



MINUTES

Ordinary Council Meeting

18 September 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 September 2025 commencing at 4.35pm.**



**Karen Callaghan
Chief Executive Officer**

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Strategic Community Plan 2023-2033

'People Power'



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

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr White, declared the meeting open at 4.35pm and welcomed the member of the public who was in attendance.

2. ATTENDANCE

Councillors

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

Staff

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

Leave of Absence

Nil.

Apologies

Nil.

Observers

Ms C Witham

3. DISCLOSURE OF INTEREST

Councillors Dewar, Wills, Barritt, Penny and Robinson declared an indirect financial interest in Item 11.1 as a Shareholder of the Broomehill Village Co-Operative Ltd.

Cr White declared a proximity interest in Item 13.7 as a landowner of property adjoining Beejenup Road, which may be subject to a reduction in road funding through the proposed amendment to the budget.

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 21 AUGUST 2025

Moved Cr Dewar, seconded Cr Penny that the minutes of the Ordinary Meeting of Council held on 21 August 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

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

Motion No: 080/25

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

10.1 ACT BELONG COMMIT CAMPAIGN PARTNERSHIP

ATTACHMENT(S)	10.1.1 Act Belong Commit Partnership Brochure
FILE NO	ADM0192
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	10 September 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
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	No specific corporate initiative

SUMMARY

This report recommends that the Council endorse the Shire of Broomehill-Tambellup becoming a partner in the Act Belong Commit campaign. The campaign is a proven, evidence-based initiative that promotes mental wellbeing through community connection, purpose, and activity. The partnership is free, offers access to valuable resources and support, and will benefit both the community and the organisation. It is also recommended that the Council authorise the Chief Executive Officer to sign the partnership agreement.

BACKGROUND

Act Belong Commit is Western Australia's longest-running mental health promotion campaign. Led by Curtin University's Mentally Healthy WA and funded by Healthway and the Mental Health Commission, the campaign has been in operation since 2002 and is based on a clear, evidence-based model of mental wellbeing as detailed in the Act Belong Commit Partnership Brochure (Attachment 10.1.1).

The campaign encourages individuals and communities to:

Act – do something

Belong – do something with someone

Commit – do something meaningful

The program is designed to be practical and inclusive, with a focus on preventative mental health, helping people stay mentally healthy by staying connected and active in community life. More than 300 government agencies, schools, not-for-profits, and community groups are already partners in the program.

There is no cost to become a partner.

COMMENT

The Shire has an important role in supporting mental health and wellbeing at the local level, particularly through community programs, volunteering, events, and civic connection.

Becoming an Act Belong Commit partner will allow the Shire to:

- Promote a clear and positive message around mental wellbeing;
- Access free tools, campaign materials, and community engagement resources;
- Support staff wellbeing through internal initiatives;
- Strengthen social connection and belonging across Broomehill-Tambellup; and
- Demonstrate leadership in mental health promotion alongside other local government authorities.

Partnership also includes access to free printed materials, posters, social media content, email banners, training opportunities, and access to the online Activity Finder and Mental Wellbeing Quiz platforms. The program can be implemented gradually and tailored to the Shire's capacity and context.

There is no financial cost, formal obligation or specific time frame with the partnership agreement. Beyond using the messaging and engaging with the campaign in ways that suit the Shire.

CONSULTATION

Internal discussion with staff responsible for community engagement and health promotion

Information obtained directly from Mentally Healthy WA

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Robinson that the Council:

1. Endorses the Shire of Broomehill-Tambellup becoming a partner in the Act Belong Commit mental health promotion campaign.
2. Authorises the Chief Executive Officer to sign the partnership agreement on behalf of the Shire.

CARRIED 7/0

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

Motion No: 081/25

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

ATTACHMENT(S)	11.1.1 – Broomehill Village Co-operative – Rate Concession Request
FILE NO	A1066
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	10 September 2025
DISCLOSURE OF INTEREST	Councillors Dewar, Wills, Barritt, Penny and Robinson declared an Indirect Financial Interest in Item 11.1 as Shareholders of the Broomehill Village Co-Operative Ltd.

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

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

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

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.47 Concessions

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

**Absolute majority required*

FINANCIAL IMPLICATIONS

Provision of \$10,000 has been included in the 2025/2026 budget against general ledger account 03111.70 – Rates Written Off in anticipation of such requests. The account has a balance of \$10,000 and is sufficient to accommodate this request if granted.

