



MINUTES

Ordinary Council Meeting

20 November 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 20 November 2025 commencing at 4.30pm.**



**Karen Callaghan
Chief Executive Officer**

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Strategic Community Plan 2023-2033

‘People Power’



TABLE OF CONTENTS

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	5
2.	ATTENDANCE	5
3.	DISCLOSURE OF INTEREST	5
4.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
5.	PUBLIC QUESTION TIME	5
6.	PRESENTATIONS/PETITIONS/DEPUTATIONS	5
7.	APPLICATION FOR LEAVE OF ABSENCE	5
8.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	6
9.	CONFIRMATION OF MINUTES	6
9.1	ORDINARY COUNCIL MEETING 16 OCTOBER 2025	6
9.2	SPECIAL COUNCIL MEETING 20 OCTOBER 2025	6
10.	KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE	7
10.1	PLACE-BASED RECONCILIATION IN THE GREAT SOUTHERN - STATEMENT OF COMMITMENT	7
11.	KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY	10
11.1	PROPOSED METMAST – LOT 2 WARRENUP ROAD, BROOMEHILL WEST	10
11.2	PROPOSED AGRICULTURAL SHED – LOT 3602 (No 2726) TOOLBRUNUP ROAD, LAKE TOOLBRUNUP	14
12.	KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE	18
12.1	PUBLIC TRANSPORT AUTHORITY OF WA – LICENCE TO OCCUPY CORRIDOR LAND (L5459-4 - LOT 390, LOT 391 GARRITY STREET TAMBELLUP)	18
13.	KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT	21
13.1	FINANCIAL STATEMENTS - OCTOBER 2025	21
13.2	MONTHLY LIST OF PAYMENTS - OCTOBER 2025	23
13.3	COUNCIL MEETING DATES 2026	26
13.4	CODE OF CONDUCT FOR COUNCIL, COMMITTEE MEMBERS AND CANDIDATES	28
13.5	INFORMATION STATEMENT 2025-2026	30
14.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	33
14.1	CONFIDENTIAL – STAFF HOUSING ALLOCATION	33
15.	ELECTED MEMBERS’ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	34
16.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	34
17.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	34
18.	CLOSURE	34

**Minutes of the Ordinary Council Meeting held in the Council Chambers,
46-48 Norrish Street, Tambellup on 20 November 2025**

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr Barritt, declared the meeting open at 4.33pm.

2. ATTENDANCE

Councillors

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

Staff

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

Leave of Absence

Nil.

Apologies

Nil.

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 16 OCTOBER 2025

Moved Cr Dewar, seconded Cr Penny that the minutes of the Ordinary Meeting of Council held on 16 October 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 113/25

9.2 SPECIAL COUNCIL MEETING 20 OCTOBER 2025

Moved Cr Robinson, seconded Cr White that the minutes of the Special Meeting of Council held on 20 October 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 114/25

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

10.1 PLACE-BASED RECONCILIATION IN THE GREAT SOUTHERN - STATEMENT OF COMMITMENT

ATTACHMENT(S)	10.1.1 - Place-Based Reconciliation in the Great Southern – Our Statement of Commitment
FILE NO	ADM0145
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	7 November 2025
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
3. An Appreciated Culture 3.1 Community Reconciliation A community-wide and celebrated Reconciliation Action Plan Process to enable the Broomehill-Tambellup region to be even more spirited and renowned to achieve the vision of 'a region driven by community spirit'.	Deliver, adopt and implement a Reconciliation Action Plan.

SUMMARY

This report seeks the Council's endorsement to sign the 'Place-Based Reconciliation in the Great Southern - Our Statement of Commitment', demonstrating the Shire's support for regional, place-based reconciliation efforts in partnership with Reconciliation WA, local Aboriginal communities, and other Great Southern stakeholders.

BACKGROUND

Reconciliation WA, in partnership with Reconciliation Australia and regional organisations, has developed a Place-Based Reconciliation Pilot for the Great Southern Region (Pilot).

