



# MINUTES

Ordinary Council Meeting

16 October 2025

## SHIRE OF BROOMEHILL-TAMBELLUP

**Minutes of the Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup  
held in the Council Chambers, 46-48 Norrish Street, Tambellup  
on 16 October 2025 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 of the Ordinary Council Meeting held in the Council Chambers,  
46-48 Norrish Street, Tambellup on 16 October 2025**

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

The Presiding Member, Cr White, declared the meeting open at 4.32pm.

**2. ATTENDANCE**

**Councillors**

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

**Staff**

|              |                                        |
|--------------|----------------------------------------|
| KP Callaghan | Chief Executive Officer                |
| PA Hull      | Strategic Support and Projects Officer |
| P Vlahov     | Manager of Works                       |

**Leave of Absence**

**Apologies**

**3. DISCLOSURE OF INTEREST**

Cr Letter disclosed an impartiality interest in Item 11.2 as he has family members involved on the Tambellup Community Cropping Group committee and participates in activities.

Cr White disclosed an impartiality interest in Item 11.2 as he has an association with the organisation and donates labour and financial contributions.

Councillors Dewar, Wills, Barritt, Penny and Robinson declared an indirect financial interest in Item 11.1 as shareholders and conducting business with the Broomehill Village Co-Operative Ltd.

**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**

Cr White wished to thank all Councillors for their support during his term as President, noting it had been a pleasure to preside. He wished the incoming President and Councillors well for the future.

He also thanked the CEO and staff for their support, and was looking forward to his new term as Councillor.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING 18 SEPTEMBER 2025**

Moved Cr Dewar, seconded Cr Robinson that the minutes of the Ordinary Meeting of Council held on 18 September 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

For: Cr Letter, Cr Dewar, Cr Penny, Cr White, Cr Barritt, Cr Wills, Cr Robinson  
Motion No: 094/25

**10. KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE****10.1 BUSHFIRE BRIGADES STANDARD OPERATING PROCEDURES 2025-2026**

|                        |                                                                  |
|------------------------|------------------------------------------------------------------|
| ATTACHMENT(S)          | 10.1.1 Bush Fire Brigade Standard Operating Procedures 2025-2026 |
| FILE NO                | ADM0118                                                          |
| AUTHOR                 | Pam Hull, Strategic Support & Projects Officer                   |
| DATE                   | 8 October 2025                                                   |
| DISCLOSURE OF INTEREST |                                                                  |

| STRATEGIC IMPLICATIONS                                                                                                                                                                                                                                                                           |                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Strategic Community Plan<br>2023-2033                                                                                                                                                                                                                                                            | Corporate Business Plan<br>2024-2028 |
| Community Outcomes                                                                                                                                                                                                                                                                               | Corporate Actions                    |
| Key Pillar: Broomehill-Tambellup Point of Difference                                                                                                                                                                                                                                             |                                      |
| <b>2. A United Community</b><br><b>2.2 Volunteering</b><br>Assisting and growing new-age BT-spirit, volunteering models and celebrating the spirit created through volunteering. This includes school and youth volunteering 'action-oriented' programs to develop the volunteers-of-the-future. | No specific Corporate Action         |

**SUMMARY**

The Council is requested to consider the reviewed Standard Operating Procedures for Bush Fire Brigades for 2025-2026.

**BACKGROUND**

The Standard Operating Procedures (SOPs) provide information that will assist the Shire's Bush Fire Brigade volunteer members to conduct their activities safely and in accordance with legislation and established Shire and Department of Fire and Emergency Services procedures.

Each year, following review by the Community Emergency Services Manager and senior staff, the SOPs are provided to the Bush Fire Advisory Committee (BFAC) for comment and update if required. The SOPs are then presented to the Council for consideration and endorsement if appropriate. The endorsed SOPs are circulated to all brigade members electronically and are also available on the Shire website.

**COMMENT**

The SOPs were presented to the BFAC meeting held on 16 September 2025 for consideration.

All SOPs were reviewed, with minor amendments incorporated to include reference to 'State Hazard Plan – Fire' in the legislative references for SOPs 1.09, 4.02, 4.08 and 4.09.

One new SOP has been included:

- **SOP 4.14 Standalone Power System Fire Response** - To provide a standard procedure for volunteer bushfire fighters attending to fire incidents within or around a standalone power system compound.