The Council is considering three requests for rate concessions during this meeting, totaling \$6,076.55. The budgeted allocation is sufficient to accommodate all three requests, if granted.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the Council

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

COUNCIL DECISION

Councillors Dewar, Wills, Barritt, Penny and Robinson declared an indirect financial interest. Councillors disclosed holding shares in the Broomehill Village Co-operative Ltd.

Due to a disclosure of interest by five (5) Councillors, the President declared there was no quorum and the item could not be considered.

The item will be referred to the October 2025 Ordinary Council Meeting once approval is sought from the Minister for Local Government, to enable all Councillors to be able to consider the item.

11.2 TAMBELLUP BUSINESS CENTRE – RATE CONCESSION

ATTACHMENT(S)	11.2.1 – Tambellup Business Centre – Rate Concession Request
FILE NO	A505
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	10 September 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	
5. Healthy Existing Businesses 5.2 Tambellup Business Enterprise Centre Activation Maximization and promotion of the Tambellup Business Enterprise Centre. Maximisation requires creative community minds and partnership between BEC, Shire and community groups.	No specific corporate initiative

SUMMARY

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

BACKGROUND

The Tambellup Business Centre has requested that Council consider granting a rates concession for the 2025/2026 financial year (Attachment 11.2.1). The Centre operates as a not-for-profit organisation, offering storage, business facilities, start-up support, and premises for new enterprises.

It is the only service of its kind in the district and is managed by a volunteer committee made up of local and regional representatives. Council also has a representative on this committee.

COMMENT

A rate concession has been granted to the Tambellup Business Centre since 2001.

The rates levied on this assessment are \$1872.02 for the 2025/2026 financial year, which has been paid in full during the discount period. A discount of \$93.60 has been applied. A concession has not been requested for rubbish and recycling charges or the Emergency Services Levy.

The net value of the concession, if granted, would be \$1778.42.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.47 Concessions

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

**Absolute majority required*

FINANCIAL IMPLICATIONS

Provision of \$10,000 has been included in the 2025/2026 budget against general ledger account 03111.70 – Rates Written Off in anticipation of such requests. The account has a balance of \$10,000 and is sufficient to accommodate this request if granted.

The Council is considering three requests for rate concessions during this meeting, totaling \$6,076.55. The budgeted allocation is sufficient to accommodate all three requests, if granted.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Letter that a rate concession of \$1778.42 be granted to the Tambellup Business Centre on assessment A505 for the 2025/2026 financial year.

CARRIED 7/0 by Absolute Majority

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

Motion No: 082/25

11.3 TAMBELLUP GOLF CLUB – RATE CONCESSION

ATTACHMENT(S)	11.3.1 – Tambellup Golf Club - Rate Concession Request
FILE NO	A447
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	10 September 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	
3. An Appreciated Culture 3.5 Recreation Community and Shire recreation program that stimulates community spirit and maximises interaction.	No specific corporate initiative

SUMMARY

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

BACKGROUND

The Tambellup Golf Club (Club) has written requesting that the Council consider granting a concession on rates levied on their property at 235 Rourke Street, Tambellup, for the 2025/2026 year (Attachment 11.3.1).

COMMENT

The Club is a privately owned facility, with around 20-30 financial members, that manages and maintains its land and buildings from its own financial resources and volunteer members.

The Club provides a facility that is available to all members of the community and is used regularly throughout the year by both club members and non-members. The Club is the only sporting facility that has Shire rates levied against it.

The rates levied on this assessment are \$645.00 for the 2025/2026 financial year. The Club has been granted a rate concession since the 2000/2001 financial year. Should the Council agree to the rate concession, the Club is still responsible for payment of rubbish and recycling charges, and the Emergency Services Levy.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date

resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

**Absolute majority required*

FINANCIAL IMPLICATIONS

Provision of \$10,000 has been included in the 2025/2026 budget against general ledger account 03111.70 – Rates Written Off in anticipation of such requests. The account has a balance of \$10,000 and is sufficient to accommodate this request if granted.

The Council is considering three requests for rate concessions during this meeting totaling \$6,076.55. The budgeted allocation is sufficient to accommodate all three requests, if granted.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Penny that a rate concession of \$645.00 be granted to the Tambellup Golf Club on assessment A447 for the 2025/2026 financial year.

CARRIED 7/0 by Absolute Majority

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

Motion No: 083/25

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

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

ATTACHMENT(S)	13.1.1 Financial Statements July 2025 13.1.2 Financial Statements August 2025
FILE NO	N/A
AUTHOR	Michelle Martin, LG Best Practices
DATE	31 August 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 July 2025 and August 2025.

