



MINUTES

Ordinary Council Meeting

24 July 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 24 July 2025 commencing at 4.34pm.



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 24 July 2025**

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr White declared the meeting open at 4.34pm.

2. ATTENDANCE

Councillors

Cr ME White	President
Cr DT Barritt	Deputy President
Cr CJ Letter	
Cr SH Penny	
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

Leave of Absence

Nil

Apologies

Cr CM Dewar

Observers

Mr Nicholas Gadsby

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

Cr Robinson requested a Leave of Absence for the August 2025 meeting.

Moved Cr Penny, seconded Cr Wills that Cr Robinson be granted Leave of Absence for the August 2025 Ordinary Council meeting.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No: 063/25

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 19 JUNE 2025

Moved Cr Letter, seconded Cr Robinson that the minutes of the Ordinary Council Meeting held on 19 June 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No: 064/25

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

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 LOCAL PLANNING FRAMEWORK – REPORT OF REVIEW

ATTACHMENT(S)	11.1.1 Report of Review
FILE NO	ADM0229
AUTHOR	Liz Bushby
DATE	16 July 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	
6. Attracted New Businesses 6.4 New Business Making it easy for any new business to be attracted to the area such as a supportive Town Planning Scheme, commercial and industrial land development and encouraging value-adding to current business and industry.	Develop, adopt and implement a Local Planning Strategy. Amalgamate the Town Planning Schemes.

SUMMARY

To seek the Council's approval to progress the Report of Review (RoR) prepared by the Department of Planning, Lands and Heritage (DPLH) in consultation with the Shire.

The RoR acts as a health check of the Shire's local planning framework, including the Shire of Broomehill Town Planning Scheme No. 1 and Shire of Tambellup Town Planning Scheme No. 2.

A RoR is required every five years to evaluate the performance of existing planning schemes and identify necessary updates to ensure they remain current, relevant and aligned with legislation.

BACKGROUND**Local Planning Schemes**

The Shire currently operates two outdated town planning schemes from before the 2008 amalgamation. Broomehill's Scheme No. 1 and Tambellup's Scheme No. 2 were both gazetted in 1997 and have been amended four and five times respectively.

Since then, significant changes have occurred in state planning legislation and policy, including the introduction of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which provide:

- A model scheme text and modern format;
- Standardised zones and objectives; and
- Updated land use definitions.

There is a clear need to consolidate the two existing schemes into one, consistent with the 2015 Regulations.

Local Planning Strategy

The Shire's current Local Planning Strategy is more than a decade old. Strategies are critical for guiding future amendments and addressing emerging land use issues.

The Western Australian Planning Commission (WAPC) provides a guide for developing Local Planning Strategies, which typically cover a 15-year horizon and integrate both state policy and local priorities.

COMMENT

Revised Local Planning Strategy

An updated Local Planning Strategy is essential. In early 2025, the Shire sought DPLH's support to prepare a revised Strategy. DPLH has agreed to lead the process, with the Shire assisting with Council reporting, workshops, and statutory steps.

Report of Review and Next Steps

The RoR (Attachment 11.1.1) was prepared by DPLH with input from the Shire. It outlines the existing framework and recommends a three-stage approach:

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

WAPC Role

Once endorsed by Council, the RoR will be submitted to the WAPC for final approval. Given DPLH's authorship, strong WAPC support is expected.

CONSULTATION

Department of Planning, Lands and Heritage
Chief Executive Officer

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015.

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 Penny, seconded Cr Barritt that the Council:

1. Approves the Report of Review in accordance with Regulations 66(1)(b) and (c) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and submits it to the WAPC.
2. Approves the following staged approach to update the Shire's Local Planning Framework:
 - Stage 1 – New Consolidated Scheme:
 - Remove inconsistencies with Model and Deemed Provisions;
 - Restructure according to Model Scheme Text;
 - Apply standard zoning/reserving on a like-for-like basis;
 - Use model land use definitions;
 - Retain existing development controls;
 - Include exemptions from development approval; and
 - Update Scheme maps.
 - Stage 2 – Local Planning Strategy Update:
 - Identify current land use planning issues and strategic directions;
 - Apply state planning frameworks for the next 15 years; and
 - Identify future land needs.
 - Stage 3 – Future Scheme Amendments:
 - Amend the new Scheme as needed to reflect the Strategy.
3. Approves the review of current local planning policies to identify any amendments, revocations, or new policies required.