#### **CONSULTATION**

Community Emergency Services Manager  
Bush Fire Advisory Committee

#### **STATUTORY ENVIRONMENT**

*Bush Fires Act 1954*

*Shire of Broomehill-Tambellup Bush Fire Brigades Local Law 2020*

#### **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

#### **COMMITTEE RECOMMENDATION/COUNCIL DECISION**

Moved Cr Barritt, seconded Cr Wills that the Bush Fire Brigade Standard Operating Procedures 2025-2026, as presented, be endorsed.

CARRIED 7/0

For: Cr Letter, Cr Dewar, Cr Penny, Cr White, Cr Barritt, Cr Wills, Cr Robinson  
Motion No: 095/25

**11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY****11.1 BROOMEHILL VILLAGE CO-OPERATIVE LTD – RATE CONCESSION**

|                               |                                                                                                                                                                          |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ATTACHMENT(S)</b>          | <b>11.1.1 – Broomehill Village Co-operative – Rate Concession Request</b>                                                                                                |
| <b>FILE NO</b>                | A1066                                                                                                                                                                    |
| <b>AUTHOR</b>                 | Karen Callaghan, Chief Executive Officer                                                                                                                                 |
| <b>DATE</b>                   | 6 October 2025                                                                                                                                                           |
| <b>DISCLOSURE OF INTEREST</b> | Cr Robinson, Cr Barritt, Cr Wills, Cr Penny and Cr Dewar declared a Financial Interest as shareholders and conducting business with Broomehill Village Co-Operative Ltd. |

| <b>STRATEGIC IMPLICATIONS</b>                                                                                                                                                                                          |                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Strategic Community Plan<br/>2023-2033</b>                                                                                                                                                                          | <b>Corporate Business Plan<br/>2024 -2028</b> |
| <b>Community Outcomes</b>                                                                                                                                                                                              | <b>Corporate Actions</b>                      |
| <b>Key Pillar: BT Economy</b>                                                                                                                                                                                          |                                               |
| <b>5. Healthy Existing Businesses</b><br><b>5.3 BT Business Support</b><br>Stimulate business interaction through events, education, sharing, and celebrating. This is the Shire supporting a 'shop local' philosophy. | No specific corporate initiative              |

Councillors Robinson, Penny, Dewar, Wills and Barritt declared a financial interest in Item 11.1 prior to the Council meeting, as Shareholders and conducting business with Broomehill Village Co-operative Ltd.

In order to maintain a quorum and allow a decision to be made on item 11.1, Ministerial approval was sought for Councillors Robinson, Penny, Dewar, Wills and Barritt to participate in the meeting and vote on the recommendation. Approval was granted on 14 October 2025 for Cr Wills and Cr Barritt to 'participate and vote on the following item' for Item 11.1.

*Conditions of the approval are as follows:*

- The approval is only valid for the 16 October 2025 Ordinary Council Meeting when agenda item 11.1 is considered;*
- 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;*
- 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;*
- 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.*

Crs Robinson, Dewar and Penny left the meeting at 4.37pm

## **SUMMARY**

The Council to consider a request for a rate concession for the 2025/2026 financial year.

## **BACKGROUND**

The Broomehill Village Co-operative Ltd (Co-op) purchased the Imperial Hotel in April 2022 as a closed business. The building and facilities need major investment before reopening. The Co-op is still in the early stages of planning renovations, and it is likely to be some time before the hotel can reopen and generate income.

The Co-op has written requesting the Shire's assistance by way of granting a rate exemption for their property at 30366 Great Southern Highway, Broomehill, for the 2025/2026 financial year (Attachment 11.1.1)

## **COMMENT**

The rates levied on this assessment are \$3653.13 for the 2025/2026 financial year. When considering similar applications for a rate concession (the Tambellup Golf Club and Tambellup Business Centre), the Council has required the property owners to pay the refuse collection service charges and Emergency Services Levy, which totals \$398.00 on this assessment. The Co-op was first granted a concession on rates levied in 2022/2023.

The Shire's support to the Co-op during the initial stages of clean-up and planning, by way of a rate concession, will ensure their limited funds can be put towards renovation of the building and amenities.

## **CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*s6.47 Concessions*

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

*\*Absolute majority required*

## **FINANCIAL IMPLICATIONS**

Provision of \$10,000 has been included in the 2025/2026 budget against general ledger account 03111.70 – Rates Written Off in anticipation of such requests. Following the

granting of two concessions totalling \$2,423 at the September 2025 Ordinary Council Meeting, the account has a balance of around \$7,500.