The Pilot recognises that reconciliation is most effective when grounded in local history, culture, and relationships rather than through a standardised approach. Development of the Pilot involved input from:

- Wagyl Kaip and Southern Noongar Elders and organisations
- Regional local governments and community groups
- State Government agencies, including the Great Southern Development Commission

The Pilot complements the national Reconciliation Action Plan (RAP) framework but focuses on regional collaboration and shared impact. It aims to bring together community organisations, local governments, State agencies, and Traditional Owners to progress reconciliation collectively.

A key feature of the Pilot is the Our Statement of Commitment (Statement), a declaration outlining shared regional priorities, including:

- Strengthening relationships between Aboriginal and non-Aboriginal people
- Supporting local truth-telling, cultural recognition, and inclusion
- Promoting shared decision-making and respect for Traditional Owners
- Embedding reconciliation principles into governance and community projects

Signing the Statement signifies the Shire’s willingness to work collaboratively toward these priorities while maintaining flexibility in its own reconciliation approach.

COMMENT

Signing the Statement provides an opportunity for the Shire to demonstrate leadership in reconciliation and to strengthen engagement with Aboriginal communities across the region.

Key benefits include:

- Public demonstration of leadership and commitment to reconciliation
- Alignment with the Shire’s existing and future RAPs, Equal Employment Opportunity and diversity initiatives
- Access to regional workshops, shared learning, and collaboration opportunities
- A visible statement of commitment to truth-telling, cultural recognition, and inclusive community engagement

While the Statement is symbolic and non-binding, it clearly positions the Shire as a willing regional partner, committed to taking practical steps toward reconciliation in line with available resources and priorities.

CONSULTATION

Chief Executive Officer
Reconciliation WA

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

Nil at this stage. Participation in future stages of the Pilot may require staff time and minor resource contributions for community engagement, which will be determined once the final action plan is developed.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr White, seconded Cr Dewar that the Council:

1. Supports the 'Our Statement of Commitment – Place-Based Reconciliation in the Great Southern' as proposed by Reconciliation WA and regional partners;
2. Authorises the Chief Executive Officer to sign the Statement on behalf of the Council; and
3. Requests the Chief Executive Officer to liaise with Reconciliation WA to identify opportunities for participation in the ongoing Place-Based Reconciliation program.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 115/25

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY**11.1 PROPOSED METMAST – LOT 2 WARRENUP ROAD, BROOMEHILL WEST**

ATTACHMENT(S)	11.1.1 - Development Application Report (without appendices attachments) 11.1.2 - Site Plan and Elevations 11.1.3 - CASA Advice on Aviation
FILE NO	A4054, ADM0694
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	11 November 2025
DISCLOSURE OF INTEREST	

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

SUMMARY

This report seeks the Council's endorsement to consider an application for a Meteorological Measuring Mast (Metmast) on Lot 2 on Deposited Plan 88855, Warrenup Road, Broomehill Village, as a 'Use Not Listed' under the Shire's Town Planning Scheme No. 1 and to advertise the proposal for public comment.

The applicant has advised that Lot 2 forms part of the Flat Rocks Wind Farm development area (Kingham locality) previously approved under Development Assessment Panel (DAP) Application DAP/12/01359.

BACKGROUND**Existing DAP Approval**

The State Development Assessment Panel (DAP) has issued planning approval and several modifications for the Flat Rocks Wind Farm.

The most recent approval on record is the modified condition approval issued by the DAP on 6 December 2022, which clarified micro-siting requirements for turbine locations.

Existing WAPC Approval

In 2022, an application for Stage 1 of the Flat Rocks Wind Farm was lodged with the Western Australian Planning Commission (WAPC) via the significant development pathway.

Conditional approval was granted by the WAPC on 19 April 2024, and TPI understands that this decision is currently the subject of a review before the State Administrative Tribunal (SAT).

COMMENT

Description of Development

The application is for a 150 metre high guyed Metmast and associated equipment on Lot 2. The Metmast will be secured by concrete foundations and tethered to the ground by a series of guy anchors. The Metmast is proposed as a temporary structure used to collect meteorological data (mainly wind speed and direction, air temperature and barometric pressure) over a five-year period, which will further inform the feasibility of establishing a future renewable energy facility site.