BACKGROUND

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

COMMENT

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, in accordance with the *Local Government (Financial Management) Regulations 1996*.

As part of the 2025/26 budget process, the Council adopted 10% or \$10,000 (whichever is greater) as the threshold for reporting material variances.

The statement of financial activity for July 2025 and August 2025 is presented for the Council's information prior to the completion of all 2024/25 year-end adjustments and

audit processes. Accordingly, the figures contained within these reports are preliminary and may be subject to change as part of the finalisation of the annual financial statements.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Wills that the monthly financial statements for the period ending 31 July 2025 and 31 August 2025 be received.

CARRIED 7/0

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

Motion No: 084/25

13.2 MONTHLY LIST OF PAYMENTS - JULY 2025

ATTACHMENT(S)	13.2.1 Monthly Payments Listing July 2025
FILE NO	N/A
AUTHOR	Michelle Martin, LG Best Practices
DATE	4 September 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 and via Purchasing Cards, during July 2025.

BACKGROUND

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

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

COMMENT

Summary of payments made for the month:

July 2025	\$
Municipal Fund	1,098,922.85
Trust Fund	0.00
Purchasing Cards	1,789.27
TOTAL	1,100,712.12

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 July 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 Robinson, seconded Cr Dewar 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 July 2025 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$1,098,922.85; and
- Credit/Purchasing Card payments totalling \$1,789.27.

CARRIED 7/0

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

Motion No: 085/25

13.3 MONTHLY LIST OF PAYMENTS - AUGUST 2025

ATTACHMENT(S)	13.3.1 Monthly Payments Listing August 2025
FILE NO	N/A
AUTHOR	Michelle Martin, LG Best Practices
DATE	4 September 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 and via Purchasing Cards, during August 2025.

BACKGROUND

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

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

COMMENT

Summary of payments made for the month:

August 2025	\$
Municipal Fund	568,546.19
Trust Fund	0.00
Purchasing Cards	2,104.94
TOTAL	570,651.13

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 August 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 August 2025 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$568,546.19; and
- Credit/Purchasing Card payments totalling \$2,104.94.

CARRIED 7/0

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

Motion No: 086/25

13.4 DELEGATION REGISTER REVIEW

ATTACHMENT(S)	13.4.1 Delegation Register Tracked Changes
FILE NO	ADM0239
AUTHOR	Leonie Hos, Governance and Compliance Officer
DATE	10 September 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	No specific corporate initiative

SUMMARY

The purpose of this report is for the Council to review the Delegation Register. In accordance with section 5.46(2) of the *Local Government Act 1995* (Act), delegations are to be reviewed at least once each financial year. The register was last reviewed in September 2024. This report completes the review and requests that the Council adopt the changes as presented and attached to this report.

BACKGROUND

For the business of Local Government to be carried out efficiently, the Council is required to appoint the Chief Executive Officer (CEO) and officers to carry out certain powers and duties as determined by the many pieces of legislation affecting local government.

Section 5.42(1) of the Act provides the Council with the ability to delegate to the CEO the exercise of any of its powers, or the discharge of its duties, other than those referred to in section 5.43 of the Act.

COMMENT

The Delegations Register is an important tool in local government decision-making, enabling officers to manage day-to-day responsibilities. This allows the Council's monthly meetings to concentrate on strategic matters or those that must be formally determined by the Council. The Register has been reviewed, and the following changes are now presented for Council's consideration.

Delegation No.	Legislation	Delegation Title	Description of Proposed Changes
All		All	Updated wording to remove – Delegation to Function. This is to align with the WALGA template.
1.5	<i>Local Government Act 1995</i> s3.46,	Impounding and Sale of Animals and Goods	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer

Delegation No.	Legislation	Delegation Title	Description of Proposed Changes
	s3.47, s3.47A, s3.48		
1.7	<i>Local Government Act 1995</i> – Local Government Property Local Law 2020 – clause 3.15	Liquor, Sale from Shire Property	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer
1.10	<i>Local Government Act 1995</i> – Local Government Property Local Law 2020 - clause 3.13(1)(a)	Hall Hire	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer Updating wording for types of application to be less specific. To allow the waiver to be applied for requests that may not fit the current list. a) Community events that are open to the public (e.g. local shows, cultural celebrations, commemorative services) b) School and parent associations for activities such as end-of-year presentations or fundraising events c) Local not-for-profit or volunteer groups delivering activities that benefit the community (e.g. heritage groups, environmental organisations, service clubs)