The Council is considering two requests for rate concessions during this meeting totalling \$4,525.25. The budgeted allocation is sufficient to accommodate all three requests, if granted.

#### **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/COUNCIL DECISION**

Moved Cr Letter, seconded Cr Wills that the Council:

1. Grant a rate concession of \$3,653.13 to the Broomehill Village Co-operative Ltd. on assessment A1066 for the 2025/2026 financial year.
2. Authorises the CEO to write to the Broomehill Village Co-operative requesting that any future rate concession request for financial year 2026/2027, include additional documentation that includes a business case for property 30366 Great Southern Highway, Broomehill (assessment A1066).

CARRIED BY ABSOLUTE MAJORITY 4/0  
For: Cr Letter, Cr White, Cr Barritt, Cr Wills  
Motion No: 096/25

Crs Robinson, Dewar and Penny re-entered the meeting at 4.39pm and were advised of the Council's decision.

**11.2 TAMBELLUP COMMUNITY CROPPING GROUP INC. – RATE CONCESSION**

|                               |                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------|
| <b>ATTACHMENT(S)</b>          | 11.2.1 – Tambellup Community Cropping Group Inc. Rate Concession Request                          |
| <b>FILE NO</b>                | A140                                                                                              |
| <b>AUTHOR</b>                 | Karen Callaghan, Chief Executive Officer                                                          |
| <b>DATE</b>                   | 8 October 2025                                                                                    |
| <b>DISCLOSURE OF INTEREST</b> | Cr White and Cr Letter declared an Impartiality Interest due to their association with the group. |

| STRATEGIC IMPLICATIONS                                                                                                                                                                                                |                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Strategic Community Plan<br>2023-2033                                                                                                                                                                                 | Corporate Business Plan<br>2024 -2028                                         |
| Community Outcomes                                                                                                                                                                                                    | Corporate Actions                                                             |
| Key Pillar: BT Economy                                                                                                                                                                                                |                                                                               |
| <b>11. Delivered Shire Trust and Performance</b><br><b>11.4 Community Revenue</b><br>The Shire and community working creatively together to build new revenue streams for community-driven ‘People Power’ activities. | Support coordination and promotion of community-driven revenue opportunities. |

**SUMMARY**

The Council to consider a request for a rate concession for the 2025/2026 financial year.

**BACKGROUND**

The Tambellup Community Cropping Group (TCCG) has written requesting that the Council consider granting a concession on rates levied on its property at 3319 Gnowangerup-Tambellup Road, Tambellup, for the 2025/2026 year (Attachment 11.2.1).

**COMMENT**

The TCCG is a community-led organisation which raises funds each year through proceeds of its annual cropping program. The funds raised are channeled into the community through various community organisations and activities, and the benefits to the community since the group’s inception have been significant.

Recipients of funds include the Tambellup Community Pavilion Association, Tambellup Golf Club, the Tambellup Co-operative to assist with the purchase of a property to accommodate the store manager, Tambellup CWA, Gillamii Centre, and the community generally through the purchase of a community bus.

The TCCG has recently purchased the parcel of land at 3319 Gnowangerup-Tambellup Road, which, in conjunction with leased land, provides a level of sustainability to its operations.

The rates levied on this assessment are \$872.12 for the 2025/2026 financial year. Should the Council agree to the rate concession, the TCCG is still responsible for payment of the Emergency Services Levy.

## CONSULTATION

Nil.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*s6.47 Concessions*

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

*\*Absolute majority required*

## FINANCIAL IMPLICATIONS

Provision of \$10,000 has been included in the 2025/2026 budget against general ledger account 03111.70 – Rates Written Off in anticipation of such requests. Following the granting of two concessions totalling \$2,423 at the September 2025 Ordinary Council Meeting, the account has a balance of around \$7,500

The Council is considering two requests for rate concessions during this meeting totalling \$4,525.25. The budgeted allocation is sufficient to accommodate all three requests, if granted.

## 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/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny that a rate concession of \$872.12 be granted to the Tambellup Community Cropping Group Inc. on assessment A140 for the 2025/2026 financial year.

CARRIED BY ABSOLUTE MAJORITY 7/0

For: Cr Letter, Cr Dewar, Cr Penny, Cr White, Cr Barritt, Cr Wills, Cr Robinson  
Motion No: 097/25

Cr Penny noted that even though the TCCG is based in Tambellup he was happy to support the recommendation as the benefits are extended to the whole community.

**12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE**

Nil.

