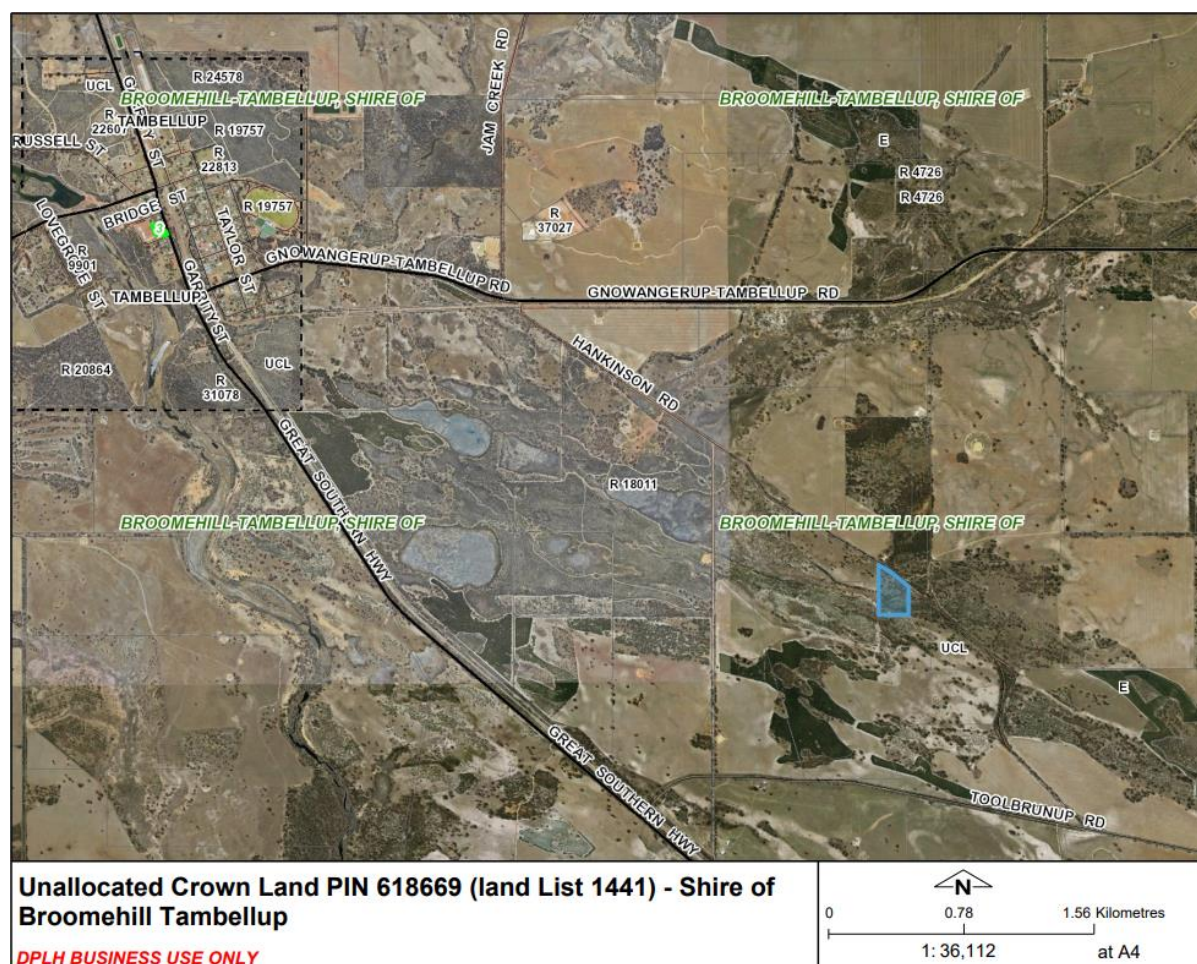
Over the next five years, the Department of Planning, Lands and Heritage (DPLH) will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- Unallocated Crown land;

- Unmanaged reserves;
- Land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- Land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

A key part of the process being followed by the DPLH involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities.

