



# MINUTES

Ordinary Council Meeting

18 December 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 18 December 2025 commencing at 4.30pm.



Karen Callaghan  
Chief Executive Officer

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This document is available in other formats on request for people with disability.

## Strategic Community Plan 2023-2033

### ‘People Power’



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UNCONFIRMED

**Minutes of the Ordinary Council Meeting to be held in the Council Chambers,  
46-48 Norrish Street, Tambellup on 18 December 2025**

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

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

**2. ATTENDANCE**

**Councillors**

Cr DT Barritt	President
Cr SJ Robinson	Deputy President
Cr CJ Letter	
Cr SH Penny	
Cr CM Dewar	
Cr ME White	
Cr CA Witham	

**Staff**

KP Callaghan	Chief Executive Officer
PA Hull	Strategic Support and Projects Officer
SM Miniter	Finance Coordinator
P Vlahov	Manager of Works

**Leave of Absence**

Nil

**Apologies**

Nil

**3. DISCLOSURE OF INTEREST**

L Hos, Governance and Compliance Officer, declares an impartiality interest in Item 14.5 due to a professional and personal association with one of the quoting consultants.

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. PRESENTATIONS/PETITIONS/DEPUTATIONS**

Nil

**7. APPLICATION FOR LEAVE OF ABSENCE**

Nil

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 20 NOVEMBER 2025

Moved Cr Dewar, seconded Cr Penny that the minutes of the Ordinary Meeting of Council held on 20 November 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 127/25

UNCONFIRMED

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

Nil.

## 11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 PROPOSED SUBDIVISION / BOUNDARY RE-ALIGNMENT – LOT 9005 (NO 2770)  
AND LOT 100 WARRENUP ROAD, BROMEHILL WEST

ATTACHMENT(S)	11.1.1 Subdivision Plan
FILE NO	S202546; A1127
AUTHOR	Liz Bushby, Town Planning Innovations
DATE	4 December 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
Key Pillar: BT Economy	
No specific community outcome.	No specific corporate action

**SUMMARY**

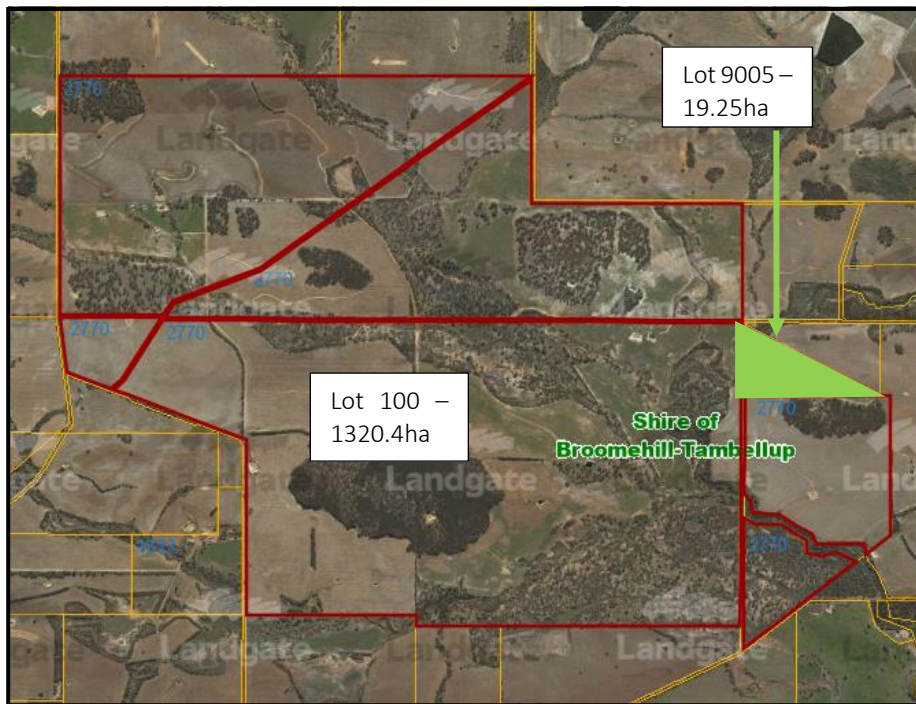
The purpose of this report is for the Council to consider a referral by the Western Australian Planning Commission (WAPC) seeking the Shire's comments and a recommendation on a proposed subdivision (WAPC Reference: 202546).

**BACKGROUND**

Lot 100 Warrenup Road, Broomehill West, has an approximate area of 1320.4 hectares, and adjacent Lot 9005 to the east has an approximate area of 19.25 hectares.

An aerial is included below.





Above: Lot 100 shown in red outline. Lot 9005 shown in green.

## COMMENT

### Description of Application

The application will result in a boundary adjustment between the two existing lots. The size of Lot 100 will decrease to 331.9 hectares (proposed Lot A). The size of Lot 19 will increase to 1007.8 hectares (proposed Lot B). The subdivision plan is included as Attachment 11.1.1

The applicant has advised that:

- The application proposes to rationalise the existing lot boundaries and provide road frontage, as existing Lot 9005 is landlocked.
- The owners have advised that it will assist with succession planning for the farm.
- Proposed Lot A includes an existing residence, sheds and grounds, cleared farming land, dams and remnant vegetation.
- Proposed Lot B includes cleared farming land, dams and remnant vegetation.
- Both proposed lots will be significantly larger than the prevailing lot size in this locality.
- Both lots will have access from Warrenup Road.

### Relevant State Planning Policy

The WAPC has a Development Control Policy 3.4 that outlines the circumstances where the subdivision of rural land can be considered.

The Policy requirements are summarised below:

Clause 6.3	Assessment / Officer Comment
Multiple lots in one ownership may be rationalised provided that:	
(a) there is no increase in the number of lots;	No increase in the number of lots is proposed.
(b) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use	The proposal is an adjustment between existing lot boundaries and will not result in any adverse impacts.
(c) no new roads are created, unless supported by the local government;	Farming activities can continue. No new roads are proposed.
(d) new vehicle access points on State roads are minimised;	No access points to state roads are proposed.
(e) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.	Both lots will have areas exceeding 40 hectares.

## CONSULTATION

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

Comments have been requested by 30 December 2025.

## STATUTORY ENVIRONMENT

*Planning and Development Act 2005* – Section 142, Part 10, Division 2 sets out the consultation requirements for subdivision.

Section 143, Part 10, Division 2 sets out the WAPC's duties when dealing with a plan of subdivision.

Shire of Broomehill Town Planning Scheme No 1 – The lots subject of this report are zoned Farming under the Scheme.

Clause 5.13 (d) of the Scheme states that 'The Council will favourably consider applications for adjustment of lot boundaries where the application, if approved, will not result in the creation of one or more additional lots.'