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

|                        |                                            |
|------------------------|--------------------------------------------|
| ATTACHMENT(S)          | 13.1.1 Financial Statements September 2025 |
| FILE NO                | N/A                                        |
| AUTHOR                 | Michelle Martin, LG Best Practices         |
| DATE                   | 6 October                                  |
| DISCLOSURE OF INTEREST |                                            |

| STRATEGIC IMPLICATIONS                                                                                                                                                                                                                                                                                                                                                 |                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Strategic Community Plan<br>2023-2033                                                                                                                                                                                                                                                                                                                                  | Corporate Business Plan<br>2024 -2028 |
| Community Outcomes                                                                                                                                                                                                                                                                                                                                                     | Corporate Actions                     |
| Key Pillar: BT Shire Support                                                                                                                                                                                                                                                                                                                                           |                                       |
| <b>11. Delivered Shire Trust and Performance</b><br><b>11.2 SoBT financial sharing</b><br>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 September 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 Council Meeting within two months after the end of the month to which the report relates.

**COMMENT**

In accordance with the *Local Government (Financial Management) Regulations 1996*, Council is required each financial year to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances.

As part of the 2025/26 budget adoption process, Council endorsed a material variance threshold of 10% or \$10,000, whichever is the greater.

The Statement of Financial Activity for the period ending 30 September 2025 is now presented for Council's information.

## **CONSULTATION**

Chief Executive Officer

## **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

### *34. Financial activity statement report*

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) budget estimates to the end of the month to which the statement relates;*
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing –*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (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.*

## **FINANCIAL IMPLICATIONS**

The report represents the financial position of the Shire at the end of each 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 Wills that the monthly financial statements for the period ending 30 September 2025 be received.

CARRIED 7/0

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

Motion No: 098/25

**13.2 MONTHLY LIST OF PAYMENTS – SEPTEMBER 2025**

|                               |                                                       |
|-------------------------------|-------------------------------------------------------|
| <b>ATTACHMENT(S)</b>          | <b>13.2.1 Monthly Payments Listing September 2025</b> |
| <b>FILE NO</b>                | N/A                                                   |
| <b>AUTHOR</b>                 | Michelle Martin, LG Best Practices                    |
| <b>DATE</b>                   | 6 October 2025                                        |
| <b>DISCLOSURE OF INTEREST</b> |                                                       |

| <b>STRATEGIC IMPLICATIONS</b>                                                                                                                                                                                                                                                                                                                                          |                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Strategic Community Plan<br/>2023-2033</b>                                                                                                                                                                                                                                                                                                                          | <b>Corporate Business Plan<br/>2024 -2028</b> |
| <b>Community Outcomes</b>                                                                                                                                                                                                                                                                                                                                              | <b>Corporate Actions</b>                      |
| <b>Key Pillar: BT Shire Support</b>                                                                                                                                                                                                                                                                                                                                    |                                               |
| <b>11. Delivered Shire Trust and Performance</b><br><b>11.2 SoBT financial sharing</b><br>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 and via Purchasing Card, during September 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 Council Meeting after the list is prepared and recorded in the minutes of that meeting.

**COMMENT**

Summary of payments made for the month:

|                       |                   |
|-----------------------|-------------------|
| <b>September 2025</b> | <b>\$</b>         |
| Municipal Fund        | 666,748.31        |
| Trust Fund            | 0.00              |
| Purchasing Cards      | 3,363.59          |
| <b>TOTAL</b>          | <b>670,111.90</b> |

Any comments or queries regarding the list of payments is to be directed to the author 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 period ending September 2025 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 September 2025 be endorsed, comprising:

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$666,748.31; and
- Credit/Purchasing Card payments totalling \$3,363.59.

CARRIED 7/0

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

Motion No: 099/25

### 13.3 CORPORATE BUSINESS PLAN – QUARTERLY PROGRESS REPORT JULY-SEPTEMBER 2025

|                        |                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------|
| ATTACHMENT(S)          | 13.3.1 – Corporate Business Plan 2024-2028 Quarterly Progress Report – July-September 2025 |
| FILE NO                | ADM0382                                                                                    |
| AUTHOR                 | Pam Hull, Strategic Support & Projects Officer                                             |
| DATE                   | 7 October 2025                                                                             |
| DISCLOSURE OF INTEREST |                                                                                            |

| STRATEGIC IMPLICATIONS                                                                                                                                                                                                                                           |                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Strategic Community Plan<br>2023-2033                                                                                                                                                                                                                            | Corporate Business Plan<br>2024 -2028                                                                         |
| Community Outcomes                                                                                                                                                                                                                                               | Corporate Actions                                                                                             |
| Key Pillar: BT Shire Support                                                                                                                                                                                                                                     |                                                                                                               |
| <b>11. Delivered Shire Trust and Performance</b><br><b>11.1 SoBT monitoring and reporting.</b><br>This is the Shire workforce scoring all SCP pieces of work with a traffic light scoring system, and passing these results to all community members, quarterly. | Develop and implement a traffic light dashboard reporting system for all Corporate Business Plan initiatives. |