Delegation No.	Legislation	Delegation Title	Description of Proposed Changes
			d) Religious or cultural organisations hosting community-focused events (e.g. seasonal services, NAIDOC Week activities) e) Fundraising or awareness events that support local causes or community wellbeing
1.12	<i>Local Government Act 1995 - s3.18</i>	Applying for Grants and Subsidies	Updated to include Sub Delegate Deputy Chief Executive Officer. This change aligns with the responsibilities of the role.
1.19	<i>Local Government Act 1995 – s5.41</i>	General Competence Powers	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer
1.22	<i>Local Government (Model Code of Conduct) Regulations 2021 Schedule 1 Model Code of Conduct cl. 11(2)(a) and (b) and 11(3) Complaint about alleged breach</i>	Appointment of Authorised Persons and Approval of Compliant of Breach Form (Code of Conduct for Council Members, Committee Members and Candidates)	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer
2.2	<i>Local Government Act 1995 – s6.14</i>	Investment of Surplus Funds	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer
2.5	<i>Local Government Act 1995 – s6.10(d) Local Government (Financial</i>	Creditors, Payment of	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer

Delegation No.	Legislation	Delegation Title	Description of Proposed Changes
	<i>Management Regulations 1996 – r12(1)</i>		
2.7	<i>Local Government Act 1995 – s6.10(d)</i> <i>Local Government (Financial Management) Regulations 1996 – r11(1)</i>	Payment of Accounts Electronically	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer
2.9	<i>Local Government Act 1995 - s5.42</i>	Signing and Issuing of Purchase Orders	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer, and the limit increased from \$20,000 to \$25,000 Update - Sub Delegate from Works Assistant to Depot Administrator
2.10	<i>Local Government Act 1995 – s6.20</i>	Sign Schedule Documents for Loans raised under the WA Treasury Corporations Master Lending Agreement	Update – Sub Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer
5.12		Proceedings Under Cat Act 2011	Update – Delegate from Manager of Finance & Administration to Deputy Chief Executive Officer

The change in title from Manager of Finance & Administration to Deputy Chief Executive Officer reflects the new organisational structure. Further updates to the Delegations Register are expected once the Deputy Chief Executive Officer position is filled. It is also recommended to align the Register with the WALGA template. A revised version will be presented to the Council at a future meeting.

CONSULTATION

Chief Executive Officer
Senior Management Team

STATUTORY ENVIRONMENT

Under the *Local Government Act 1995*:

Section 5.42 allows Council to delegate certain powers and duties to the CEO, provided the delegation is in writing and determined by an absolute majority.

Section 5.43 outlines the powers and duties that cannot be delegated to the CEO.

Section 5.44 permits the CEO to delegate functions to other employees, subject to specified conditions.

Section 5.46 requires the CEO to maintain a register of all delegations made to the CEO and to employees. This section also requires all delegations to be reviewed annually by the delegator. In addition, any officer exercising a delegated power or duty must keep a record in accordance with Regulation 19 of the Local Government (Administration) Regulations 1996. These records do not need to be kept in a dedicated file, provided documentary evidence can be produced if required.

At the Shire of Broomehill-Tambellup, it is standard practice to advise Council of delegations exercised through the Information Bulletin. Any decision to make, amend, or revoke a delegation must be passed by an absolute majority.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

This item has been evaluated against the Shire's Risk Assessment and Acceptance Criteria. By reviewing the Delegations Register annually, 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 Barritt, seconded Cr Dewar that the Council:

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

CARRIED 7/0 by Absolute Majority

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

Motion No: 087/25

13.5 ROADS HIERARCHY 2025

ATTACHMENT(S)	13.5.1 Roads Hierarchy 2025
FILE NO	ADM0315
AUTHOR	Peter Vlahov, Manager of Works
DATE	11 September 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	
12. Collected Region-wide Knowledge 12.2 SoBT Shire data This is the Shire 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 support.	Investigate the collection of data from a range of sources to support funding opportunities, trend analysis and reporting opportunities.

SUMMARY

The Roads Hierarchy has been reviewed and is presented for the Council's consideration.

BACKGROUND

As part of the Shire's Asset Management practices, the road network has been categorised according to strategic importance, both locally and regionally. Criteria used to inform this process is based on traffic count volume, type of traffic and interaction with other freight routes through the Shire.

The resulting Roads Hierarchy identifies roads in the following categories

- Local Distributor of Regional Significance – linking regional transport routes
- Local Distributor – linking Local Distributor of Regional Significance to Access 1 and 2 roads
- Access 1 – low volume local road
- Access 2 - low volume, predominantly farm access road
- Town streets

The Roads Hierarchy assists the Council and Staff in:

- Determining the minimum maintenance required for each category of road;
- Identification of upgrade and capital work requirements;
- Assist in prioritising projects for the annual budget.

