



MINUTES

Ordinary Council Meeting

20 February 2025

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

**An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup
was held in the Council Chambers, 46-48 Norrish Street, Tambellup
on 20 February 2025 commencing at 4.30pm.**



**Karen Callaghan
Chief Executive Officer**

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Shire of Broomehill–Tambellup

DISCLOSURE OF INTEREST FORM

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

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

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

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

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

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

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

Yours sincerely

Signed

Date

NOTES:

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

DISCLOSURE OF INTERESTS (NOTES FOR YOUR GUIDANCE)

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

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

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

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

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

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

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

The only exceptions are:

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

INTERESTS AFFECTING IMPARTIALITY DEFINITION:

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

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

IMPACT OF AN IMPARTIALITY DISCLOSURE

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

Strategic Community Plan 2023-2033

'People Power'



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**Minutes for the Ordinary Council Meeting to be held in the Council Chambers,
46-48 Norrish Street, Tambellup on 20 February 2025**

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr White declared the meeting open at 4.30pm.

2. ATTENDANCE

Councillors

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

Staff

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

Leave of Absence

Nil

Apologies

Nil

Observers

A Hopkirk	Executive Assistant
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3. DISCLOSURE OF INTEREST

Nil

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 19 DECEMBER 2024

Moved Cr Robinson, seconded Cr Wills that the minutes of the Ordinary Meeting of Council held on 19 December 2024 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

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

Motion No: 01/25

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

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT**13.1 FINANCIAL STATEMENTS – DECEMBER 2024 AND JANUARY 2025**

ATTACHMENT(S)	13.1.1 Financial Statements December 2024 13.1.2 Financial Statements January 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 February 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 December 2024 and January 2025.

BACKGROUND

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

COMMENT

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

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

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny, that the monthly financial statements for the period ending 31 December 2024 and 31 January 2025 be received.

CARRIED 7/0

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

Motion No: 02/25

13.2 MONTHLY LIST OF PAYMENTS – DECEMBER 2024 AND JANUARY 2025

ATTACHMENT(S)	13.2.1 Monthly Payments Listing December 2024 13.2.2 Monthly Payments Listing January 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance and Administration
DATE	11 February 2025
DISCLOSURE OF INTEREST	Nil

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

SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds during December 2024 and January 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 –

December 2024

	\$
Municipal Fund	762,240.97
Trust Fund	0.00
Purchasing Cards	2,077.56
TOTAL	764,318.53

January 2025

	\$
Municipal Fund	452,943.10
Trust Fund	0.00
Purchasing Cards	2,811.84
TOTAL	455,754.94

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

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r13. Lists of accounts

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

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

r13A. Payments by employees via purchasing cards

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

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment;*
- (d) sufficient information to identify the payment.*

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Penny that, in accordance with regulations 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996*;

1. the list of payments paid under delegated authority or with Shire purchasing cards for December 2024 be endorsed; comprising -
 - Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$762,240.97; and
 - Credit/Purchasing Card payments totalling \$2,077.56.
2. the list of payments paid under delegated authority or with Shire purchasing cards for January 2025 be endorsed; comprising -
 - Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$452,943.10; and
 - Credit/Purchasing Card payments totalling \$2,811.84.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No: 03/25

13.3 LOCAL GOVERNMENT ORDINARY ELECTION 2025

ATTACHMENT(S)	Nil
FILE NO	ADM0685
AUTHOR	Amanda Findlater, Governance and Compliance Officer
DATE	6 February 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 Council to resolve whether to conduct the 2025 Local Government Ordinary Elections as a postal election.

BACKGROUND

The next Local Government Ordinary Elections will be conducted on 18 October 2025. The Electoral Commissioner has written inviting the Council to again conduct its election as a postal election.

The *Local Government Act 1995* requires that written agreement must be obtained from the Electoral Commissioner before the Council can determine if it wishes to hold a postal election. The Commissioner's letter includes his agreement to be responsible for the conduct of the ordinary elections in 2025 in accordance with section 4.20 (4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. The Commissioners agreement is subject to the proviso that the Shire of Broomehill-Tambellup wishes to have the election undertaken as a postal election.