The Metmast comprises two main elements: the main mast structure and mast ancillaries, which support the measurement of wind data. Ancillary development includes 4 anemometers, 3 wind vanes, 1 data logger, 1 low-intensity aircraft warning light, and 1 solar panel.

The development application report (without appendices attachments) is included as Attachment 11.1.1. A site plan and elevation are included as Attachment 11.1.2.

Zoning and Land Use Permissibility

The lot is zoned 'Farming' under the Shire of Broomehill Town Planning Scheme No 1 (Scheme).

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones. Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (i.e. if the land use is permitted, discretionary or requires advertising).

Part of the planning assessment involves determining which land use definition from the Scheme best fits the proposal. The Scheme has no definition for a Metmast, and the use is not listed in Table 1 of the Scheme. This is referred to as a 'Use Not Listed'.

The Council has two options when dealing with a 'Use Not Listed' under Clause 3.2.5 of the Scheme as follows:

Option 1: Determine that the Metmast use is not consistent with the objectives and purposes of the Farming zone and is therefore not permitted.

Comment: TPI does not recommend Option 1. Extensive agricultural activities can continue to operate in the locality. Approval will be for a limited 5-year period.

Option 2: That the proposed Metmast use may be consistent with the objectives and purposes of the Farming zone and therefore follow the advertising procedures of Clause 7.2 in considering an application for planning consent.

Comment: TPI recommends Council to pursue Option 2.

CONSULTATION

Chief Executive Officer

Advertising for the public will be for a period of 28 days, and for relevant government agencies and service authorities, 42 days, respectively.

Letters will be sent out to nearby landowners in the week commencing 17 November 2025.

The Shire has also referred the Metmast to the same agencies that were consulted with by the WAPC for the last wind farm proposal that went through the significant pathway process. This includes Alinta Gas, ATCO Gas, Department of Biodiversity, Conservation and Attractions, Department of Jobs, Tourism, Science & Innovation, Department of Fire and Emergency Services, Department of Health, Department of Transport, Department of Local Government, Sport and Cultural Industries, Department of Primary Industries and Regional Development, Department of Water, Environment and Regulation, Horizon Power, Main Roads, South West Aboriginal Land and Sea Council, Telstra, Water Corporation, Western Power, West Australian Tourism Commission, Wagyl Kaip Southern Noongar Aboriginal Corporation and NBN Company.

Aviation Impact Assessment

The Shire required the applicant to lodge an Aviation Impact Assessment (AIA) and to liaise with key aviation stakeholders. The applicant has not identified any aviation issues and has obtained non-objections from the Shire of Katanning, Air Services Australia, the Royal Flying Doctor Service, and the Department of Defence.

The Shire undertook preliminary consultation with the Civil Aviation Safety Authority (CASA), who advised that *'CASA is aware that Airservices has completed an assessment (WA-WF-065 P2) of this Wind Monitoring Tower and confirmed no impact to airspace procedures, air traffic control or communications/navigation/surveillance {CNS} facilities'*.

CASA has recommended that any wind monitoring tower include low-intensity obstacle lighting due to the potential for daytime low-level aerial agricultural flying, and during poor light and/or dusk.

A copy of the CASA advice is included as Attachment 11.1.3. The Shire has still sent a letter to key aviation stakeholders to advise them of the public advertising period; however, it has noted that those agencies have already provided comments.

The Shire is also consulting with landowners identified as having uncertified aerodromes.

STATUTORY ENVIRONMENT

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

The Regulations include 'Deemed Provisions' that automatically apply statewide.

Clause 67 outlines the matters to be considered by the local government, including but not limited to, the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting, including development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Where an application is being processed as a 'Use Not Listed', it is classified as a 'complex application' under the Regulations. Public advertising must be for a minimum of 28 days.

The Shire has to provide government agencies and service authorities with a longer 42-day comment period.

Shire of Broomehill Town Planning Scheme No 1 (Scheme) – Explained in the body of this report.

An objective of the Farming zone includes that *'the Council intends the predominant form of rural activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision'*.

The Objectives for Farming have a focus on subdivision.