#### SUMMARY

The Corporate Business Plan 2024-2028 Quarterly Progress Report for the period July-September 2025 has been prepared and is presented for the Council's consideration.

#### BACKGROUND

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to have a plan for the future of the district.

The *Local Government (Administration) Regulations 1996* requires all local governments to adopt two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These documents are supported by informing plans, strategies, and other documents. Together these documents drive the development of each local government's Annual Budget.

The CBP sets a roadmap to achieve the first four years of the community's aspirations as outlined in the ten-year SCP 2023-2033 'People Power', which was adopted by the Council on 17 November 2022.

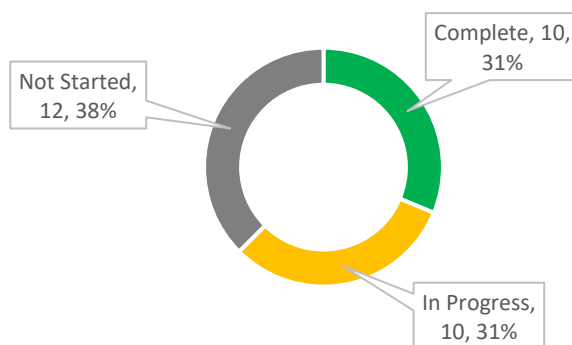
#### COMMENT

A review of the CBP was undertaken in September 2024. The review provided the opportunity to condense the previous 198 actions into 47 high level actions with 73 key performance indicators.

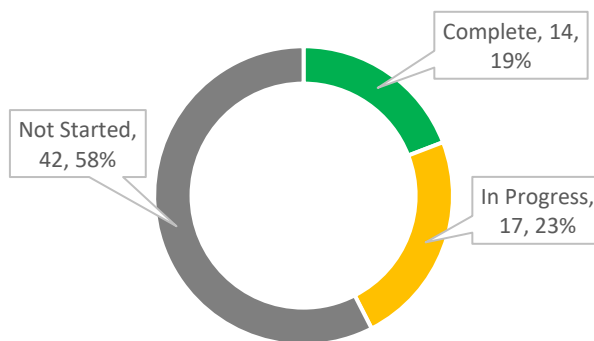
The following table illustrates progress against actions scheduled to be undertaken in the current financial year and also progress to date across the life of the CBP, 2024-2028.

| Status      | Definition                | 2025/2026             |     | 2024-2028 to date     |     |
|-------------|---------------------------|-----------------------|-----|-----------------------|-----|
|             |                           | Number of initiatives | %   | Number of initiatives | %   |
| Complete    | Action has been completed | 10                    | 31  | 14                    | 19  |
| In progress | Action has commenced      | 10                    | 31  | 17                    | 23  |
| Not started | Action has not commenced  | 12                    | 38  | 42                    | 58  |
| TOTAL       |                           | 32                    | 100 | 73                    | 100 |

Corporate Business Plan Quarterly Report  
2025/2026 Key Performance Indicators  
July-September 2025



Corporate Business Plan  
2024-2028 Key Performance Indicators  
Progress to 30 September 2025



Attachment 13.3.1 provides detail on the progress of individual actions. It should be noted that many of the actions noted as 'Not Started' or 'In Progress' have elements that are scheduled to be delivered over successive financial years, and this progress will be reflected in future reports.

#### CONSULTATION

Senior Management Team

## STATUTORY ENVIRONMENT

### ***Local Government (Administration) Regulations 1996***

#### ***19DA. Corporate business plans, requirements for (Act s. 5.56)***

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
  - (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
  - (3) A corporate business plan for a district is to —*
    - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
    - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
    - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
  - (4) A local government is to review the current corporate business plan for its district every year.*
  - (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
  - (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*
- \*Absolute majority required.*
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

## 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 Penny, seconded Cr Robinson that the Corporate Business Plan 2024-2028 Quarterly Progress Report for the period July-September 2025, as presented, be received.