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

**FINANCIAL IMPLICATIONS**

Nil.

**POLICY IMPLICATIONS**

Nil.

**RISK MANAGEMENT IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr White, seconded Cr Robinson that the Council recommend the Western Australian Planning Commission unconditionally approve the subdivision application (No 202546) seeking a boundary re-alignment between Lot 9005 and Lot 100 Warrenup Road, Broomehill West.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 128/25

**11.2 PROPOSED NEW LOCAL PLANNING SCHEME**

<b>ATTACHMENT(S)</b>	11.2.1 Scheme Map 11.2.2 Form 1A 11.2.3 Form 1B 11.2.4 Draft WA Planning Manual flowchart
<b>FILE NO</b>	ADM0512
<b>AUTHOR</b>	Liz Bushby, Town Planning Innovations
<b>DATE</b>	4 December 2025
<b>DISCLOSURE OF INTEREST</b>	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
Key Pillar: BT Economy	
No specific community outcome	No specific corporate action

**SUMMARY**

The purpose of this report is for the Council to consider resolving to prepare a new Local Planning Scheme for the whole of the local government area.

**BACKGROUND****Existing Local Planning Strategy**

There are currently two separate Town Planning Schemes in operation, being the Shire of Broomehill Town Planning Scheme No. 1 and the Shire of Tambellup Town Planning Scheme No. 2. Continued use of two separate town planning schemes is administratively undesirable, and both Schemes are outdated.

The Shire's current Local Planning Strategy was endorsed by the Western Australian Planning Commission in 2014. The Strategy addressed key issues at the time, such as population and housing; environment; settlement; infrastructure; and economy and employment.

Over the last 10 years, there have been changes to key population, economic and environmental drivers that are impacting the Shire. Consequently, many contemporary and emerging issues are not adequately addressed in the current Strategy or both current Town Planning Schemes.

**Existing Town Planning Schemes**

The Shire of Broomehill Town Planning Scheme No. 1 (Scheme 1) was gazetted in 1997 and covers the area of the Shire of Broomehill before it was amalgamated with the Shire of Tambellup in 2008. Scheme 1 has been amended four times since it was gazetted.

The Shire of Tambellup Town Planning Scheme No. 2 (Scheme 2) was gazetted in 1997 and covers the area of the Shire of Tambellup before it was amalgamated with the Shire of Broomehill in 2008. Scheme 2 has been amended five times since it was gazetted.

### **Model Provisions: Planning Regulations 2015**

The planning framework and state legislation have significantly changed since the gazetting of Scheme 1 and Scheme 2.

The *Planning and Development (Local Planning Schemes) Regulations 2015* contain a model scheme format (Model Provisions), standardised zonings, and modern land use definitions. The Regulations provide a modern template for all new Local Planning Schemes.

### **Report of Review**

A Report of Review was considered and adopted by the Council at the Ordinary Council Meeting held on 24 July 2025.

The Report of Review was prepared by the Department of Planning, Lands and Heritage (DPLH) with input from the Shire. It outlines the existing framework and recommends a three-stage approach:

- Stage 1: The Shire to prepare a single consolidated Local Planning Scheme using the 2015 Model Provisions, resolving inconsistencies between the existing schemes. No major zoning changes are proposed.
- Stage 2: DPLH to lead the development of a new Local Planning Strategy, with the Shire's support to align the work with local priorities.
- Stage 3: Future scheme amendments to implement the updated Strategy's recommendations.

DPLH has confirmed that it supports the Report of Review.

### **COMMENT**

#### **Purpose of Report**

The new Scheme will cover the entire local government area of the Shire of Broomehill Tambellup – refer to Scheme Map in Attachment 11.2.1.

To commence the process, the Council has to:

1. Resolve to prepare a new Local Planning Scheme in a form approved by the WAPC – Attachment 11.2.2.
2. Publish a notice of the Council resolution in a form approved by the WAPC – Attachment 11.2.3.
3. Provide a copy of the notice to adjacent local governments, the Water Corporation, the Department of Biodiversity, Conservation and Attractions, and any other public authority affected by the Scheme. Government authorities and service providers need to be provided with 21 days to provide information or comment on the preparation of a new Scheme.

### **Process**

Part 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the procedural steps to prepare and adopt a new Local Planning Scheme.

A simplified explanation of the process is outlined in the draft WA Planning Manual flowchart – Attachment 11.2.4.

### **Next Steps**

TPI has commenced drafting a new Local Planning Scheme for the Shire. A draft will be provided to the Chief Executive Officer and the DPLH for informal feedback early next year.

A general workshop can be held with Councillors if required, prior to starting the formal consultation and advertising process.

The main purpose is to provide a single, modern Scheme that is consistent with the format contained in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### **CONSULTATION**

No formal consultation has been conducted at this early stage.

### **STATUTORY ENVIRONMENT**

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

Shire of Broomehill Town Planning Scheme No. 1

Shire of Tambellup Town Planning Scheme No. 2

### **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 White, seconded Cr Letter that the Council:

1. Pursuant to section 72(1)(a) of the *Planning and Development Act 2005* and Part 4, Clause 19(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolve to prepare a new Shire of Broomehill-Tambellup Local Planning Scheme No. 1 for the entire district of the Shire of Broomehill-Tambellup.
2. Note that the new Local Planning Scheme will be for the area delineated in the Scheme Map in Attachment 11.2.1.
3. Authorise the Chief Executive Officer to sign the Form 1A as presented to convey the Council resolution to prepare a new Scheme in a form approved by the Western Australian Planning Commission.
4. Authorise the Chief Executive Officer to:
  - (a) Complete and sign the Form 1B as presented and publish notice of the Council resolution in a newspaper circulated in the local government area and on the Shire website;
  - (b) Provide a copy of the notice to adjacent local governments, the Water Corporation, the Department of Biodiversity, Conservation and Attractions, and any other public authority affected by the Scheme to provide them with a minimum of 21 days to comment (excluding the Christmas /New Year period).
5. Note that a draft new Local Planning Scheme will be referred to a future Council meeting for consideration prior to commencing any formal advertising process, and that consent to advertise will be required from the Western Australian Planning Commission.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 129/25

### 11.3 ARC INFRASTRUCTURE – LICENCE TO USE AND OCCUPY CORRIDOR LAND (SHIRE OF BROOMEHILL-TAMBELLUP TOURIST SHELTER)

ATTACHMENT(S)	11.3.1 CONFIDENTIAL Licence to Use and Occupy Corridor Land – Shire of Broomehill-Tambellup Tourist Shelter 11.3.2 Broomehill Rest Stop Licence Area
FILE NO	CLAF083
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	19 November 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
Key Pillar: BT Economy	
<b>6. Attracted new businesses</b> 6.3 Visitation Stopover Services The community and the Shire investing in stopover improvements to ensure visitors and locals have access to basic provisions.	No specific corporate action.