In November 2023, the DPLH sought the Shire's comments on the proposed transfer of a parcel of land, namely Unallocated Crown Land (UCL) PIN 618669, Dartnall, located on the southern side of Hankinson Road, Tambellup, before Toolbrunup Road (shown blue on the following map):



Land details of the lot concerned are as follows:

PIN	Lot Number	Survey Number	Street Address	Area (Ha)	CLT	Selected Tenure
618669			Dartnall	3.95		Reserve with power to lease

As there are no known Shire interests or infrastructure located on this lot, it was not envisaged that the Shire would have any objection to the transfer of this lot under the native title process. As such, it was recommended to the Council that the DPLH be advised that the Council supports the proposed transfer.

At the November 2023 Ordinary Council meeting the following decision was made by the Council –

Moved Cr White, seconded Cr Wills that the proposed transfer of land under the South West Native Title Settlement (land list 1441), being Unallocated Crown land PIN 618669, Dartnall, be supported.

MOTION LOST 3/4

*Councillors against – Cr Dewar, Cr Barritt, Cr Robinson, Cr Letter
Motion No 131/23*

Councillors requested the CEO write to the Department of Planning, Lands and Heritage -

1. Expressing the Council's concerns about proximity of this lot to the Tambellup Tip;
2. Advising that access is restricted to the lot via Hankinson Road which has been closed;
3. Requesting further information on future usage of the lot; and
4. Requesting DPLH address Council on the process for selecting land.

The DPLH was advised of the Council's decision.

COMMENT

DPLH have responded to the Council's queries and concerns, and have provided the following feedback –

1. Land's proximity to the Tambellup tip site

According to spatial data, unsurveyed UCL PIN 618669 on Land List 1441 is approximately 1.5km away from the Tambellup tip site, and therefore would unlikely be impacted by any contamination or dumped materials from the tip. The Contaminated Sites team at the Department of Planning, Lands and Heritage have additionally advised that there are no contamination issues sighted on the land parcel. Should the Shire of Broomehill-Tambellup have any indication that PIN 618669 is impacted by contamination from the tip site, it would be greatly appreciated if you could advise the SWS team and share any further information.

2. Restricted access due to the closure of Hankinson Road

Would the Shire please be able to share any information on why Hankinson Road was closed, and if there were any plans for the land, being Closed Road PIN 618664? Depending on the proposed future tenure of Closed Road PIN 618664, the SWS team may seek to issue an access easement over the parcel and therefore provide legal access to UCL PIN 618669.

3. Further information on the intended future use of the land

The future land management body, being the Trustee for the Noongar Boodja Trust (Trustee), identified 'Reserve with the power to lease' as their preferred tenure for UCL PIN 618669. Should PIN 618669 be offered and transferred into the Noongar Land Estate (NLE), the parcel will therefore become a Crown Reserve for the purpose of

‘Noongar Social, Cultural and/or Economic Benefit’ with the Trustee as the Management Body. The Trustee may then choose to lease the land to the relevant Regional Aboriginal Corporation, being Wagyl Kaip & Southern Noongar Aboriginal Corporation (WКСN AC).

The SWS team do not have any further information on the potential use of PIN 618669, and the Trustee and WКСN AC are not required to specify their intended future use of the land parcel prior to transfer. Due to the presence of native vegetation on the land parcel and lack of services, the land would likely be best suited for low-impact cultural and recreational uses. I would like to confirm that any future land use will need to comply with the Shire’s Local Planning Scheme, and any relevant State Planning Policies.

4. *Presentation from DPLH outlining the process used for selecting land under the Settlement*

The majority of land eligible for inclusion into the NLE as part of the South West Native Title Settlement is Unallocated Crown land (UCL) and Unmanaged Crown Reserves (UMR). Several different agencies have the ability to identify UCL and UMR for inclusion into the NLE:

- The Department of Planning, Lands and Heritage;*
- The Trustee for the Noongar Boodja Trust, being Perpetual Pty Ltd;*
- The six Regional Aboriginal Corporations; and*
- The South West Aboriginal Land and Sea Council.*

Land under management order or owned freehold by a State Agency, service provider or Local Government Authority can also be nominated for inclusion by the management body or landowner as surplus to their requirements.