In order to take up the postal election option Council will need to pass two resolutions by absolute majority.

COMMENT

The Shire of Broomehill-Tambellup has, since its formation in 2008, conducted the ordinary elections as a postal vote. The participation by the community in years where there was an election indicates that conducting Council elections as a postal election was a positive initiative by the Council.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 4.20

(4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

**Absolute majority required*

Section 4.61

(2) *The local government may decide* to conduct the election as a postal election.*

**Absolute majority required*

FINANCIAL IMPLICATIONS

The estimated cost for the 2025 election, if conducted as a postal ballot, is \$13,479 ex GST which has been based on the following assumptions:

- 800 electors;
- response rate of approximately 65%;
- 4 vacancies;
- count to be conducted at the offices of the Shire of Broomehill-Tambellup
- appointment of a local Returning Officer;
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount will be incurred if the Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission (WAEC) incurred as part of an invalidity complaint lodged with the Court of Disputed Returns;
- the cost of any casual staff to assist the Returning Officer on election day or night;

Provision will be made in the 2025/26 budget for costs associated with the elections. The WAEC is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis, and it should be noted that this is an estimate only and may vary depending on a range of factors. Should there not be an election the cost will be charged on a pro rata basis.

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 Letter that, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary elections together with any other elections or polls which may be required; and decided, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No: 04/25

13.4 BUSINESS CONTINUITY RESPONSE PLAN AND PROCEDURES MANUAL - REVIEW

ATTACHMENT(S)	13.4.1 CONFIDENTIAL Business Continuity Response Plan – Reviewed 13.4.2 Business Continuity Procedures Manual - Reviewed
FILE NO	ADM0442
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	10 February 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 Council to consider the reviewed Business Continuity Response Plan (BCRP) and Procedures Manual.

BACKGROUND

The Shire’s Risk Management Framework was reviewed in November 2022, with the resulting Risk Management Policy and Procedures adopted by the Council in December 2022. As part of that process, a BCRP and Procedures Manual were developed to support the organisation in dealing with business disruption. The BCRP and Procedures Manual was adopted by the Council in February 2024.

Business continuity planning is the process of creating a system that helps prevent, minimise and recover from disruption to operations. Disruption may be caused by impacts of events including natural disasters, fire, power outages, IT outages, staff shortages, and of course, pandemics. The aim of business continuity planning is to return to business as usual within the shortest period, assisting the organisation to be more resilient and continue with minimal interruptions.

The BCRP and Procedures Manual has been considered by the Audit and Risk Committee at its meeting held 20 February 2025.

COMMENT

The BCRP is a series of checklists developed and maintained in readiness for use during an incident resulting, or anticipated to result, in a disruption to business-as-usual activities.

The main purpose of the BCRP is to offer guidance in restoring the Shire to an acceptable level of operation by focusing on staff welfare, communications, time-critical business activities and those staff and other stakeholders who will need to be contacted or mobilised due to the circumstances of the incident.

The BCRP is a live document, and is reviewed at least annually, or at the time of an incident where it is implemented. The document will be circulated to key staff and the Shire

President and Deputy President, and critically, will be accessible in both hard copy and electronic formats on the Shire’s cloud-based server.

The BRCP and Procedures Manual has been reviewed and updated to ensure current staff contacts are recorded, and minor updates to contractor and supplier information have been made.

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 r.17

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 2.11 Risk Management

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

COMMITTEE RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Dewar that the reviewed Business Continuity Response Plan and Business Continuity Procedures Manual dated February 2025, be endorsed.

CARRIED 7/0

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

Motion No: 05/25

13.5 CORPORATE BUSINESS PLAN – QUARTERLY PROGRESS REPORT OCTOBER-DECEMBER 2024

ATTACHMENT(S)	13.5.1 – Corporate Business Plan 2024-2028 Quarterly Progress Report - October - December 2024
FILE NO	ADM0382
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	10 February 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 11.1 SoBT monitoring and reporting. This is the Shire workforce scoring all SCP pieces of work with a traffic light scoring system, and passing these results to all community members, quarterly.	Develop and implement a traffic light dashboard reporting system for all Corporate Business Plan initiatives.