COMMENT

The Roads Hierarchy was last considered and adopted by the Council in April 2023. The data in the Roads Hierarchy has been reviewed to ensure accuracy and continued relevance.

The RAV categories have been updated to reflect their current status, along with revisions to the commodity route status for some roads.

A road classification table was also included to provide easier access to information and improve understanding for funding purposes.

Adoption of the Roads Hierarchy will ensure a strategic approach can be achieved in maintaining the road network.

CONSULTATION

Chief Executive Officer

Road Safety Advisor – WALGA Roadwise

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil, however adoption of the Roads Hierarchy will assist in effectively targeting funds for road construction and maintenance.

POLICY IMPLICATIONS

Policy 4.1 – Road Construction and Minimum Standards sets out the minimum standards required for each category of road.

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

Adoption of the Roads Hierarchy and regular review will assist in managing road construction and maintenance requirements into the future.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Dewar that the Roads Hierarchy 2025, as presented, be adopted.

CARRIED 7/0

For: Cr Letter, Cr Dewar, Cr Penny, Cr White, Cr Barritt, Cr Wills, Cr Robinson
Motion No: 088/25

13.6 BUDGET AMENDMENT - WATER INFRASTRUCTURE FOR SUSTAINABLE AND EFFICIENT REGIONS GRANT

ATTACHMENT(S)	Nil
FILE NO	ADM0072
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	11 September 2025
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: 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 Shire has secured funding through the Water Infrastructure for Sustainable and Efficient Regions (WISER) program to upgrade water infrastructure in Broomehill and Tambellup. The original Tambellup irrigation project has been expanded to include pump and fencing upgrades in Broomehill. A budget amendment is required to recognise additional funding and in-kind contributions, with all works to be completed in 2025/26.

BACKGROUND

In preparation for the 2025/2026 budget, the Department of Water and Environmental Regulation (DWER) collaborated with Shire staff to develop a funding proposal under the WISER program.

The initial scope included upgrades to the Tambellup Sports Ground irrigation system, specifically the replacement of the reticulation controller and associated field wiring. The works involve the installation of a Hunter Hydrowise compatible smart controller and the complete replacement of wiring from the controller to solenoid valves, improving system reliability and enabling remote management.

These upgrades will provide a modern, efficient irrigation system suited to the needs of a community sports facility, particularly important in areas where water supply is limited and must be managed responsibly and efficiently.

COMMENT

The 2025/2026 budget includes \$102,100 (Job CAP206) for the Tambellup Sports Ground upgrade, fully funded through the WISER program.

Original Budget Allocation:

Job	Work Description	WISER Program Funding	Total
CAP206	Tambellup Water Management System	34,559.79	34,559.79
CAP206	Tambellup full controller/cabling replacement	67,552.70	67,552.70
	Project Budget	102,112.49	102,112.49

Since the adoption of the budget, DWER and Shire staff have identified additional opportunities to expand the project scope, which will provide significant upgrades to the Shire's water harvesting infrastructure and increase its capacity to harvest, transfer, and store water.

The revised program of works will support the Shire's most recent upgrades in Broomehill and further enhance the ability to capture, transfer and store water for use at the Broomehill Recreational Complex.

Revised Program of Works:

Work Description	WISER Program Funding (\$)	Council in-kind Contribution (\$)	Total (\$)
Tambellup Water Management System*	34,559.79		34,559.79
Tambellup full controller/cabling replacement*	67,552.70		67,552.70
Broomehill Town Dam pump upgrade	38,200.00		38,200.00
Broomehill Bignell Dam pump	24,685.71		24,684.71
Fencing Broomehill Town Dam	39,548.00		39,548.00
Shire of BH-TA bitumen works	30,000.00	10,000.00	40,000.00
Admin - contractor management, reporting		5,000.00	5,000.00
Total Project Cost	\$ 234,546.20	\$ 15,000.00	\$ 249,546.20

* Existing 2025/26 budget allocation

To fully deliver the expanded scope, a budget amendment is required to recognise an additional \$132,446 in revenue and corresponding expenditure, together with an additional cost of \$10,000 for bitumen works. The further \$5,000 in-kind contribution will be accommodated within existing salaried officer resources.

All works plan to be completed within the 2025/2026 financial year.

CONSULTATION

LG Best Practices

Senior Management Team

Department of Water and Environmental Regulation

STATUTORY ENVIRONMENT

Section 6.8 of the *Local Government Act 1995* requires authorisation in advance by absolute majority to incur any expenditure not in the annual budget.