Under Clause 5.5 of the Scheme, setbacks for buildings in the Farming zone are 15 metres to the street, 10 metres to the rear and 10 metres to the side lot boundaries.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr White that the Council:

1. Determine that the proposed Meteorological Measuring Mast (Metmast) use may be consistent with the objectives and purposes of the Farming zone, and that the application be advertised in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Clause 7.2 of the Shire of Broomehill Town Planning Scheme No. 1; and
2. Note that the application is being advertised for public comment and that a further report will be presented to the Council following the conclusion of the advertising period for determination.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 116/25

11.2 PROPOSED AGRICULTURAL SHED – LOT 3602 (No 2726) TOOLBRUNUP ROAD, LAKE TOOLBRUNUP

ATTACHMENT(S)	11.2.1 Plans
FILE NO	A119
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	11 November 2025
DISCLOSURE OF INTEREST	

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

SUMMARY

This report seeks the Council's consideration of an application for an agricultural shed on Lot 3602 (No. 2726) Toolbrunup Road, Lake Toolbrunup.

The proposed shed is ancillary to existing extensive agricultural activities on the property.

The application is referred to the Council as the Chief Executive Officer does not have delegated authority to determine it. Under delegation, the CEO may only approve agricultural sheds with a floor area of 500m² or less; the proposed shed has a floor area of 576m².

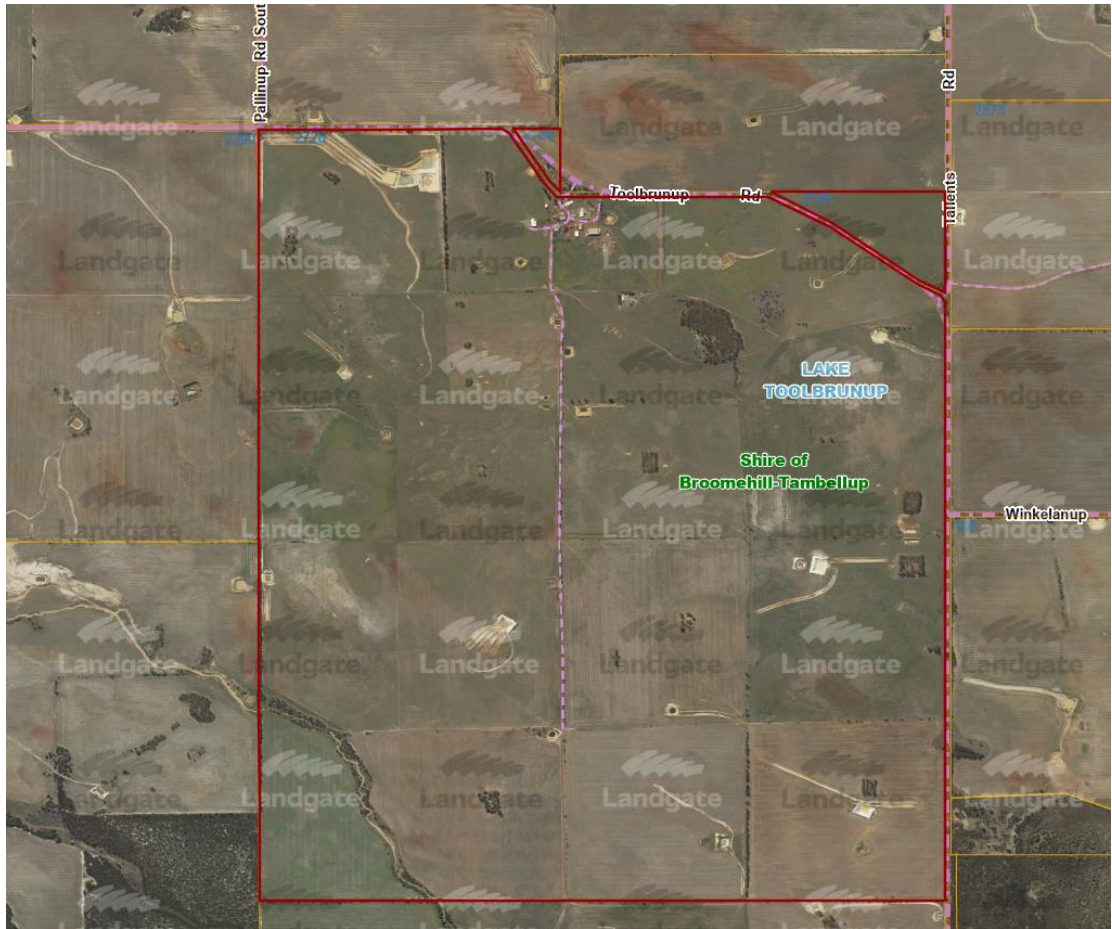
It is recommended that the Council approve the application subject to conditions.