CARRIED 7/0

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

Motion No: 100/25

### 13.4 CORPORATE BUSINESS PLAN – ANNUAL REVIEW 2025

|                        |                                                  |
|------------------------|--------------------------------------------------|
| ATTACHMENT(S)          | 13.4.1 – Draft Corporate Business Plan 2024-2028 |
| FILE NO                | ADM0382                                          |
| AUTHOR                 | Karen Callaghan, Chief Executive Officer         |
| DATE                   | 8 October 2025                                   |
| DISCLOSURE OF INTEREST |                                                  |

| STRATEGIC IMPLICATIONS                                                                                                                                                                                                                                           |                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Strategic Community Plan<br>2023-2033                                                                                                                                                                                                                            | Corporate Business Plan<br>2024 -2028                                                                         |
| Community Outcomes                                                                                                                                                                                                                                               | Corporate Actions                                                                                             |
| Key Pillar: BT Shire Support                                                                                                                                                                                                                                     |                                                                                                               |
| <b>11. Delivered Shire Trust and Performance</b><br><b>11.1 SoBT monitoring and reporting.</b><br>This is the Shire workforce scoring all SCP pieces of work with a traffic light scoring system, and passing these results to all community members, quarterly. | Develop and implement a traffic light dashboard reporting system for all Corporate Business Plan initiatives. |

#### SUMMARY

The annual review of the Corporate Business Plan has been completed and is presented for the Council’s consideration.

#### BACKGROUND

Section 5.56 of the *Local Government Act 1995* requires each local government “to plan for the future of the district” by developing plans in accordance with the regulations.

The *Local Government (Administration) Regulations 1996* require each local government to adopt a Strategic Community Plan and a Corporate Business Plan to give effect to that strategic direction.

The major review of the Strategic Community Plan was completed in 2022, and the Broomehill-Tambellup Strategic Community Plan 2022–2032 – People Power was adopted by Council on 17 November 2022.

The initial Corporate Business Plan was adopted by Council on 18 May 2023 and is reviewed annually to monitor progress and ensure ongoing alignment with community priorities and available resources. The last review was completed in September 2024.

#### COMMENT

A desktop review of the Corporate Business Plan (CBP) has been undertaken by senior staff to assess progress against current actions and deliverables. The review identified that several actions are unlikely to be completed within the existing timeframes due to staff resourcing constraints, competing operational demands, and project interdependencies. To maintain the accuracy, integrity, and usefulness of the CBP as a guiding document, it is proposed that the timeframes for the affected actions be amended as shown in the table below. These changes do not alter the intent or scope of the actions but instead recognise the realistic time required for delivery within existing staffing levels.

Amending the CBP will ensure that project expectations remain achievable, resource allocation is better aligned with priorities, and performance reporting remains accurate and transparent.

| Outcome                                                                                                                                                                                                                                                          | Action/Key Performance Indicator (KPI)                                                                                                                                                                                                                                                                                                                 | KPI Delivery date                                          | KPI Amended Delivery Date                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| <b>1.1 Identity</b><br>Continual commitment to promote Broomehill-Tambellup as a region driven by community spirit.                                                                                                                                              | Develop, adopt and implement a Corporate Communications Strategy and Corporate Style Guide. <ul style="list-style-type: none"> <li>• Deliver a Corporate Communications Strategy and Corporate Style Guide by June 2025.</li> <li>• Ensure a 5% annual increase in social media engagement and website traffic from June 2025 to June 2026.</li> </ul> | June 2025<br><br><br><br><br><br><br><br><br><br>June 2026 | June 2026<br><br><br><br><br><br><br><br><br><br>June 2027 |
| <b>2.1 Wellbeing and Safety</b><br>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. | Develop, adopt and implement a Tambellup Youth Precinct Five Year Plan. <ul style="list-style-type: none"> <li>• Deliver a Tambellup Youth Precinct Five Year Plan by March 2025.</li> </ul>                                                                                                                                                           | March 2025                                                 | June 2026                                                  |
| <b>2.3 Community Creativity</b><br>The Shire, partners and community forming a 'BT Community Chest', being four grant rounds per year.                                                                                                                           | Develop, adopt and implement a Community Grants Guideline. <ul style="list-style-type: none"> <li>• Deliver a Community Grants Guideline by February 2025</li> </ul>                                                                                                                                                                                   | February 2025                                              | March 2026                                                 |
| <b>4.2 Tambellup Short Stay Accommodation Development</b><br>Developing the Tambellup Caravan Park and creating cabin style accommodation for workers and visitors. This also requires exploring further RV and camping options.                                 | Develop, adopt and implement a Tambellup Caravan Park Five Year Plan. <ul style="list-style-type: none"> <li>• Deliver a Tambellup Caravan Park Five Year Plan by March 2025.</li> </ul>                                                                                                                                                               | March 2025                                                 | June 2026                                                  |

