



AGENDA

Ordinary Council Meeting

17 April 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 17 April 2025 commencing at 4.30pm.**



**Karen Callaghan
Chief Executive Officer**

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Shire of Broomehill–Tambellup

DISCLOSURE OF INTEREST FORM

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

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

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

- ☐ Financial pursuant to Section 5.60A of the Local Government Act 1995
- ☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995
- ☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- ☐ Impartiality pursuant to Clause 22 of the Shire's Code of Conduct for Council Members, Committee Members 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 17 April 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
A Findlater	Governance and Compliance Officer

Leave of Absence

Nil.

Apologies

3. DISCLOSURE OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

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 20 MARCH 2025

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 20 March 2025 be confirmed as a true and accurate record of proceedings.

10. KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE**10.1 LOCAL EMERGENCY RELIEF AND SUPPORT PLAN**

ATTACHMENT(S)	10.1.1 CONFIDENTIAL - Local Emergency Relief and Support Plan – February 2025
FILE NO	ADM0246
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	1 April 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Point of Difference	
2. A United Community 2.1 Wellbeing and Safety The community and Shire working more boldly to provide advanced wellbeing programs for all ages. This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade	Develop, adopt and implement a Health, Wellbeing and Safety Strategy and Plan.

SUMMARY

The Council to endorse the reviewed Local Emergency Relief and Support Plan.

BACKGROUND

The Local Emergency Relief and Support Plan (Plan) is prepared by the Department of Communities, (Communities) and is part of the suite of documents comprising the Shire's Local Emergency Management Arrangements (LEMA).

Communities is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards as specified in the emergency management legislation.

The Plan details the operational activities for the management and coordination of emergency relief and support services under the LEMA.

COMMENT

The Shire's existing Local Emergency Welfare Plan was reviewed, with the revised document based on a new template developed by Communities. The new template simplifies the plan and reduces duplication of information in the LEMA. The new Plan is supported by a centralised GIS database held by Communities, which enables improved operational support to regional areas.

The Plan was tabled at a meeting of the Local Emergency Management Committee held on 25 February 2025 and has been recommended for endorsement by the Council.

CONSULTATION

Department of Communities

Local Emergency Management Committee

STATUTORY ENVIRONMENT

Emergency Management Act 2005

41. Emergency management arrangements in local government district

*(1) A local government is to ensure that arrangements (**local emergency management arrangements**) for emergency management in the local government's district are prepared.*

(2) The local emergency management arrangements are to set out —

(a) the local government's policies for emergency management; and

(b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and

(c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and

(d) a description of emergencies that are likely to occur in the local government district; and

(e) strategies and priorities for emergency management in the local government district; and

(f) other matters about emergency management in the local government district prescribed by the regulations; and

(g) other matters about emergency management in the local government district the local government considers appropriate.

(3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.

(4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.

(5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

42. Reviewing and renewing local emergency management arrangements

(1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.

(2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

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" and can be managed by routine procedures and with current resources.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

COMMITTEE RECOMMENDATION

That the Broomehill-Tambellup Local Emergency Relief and Support Plan dated February 2025 be endorsed as presented.

10.2 FIRE CONTROL OFFICER APPOINTMENTS – 2025/2026

ATTACHMENT(S)	Nil
FILE NO	ADM0244
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	31 March 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Point of Difference	
2. A United Community 2.2 BT Volunteering This is the community and Shire 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 initiative.

SUMMARY

The Council to endorse the appointment of Fire Control Officers (FCO) and Fire Weather Officers (FWO) for 2025/2026.

BACKGROUND

FCOs are appointed on an annual basis, in accordance with s.38 of the *Bush Fires Act 1954* (Act). Nominations are made to the Bush Fire Advisory Committee (BFAC) by each respective brigade, and the BFAC recommends these to the Council for endorsement.

The Department of Fire and Emergency Services has requested that the Community Emergency Services Manager be appointed as an FCO to assist brigades with on ground operations, administration, and compliance. The Shire's Ranger is also appointed as an FCO to assist with compliance with the Shire's Fire Break Order.

Council Policy 1.3.2 'Bushfire Control Officers and Volunteers' sets out the requirements for a person to be appointed as FCO.

FWOs are also appointed annually in accordance with s.38 of the Act. FWOs can authorise the use of a permit at a Fire Danger Rating of 'High' and above (i.e. a Fire Burning Index of 24 or more) during the restricted burning period. The Committee has previously determined through its Standard Operating Procedures that these decisions will be made in consultation with the Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officers. FWOs can only authorise permits under these conditions for a designated area (i.e. brigade area).