BACKGROUND

The majority of the lot is cleared with some small, isolated pockets of vegetation. The lot has an area of approximately 806.3 hectares and is used for agricultural purposes.

The lot has been developed with a dwelling and contains various existing agricultural sheds.

An aerial plan is included below.



Above: Location Plan showing Lot 3602 (red outline)

COMMENT

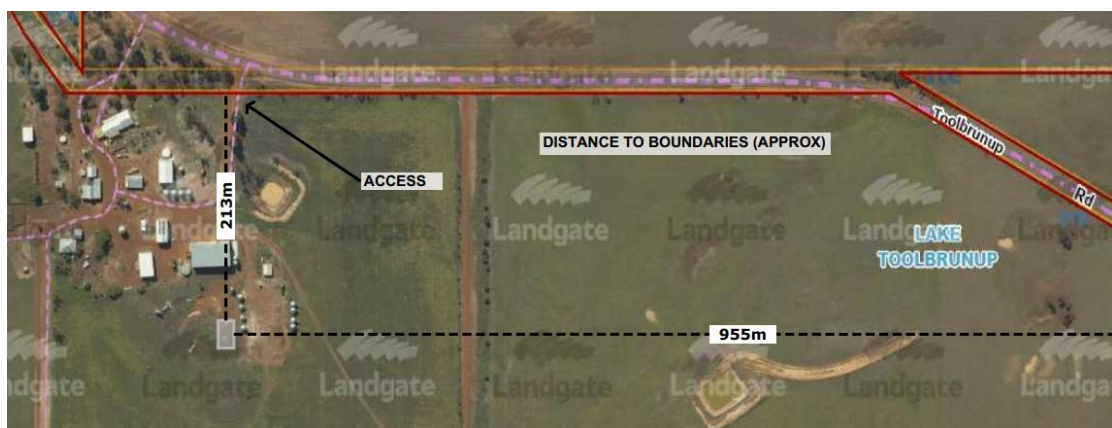
Description of Development

The application is for a 576m² agricultural shed, with a wall height of 6 metres.

The shed will be located 955 metres from the Toolbrunup Road frontage to the east, and 213 metres from the Toolbrunup Road frontage to the north.

The plans are included as Attachment 11.2.1.

An extract of the plan showing the distances to the nearest lot boundaries is included below.



Zoning

The lot is zoned 'Farming' under the Shire of Broomehill Town Planning Scheme No 1 (Scheme).

The proposed agricultural shed is associated with and is ancillary to the existing land use carried out on the lot for extensive agriculture.

Setbacks

The proposed development complies with the setbacks applicable to the Farming zone under the Scheme, being 15 metres to the street, and 10 metres to the side and rear lot boundaries.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

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

The Regulations include 'Deemed Provisions' that automatically apply statewide.

Clause 67 outlines the matters to be considered by the local government, including but not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting, including development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Shire of Broomehill Town Planning Scheme No 1 – Explained in the body of this report.

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 Dewar, seconded Cr Letter that the Council approves the application for an agricultural shed on Lot 3602 (No 2726) Toolbrunup Road, Lake Toolbrunup, subject to the following conditions:

- a. The plans lodged with this application shall form part of this planning approval.
- b. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.
- c. All stormwater from roofed and paved areas shall be collected and disposed of on-site, and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage is to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.
- d. The building shall not be used for habitation at any time and is approved for storage and to be used in association with extensive agriculture.
- e. If the development subject of this approval is not substantially commenced within a period of two years, the approval shall lapse and be of no further effect.
- f. A separate Building Permit will be required before commencement of construction.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 117/25

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE**12.1 PUBLIC TRANSPORT AUTHORITY OF WA – LICENCE TO OCCUPY CORRIDOR LAND (L5459-4 - LOT 390, LOT 391 GARRITY STREET TAMBELLUP)**

ATTACHMENT(S)	12.1.1 – Diagram of Licence area (existing) 12.1.2 – Diagram of Licence area (proposed)
FILE NO	CLAF067
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	6 November 2025
DISCLOSURE OF INTEREST	

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

SUMMARY

The Council's approval is sought to enter into a Licence to Occupy with the Public Transport Authority (PTA) for portions of the railway corridor in the Tambellup town centre.