CARRIED 6/0

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

Motion No: 065/25

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 FINANCIAL STATEMENTS – JUNE 2025

ATTACHMENT(S)	13.1.1 Financial Statements June 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	18 July 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 June 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*.

Final accruals and allocations for June 2025 are still to be processed and the statements provided as an attachment are not finalised for the year.

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 Wills, seconded Cr Robinson that the monthly financial statements for the period ending 30 June 2025 be received.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No: 066/25

13.2 MONTHLY LIST OF PAYMENTS – JUNE 2025

ATTACHMENT(S)	13.2.1 Monthly Payments Listing June 2025
FILE NO	N/A
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	18 July 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 June 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 –

June 2025

	\$
Municipal Fund	1,522,210.31
Trust Fund	0.00
Purchasing Cards	2,154.90
TOTAL	1,524,365.21

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 Penny, seconded Cr Barritt 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 June 2025 be endorsed, comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$1,522,210.31; and
- Credit/Purchasing Card payments totalling \$2,154.90.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No: 067/25

13.3 CORPORATE BUSINESS PLAN – QUARTERLY PROGRESS REPORT APRIL-JUNE 2025

ATTACHMENT(S)	13.3.1 – Corporate Business Plan 2024-2028 Quarterly Progress Report – April-June 2025
FILE NO	ADM0382
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	16 July 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 purpose of this report is for the Council to receive the Corporate Business Plan 2024-2028 Quarterly Progress Report for the period April-June 2025.

BACKGROUND

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

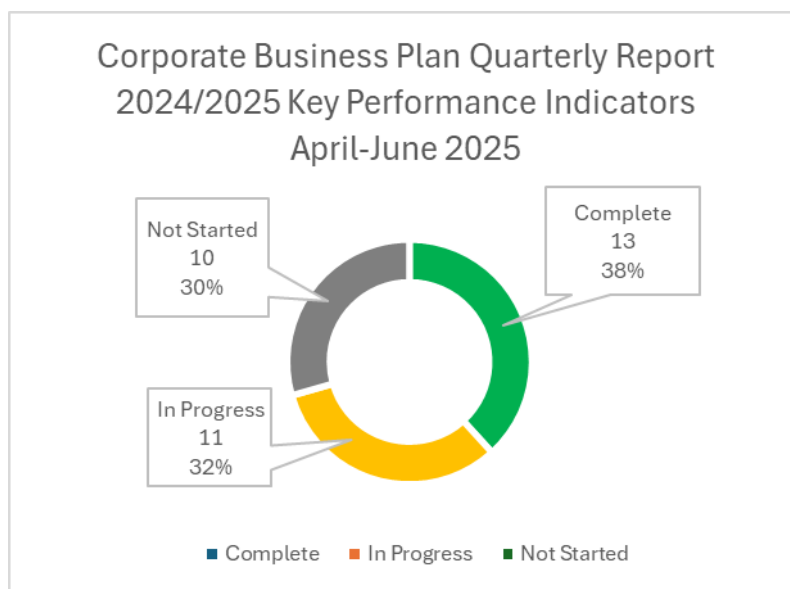
The CBP sets a roadmap to achieve the first four years of the community's aspirations as outlined in the ten-year SCP 2023-2033 'People Power', which was adopted by the Council on 17 November 2022.

COMMENT

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

The following table illustrates progress against actions scheduled to be undertaken in the 2024-2025 financial year.