In 2022, the BFAC determined that all brigade FCOs should be nominated as FWOs.

COMMENT

At the BFAC meeting held on 27 March 2025, the following nominations for FCO and FWO were received:

Fire Control Officers:

Broomehill East Brigade:	Nick Bowman
Broomehill West Brigade:	Rohan Thorn
Broomehill Central Brigade:	Jonathan Webster
Tambellup East Brigade:	Carl Letter
Tambellup West Brigade:	Martin Deely
Tambellup Volunteer Fire & Emergency Service:	Mandy Plant
Community Emergency Services Manager:	Cindy Pearce
Ranger:	Stephanie Swain

Fire Weather Officers:

Broomehill East Brigade:	Nick Bowman
Broomehill West Brigade:	Rohan Thorn
Broomehill Central Brigade:	Jonathan Webster
Tambellup East Brigade:	Carl Letter
Tambellup West Brigade:	Martin Deely
Tambellup Volunteer Fire & Emergency Service:	Mandy Plant

The Council's endorsement of all nominations is required, prior to publishing in the Government Gazette.

CONSULTATION

Bush Fire Advisory Committee

STATUTORY ENVIRONMENT

Shire of Broomehill-Tambellup Bush Fire Brigades Local Law 2020

Bush Fires Act 1954, Section 38

38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Policy 1.3.2 'Bush Fire Control Officers and Volunteers' notes the requirements for volunteers to be appointed as FCOs.

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” and can be managed by routine procedures and with current resources.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

COMMITTEE RECOMMENDATION

That it be recommended to the Council that the following nominations be endorsed for the 2025/2026 fire season:

Fire Control Officers:

Broomehill East Brigade:	Nick Bowman
Broomehill West Brigade:	Rohan Thorn
Broomehill Central Brigade:	Jonathan Webster
Tambellup East Brigade:	Carl Letter
Tambellup West Brigade:	Martin Deely
Tambellup Volunteer Fire & Emergency Service:	Mandy Plant
Community Emergency Services Manager:	Cindy Pearce
Ranger:	Stephanie Swain

Fire Weather Officers:

Broomehill East Brigade:	Nick Bowman
Broomehill West Brigade:	Rohan Thorn
Broomehill Central Brigade:	Jonathan Webster
Tambellup East Brigade:	Carl Letter
Tambellup West Brigade:	Martin Deely
Tambellup Volunteer Fire & Emergency Service:	Mandy Plant

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 – MARCH 2025**

ATTACHMENT(S)	13.1.1 Financial Statements March 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 April 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 March 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 31 March 2025 be received.

13.2 MONTHLY LIST OF PAYMENTS – MARCH 2025

ATTACHMENT(S)	13.2.1 Monthly Payments Listing March 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 April 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 March 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 –

March 2025

	\$
Municipal Fund	515,700.16
Trust Fund	0.00
Purchasing Cards	3,109.18
TOTAL	518,809.34

Any comments or queries regarding the list of payments are 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 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 March 2025 be endorsed; comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$515,700.16; and
- Credit/Purchasing Card payments totalling \$3,109.18.

13.3 CUSTOMER EXPERIENCE STRATEGY – PROJECT PLAN

ATTACHMENT(S)	13.3.1. Interim Customer Service Charter 13.3.2. Customer Experience Strategy – Project Plan
FILE NO	N/A
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	9 April 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Shire Support	
No specific community outcome	No specific corporate initiative

SUMMARY

To seek Council endorsement of the Customer Experience Strategy Project Plan and the interim Customer Service Charter as the first steps toward improving community engagement and service delivery standards across the Shire.

BACKGROUND

The Shire of Broomehill-Tambellup recognises the need to enhance the way it interacts with the community, responding to increasing expectations regarding accessibility, responsiveness, and accountability.

To support this objective, a Customer Experience Strategy Project Plan that will guide the development of a comprehensive Customer Experience Strategy has been prepared. As part of the project's early actions, an interim Customer Service Charter has also been developed for immediate use.

The project will be implemented over several phases between 2025 and 2028, and includes structured community and staff engagement, service benchmarking, and ongoing performance monitoring.

COMMENT**Customer Experience Strategy Project Plan**

The project plan outlines a six-phase approach comprising:

1. Planning and Initiation – establish governance and commence implementation of interim measures.
2. Engagement and Research – gather insights through community and staff feedback, and benchmark practices.
3. Drafting – co-design and develop a Customer Experience Strategy and revised Charter.
4. Consultation – refine draft documents through public and internal feedback.
5. Final Adoption and Launch – seek Council adoption and commence awareness campaign.
6. Implementation and Monitoring – deliver actions, track outcomes, and report annually.