#### SUMMARY

The Council's approval is sought to enter into a 'Licence to Use and Occupy Corridor Land' with Arc Infrastructure (Arc) for the Tourist Information Bay and Rest Stop (referred to as the Rest Stop) located within the railway corridor in Broomehill.

#### BACKGROUND

The Shire currently holds a 'Licence to Occupy Corridor Land' for the Rest Stop with the Public Transport Authority of WA (PTA). The Rest Stop provides shade and visitor information facilities for tourists and travellers and has been in place for many years.

The existing licence has now expired, and the PTA has advised that, as the area falls within the rail corridor managed by Arc, the Shire is required to enter into a direct agreement with Arc.

Arc have provided the attached 'Licence to Use and Occupy Corridor Land' for the Council's consideration.

#### COMMENT

The new Licence is a straightforward continuation of existing arrangements, and the permitted use of the area remains unchanged.

- The Shire retains responsibility for the maintenance, insurance, and public safety of its infrastructure on the land.
- Arc Infrastructure and the State are indemnified against any liability arising from the Shire's use of the land.
- The licence is non-exclusive and may be revoked should the land be required for operational rail purposes.



Renewing the licence provides the Shire with certainty to continue managing the Rest Stop and surroundings while meeting the requirements of Arc Infrastructure as lessee of the rail corridor.

#### **CONSULTATION**

Chief Executive Officer

Commercial and Contracts Officer, Arc Infrastructure

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995* 9.49A. Execution of documents

#### **FINANCIAL IMPLICATIONS**

The licence fee remains nominal. Budget provision is made annually to meet the costs of insurance and ongoing maintenance of the Rest Stop and surrounds.

#### **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**

Shire infrastructure located within the Licence area is noted and managed in accordance with the Asset Management Plan.

#### **VOTING REQUIREMENTS**

Simple Majority

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

Moved Cr Dewar, seconded Cr Witham that the Council:

1. Endorses the Licence to Use and Occupy Corridor Land – Shire of Broomehill-Tambellup Tourist Shelter as presented; and
2. Authorises the Shire President and Chief Executive Officer to apply the Common Seal and execute the licence agreement and any associated documents.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 130/25

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

### 12.1 PUBLIC TRANSPORT AUTHORITY OF WA – LICENCE TO OCCUPY TAMBELLUP RAILWAY STATION (L6961-4 – PORTION LOT 390, 20 GARRITY STREET TAMBELLUP)

ATTACHMENT(S)	12.1.1 Diagram of Licence Area 12.1.2 CONFIDENTIAL Remediation Closeout Report
FILE NO	CLAF045
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	10 December 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
Key Pillar: BT Lifestyle	
<b>8. Enjoyed Built Environments</b> 8.2 Tambellup Railway Precinct Development. Development of the Tambellup Railway Precinct including toilets, accommodation at the old Railway Station, signage, banner poles and EV charging options.	No specific corporate action.

#### SUMMARY

The Council's approval is sought to enter into a Licence to Occupy with the Public Transport Authority of WA (PTA) for the Tambellup Railway Station.

#### BACKGROUND

The Shire has, for many years, been party to a number of lease arrangements with PTA, providing access to PTA-owned and controlled land and buildings that are then used for community purposes.

PTA has advised that the existing Licence to Occupy for the Tambellup Railway Station has expired and requires renewal.

A diagram showing the licence area is attached (Attachment 12.1.1). The area of the Licence is restricted to the building only.

#### COMMENT

PTA's property management agents, Burgess Rawson, have provided the following overview of terms and conditions for the new licence for the Council's consideration:

Lessee:	Shire of Broomehill-Tambellup
Address of premises:	Portion of Lot 390 on Deposited Plan 31194, under Certificate of Title LR3156 Folio 567, 20 Garrity Street, Tambellup, Western Australia
Lease Number:	L6961-4
Location/Region:	Tambellup/Corridor
Use:	Community Purpose (Office and Training)
Rent:	\$1 – Peppercorn
Management Fee:	N/A
Outgoings:	On demand (if applicable)
Reviews:	N/A under peppercorn
Term:	10 years
Options:	Not available
Start date:	1 February 2026
Area:	408m <sup>2</sup> approx.
Licence Plan attached:	Yes
Type of Agreement:	PTA Precedent Licence to Occupy
Conditions:	Nil
Environmental:	Low Environmental with the following comments: <ul style="list-style-type: none"><li>- The structure is heritage listed and has been remediated of Asbestos (per attached Remediation Closeout Report attached)</li><li>- If intrusive works are being undertaken (e.g. but not limited to drilling into walls, soil disturbance) advice should be sought from the PTA and unexpected finds procedure implemented.</li></ul>
	<ul style="list-style-type: none"><li>• Early termination clause minimum 6 month notice</li><li>• Delegated Authority as per Local Governments Act 1995</li><li>• Fitout/make good requirements as per licence</li><li>• Tenant to pay legal fees/Licence Preparation fees</li><li>• Insurance – Tenant required to pay insurance premiums on an annual basis in advance</li></ul>

The new Licence is a straightforward continuation of existing arrangements, and the permitted use of the building remains unchanged.

An inspection of the building completed by PTA contractor in 2016 identified the presence of asbestos-containing material. Works to remove the material were completed by PTA's contractor in 2017. The confidential Remediation Closeout Report (Attachment 12.2.2) notes that no further remedial work is required for the building.

Binalup Aboriginal Corporation has expressed an interest in using the building as a base for its Cultural Ranger team. Following confirmation from PTA that this use was permissible subject to the premises being made available as a peppercorn rental, in-principle support has been conveyed to Binalup Aboriginal Corporation, and an access agreement will be drafted in the new year.

## **CONSULTATION**

Chief Executive Officer

## **STATUTORY ENVIRONMENT**

Nil

## **FINANCIAL IMPLICATIONS**

In accordance with the existing Licence, costs associated with the preparation of the documentation will be met by the Shire. Burgess Rawson advises this will be in the vicinity of \$3,500, including GST. The expense was not anticipated, and as such, there is no current budget; however, this will be addressed as part of the mid-year budget review.

Budget provision is made annually to meet the costs of insurance and ongoing maintenance of the Licence area.