| Outcome                                                                                                                                                                                                                                                         | Action/Key Performance Indicator (KPI)                                                                                                                                                                                                                            | KPI Delivery date                   | KPI Amended Delivery Date           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| <b>6.4 New Business</b><br>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.                 | Develop, adopt and implement a Local Planning Strategy. <ul style="list-style-type: none"> <li>Deliver a Local Planning Strategy by December 2025.</li> </ul>                                                                                                     | December 2025                       | June 2027                           |
| <b>10.4 Workforce Development</b><br>The Shire and local businesses supporting traineeships and work experience programs.                                                                                                                                       | Review, adopt and implement a new Workforce Plan. <ul style="list-style-type: none"> <li>Deliver a Workforce Plan by December 2024.</li> <li>Implement 50% of the actions in the Workforce Plan by September 2025.</li> </ul>                                     | December 2024<br><br>September 2025 | March 2026<br><br>September 2026    |
| <b>11.3 Workforce Satisfaction</b><br>Advancing workforce satisfaction through reconciliation progress, celebrating milestone achievements, developing a sense of pride and confidence, and the workforce contributing to pieces of 'People Power' at any time. | Investigate formal and informal staff engagement opportunities and implement. <ul style="list-style-type: none"> <li>Deliver a Workforce Engagement Plan by December 2024.</li> <li>Implement 100% of the actions in the Workforce Plan by April 2025.</li> </ul> | December 2024<br><br>April 2025     | September 2026<br><br>December 2026 |

The reviewed CBP is provided at Attachment 13.4.1. Council's consideration and endorsement of this review is requested.

## CONSULTATION

Senior Management Team

## STATUTORY ENVIRONMENT

### ***Local Government (Administration) Regulations 1996***

***19DA. Corporate business plans, requirements for (Act s. 5.56)***

*(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*

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*(3) A corporate business plan for a district is to —*

*(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*

- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) A local government is to review the current corporate business plan for its district every year.*
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*
- \*Absolute majority required.*
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

#### **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/COUNCIL DECISION**

Moved Cr Robinson, seconded Cr Penny that the Council, by absolute majority, endorses the reviewed Corporate Business Plan 2024-2028 as presented.

CARRIED BY ABSOLUTE MAJORITY 7/0

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

Motion No: 101/25

**13.5 INTERIM AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2025**

|                               |                                                       |
|-------------------------------|-------------------------------------------------------|
| <b>ATTACHMENT(S)</b>          | 13.5.1 Interim Audit Management Letter – 30 June 2025 |
| <b>FILE NO</b>                | ADM0302                                               |
| <b>AUTHOR</b>                 | Karen Callaghan, Chief Executive Officer              |
| <b>DATE</b>                   | 7 September 2025                                      |
| <b>DISCLOSURE OF INTEREST</b> | Nil                                                   |

| STRATEGIC IMPLICATIONS                                                      |                                       |
|-----------------------------------------------------------------------------|---------------------------------------|
| Strategic Community Plan<br>2023-2033                                       | Corporate Business Plan<br>2024 -2028 |
| Community Outcomes                                                          | Corporate Actions                     |
| Key Pillar: BT Shire Support                                                |                                       |
| 11. Delivered Shire Trust and Performance<br>No specific Community Outcome. | No specific corporate action.         |

**SUMMARY**

For the Council to consider the Interim Audit Report for the 2024/25 financial year.

**BACKGROUND**

The *Local Government Act 1995 Part 7* and *Local Government (Audit) Regulations 1996* prescribe the conduct of an audit. The objectives, scope, and plan for the audit were communicated by way of an audit entrance meeting, which was held between our appointed audit firm Armada Audit Services, the Office of the Auditor General (OAG), Cr Barritt, Chair of the Audit and Risk Committee, Chief Executive Officer, and Manager of Finance and Administration.

An interim audit is conducted prior to the end of the financial year to assess internal systems, controls, and procedures, which ensures the integrity of our data and confirms reliance on the financial reports. Any matters identified from the interim audit can be resolved prior to the end of the financial year.