The Strategy will be built on five core objectives:

- Understanding community expectations
- Co-designing a customer-first vision
- Improving service clarity and access
- Establishing measurable standards
- Creating a culture of continuous improvement

Interim Customer Service Charter

The interim Charter, based on early project insights and community values, establishes immediate service standards aligned with core principles of respect, professionalism, collaboration, responsiveness, and continuous improvement.

The Charter:

- Outlines what the community can expect from the Shire in service delivery.
- Sets the tone for future interactions based on clarity, accountability, and collaboration.
- Encourages feedback and outlines methods for providing it.

The interim Charter will remain in place until it is updated following the development and endorsement of the full Customer Experience Strategy.

CONSULTATION

Initial consultation has occurred internally with the Senior Management Team. Future phases of the project will include broad community engagement, including surveys and feedback sessions with key user groups.

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

Project actions will be delivered within existing and future operational budgets.

POLICY IMPLICATIONS

The interim Customer Service Charter is not deemed to be a Policy as it is an operational tool and it is recommended that Policy 2.7 Customer Service Charter is repealed.

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:

1. The Customer Experience Strategy Project Plan, as presented, be endorsed.
2. The interim Customer Service Charter as the Shire's guiding service standard until superseded by a revised Charter developed through the Strategy process be adopted.
3. Ongoing community and staff engagement to inform the development of the full Customer Experience Strategy and revised Customer Service Charter be supported.
4. Policy 2.7 Customer Service Charter be repealed.

13.4 CORPORATE BUSINESS PLAN - QUARTERLY PROGRESS REPORT JANUARY – MARCH 2025

ATTACHMENT(S)	13.4.1 – Corporate Business Plan 2024-2028 Quarterly Progress Report – January - March 2025
FILE NO	ADM0382
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	9 April 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Shire Support	
11. Delivered Shire Trust and Performance 11.1 SoBT monitoring and reporting. 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 purpose of this report is for the Council to receive the Corporate Business Plan 2024-2028 Quarterly Progress Report for the period January – March 2025.

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. In accordance with the *Local Government (Administration) Regulations 1996*, all local governments in Western Australia are required to have adopted 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.

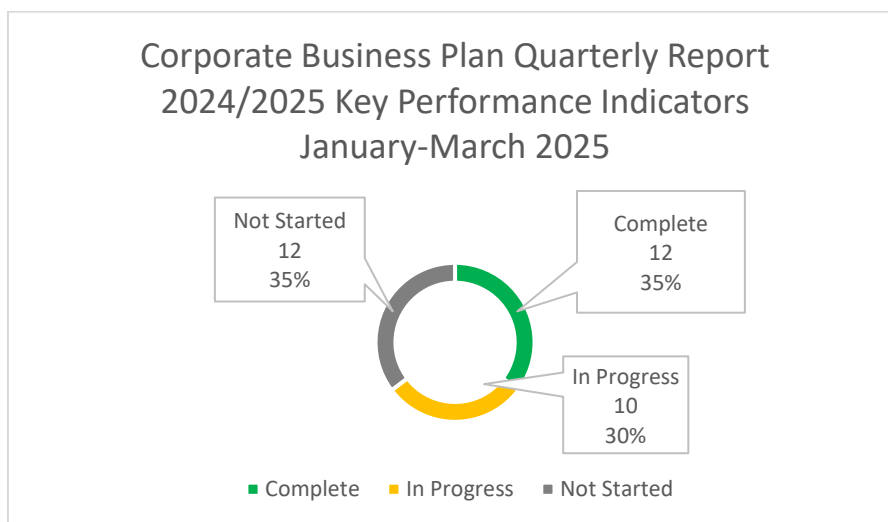
The CBP sets a roadmap to achieve the first four years of the community's aspirations as outlined in the ten-year SCP 2023-2033 'People Power', which was adopted by the Council on 17 November 2022.

COMMENT

The annual review of the CBP was undertaken, with the revised document endorsed by the Council at the September 2024 Ordinary Council Meeting. The review provided the opportunity to condense the previous 199 actions into 42 high level actions with 73 key performance indicators.

The following table illustrates progress against actions scheduled to be undertaken in the 2024-2025 financial year for the period January – March 2025.