## **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**

Minor maintenance of the building is managed by the Shire as the lessee. Any major repairs or improvements require the approval of PTA prior to commencement.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr Robinson, seconded Cr Dewar that the Council:

1. Agrees to enter into a Licence to Occupy (L6961-4) with the Public Transport Authority of WA for the Tambellup Railway Station, portion of Lot 390 on Deposited Plan 31194 under Certificate of Title LR3156 Folio 567, 20 Garrity Street Tambellup; and
2. Authorises the Shire President and Chief Executive Officer to apply the Common Seal and execute the licence agreement and any associated documents.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 131/25

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

ATTACHMENT(S)	13.1.1 Financial Statements November 2025
FILE NO	ADM0691
AUTHOR	Michelle Martin, LG Best Practices
DATE	8 December 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	
<b>11. Delivered Shire Trust and Performance</b> <b>11.2 SoBT financial sharing</b> This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	No specific corporate initiative

**SUMMARY**

The Council to consider the monthly financial statements for November 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 Council 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 November 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*

#### *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 Witham that the monthly financial statements for the period ending 30 November 2025 be received.

**CARRIED 7/0**

**For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham**  
**Motion No. 132/25**

**13.2 MONTHLY LIST OF PAYMENTS - NOVEMBER 2025**

<b>ATTACHMENT(S)</b>	13.2.1 Monthly Payments Listing November 2025
<b>FILE NO</b>	ADM0691
<b>AUTHOR</b>	Michelle Martin, LG Best Practices
<b>DATE</b>	10 December 2025
<b>DISCLOSURE OF INTEREST</b>	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
<b>11. Delivered Shire Trust and Performance</b> <b>11.2 SoBT financial sharing</b> This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	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 November 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:

<b>November 2025</b>	<b>\$</b>
Municipal Fund	867,085.15
Trust Fund	0.00
Purchasing Cards	1,577.61
<b>TOTAL</b>	<b>868,662.76</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 November 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 Penny, seconded Cr Letter that, in accordance with regulations 13(1) and 13A(1) of the Local Government (Financial Management) Regulations 1996 the list of payments paid under delegated authority or with Shire purchasing cards for November 2025 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$867,085.15; and
- Credit/Purchasing Card payments totalling \$1,577.61.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 133/25

UNCONFIRMED

**13.3 LOT 274 GREENHILLS ROAD NORTH, BROOMEHILL WEST – LAND TENURE**

<b>ATTACHMENT(S)</b>	13.3.1 Tenure Map - Lot 274 on DP 248895
<b>FILE NO</b>	ADM0253
<b>AUTHOR</b>	Tash Korthuis, Development & Regulatory Services Coordinator
<b>DATE</b>	9 December 2025
<b>DISCLOSURE OF INTEREST</b>	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
<b>12.1 SoBT community data</b> This is the Shire inspiring community to collect and release specific data important to the community (such as number of businesses, blackspots, visitation rates, caravan park occupancy rates, property sales). Data is being used to attract funding, developing greater community and partner engagement.	No corporate business plan initiative.

**SUMMARY**

To seek the Council's position on the proposal to remove the Crown Grant in Trust condition from the title of Lot 274 DP248895 Greenhills Road North Broomehill West, and the proposed purchase of the property by the current Trustee.

**BACKGROUND**

This matter was previously considered at the Ordinary Council Meeting held on 21 September 2023, where the Council resolved as follows:

*That the Department of Planning, Lands and Heritage be advised that the Shire of Broomehill-Tambellup has no objection to the proposed removal of the Crown Grant in Trust condition for Lot 274 on Deposited Plan 248895 and subsequent sale of the property to the current proprietors, the Bunbury Diocesan Trustees.*

The Department of Planning, Lands and Heritage (DPLH) was advised of Council's decision on 25 October 2023. Due to inaction by DPLH and a change in the Council membership, the Shire has since received further correspondence from DPLH on 20 November 2025 seeking updated comments. DPLH has requested that the Shire provide updated comments to facilitate the progression of this case within 42 days.

Prior to the introduction of the *Lands Administration Act 1997*, the Minister for Lands may have issued a freehold title over a Reserve, commonly known as a Crown Grant in Trust, for a particular purpose or any ancillary or beneficial purpose. Crown Grants in Trust were usually issued to an organisation that had a strong social or welfare reason for existence. The land was granted for a designated purpose, such as a church site, hall site, ambulance quarters etc.

Lot 274 Greenhills Road North, Broomehill West has been vested with the Bunbury Diocesan Trustees (the Trustees), and the Crown Grant in Trust condition on the certificate of title for this property is for 'Ecclesiastical Purposes'.

DPLH has received a request from the Trustees to remove the Crown Grant in Trust condition from the certificate of title. In order to have the condition removed, the Trustees are required to purchase the land from the DPLH at the current unimproved market value.

To facilitate the removal of the Crown Grant in Trust condition, DPLH are seeking the Shire's comments on the proposal.

#### **COMMENT**

Lot 274 is a 2.6687 hectare land parcel on the southern end of Greenhills Road North. There are no improvements on the property.

The property is currently not rated, and the removal of the Crown Grant in Trust condition may allow for the rating of the land parcel.

The current proprietors wish to retain ownership of this property, hence the request to remove the condition from the certificate of title.

#### **CONSULTATION**

Department of Planning, Lands and Heritage

#### **STATUTORY ENVIRONMENT**

*Land Administration Act 1997, section 75*

#### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications; however, removal of the Crown Grant in Trust condition may allow for rating of this property once transferred freehold to the Trustees.

#### **POLICY IMPLICATIONS**

Nil

#### **RISK MANAGEMENT IMPLICATIONS**

There are no risk implications for the Shire.

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr Robinson, seconded Cr White that the Department of Planning, Lands and Heritage be advised that the Shire of Broomehill-Tambellup has no objection to the proposed removal of the Crown Grant in Trust condition for Lot 274 on deposited plan 248895 and subsequent sale of the property to the current proprietors, the Bunbury Diocesan Trustees.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 134/25

UNCONFIRMED

**13.4 DELEGATION 4.13 PLANNING APPROVALS - AMENDMENT**

<b>ATTACHMENT(S)</b>	<b>13.4.1 Delegation 4.13 Tracked Changes</b>
<b>FILE NO</b>	ADM0239
<b>AUTHOR</b>	Tash Korthuis, Development & Regulatory Services Coordinator
<b>DATE</b>	26 November 2025
<b>DISCLOSURE OF INTEREST</b>	Nil

<b>STRATEGIC IMPLICATIONS</b>	
<b>Strategic Community Plan 2023-2033</b>	<b>Corporate Business Plan 2024 -2028</b>
<b>Community Outcomes</b>	<b>Corporate Actions</b>
<b>Key Pillar: BT Shire Support</b>	
No specific community outcome	No corporate business plan initiative

**SUMMARY**

The purpose of this report is to recommend that the Council amend existing Delegation 4.13 - Planning Approvals to remove the arbitrary value and shed size restrictions imposed on the Chief Executive Officer's authority to determine applications for development.

**BACKGROUND**

Sections 5.18 and 5.46 of the *Local Government Act 1995* require the Shire to maintain a register of delegations made under that Act, which includes delegations from:

- Council to Committees and the Chief Executive Officer (CEO); and
- CEO to employees.