SUMMARY

The Council to receive the Corporate Business Plan 2024-2028 Quarterly Progress Report for the period October – December 2024.

BACKGROUND

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to have a plan for the future of the district. In accordance with the *Local Government (Administration) Regulations 1996*, all local governments in Western Australia are required to have adopted two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These documents are supported by informing plans, strategies, and other documents. Together these documents drive the development of each local government's Annual Budget.

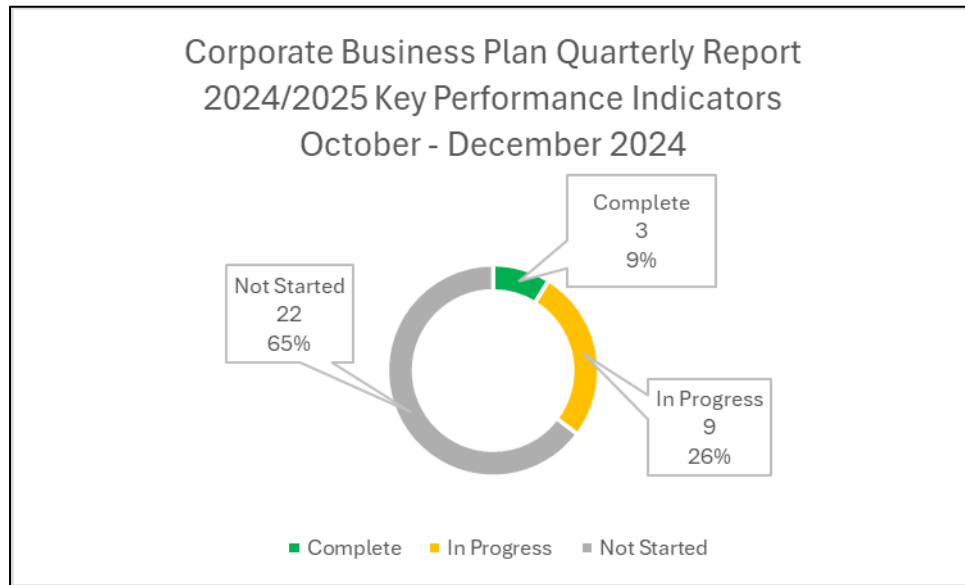
The CBP sets a roadmap to achieve the first four years of the community's aspirations as outlined in the ten-year SCP 2023-2027 'People Power', which was adopted by the Council on 17 November 2022.

COMMENT

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

The following table illustrates progress against actions scheduled to be undertaken in the 2024-2025 financial year for the period October – December 2024:

Status	Definition	Number of initiatives	%
Complete	Action has been completed	3	9
In progress	Action has commenced	9	26
Not started	Action has not commenced	22	65
TOTAL		34	100



COMPLETE		
Outcome	Key Performance Indicator	Comment
5.1 Telecommunications The advocacy for improvement of black spots and assisting community members to share telecommunication hot spots.	Report on the findings to the Great Southern Development Commission to ensure they are in a position to advocate for additional communication towers in the Shire effectively.	Feedback obtained through public consultation and provided to Great Southern Development Commission
5.4 Tambellup School Maximisation Program Maximisation of the Tambellup School through out-of-hours adult learning and extra-community activity.	Report to the Council by November 2024, any potential out-of-hours activities which could be undertaken.	The principal has advised the Department of Education policy 'The Community Use of Public School Facilities' contains numerous requirements that present significant barriers to after-hours use of the facilities by the community and as such, the preference is for alternative options to be considered, e.g. the Community Resource Centre.