FINANCIAL IMPLICATIONS

There is no net impact on rate revenue, as the increased expenditure is offset by secured external funding and the in-kind contribution will be met with a reduction in an existing expense account within the same program.

The funding has been allocated across the two project areas in accordance with the revised program of works.

Accordingly, the following budget variations are recommended for inclusion in the 2025/26 annual budget to recognise the associated income and expenditure:

GL/Job	Description	Current Budget (\$)	Proposed Budget (\$)	Variation (\$)
11151	Revenue - Other Rec & Sport	122,100	254,546	132,446
CAP206	Tambellup Oval - upgrade reticulation controller, wiring & automate	(102,100)	(122,113)	(20,013)
CAP198	Broomehill Rec Complex - water security plan	(15,000)	(137,433)	(122,433)
11248	Expense - Water Supplies	(42,500)	(32,500)	10,000
Impact on Budgeted Surplus				0

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

The upgrades proposed under the WISER program will improve the functionality, reliability, and lifespan of the Shire's irrigation and water harvesting infrastructure in both Broomehill and Tambellup. The replacement of the controller and cabling at the Tambellup Sports Ground will reduce maintenance demands and support more efficient water use through remote management capability.

Similarly, the installation of new pumps and fencing at Broomehill Town and Bignell Dams will enhance the Shire's capacity to capture and store water, improving asset performance and service delivery at the Broomehill Recreational Complex. These works represent a long-term investment in critical infrastructure and align with Shire's strategic asset renewal objectives.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Barritt that the Council, by Absolute Majority, amends the 2025/26 annual budget as follows:

1. Approve the expanded scope of works to be delivered in 2025/2026;
2. Increase the allocation of Water Infrastructure for Sustainable and Efficient Regions funding by \$132,446;
3. Increase the corresponding expenditure by \$142,446; and
4. Reduce existing account 11248 to meet the in-kind council contribution by \$10,000.

GL/Job	Description	Current Budget (\$)	Proposed Budget (\$)	Variation (\$)
11151	Revenue - Other Rec & Sport	122,100	254,546	132,446
CAP206	Expense - Tambellup Oval	(102,100)	(122,113)	(20,013)
CAP198	Expense - Broomehill Rec Complex	(15,000)	(137,433)	(122,433)
11248	Expense - Water Supplies	(42,500)	(32,500)	10,000
Impact on Budgeted Surplus				0

CARRIED 7/0 by Absolute Majority

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

Motion No: 089/25

13.7 BUDGET AMENDMENT - REGIONAL ROAD SAFETY AND BLACK SPOT FUNDING ALLOCATION

ATTACHMENT(S)	Nil
FILE NO	ADM0670
AUTHOR	Peter Vlahov, Manager of Works
DATE	4 September 2025
DISCLOSURE OF INTEREST	Cr White declared a Proximity Interest as the owner of property adjoining Beejenup Road.

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: 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

Cr White left the meeting at 4.47pm. Deputy President Cr Barritt assumed the Chair.

SUMMARY

The Shire has successfully secured external funding to facilitate priority road safety enhancements within the district. The approved allocations will enable the commencement of significant improvement works on Broomehill-Kojonup Road, Nardlah Road, and Gnowangerup-Tambellup Road, contributing to improved safety outcomes and infrastructure standards for the community.

BACKGROUND

Funding applications were lodged under the Regional Road Safety Program and the Black Spot Program to address identified safety concerns on key sections of the Shire's road network.

The submissions were successful, resulting in the granting of external funds to support these initiatives.

This outcome affords the Shire the opportunity to broaden the scope of its works program, optimise the utilisation of external funding, and deliver enhanced road safety and infrastructure improvements beyond what was originally anticipated within existing budget parameters.

COMMENT

The 2025/26 annual budget did not incorporate grant funding or associated expenditure for these projects, as confirmation of the funding applications had not been received at the time of budget adoption.

Project 1 - Regional Road Safety Program (RRSP) - Broomehill-Kojonup Road

Funding for this project has been secured under the RRSP and is fully funded by the program, with no additional financial contribution required from Council.

The total approved budget allocation is \$1,587,816.40 (ex. GST), with funds claimable across the 2025/26 and 2026/27 financial years.

The budget adjustment for the 2025/26 financial year is \$784,693.60, with a future budget inclusion required for the 2026/27 financial year of \$803,122.80.

This project allows the Shire to claim 40% (\$635,126.56 ex. GST) of the funding allocation upfront, in conjunction with submission of the Project Management Plan.