The delegations are to be reviewed at least once every financial year. The register was last reviewed in September 2025.

**COMMENT**

Delegations are established to facilitate timely decision-making and improve customer service efficiency, ensuring delays and processing timeframes are minimised. Delegation also reduces the requirement for Council to determine routine operational matters, allowing Council meetings to focus on strategy and policy.

The proposed amendment seeks to amend the CEO's delegated authority for determining planning applications involving sheds for agricultural activity.

The current delegation provides authority to determine all planning applications under the Shire's Town Planning Schemes, subject to several exemptions, including:

- Development applications valued over \$500,000;
- Developments located in Town Centre, Industrial, Light Industrial or Special Use zones;
- Agricultural sheds exceeding 500m<sup>2</sup>;
- Applications that do not comply with relevant Scheme provisions;
- Applications for prohibited uses; or
- Applications recommended for refusal.

Applications meeting any of the above criteria must be presented to the Council for determination.

Agricultural sheds that are larger than 500m<sup>2</sup> are increasingly common due to larger machinery sizes and increased agricultural investment. These proposals are generally low-risk and operational in nature. Requiring Council consideration for such applications creates unnecessary administrative processing delays and additional compliance overheads.

The Shire's planning consultant, Town Planning Innovations, has advised that it is not aware of any agricultural shed applications that have ever been refused by the Shire.

This report recommends Delegation 4.13 be amended to:

- (a) remove the arbitrary development value limit imposed on the CEO's authority to determine development applications; and
- (b) empower the CEO to determine development applications for sheds in the farming zone of all sizes (not just sheds up to 500m<sup>2</sup>).

All other existing restrictions are to be retained, with minor stylist/grammatical amendments to improve readability.

Increasing the delegation threshold is expected to:

- i. Reduce approval timeframes for applicants;
- ii. Support ongoing agricultural and economic development;
- iii. Improve operational efficiency; and
- iv. Enable Council to concentrate on matters requiring strategic consideration.

The Council would retain its role of setting the Planning Framework for the Shire, with the CEO determining applications for development in accordance with the adopted framework.

## **CONSULTATION**

Chief Executive Officer  
Town Planning Innovations (TPI)

## **STATUTORY ENVIRONMENT**

The *Local Government Act 1995*, sections 5.42 to 5.46 and Regulation 19 of the *Local Government (Administration) Regulations 1996* relate to delegations.

### **5.42. Delegation of some powers and duties to CEO**

- (1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
  - (a) *this Act other than those referred to in section 5.43; or*
  - (b) *the Planning and Development Act 2005 section 214(2),(3),(5).*

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

The Regulations include ‘Deemed Provisions’ that automatically apply and override parts of the Shires Town Planning Schemes.

Clause 82(1) gives the local government the ability to delegate powers to the CEO. Clause 82(2) requires any delegation to be by an Absolute Majority.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **POLICY IMPLICATIONS**

Nil

#### **RISK MANAGEMENT IMPLICATIONS**

Delegated authority reduces operational risk by ensuring decision-making is responsive and appropriately directed. The recommended amendment continues to provide necessary governance controls.

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Absolute Majority

#### **OFFICER RECOMMENDATION**

That the Council:

1. Resolve by an Absolute Majority to amend the existing Delegation 4.13 – Planning Approvals as presented in Attachment 13.4.1 to:
  - (a) remove the reference to ‘the application involves an agricultural shed over 500 square metres; and
  - (b) remove the reference to development value; and
2. Notes that the Delegations Register will be updated to reflect this amendment.

#### **COUNCIL DECISION**

Moved Cr White, seconded Cr Letter that the Council:

1. Resolve by an Absolute Majority to amend the existing Delegation 4.13 – Planning Approvals to:
  - (a) remove the reference to ‘the application involves an agricultural shed over 500 square metres’; and
  - (b) amend clause 1 dot point 1, to increase the development application value to \$1,000,000; and
2. Notes that the Delegations Register will be updated to reflect this amendment.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 135/25

#### **REASON FOR CHANGE TO RECOMMENDATION**

To ensure that developments of significant value (in excess of \$1,000,000) are considered by the Council.

**13.5 EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2025-2027**

<b>ATTACHMENT(S)</b>	13.5.1 Equal Employment Opportunity Management Plan 2025-2027 13.5.2 CONFIDENTIAL Equal Employment Opportunity Implementation Plan 2025-2027
<b>FILE NO</b>	ADM0209
<b>AUTHOR</b>	Pam Hull, Strategic Support and Projects Officer
<b>DATE</b>	25 November 2025
<b>DISCLOSURE OF INTEREST</b>	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Shire Support	
<b>11.Delivered Shire Trust and Performance</b> 11.3 SoBT workforce satisfaction This is the Shire 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.	No corporate business plan initiative

**SUMMARY**

The Equal Employment Management Plan 2025-2027 (Plan) is presented for the Council's consideration and endorsement.

**BACKGROUND**

Under Section 145(2) of the *Equal Opportunity Act 1984* (EO Act) all government entities are required to develop an equal employment opportunity (EEO) management plan and integrate actions into their broader workforce planning process.

The plans are designed to eliminate and ensure the absence of discrimination in employment and promote equal employment opportunities for everyone, including job seekers.

The Plan is focused on four outcome areas:

- Outcome 1: The organisation values EEO and diversity, and the work environment is free from sexual and racial harassment;
- Outcome 2: Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees;
- Outcome 3: Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity;
- Outcome 4: Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.



An endorsed copy of the Plan is required to be submitted to the Public Sector Commission.

### **COMMENT**

The previous Plan, which expired in August 2025, has been reviewed with consideration to current workforce data, policies and procedures, and internal practices. Noting that the Plan is an evolving document, an Implementation Plan has been developed (Attachment 13.5.2), which outlines actions that will assist in achieving the outcomes of the EEO Management Plan over the next two years.

### **CONSULTATION**

Chief Executive Officer

### **STATUTORY ENVIRONMENT**

*Equal Opportunity Act 1984*

*145. Preparation and implementation of management plans*

*(1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.*

*(2) The management plan of an authority shall include provisions relating to —*

- (a) the devising of policies and programmes by which the objects of this Part are to be achieved; and*
- (b) the communication of those policies and programmes to persons within the authority; and*
- (c) the collection and recording of appropriate information; and*
- (d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and*
- (e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and*
- (f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a); and*
- (g) the revision and amendment of the management plan; and*
- (h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).*

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Policy 1.2.2 – Equal Opportunity

### **RISK MANAGEMENT IMPLICATIONS**

This report deals with statutory processes and 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

## OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny that the Equal Employment Opportunity Management Plan 2023-2025, as presented, be endorsed.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 136/25

UNCONFIRMED

**13.6 AUDITOR'S FINAL REPORT FOR THE YEAR ENDED 30 JUNE 2025**

<b>ATTACHMENT(S)</b>	13.6.1 CONFIDENTIAL Audit Completion Report 2025 13.6.2 Office of the Auditor General Report 2025
<b>FILE NO</b>	ADM0058
<b>AUTHOR</b>	Karen Callaghan, Chief Executive Officer
<b>DATE</b>	10 December 2025
<b>DISCLOSURE OF INTEREST</b>	Nil

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

**SUMMARY**

The Audit, Risk and Improvement Committee considered the Annual Financial Audit and Management Report for the year ending 30 June 2024 at its meeting on 18 December 2025.