BACKGROUND

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

PTA has advised that the existing Licence to Occupy for the following portions of the rail corridor in the Tambellup townsite has expired and requires renewal:

- A portion of the area west of the railway line, extending from opposite the Tambellup Hotel through to North Terrace
- The area on both sides of the railway line extending from North Terrace to Crawford Street; and
- The area between Norrish St and the Railway Station, extending from Crowden St to Henry St.

A diagram showing the existing licence area is provided (Attachment 12.1.1). The area of the licence includes the War Memorial in the town centre, a community mosaic wall at the southern end, and open parkland along Garrity St. These areas are currently maintained by the Shire.

COMMENT

PTA propose to extend the licence area on the western side of the railway line, to include all land between Gnowangerup-Tambellup Road and North Terrace. This has been negotiated to accommodate the sections of the Tambellup Heritage Trail that have been constructed on this side of the railway line, and the new banner poles that have been installed north of the Gnowangerup-Tambellup Road. A diagram showing the proposed licence area is provided (Attachment 12.1.2)

The extension of the licence area provides the Shire with certainty in terms of management of existing infrastructure, and any future work planned for this area, albeit any work is to be undertaken with the prior approval of PTA as the landowner.

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

Lessee:	Shire of Broomehill-Tambellup
Address of premises:	Portion of Lot 390 on Deposited Plan 31194, Volume LR3156 Folio 567, 20 Garrity Street; and Portion of Lot 391 on Deposited Plan 31194, Volume LR3156 Folio 568, 50 Garrity Street, Tambellup, Western Australia
Lease Number:	L5459-4
Location/Region:	Tambellup/Corridor
Use:	Community Purpose (Beautification, War Memorial and Tourist Signage)
Rent:	\$1 – Peppercorn
Management Fee:	N/A
Outgoings:	On demand (if applicable)
Reviews:	N/A under peppercorn
Term:	10 years
Options:	Not available
Start date:	1 December 2025
Area:	32,129m2 approx.
Licence Plan attached:	Yes
Type of Agreement:	PTA Precedent Licence to Occupy
Conditions:	Any boundary fencing erected must be in accordance with 8880-450-069 – Specifications – Fences and Noise Walls attached
Environmental:	Low Environmental • 6-month break clause • Delegated Authority as per <i>Local Governments Act 1995</i> • Fitout/make good requirements as per the lease • Tenant to pay legal fees/lease preparation fees • Insurance – tenant required to pay insurance premiums on an annual basis

The new Licence to Occupy is a straightforward continuation of existing arrangements and the permitted use of the area (Community Purpose - Beautification, War Memorial and Tourist Signage) remains unchanged.

It is noted that the Shire has access to other areas of rail corridor and infrastructure, including the Station Master's House, Railway Station and Norrish Street public toilets, and the Rest Stop in Broomehill, which are covered by separate licences.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

In accordance with the existing Licence, costs associated with the preparation of the documentation will be met by the Shire. Burgess Rawson advises that this will be approximately \$3,500, including GST. Provision is available in the current budget for this cost.

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

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Witham, seconded Cr Letter that the Council:

1. Agrees to enter into a Licence to Occupy (L5459-4) with the Public Transport Authority for a portion of Lot 390 on Deposited Plan 31194, Volume LR3156 Folio 567, 20 Garrity Street, and a portion of Lot 391 on Deposited Plan 31194, Volume LR3156 Folio 568, 50 Garrity Street, Tambellup, Western Australia.
2. Authorises the Shire President and Chief Executive Officer to apply the Common Seal and execute the licence agreement and any associated documents.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 118/25

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

ATTACHMENT(S)	13.1.1 - Financial Statements October 2025
FILE NO	ADM0691
AUTHOR	Michelle Martin - LG Best Practices
DATE	12 November 2025
DISCLOSURE OF INTEREST	

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 October 2025.