Status	Definition	Number of initiatives	%
Complete	Action has been completed	12	35
In progress	Action has commenced	10	30
Not started	Action has not commenced	12	35
TOTAL		34	100



ACTIONS COMPLETED FOR QUARTER JANUARY – MARCH 2025		
Outcome	Key Performance Indicator	Comment
2.2 Volunteering 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.	Ensure the ongoing promotion of volunteering opportunities are listed on the Shire's social media and website.	Volunteering opportunities with emergency services are highlighted on the Shire's website at https://www.shirebt.wa.gov.au/shire-services/fire-and-emergency-management/volunteering.aspx . Other opportunities will be promoted through the Shire's social media as they arise. Complete and ongoing.
9.3 Community Shared Experiences An internal events program, specifically designed to build community spirit (such as art experiences, quiz nights, dances, multicultural events, even social enterprise) where all and any community members come together to practice community spirit.	Ensure the ongoing support and promotion on the Shire's social media, website and through other resources, community driven events.	Community events are listed on the "Events" page of the Shire's website and shared through social media when information is available. Complete and ongoing.

<p>10.1 Community Engagement Program Pre-planned, twice per year engagement program to build strong interaction between community and Shire.</p>	<p>Deliver at least two community engagement events per year.</p>	<p>Two community engagement sessions have been scheduled for 11 April and 24 October 2025 to ensure community needs, expectations, and feedback are actively heard and considered in Council planning and decision-making. This KPI is considered complete, however, community engagement events will continue to be scheduled each year to maintain regular dialogue with residents and stakeholders and to maintain the Shire's ongoing commitment to transparent and responsive governance.</p>
<p>10.2 Community Training and Development Shire sponsored shared learnings (such as community impact, leadership programs, guest speakers, junior Council program, and Councillors attraction program). A new 'Legacy Grants' program for community members to learn about 'community spirit'.</p>	<p>Ensure the ongoing support and promotion on the Shire's social media, website and through other resources, community directed training and development opportunities.</p>	<p>The CRC promotes community training opportunities through Topics. Opportunities are shared through the Shire's social media. Complete and ongoing.</p>
<p>11.1 Monitoring and Reporting The Shire workforce scoring all Strategic Community Plan pieces of work with a traffic light scoring system, and passing these results to all community members, quarterly.</p>	<p>Provide quarterly traffic light dashboard progress against the Corporate Business Plan deliverables via the Ordinary Council Meeting, Topics, social media and Shire website.</p>	<p>The traffic light reporting system for the Corporate Business Plan is now in place and actively used to provide quarterly progress updates. Reports are presented through Ordinary Council Meetings and published on the Shire's website, with links shared via social media channels and included in Topics. This KPI is considered complete, and quarterly reporting will continue as part of ongoing governance and transparency practices.</p>
<p>11.2 Financial Sharing 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.</p>	<p>Ensure the circulation of financial data through various mediums is aligned to contemporary reporting trends.</p>	<p>Financial information is circulated monthly through the Council Meeting minutes. Benchmarking against other LGAs has been taken and the Shire is aligned to contemporary reporting practices.</p>

<p>12.1 Community Data Inspiring the community to collect and release specific data important to the community. Data is being used to attract funding, developing greater community and partner engagement.</p>		
<p>12.2 Shire Data Collecting and releasing specific data on Shire-related activities (such as health provisions, roads, safety, traffic measures). Data is being used to drive advocacy and attract support.</p>		
<p>12.3 Celebrating Milestones The Shire and their partners, like the Community Resource Centre, using mediums, like 'Topics', reinforcing factual storytelling, with data, to instill BT identity and celebrate community spirit. All community members will be increasing awareness of all activities, successes, data and uniqueness of BT, so as to spread united messages to external stakeholders.</p>	<p>Monitor relevant local, regional, and state third party data sources to support informed decision making.</p>	<p>Items are complete. Monitoring of these sources is now embedded as an ongoing practice to ensure informed, evidence-based decisions and to support continuous improvement and best practice across the Shire.</p>

Details of progress on all outcomes is provided in the attached report.

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

That the Corporate Business Plan 2024-2028 Quarterly Progress Report for the period January – March 2025, as presented, be received.

13.5 SUPERANNUATION PAYMENTS FOR COUNCIL MEMBERS

ATTACHMENT(S)	13.5.1 Council Member Superannuation Fact Sheet
FILE NO	ADM0421
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	9 April 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Shire Support	
No relevant Community Outcome	No Relevant Corporate Initiative

SUMMARY

The Council to consider recent amendments to legislation which permits local governments to make superannuation contributions for Council members.