**BACKGROUND**

In October 2025, auditors from Armada Audit and Assurance Pty Ltd (Armada), appointed by the Office of the Auditor General (OAG), attended the Shire to conduct the final audit for the 2024-2025 financial year. The audit is designed primarily to enable the auditors to form an opinion on the financial statements and therefore does not extend to all the Shire's systems and procedures.

**COMMENT**

Attachment 13.6.1 - Audit Completion Report 2025 was prepared by Armada and the OAG, and circulated to the Chief Executive Officer, LG Best Practices, Shire President and Deputy Shire President. The audit exit meeting with Armada and the OAG was conducted on 4 November 2025, and attended by the Chief Executive Officer, Shire President and Deputy Shire President.

The Audit Completion Report is confidential and has been made available to management and those charged with governance to facilitate discussions.

At the conclusion of the audit, the following matters were noted in Armada's management letter –

**1. Related Parties Declaration Form**

We noted that the Shire has not obtained Related Party Declaration forms from Key Management Personnel and Councillors for the financial year ended 30 June 2025 as required by the Shire's *Related Party Disclosures Policy*.

Related Party Declaration forms are key documents in the Shire's process of identification of related party transactions to comply with AASB 124 *Related Parties*.

Without the signed declarations, management had to rely on prior year declarations and other enquiries to ensure that related party transactions disclosed in the financial report are complete and accurate.

This finding was first reported in 2024.

#### **Recommendation**

We recommend that management ensure that Related Parties Declaration forms are completed by Key Management Personnel and Council Members annually as required by the Shire's *Related Party Disclosure Policy*.

#### **Management Comment**

Management is in the process of developing a new compliance calendar to be used as a tool to ensure that regulatory and operational requirements are met. The calendar is based on the Western Australian Local Government Association model, with additional tasks relating to financial management, including the requirement for Key Management Personnel and Councillors to complete annual Related Party Declaration forms each financial year.

It is expected that the calendar will be finalised by the end of November 2025 and that the Chief Executive Officer's Office will review and update the calendar on a monthly basis.

### **2. Lands Held for Resale**

During our review of the financial statements, we noted that no management assessment or external valuation was performed on land held for resale for the year ended 30 June 2025.

#### **Recommendation**

It is recommended that management implement a formal process to review the fair value of land held for resale on an annual basis. In years where an external valuation is not obtained, a management assessment should be conducted to ensure that the carrying amount remains appropriate and reflects current market conditions. This process should be documented and supported by relevant market data or comparable sales evidence to ensure compliance with accounting and audit requirements.

#### **Management comment**

Management is in the process of developing a new compliance calendar to be used as a tool to ensure that regulatory and operational requirements are met. The calendar is based on the Western Australian Local Government Association model, with additional tasks relating to financial management, including a requirement to review the fair value of land held for resale on an annual basis.

It is expected that the calendar will be finalised by the end of November 2025 and that the Chief Executive Officer's Office will review and update the calendar on a monthly basis.

### **3. Excessive Annual Leave Balances**

We noted that 6 employees have accrued annual leave balances in excess of 304 hours (2 years of annual leave entitlement) as at 30 June 25.

### **Recommendation**

It is recommended that the Shire develop and enforce a structured leave management approach to progressively reduce excessive leave balances. Employees with accruals above the organisation's threshold (e.g. eight weeks or 304 hours) should agree with their line managers on a formal leave reduction plan specifying when the leave will be taken. The internal human resources policy should clearly define the excess leave threshold and the required management actions, and regular monitoring and reporting of high balances should be implemented to senior management and the audit committee. Management should also communicate to staff the importance of taking regular leave for wellbeing, compliance, and to ensure ongoing operational effectiveness.

### **Management comment**

The Chief Executive Officer will develop an Employee Leave Policy for consideration at the December Ordinary Meeting of Council with the aim of reducing the number of staff with excessive leave over the next 18 months.

The audit assessed two matters as moderate, being the related party declaration forms and the valuation of land held for resale, while the excessive annual leave balances were rated as a minor issue.

The matters noted are assigned to a responsible officer with a completion date, where appropriate.

### **CONSULTATION**

Chief Executive Officer  
Auditors – Armada Audit and Assurance Pty Ltd  
Office of the Auditor General

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 – Part 7 Audit;*

*s7.12A Duties of local government with respect to audits*

- (3) *A local government must —*
  - (aa) *examine an audit report received by the local government; and*
  - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
  - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
  - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

### **FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**POLICY IMPLICATIONS**

There is no policy applicable to this item.

**RISK MANAGEMENT IMPLICATIONS**

External audits and risk reviews are an integral part of ensuring that financial and compliance risks are minimised and legislative compliance is maintained.

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE RECOMMENDATION/COUNCIL DECISION**

Moved Cr Dewar, seconded Cr Penny that the Auditor General Report for the year ending 30 June 2025 be received.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 137/25

**13.7 ANNUAL REPORT 2024-2025**

<b>ATTACHMENT(S)</b>	13.7.1 Annual Report 2024-2025
<b>FILE NO</b>	ADM0340
<b>AUTHOR</b>	Karen Callaghan, Chief Executive Officer
<b>DATE</b>	10 December 2025
<b>DISCLOSURE OF INTEREST</b>	Nil

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

**SUMMARY**

The Audit, Risk and Improvement Committee considered the 2024-2025 Annual Report, incorporating the Annual Financial Report and the Office of the Auditor General Report at its meeting on 18 December 2025.

**BACKGROUND**

Section 6.4 of the *Local Government Act 1995* requires that a local government prepare an annual financial report for the preceding financial year, in the manner and form prescribed. The accounts and annual financial report must be submitted to the auditor by 30 September each year.

Section 5.54 of the *Local Government Act 1995* requires an Annual Report to be accepted by the local government no later than 31 December in each year unless the Auditor's Report is not available in time. The *Local Government Act 1995* Section 5.42(2) provides that if the Annual Report is not accepted by the local government by 31 December, then it must be presented within two months of the auditor's report becoming available.