BACKGROUND

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

COMMENT

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

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

The Statement of Financial Activity for the period ending 31 October 2025 is now presented for Council's information.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Robinson, seconded Cr Penny that the monthly financial statements for the period ending 31 October 2025 be received.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 119/25

13.2 MONTHLY LIST OF PAYMENTS - OCTOBER 2025

ATTACHMENT(S)	13.2.1 - Monthly Payments Listing October 2025
FILE NO	ADM0691
AUTHOR	Michelle Martin - LG Best Practices
DATE	12 November 2025
DISCLOSURE OF INTEREST	

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 October 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:

October 2025	\$
Municipal Fund	645,919.76
Trust Fund	0.00
Purchasing Cards	7,601.26
TOTAL	653,521.02

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 October 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 Witham, seconded Cr Penny 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 October 2025 be endorsed, comprising:

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$645,919.76; and
- Credit/Purchasing Card payments totalling \$7,601.26.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 120/25

13.3 COUNCIL MEETING DATES 2026

ATTACHMENT(S)	Nil
FILE NO	ADM0091
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	28 October 2025
DISCLOSURE OF INTEREST	

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

SUMMARY

The purpose of this item is for the Council to determine and advertise its Ordinary Council Meeting dates, times and venue for the 2026 calendar year.

BACKGROUND

The *Local Government (Administration) Regulations 1996 reg 12 (1)* requires that, at least annually, a local government is to give local public notice of the date, time and place at which its Ordinary Meetings of Council will be held for a 12-month period.

COMMENT

The Council currently holds its meetings on the third Thursday of each month except for January, where no meeting occurs and July, where the meeting occurs one week later to allow for the budget to be delivered.

It is recommended that the 2026 Ordinary Council Meetings be held in the Tambellup Council Chambers at 4:30 pm with the scheduled dates as follows:

19 February 2026	20 August 2026
19 March 2026	17 September 2026
16 April 2026	15 October 2026
21 May 2026	19 November 2026
18 June 2026	17 December 2026
23 July 2026 (<i>one week later to allow for the budget</i>)	

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Local Government Act 1995 s5.25(g)

Local Government (Administration) Regulations 1996 r12(1)

FINANCIAL IMPLICATIONS

The Shire is required to advertise the dates. Advertising costs are allowed for in the annual budget (GL account 04101-19)

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Nil.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Robinson, seconded Cr White that the 2026 Ordinary Council Meetings be held in the Tambellup Council Chambers commencing at 4.30pm on the following scheduled dates:

19 February 2026

20 August 2026

19 March 2026

17 September 2026

16 April 2026

15 October 2026

21 May 2026

19 November 2026

18 June 2026

17 December 2026

23 July 2026

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 121/25

13.4 CODE OF CONDUCT FOR COUNCIL, COMMITTEE MEMBERS AND CANDIDATES

ATTACHMENT(S)	13.4.1 – Draft Policy 1.1.15 Code of Conduct for Council, Committee, Members and Candidates
FILE NO	ADM0165
AUTHOR	Leonie Hos, Governance & Compliance Officer
DATE	5 November 2025
DISCLOSURE OF INTEREST	

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 Code of Conduct for Council Members, Committee Members and Candidates (Code) has been reviewed and is presented for consideration.

BACKGROUND

The *Local Government (Model Code of Conduct) Regulations 2021* took effect on 3 February 2021 as part of the State Government's ongoing reform of the *Local Government Act 1995*.

The Council last reviewed the Code at the Ordinary Council Meeting held on 16 June 2022.

COMMENT

A routine review of corporate governance documents supports accountability and provides clarity for Council members, committee members, and candidates.

The Code sets out:

- the general principles that guide behaviour;
- the behavioural requirements relating to integrity, relationships with others and accountability; and
- the rules of conduct, including the use of local government resources, disclosure obligations and interactions with local government employees.

The Code forms an integral part of the Shire's governance framework, supporting transparency, integrity and accountability in all decision-making processes.