BACKGROUND

Following passage of the *Local Government Amendment Act 2024*, new sections 5.99B to 5.99E of the *Local Government Act 1995* (Act) will allow local governments to resolve by absolute majority to make superannuation contributions for council members from 1 February 2025.

From 19 October 2025, it will become mandatory for class 1 and 2 local governments to make superannuation contributions. For class 3 and 4 local governments, the payment will remain optional for each council to decide if they want to make superannuation contributions to council members.

Where a local government is required to, or resolves to, make superannuation contributions, individual council members may choose to 'opt out' of receiving superannuation.

Superannuation contribution payments for council members will be made in addition to any other fees and allowances. These will sit outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal. Council members may receive various types of fees and allowances, in accordance with the Act and the relevant determination of the Salaries and Allowance Tribunal.

The requirement to make superannuation contribution payments in respect of these fees and allowances is to be determined in accordance with the *Commonwealth Superannuation Guarantee (Administration) Act 1992* (SG Act) and the further guidance provided in Superannuation Guarantee Ruling SGR 2009/2.

While council members are not considered employees under the SG Act, they are to be treated in the same manner as employees of the local government for the purposes of calculating superannuation contribution payments.

The payment is to be the same as required under the SG Act. By 1 July 2025, the superannuation guarantee rate will be 12 per cent.

At any time, individual Council members may opt out of receiving superannuation contribution payments by providing a notice in writing to the Chief Executive Officer.

COMMENT

Advice provided to the sector to date is that the Shire President and Deputy President allowances and annual allowance for meeting fees are subject to the calculation of superannuation contributions. Allowances of a reimbursement type, such as travel and the ICT allowance, are excluded from superannuation calculations.

If the Council agreed to make superannuation contributions, and all members opted in, the estimated cost per Councillor would be –

Shire President	\$2,990
Deputy Shire President	\$1,208
Councillors	\$920

Councillors will recall that this matter was raised by Officers and discussed at the 20 March 2025 Briefing Session. Whilst it was generally agreed by Councillors not to pay Council members superannuation payments, the decision to do so, or not, requires a decision of the Council.

Officers recommend that the decision on the payment of Council members' superannuation be revisited after each ordinary Council election to ensure the Council of the day can determine its position on this matter.

CONSULTATION

Chief Executive Officer
Department of Local Government, Sport and Cultural Industries
Moore Australia

STATUTORY ENVIRONMENT

Local Government Act 1995

s5.99B Superannuation for council members: main provision

Provides that a local government may decide, by absolute majority, to pay superannuation contribution payments for its Council members.

s5.99C Superannuation for council members: opt outs

Where the local government has resolved to make superannuation contribution payments for its Council members, a Council member may opt in or opt out by providing written notice to the Chief Executive Officer.

s5.99D Superannuation for council members: other exceptions

Council members must nominate an approved superannuation scheme for any superannuation contribution payments to be made into.

s5.99E Superannuation for council members: supplementary provisions

A local government may recover any returnable amounts from the Council member where incorrect information is provided.

FINANCIAL IMPLICATIONS

Nil if the Council adopts the Officer's recommendation as presented. Alternatively, should the Council decide to make superannuation contributions, and if all members opted in, the estimated cost per annum would be \$8,798. This amount will increase from 1 July 2025 when the superannuation guarantee increases to 12% and if the Council increases the annual allowances as part of the 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

Absolute Majority

OFFICER RECOMMENDATION

That the Council, pursuant to section 5.99B of the *Local Government Act 1995*, resolves to not make superannuation contributions for Council members; however, it will review this position following the 2025 ordinary Council elections.

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:

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

14.1 CONFIDENTIAL – RATES OUTSTANDING - RATE ASSESSMENT A70; 26397 ALBANY HIGHWAY, BORDERDALE 6320

ATTACHMENT(S)	14.1.1 – AMPAC Property Seizure and Sale Order [PSSO] Process to Sell Land 14.1.2 – Flowchart PSSO Timeframe
FILE NO	A70
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	9 April 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Shire Support	
No relevant Community Outcome	No Relevant Corporate Initiative

14.2 **CONFIDENTIAL** – TEARS VS. SHIRE – MEDIATION NEGOTIATIONS

ATTACHMENT(S)	14.2.1 – Summary of Building Contracts
FILE NO	CLAF175
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	9 April 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	
No specific community outcome	No specific corporate plan initiative

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.