The Office of the Auditor General Report for the 2024-2025 year was received on 5 November 2025.

An annual Electors meeting is required to be convened no later than 56 days after acceptance of the annual report, in accordance with section 5.27(2) of the *Local Government Act 1995*.

**COMMENT**

Financial report aside, projects and activities that have been accomplished throughout the 2024-2025 year have been reported on within the Annual Report.

The 2024-2025 Annual Report, as presented, addresses the requirements of the *Local Government Act 1995*.

## CONSULTATION

Chief Executive Officer

Senior Management Team

Auditors – Armada Audit and Assurance Pty Ltd

Office of the Auditor General

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*s5.27 Electors' general meetings*

(1) *A general meeting of electors of a district is to be held once every financial year.*

(2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*

(3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

*Local Government (Administration) Regulations 1996*

*r15. Matters to be discussed at general meeting*

*For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.*

*s5.54 Acceptance of annual reports*

(1) *Subject to subsection (2) the Annual Report for a financial year is to be accepted \* by the local government no later than 31 December after that financial year.*

*\* Absolute Majority required*

(2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

*s5.55 Notice of annual reports*

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

*s5.55A Publication of annual reports*

*The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.*

*Local Government (Administration) Regulations 1996 r19B to r19BE*

- Prescribes the information to be included in the annual report

## FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire at 30 June 2025. The recommendation itself does not have any financial implications.

## POLICY IMPLICATIONS

There is no policy applicable to this item.



### RISK MANAGEMENT IMPLICATIONS

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

### ASSET MANAGEMENT IMPLICATIONS

Nil

### VOTING REQUIREMENTS

Recommendation 1 – Absolute Majority

Recommendation 2 – Simple Majority

### COMMITTEE RECOMMENDATION / COUNCIL DECISION 1

Moved Cr Witham, seconded Cr White that in accordance with sections 5.53 and 5.54 of the *Local Government Act 1995*, the 2024-2025 Annual Report for the Shire of Broomehill-Tambellup, incorporating the Annual Financial Report and Auditor General Report, be accepted.

CARRIED 7/0 by Absolute Majority

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 138/25

### COMMITTEE RECOMMENDATION / COUNCIL DECISION 2

Moved Cr Letter, seconded Cr Robinson that -

1. In accordance with sections 5.55 and 5.55A of the *Local Government Act 1995*, the Chief Executive Officer give local public notice of the availability of the 2024-2025 Annual Report and publishes the report on the Shire's website within 14 days of acceptance; and
2. The annual general meeting of electors be held at 6.00pm on Thursday, 19 February 2026, in the Tambellup Council Chambers.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 139/25

**13.8 DELEGATIONS REGISTER AMENDMENTS**

ATTACHMENT(S)	13.8.1 Delegations 1.12, 2.2, 2.5, 2.7, 2.9 and 2.10 – tracked changes
FILE NO	ADM0239
AUTHOR	Leonie Hos, Governance and Compliance Officer
DATE	11 December 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 Initiative

**SUMMARY**

The purpose of this report is to seek the Council's consideration of amendments to the Delegations Register to reflect the appointment of the Shire's new Finance Coordinator.

**BACKGROUND**

The Council reviewed and adopted the Delegations Register at its Ordinary Council Meeting held on 18 September 2025.

*Moved Cr Barrit, Seconded Cr Dewar that the Council:*

1. *Endorses the review of its delegation in accordance with sections 5.18 and 5.46 of the Local Government Act 1995.*
2. *By Absolute Majority adopts the Register of Delegations 2025 as provided in Attachment 13.4.1 of this report.*

The Finance Coordinator commenced in the role on 8 December 2025.

**COMMENT**

The Council is required to review the Delegations Register each year. Additional reviews may also be necessary if there are changes to legislation or if the current delegations do not support the efficient management of operational matters.

The following delegations have been amended noting the Finance Coordinator as a Sub-Delegate:

- 1.12 Applying for Grants and Subsidies
- 2.2 Investment of Surplus Funds
- 2.5 Creditors, Payment of
- 2.7 Payment of Accounts Electronically
- 2.9 Signing and Issuing of Purchase Orders
- 2.10 Sign Schedule Documents for Loans raised under the WA Treasury Corporation's Master Lending Agreement

No other changes have been made to the Delegations Register. The adoption of the amendments will ensure that operational matters can be dealt with efficiently.

## **CONSULTATION**

Chief Executive Officer

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **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 White, seconded Cr Dewar that the Council:

1. Resolves, by Absolute Majority, to amend the following delegations to include the Finance Coordinator as a Sub-Delegate:
  - Delegation 1.12 Applying for Grants and Subsidies
  - Delegation 2.2 Investment of Surplus Funds
  - Delegation 2.5 Payment of Creditors
  - Delegation 2.7 Electronic Payment of Accounts
  - Delegation 2.9 Signing and Issuing of Purchase Orders
  - Delegation 2.10 Signing Schedule Documents for Loans under the WA Treasury Corporation Master Lending Agreement.
2. Notes that the Delegations Register will be updated to incorporate these amendments.

CARRIED 7/0 by Absolute Majority

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 140/25

### 13.9 REVIEW OF ELECTED MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

ATTACHMENT(S)	13.9.1 Updated Policy 1.11 Elected Member Training and Professional Development 13.9.2 Matrix of Elected Member Training and Professional Development
FILE NO	ADM0165
AUTHOR	Leonie Hos, Governance and Compliance Officer
DATE	12 December 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: SoBT Shire Support	
No specific community Outcome.	No specific corporate Initiative

#### SUMMARY

The purpose of this report is for the Council to adopt, by Absolute Majority, the revised Policy 1.11 Elected Member Training and Professional Development (Attachment 13.9.1) aligned to the *Local Government Act 1995* (Act) and to provide clearer guidance on training pathways, financial responsibilities and governance expectations for Elected Members.

#### BACKGROUND

Western Australia's Local Government reform agenda introduced mandatory training requirements in 2019. These reforms recognise the complexity of the governance role and reinforce the need for structured capability development.

The Shire's current Elected Member Training and Professional Development Policy (Policy) was last reviewed on 21 October 2021. Under section 5.128(5) of the Act, the Policy must be reviewed after each ordinary election.

A full review has now been completed to ensure alignment with current legislation and to strengthen the Policy's practical application.

#### COMMENT

The revised Policy reflects a comprehensive update to improve clarity, compliance and usability. The review assessed legislative requirements under sections 5.126, 5.127, 5.128 and 5.129 of the Act, and Part 10 of the *Local Government (Administration) Regulations 1996*.

#### Key Changes to the Policy

1. Clearer and more structured presentation of training categories, including Mandatory Training, Continuing Professional Development and Conference Attendance.
2. Inclusion of a defined list of approved training providers for CPD.
3. Consolidation of all budget provisions into one section for clarity and alignment with annual budget processes.