While the review did not identify any required amendments arising from legislative changes, it is recommended that the Code be reinstated as a formal policy and incorporated into the Shire's Policy Manual. The draft Policy 1.1.15 Code of Conduct for Council, Committee, Members and Candidates is attached for consideration.

Adoption of a new policy requires an absolute majority decision of the Council.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Model Code of Conduct) 2021

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny that Draft Policy 1.1.15 Code of Conduct for Council, Committee, Members and Candidates be adopted as presented.

CARRIED 7/0 by absolute majority

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

Motion No. 122/25

13.5 INFORMATION STATEMENT 2025-2026

ATTACHMENT(S)	13.5.1 Information Statement 2025-2026
FILE NO	ADM0274
AUTHOR	Leonie Hos, Governance and Compliance Officer
DATE	5 November 2025
DISCLOSURE OF INTEREST	

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

SUMMARY

The 2025-2026 Shire of Broomehill-Tambellup Information Statement has been reviewed and is presented for endorsement by the Council.

BACKGROUND

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, which includes local governments, to prepare and publish annually an Information Statement.

Section 94 of the *Freedom of Information Act 1992* states that the Information Statement must set out –

- The agency's Mission Statement;
- Details of legislation administered;
- Details of the agency structure;
- Details of decision making functions;
- Opportunities for public participation in the formulation of policy and performance of agency functions;
- Documents held by the agency;
- The operation of Freedom of Information (FOI) in the agency.

COMMENT

The Information Statement has been reviewed, and updated as follows:

- Councillor contact details;
- Inclusion of Committees of Council information – Audit, Risk and Improvement Committee and Chief Executive Officer Performance Review Committee.

The final document is attached for consideration and adoption (Attachment 13.5.1). Once adopted, a copy of the Information Statement will be forwarded to the Information Commissioner as required and published on the Shire's website.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Freedom of Information Act 1992

s94. Term used: information statement

*A reference in this Act to an **information statement**, in relation to an agency, is a reference to a statement that contains —*

- (a) a statement of the structure and functions of the agency;*
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;*
- (d) a description of the kinds of documents that are usually held by the agency including —*
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and*
 - (ii) which kinds of documents can be purchased; and*
 - (iii) which kinds of documents can be obtained free of charge;*
- (e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;*
- (f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —*
 - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and*
 - (ii) the address or addresses at which access applications can be lodged;*
- (g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —*
 - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and*
 - (ii) the address or addresses at which applications for amendment of personal information can be lodged.*

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

This review of the Shire's Information Statement ensures compliance with relevant legislation.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Letter, seconded Cr Robinson that the Information Statement 2025-2026 be adopted as presented, and published in accordance with the requirements of the *Freedom of Information Act 1992*.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 123/25

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

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

- (a) a matter affecting an employee or employees;

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 124/25

14.1 **CONFIDENTIAL** – STAFF HOUSING ALLOCATION

ATTACHMENT(S)	Nil
FILE NO	ADM0417
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	12 November 2025
DISCLOSURE OF INTEREST	

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

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Dewar, seconded Cr Robinson that the Council:

1. Approve the allocation of Unit 2, 2 George Street, Tambellup (Lavieville Lodge) to a current Shire employee on a discretionary basis outside the Independent Living Seniors Accommodation Housing Management Manual 2020, subject to a standard tenancy agreement.
2. Endorse Unit 4, 9 Taylor Street, Tambellup (Sandalwood Villas), remaining temporarily vacant until a Deputy CEO is appointed, to accommodate an interim Deputy CEO or relief officer during the CEO's leave.
3. Note that any approval outside the Independent Living Seniors Accommodation Housing Management Manual 2020 (ILSA Manual) eligibility criteria has been made by the Council in accordance with Section 2.1.3 of the ILSA Manual, which permits Council discretion in cases of exceptional or hardship circumstances.
4. Note that 17 Taylor Street, Tambellup and 5 Leven Street, Broomehill, will remain vacant and reserved for future executive appointments.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 125/25

PROCEDURAL MOTION

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

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham
Motion No. 126/25

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 Barritt declared the meeting closed at 4.51pm.