The revised budget provisions will enable the project to incorporate the following key components:

	Work Element	FY 2025/26 (\$)	FY 2026/27 (\$)	Total (\$)
0	Culvert widening	4,545.45	0.00	4,545.45
1	Traffic control	4,360.91	4,360.91	8,721.82
2	Management (Project & Asset)	5,454.55	5,454.55	10,909.09
3	Vegetation management	12,763.64	0.00	12,763.64
4	Shoulder widening	73,290.00	73,290.00	146,580.00
5	Spray seal	453,766.00	477,938.00	931,704.00
6	Line marking	146,250.00	154,050.00	300,300.00
7	Road furniture	12,927.27	15,018.18	27,945.45
8	Subtotal (Base)	713,357.82	730,111.64	1,443,469.45
9	Contingency (10%)	71,335.78	73,011.16	144,346.95
10	Fully Funded Budget Total	\$ 784,693.60	\$ 803,122.80	\$1,587,816.40

Project 2 - Black Spot Funding (BSF) - Nardlah Road

Funding for this project has been secured under the BSF program, which requires Council to contribute one-third of the total project cost.

The total approved budget allocation is \$79,667 (ex. GST), with funds claimable during the 2025/26 financial year.

Under the program terms, the Shire is eligible to claim 40% of the funding (\$31,866.80 ex. GST) as an upfront payment upon commencement of the project, following submission of the project management plan/schedule of works.

The revised budget will allow for the inclusion of the following works:

- install asphalt overlay on Nardlah Rd approach to Broomehill-Jerramungup Road approach

- installation of rumble strips
- pavements marking
- upgrade delineation and signs.

The table below summarises the changes:

Project 2 - Funding Source	Current Budget (\$)	Proposed Budget (\$)	Variation (\$)
Black Spot Funding	0	79,667	79,667
Council Contribution	0	39,834	39,834
Total Project Budget	0	119,501	119,501

Project 3 - Black Spot Funding (BSF) - Gnowangerup-Tambellup Road

Funding for this project has been secured under the BSF program, which requires the Council to contribute one-third of the total project cost.

The total approved budget allocation is \$110,147 (ex. GST), with funds claimable during the 2025/26 financial year.

Under the program terms, the Shire is eligible to claim 40% of the funding (\$44,058.80 ex. GST) as an upfront payment upon commencement of the project, following submission of the project management plan/schedule of works.

The revised budget will allow for the inclusion of the following works:

- extend culvert outside of clear zone
- widen approaches
- install delineation and signs.

The table below summarises the changes:

Project 3 - Funding Source	Current Budget (\$)	Proposed Budget (\$)	Variation (\$)
Black Spot Funding	0.00	110,147	110,147
Council Contribution	0.00	55,074	55,074
Total Project Budget	0.00	165,221	165,221

Council Contribution for Black Spot Funded Projects

To meet the mandatory one-third Council contribution for the Black Spot funded projects, it is recommended that funding be reallocated from two existing projects.

It is proposed to defer the Roads to Recovery project for Taylor Street, as works in this area would be premature given the ongoing construction of the Tambellup Caravan Park and the associated road and drainage requirements for the cabins. Retaining \$10,000 for Taylor Street will allow preliminary drainage modifications to proceed as planned.

To provide the remaining contribution, it is recommended that the Beejenup Road project allocation be reduced by \$29,908, ensuring sufficient funds are available to support the Black Spot projects without increasing the overall budget.

The table below summarises the changes:

GL Account / Job	Project	Current Budget (\$)	Proposed Budget (\$)	Variation (\$)
New	Nardlah Road	0	39,834	39,834
New	Gnowangerup -Tambellup Road	0	55,074	55,074
	Total Council Contribution			94,908
RR34	Taylor Street - asphalt overlay	75,000	10,000	-65,000
RR38	Beejenup Road - gravel resheeting	235,000	205,092	-29,908
	Total Budget Adjustments			-94,908

CONSULTATION

Chief Executive Officer

Senior Management Team

LG Best Practices

Relevant funding bodies to ensure compliance with program guidelines and approval processes.

STATUTORY ENVIRONMENT

Section 6.8 of the *Local Government Act 1995* requires authorisation in advance by absolute majority to incur any expenditure not in the annual budget.

FINANCIAL IMPLICATIONS

There is no net impact on rate revenue, as the increased expenditure is offset by secured external funding, and the Council contribution component will be met through reductions in existing budgeted projects.