The interim audit for the financial year ended 30 June 2025 was conducted over three days from 12-15 May 2025, by Armada Audit Services.

**COMMENT**

The following matters were noted during the interim audit –

**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 five instances (out of 26 samples) where the number of quotes obtained were not in line with the Purchasing Policy.

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

This finding was initially raised in 2024, and since then, management has consistently reminded all staff of the requirement to adhere to the established policy. Management has also committed to continuing these reminders and reinforcing the importance of compliance through ongoing discussions.

#### 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

*Discussions are continually had with staff over the need to obtain the required number of quotations in accordance with the Purchasing Policy. While all endeavours are made, in the current climate there is sometimes resistance from contractors to provide quotes without guarantee of securing the work they are quoting on, and it is difficult to source the required number of quotes. Internal processes will be strengthened to document these instances and provide rationale when sufficient quotes cannot be obtained. Procurement forms have been developed for this purpose and staff will be reminded of the need to complete these.*

*All staff have been, and will continue to be, reminded of the need to issue purchase orders at the time of ordering goods and services.*

## **2. Information, Technology and Communication (ITC) Plans and Policies**

The Shire has not implemented a comprehensive framework of ITC-related policies, nor does it have a comprehensive IT strategic plan and IT disaster recovery plan in place.

This finding was initially raised in 2024, and management has since engaged an external consultant to address the matter during the 2025/26 financial year.

#### Recommendation

To enhance ITC governance, the Shire should develop and implement comprehensive ITC policies covering data security, access control, password management, backup plans, incident response, and system maintenance. Simultaneously, creating an IT strategic plan aligned with business objectives will optimize resource allocation and long-term goal achievement.

Implementing an asset classification framework, based on sensitivity and criticality assessments, will ensure effective security resource allocation, including access controls and monitoring protocols, all subject to regular updates to adapt to evolving needs and risks. This proactive approach will mitigate security risks efficiently.

Management comment

*Development of an ICT framework and strategy was identified as a priority in the Shire's Corporate Business Plan and Risk Management processes and was also raised in the 2023/24 audit. An external consultant has recently been engaged to assist with development of the ICT Framework and Strategy, which includes development of ICT policies, and this will be completed during the 2025/26 financial year.*

**3. Policies and procedures**

As per the Financial Management Review performed in November 2024, we noted the following policies and procedures are not being tested to ensure its validity:

- Business Continuity Plan.
- Record Keeping Disaster Management Plan.

We also noted the following policies and procedures are largely undocumented or are outdated:

- Risk Management Procedures.
- Risk Register

Recommendation

It is recommended that the Shire formally document all key policies and procedures and establish a schedule to review and update them on a regular basis—ideally every two to three years or upon changes in legislation or operational needs. Policies should be approved by the appropriate authority, clearly version-controlled, and communicated effectively to all relevant staff. This will help ensure compliance with statutory obligations, promote transparency and accountability, and support consistent and efficient operations across the organisation.

Management comment

*The Shire's Risk Management procedures and register require review and update, which is planned to be undertaken in the first half of the 2025/26 year.*

*With external assistance, scenarios to test both the Business Continuity Plan and Record Keeping Disaster Management Plan will be scheduled during the 2025/26 year.*

**CONSULTATION**

Armada Audit Services

All staff regarding purchasing procedures

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 – Part 6 Financial Management; and  
Local Government (Financial Management) Regulations 1996*

- Defines the processes and procedures that apply to the recording and reporting of financial matters.

*Local Government Act 1995 – Part 7 Audit; and  
Local Government (Audit) Regulations 1996*

- Defines the audit of the financial accounts of local governments, including the appointment of auditors and the conduct of audits.

#### **FINANCIAL IMPLICATIONS**

The interim audit assesses risk, checks control systems and procedures, and provides reasonable assurance that the financial systems of the Council are functioning reliably.

#### **POLICY IMPLICATIONS**

Nil

#### **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 Barritt, seconded Cr Wills that the Interim Audit Management Letter for the financial year ended 30 June 2025 be received.

CARRIED 7/0

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

Motion No: 102/25

**14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil.

**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**

As this meeting is the last for Cr Wills, Cr White thanked Cr Wills for his four years of service and wished him well.

Cr Wills thanked the Council 'for their indulgence in 'putting up with him' and wished everyone well into the future.

There being no further business to discuss, the Presiding Member, Cr White declared the meeting closed at 4.52pm.