All UCL and UMR selected by the above agencies and land nominated by management bodies and/or landowners undergoes extensive investigation and consultation to determine its eligibility and any potential land management constraints.

The portion of road reserve that has been closed was actioned many years ago, the exact date is not known. The road reserve provides access to one landholder who owns the land either side of the closed road reserve and through to Toolbrunup Road.

The issue of access to UCL PIN 618669 along the closed portion of Hankinson Road would be remedied by an access easement over this portion of the road reserve providing legal access.

The Council is to determine if it supports the proposed transfer of UCL PIN 618669 as part of the South West Native Title Settlement, land list 1441.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

The lot proposed is currently Unallocated Crown land and therefore does not relate to Shire assets.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the proposed transfer of land under the South West Native Title Settlement (land list 1441), being Unallocated Crown land PIN 618669, Dartnall, be supported.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

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

ATTACHMENT(S)	13.1.1 Financial Statements April 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	8 May 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
11. Delivered Shire Trust and Performance 11.2 SoBT financial sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	No specific Corporate initiative

SUMMARY

The Council to consider the monthly financial statements for April 2025.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* require a statement of financial activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an ordinary meeting of the Council within two months after the end of the month to which the report relates.

COMMENT

Each financial year, the Council is required to adopt a percentage or value to be used in the statement of financial activity for reporting material variances. As part of the 2024-2025 budget process, the Council adopted 10% or \$10,000 (whichever is the greater) as the material variance for reporting purposes for the year.

The statement of financial activity identifies material variances, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for the previous month (the relevant month) in the following detail –*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) budget estimates to the end of the month to which the statement relates; and*
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (2) *Each statement of financial activity is to be accompanied by documents containing –*
- (a) [deleted].*
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*

FINANCIAL IMPLICATIONS

The report represents the financial position of the Shire at the end of the reporting period.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 30 April 2025 be received.

13.2 MONTHLY LIST OF PAYMENTS – APRIL 2025

ATTACHMENT(S)	13.2.1 Monthly Payments Listing April 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	8 May 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
11. Delivered Shire Trust and Performance 11.2 SoBT financial sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	No specific Corporate initiative

SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds during April 2025.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

COMMENT

Summary of payments made for the month –

April 2025

	\$
Municipal Fund	687,867.52
Trust Fund	0.00
Purchasing Cards	2,698.22
TOTAL	690,565.74

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

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r13. Lists of accounts

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

r13A. Payments by employees via purchasing cards

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That, in accordance with regulations 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996* the list of payments paid under delegated authority or with Shire purchasing cards for April 2025 be endorsed; comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$687,867.52; and
- Credit/Purchasing Card payments totalling \$2,698.22.

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

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

- (a) a matter affecting an employee or employees; and
- (e) a matter that if disclosed, would reveal –
 - (iii) information about the business, professional, commercial or financial affairs of a person.

14.1 **CONFIDENTIAL** - RATE ASSESSMENT A2061; LOT 63 (14) LATHOM STREET, BROOMEHILL 6318

ATTACHMENT(S)	Nil
FILE NO	A2061
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	7 May 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
No specific Community outcome	No specific Corporate initiative

14.2 CONFIDENTIAL - CEO CONTRACT OF EMPLOYMENT

ATTACHMENT(S)	14.2.1 – CONFIDENTIAL CEO Contract – KP Callaghan
FILE NO	PE.ER.128
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	7 May 2025
DISCLOSURE OF INTEREST	The Chief Executive Officer, Karen Callaghan, declares a financial interest in this matter as the report relates to her remuneration.

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
10. Grown Shire Leadership 10.4 SoBT workforce development	No specific Corporate initiative

PROCEDURAL MOTION

That the meeting be re-opened the public.

15. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
16. QUESTIONS FROM MEMBERS WITHOUT NOTICE
17. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
18. CLOSURE

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