Complete		
Outcome	Key Performance Indicator	Comment
9.1 Anytime Trails and Adventure An extraordinary trails program, to the level of trails being a Broomehill-Tambellup talking point. Some regional trails being linked with Noongar storytelling, highlighted by signage, plaques and digital support.	Deliver a Trails Masterplan by October 2024.	Local Trails Masterplan adopted by Council - July 2024

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

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996

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

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

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Barritt that the Corporate Business Plan 2024-2028 Quarterly Progress Report for the period October - December 2024, be endorsed.

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No: 06/25

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

Moved Cr Barritt, seconded Cr Wills that in accordance with Section 5.23(2) of the *Local Government Act 1995* the meeting is closed at 4.36pm to members of the public with the following aspect(s) of the Act being applicable:

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

CARRIED 7/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No: 07/25

14.1 CONFIDENTIAL - RATE ASSESSMENTS WRITE OFF

ATTACHMENT(S)	Nil
FILE NO	ADM0065
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	12 February 2025
DISCLOSURE OF INTEREST	Nil

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

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Wills that, in accordance with section 6.12 of the *Local Government Act 1995* and as a result of the public auction to sell these properties under the provisions of the *Local Government Act 1995* for non-payment of rates, the balance of the following rate assessments be written off -

- A1014 29 Ivy Street, Broomehill - \$7,785.66;
- A2042 27 Keith Street, Broomehill - \$40,600.35;
- A2043 23 Keith Street, Broomehill - \$19,599.16; and
- A2055 7 Laveter Street, Broomehill - \$17,949.48.

CARRIED 7/0 by Absolute Majority

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

Motion No: 08/25

14.2 CONFIDENTIAL - CEO PERFORMANCE REVIEW

ATTACHMENT(S)	14.1.1 – CONFIDENTIAL CEO Review Report February 2025
FILE NO	PE.ER.128
AUTHOR	Dr Shayne Silcox, Principal Strategic Leadership Consulting
DATE	6 February 2025
DISCLOSURE OF INTEREST	The Chief Executive Officer, Karen Callaghan, declares a financial interest in this matter as the report relates to her annual performance review and remuneration.

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: BT Economy	
10. Grown Shire Leadership 10.4 SoBT workforce development	No specific Corporate initiative

A. Findlater, K. Squibb, P. Hull, P. Vlahov, and A. Hopkirk left the meeting at 4.40pm.
K. Callaghan left the meeting at 4.43pm.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Penny that the Council: -

1. Notes the Salaries and Allowances Tribunal Determination of 5 April 2024 (effective 1 July 2024).
2. Notes the outcomes of the Elected Member Performance Survey undertaken in February 2025 with the Chief Executive Officer being assessed at Exceeds Expectations for the 2024-2025 performance appraisal.
3. Adopts the performance criteria metrics for the 2025-2026 performance period outlined in section 5.5 of the confidential report.
4. Adopts Option 5 in section 4.5 of the Confidential Report for the Total Reward Package of the Chief Executive Officer for the 2025-2026 performance period, commencing 5 February 2025.
5. Review and updates the Chief Executive Officer Contract of Employment to ensure that it meets statutory requirements and contemporary standards.
6. Schedules the next review of the Chief Executive Officer's performance and Total Reward Package for consideration by the Council no later than 5 February 2026.
7. In accordance with Division 3 of the *Local Government (Administration) Regulations 1996* Schedule 2 clause 18, endorse this review.
8. In accordance with Division 3 of the *Local Government (Administration) Regulations 1996* Schedule 2 clause 19, notify the Chief Executive Officer in writing of the results of this performance review.

CARRIED 7/0 by Absolute Majority

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Robinson, Cr Penny, Cr Wills
Motion No: 09/25

PROCEDURAL MOTION

Moved Cr Dewar, seconded Cr Wills that the meeting be re-opened to the public at 4.48pm.

K. Callaghan, A. Findlater, K. Squibb, P. Hull, P. Vlahov, and A. Hopkirk returned to the meeting at 4.48pm.

The Presiding Member advised the CEO and staff of the outcome of the confidential items.

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

16. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

18. CLOSURE

There being no further business to discuss, the Presiding Member, Cr White declared the meeting closed at 4.54 pm.