Participation in Black Spot-funded projects provides a significant return on investment, with every \$1 contributed by the Council leveraging an additional \$2 from the program.

Accordingly, the following budget variations are recommended for inclusion in the 2025/26 annual budget to recognise the income and expenditure associated with the three projects:

- Project 1 - Regional Road Safety Program (RRSP): Broomehill-Kojonup Road
- Project 2 - Black Spot Funding (BSF): Nardlah Road
- Project 3 - Black Spot Funding (BSF): Gnowangerup–Tambellup Road

Project No.	Description	Current Budget (\$)	Proposed Budget (\$)	Variation (\$)
1	Revenue - Grants Other Funding	0	784,693	784,693
2 & 3	Revenue - Grants Black Spot	0	189,814	189,814
	Total Income			974,507
1	RRSP - Broomehill-Kojonup Road	0	(784,693)	(784,693)
2	BSF - Nardlah Road	0	(119,501)	(119,501)
3	BSF - Gnowangerup-Tambellup Road	0	(165,221)	(165,221)
	Total Expenditure			(1,069,415)
2 & 3	Taylor Street	(75,000)	(10,000)	65,000
3	Beejenup Road	(235,000)	(205,092)	29,908
	Total Council Contribution			94,908

POLICY IMPLICATIONS

There are no direct policy implications.

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 Wills, seconded Cr Letter that Council, by Absolute Majority, amends the 2025/26 Infrastructure Works Annual Budget as follows:

1. Approve the expanded scope of works to be delivered in 2025/2026;
2. Increase the allocation of Regional Road Safety Program funding by \$784,693;
3. Increase the allocation of Black Spot Funding by \$189,814;
4. Increase the corresponding expenditure by \$1,069,415;
5. Reduce existing jobs RR34 and RR38 by \$94,908.

GL Account / Job	Description	Current Budget (\$)	Proposed Budget (\$)	Variation (\$)
New GL	Revenue - Grants Other Funding	0	784,693	784,693
12002	Revenue - Grants Black Spot	0	189,814	189,814
New Job	Expense - Broomehill-Kojonup Road	0	(784,693)	(784,693)
New Job	Expense - Nardlah Road	0	(119,501)	(119,501)
New Job	Expense - Gnowangerup-Tambellup Road	0	(165,221)	(165,221)
RR34	Expense - Taylor Street	(75,000)	(10,000)	65,000
RR38	Expense - Beejenup Road	(235,000)	(205,092)	29,908
Impact on Budgeted Surplus				0

CARRIED 6/0 by Absolute Majority
For: Cr Letter, Cr Dewar, Cr Penny, Cr Barritt, Cr Wills, Cr Robinson
Motion No: 090/25

Cr White returned to the meeting at 4.58pm and was advised of the Council's decision.

Cr White resumed the Chair.

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

Moved Cr Penny, seconded Cr Dewar 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:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

CARRIED 7/0

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

Motion No: 091/25

The Meeting was closed to members of the public and C Witham left the room at 5.00pm.

14.1 CONFIDENTIAL - REQUEST FOR FUNDING SUPPORT – TAMBELLUP GP SERVICES

ATTACHMENT(S)	14.1.1 St Luke's Family Practice Letter Requesting Funding Support
FILE NO	ADM0386
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	10 September 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 initiative

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Letter that the Council:

1. Declines the request for the Shire to provide financial support for GP Services.
2. Notes that the current Amity Health clinic is provided every second week in Tambellup.
3. Requests the Shire President to write to the Minister for Health, the Federal Member, and Rural Health West seeking sustainable State and Commonwealth solutions to GP access in the region and referencing sector evidence on the cost burden on Local Governments.
4. Authorises the CEO to write to the local State Member for Roe, Mr Peter Rundle MLA, and the Leader of the Opposition, Mr Basil Zempilas, requesting their support in securing State Government funding to maintain regular and reliable GP services within the Shire.
5. Requests the CEO to promote existing services through Shire channels and to work with stakeholders on non-funding support, such as information, telehealth wayfinding, and practical facilitation that does not create a recurrent Shire subsidy.

CARRIED 7/0

For: Cr Letter, Cr Dewar, Cr Penny, Cr White, Cr Barritt, Cr Wills, Cr Robinson
Motion No: 093/25

PROCEDURAL MOTION

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

CARRIED 7/0

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

Motion No: 093/25

The Meeting was re-opened to the public and C Witham re-entered the room at 5.03pm.

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

Nil.

16. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

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

Nil.

18. CLOSURE

There being no further business to discuss, the Presiding Member, Cr White declared the meeting closed at 5.04pm.