4. Strengthened and more detailed requirements relating to travel, accommodation and reimbursement to ensure compliance with the Local Government (Administration) Regulations 1996.
5. Updated annual reporting obligations to explicitly include course titles, providers, registration costs and dates of attendance.
6. Simplified knowledge-sharing obligations requiring elected members to provide a concise summary of training attended within 60 days.

A Matrix of Elected Member Training and Professional Development is provided in Attachment 13.9.2, which consolidates the key requirements and approval pathways.

Overall, the revised policy provides a clearer governance foundation and operational clarity for both Elected Members and administration.

#### **CONSULTATION**

Chief Executive Officer

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*, sections 5.126, 5.127, 5.128(1), 5.129

*Local Government (Administration) Regulations 1996*, Part 10

#### **FINANCIAL IMPLICATIONS**

The current budget allocation for Elected Member, Training and Conferences for 2025-2026 is \$10,000

#### **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 White, seconded Cr Letter that the Council adopts by an Absolute Majority the updated Elected Member Training and Professional Development Policy as presented.

CARRIED 7/0 by Absolute Majority

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 141/25

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

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

- (a) a matter affecting an employee or employees; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person,  
where the trade secret or information is held by, or is about, a person other than the local government;

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 142/25

The meeting was closed to members of the public at 4.56pm.

**14.1      CONFIDENTIAL – ROAD PROGRAM 2025-2026 – QUOTES FOR SUPPLY AND LAY OF ASPHALT SURFACE CORRECTION**

ATTACHMENT(S)	14.1.1 Stirling Asphalt Submission 14.1.2 Fulton Hogan Submission 14.1.3 Roads 2000 Submission
FILE NO	ADM0701
AUTHOR	Peter Vlahov – Manager of Works
DATE	8 December 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 action

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr White, seconded Cr Witham that the quote submitted by Stirling Asphalt (Juel Enterprises Pty Ltd) of \$220,760 (excluding GST), for supply and lay of asphalt surface correction for the 2025-2026 road construction program, be accepted.

**CARRIED 7/0**

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 143/25

**14.2 CONFIDENTIAL - GRADER REPLACEMENT**

<b>ATTACHMENT(S)</b>	14.2.1 AFGRI Equipment Quote & Specification 14.2.2 McIntosh & Sons Quote & Specification 14.2.3 WesTrac Quote & Specifications 14.2.4 Quote Assessment Matrix
<b>FILE NO</b>	ADM0703
<b>AUTHOR</b>	Peter Vlahov – Manager of Works
<b>DATE</b>	8 December 2025
<b>DISCLOSURE OF INTEREST</b>	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 relevant corporate action

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr Witham, seconded Cr Penny that

1. The quote submitted by WesTrac Pty Ltd of \$435,646.88 (excluding GST) for the purchase of one (1) Caterpillar 140 Grader be accepted; and
2. The price submitted by WesTrac Pty Ltd of \$181,500.00 (excluding GST) for the trade-in of one (1) Caterpillar 12M Grader be accepted, noting the net cost of the changeover is \$254,146.88; and
3. Note the variance of \$14,146.88 above the 2025–2026 budget provision of \$240,000, and it will be addressed as part of the 2025–2026 mid-year budget review process.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 144/25



**14.3      CONFIDENTIAL – ROAD PROGRAM 2025-2026 – QUOTES FOR FULL-SERVICE BITUMEN SUPPLY AND LAY PRODUCTS**

ATTACHMENT(S)	<a href="#">14.3.1 Bitutek Quote</a> <a href="#">14.3.2 Colas Quote</a> <a href="#">14.3.3 Fulton Hogan Quote</a> <a href="#">14.3.4 Downer Quote</a>
FILE NO	ADM0704
AUTHOR	Peter Vlahov, Manager of Works
DATE	8 December 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 outcomes	No relevant corporate action

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr Dewar, seconded Cr Penny that the quote submitted by Colas Western Australia Pty Ltd of \$695,638.60 (excluding GST) for the full-service supply and laying of bitumen products for the 2025-2026 road construction program be accepted.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 145/25

#### 14.4 **CONFIDENTIAL** – ROAD PROGRAM 2025-2026 – QUOTES FOR STABILISATION WORKS

ATTACHMENT(S)	14.4.1 WCP Civil Quote 14.4.2 Western Stabilisers Quote 14.4.3 West Coast Stabilisers Quote 14.4.4 Stabilised Pavements Quote
FILE NO	ADM0700
AUTHOR	Peter Vlahov – Manager of Works
DATE	8 December 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 relevant corporate action

#### OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr White, seconded Cr Letter that the quote submitted by Western Stabilisers Pty Ltd of \$116,390.00 (excluding GST), for wet mix and cement stabilisation works for the 2025-2026 road construction program, be accepted.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 146/25

**14.5      CONFIDENTIAL – APPOINTMENT OF CONSULTANT TO FACILITATE THE CHIEF EXECUTIVE OFFICER’S PERFORMANCE REVIEW PROCESS**

<b>ATTACHMENT(S)</b>	14.5.1 - Strategic Leadership Consulting quote 14.5.2 - Pauline Tarrant Consulting quote
<b>FILE NO</b>	GV.CT.1
<b>AUTHOR</b>	Leonie Hos – Governance and Compliance Officer
<b>DATE</b>	10 December 2025
<b>DISCLOSURE OF INTEREST</b>	The author declares an impartiality interest in this matter due to a professional and personal association with one of the quoting consultants.

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

As the item refers to a matter affecting an employee or employees, the Chief Executive Officer, Manager of Works and Finance Coordinator left the meeting at 5.02pm.

**COMMITTEE RECOMMENDATION/COUNCIL DECISION**

Moved Cr White, seconded Cr Witham that the quote received from Strategic Leadership Consulting to develop the Chief Executive Officer’s key performance indicators and facilitate an annual performance and remuneration review be accepted.

**CARRIED 7/0**

**For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham**  
**Motion No. 147/25**

The Chief Executive Officer, Manager of Works and Finance Coordinator returned to the meeting at 5.03pm and were advised of the decision.

**PROCEDURAL MOTION**

Moved Cr Robinson, seconded Cr Letter that the meeting be re-opened to the public.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 148/25

The meeting was reopened to member of the public at 5.04pm.

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

Nil

**16. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Cr Dewar enquired as to whether the community consultation process on the Metmast as considered at the November 2025 Ordinary Council Meeting had concluded?

The Chief Executive Officer advised that the comment period will conclude in January 2026. Council will be provided an updated in February 2026.

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

Nil

**18. CLOSURE**

There being no further business to discuss, the Presiding Member, Cr Barritt declared the meeting closed at 5.05pm.