Status	Definition	Number of initiatives	%
Complete	Action has been completed	13	38
In progress	Action has commenced	11	32
Not started	Action has not commenced	10	30
TOTAL		34	100



ACTIONS COMPLETED FOR QUARTER APRIL-JUNE 2025		
Outcome	Key Performance Indicator	Comment
1.2 Brand Spotlight Exploration of holding an event to affirm Broomehill-Tambellup as the region driven by community spirit.	Coordinate a community forum by June 2025.	Community forum held in Broomehill April 2025.
11.4 Community Revenue The Shire and community working creatively together to build new revenue streams for community-driven 'People Power' activities.	Ensure the ongoing support and promotion on the Shire's social media, website and through other resources, community driven revenue opportunities.	Community events, which provide an opportunity for fund raising, are promoted on the Shire's website 'Events' module and through social media.

It should be noted that many of the actions noted as 'Not Started' or 'In Progress' have elements that are scheduled to be delivered over successive financial years, and this progress will be reflected in future reports. 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 Robinson, seconded Cr Penny that the Corporate Business Plan 2024-2028 Quarterly Progress Report for the period April-June 2025, as presented, be received.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No: 068/25

13.4 ANNUAL BUDGET ADOPTION FOR THE YEAR ENDED 30 JUNE 2026

ATTACHMENT(S)	13.4.1 2025-2026 Annual Budget
FILE NO	ADM0121
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	16 July 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 financials 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.	Investigate new ways of publicly reporting financial activity including the promotion of projects and initiatives for the community.

SUMMARY

The Council to consider and adopt the 2025-2026 Annual Budget as presented, along with adoption of the Schedule of Fees and Charges, striking of the general and minimum rates, setting elected member fees and allowances for the financial year and other matters arising from the budget document.

BACKGROUND

The *Local Government Act 1995*, section 6.2, requires a Local Government to prepare an annual budget not later than 31 August in each financial year, or such extended time as the Minister allows, and adopt by absolute majority, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

The budget has been compiled referencing the Shires integrated planning documents, including the Strategic Resource Plan, Corporate Business Plan and Strategic Community Plan.

The Council considered the detail within the budget at a workshop held on 19 June 2025.

COMMENT

The Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards

To yield the deficiency identified in the draft budget, it was necessary to impose an overall rate increase of 4.5% for the 2025-2026 year.

Notable highlights of the budget include –

Governance

- Review of the Shires integrated planning documents, including the Strategic Community Plan, Corporate Business Plan and other informing strategies
- Upgrade of the Electronic Document and Records Management System utilising funds from the Information Technology Reserve
- Development of an ICT Framework and Strategy
- Design for renovations to the Broomehill Administration Building to create offices and workstations
- Window tinting and blinds for the Tambellup Administration Building, funded by a transfer from the Building Maintenance Reserve

Law, Order and Public Safety

- Continuation of routine bushfire mitigation works on crown land and reserves in Broomehill and Tambellup with funding provided by Department of Fire and Emergency Services (DFES)
- Additional funding provided by DFES for targeted bushfire risk mitigation
- Continued focus on animal control, with improvements to the dog pound and installation of waste stations at parks and ovals in Broomehill and Tambellup.

Education and Welfare

- Redevelopment of the Youth Precinct in Tambellup, with an upgrade planned for the Youth Centre building and carpark, with funding from Lotterywest

Community Amenities

- A contribution to Gillamii Landcare Centre in the second year of the three year partnership for landcare and natural resource management projects in the Shire
- Development of a Town Planning Scheme Strategy and consolidation of the Broomehill and Tambellup Schemes
- Upgrade of the caravan dump point at the Norrish Street public toilets
- Installation of bollards to define sections at the Tambellup Cemetery

Recreation and Culture

- Ceiling repairs and paint at the Broomehill Recreational Complex
- Landscaping of the spectator area at the Broomehill Recreational Complex
- Completion of the water security plan for the Broomehill Recreational Complex
- Installation of an accessible ramp at the entrance of the Tambellup Hall, 50% grant funded
- External painting of the Tambellup Hall
- Repair and paint the verandah ceilings at the Tambellup Pavilion
- Improvement of the acoustics in the Tambellup Pavilion
- Installation of solar lighting along paths and driveways around the Tambellup Pavilion
- Upgrade of the reticulation controller, wiring and remote automation of the system
- Repair ceiling water leaks, timber wall and install laser light sheeting to the verandah at the Tambellup Community Resource Centre
- Ongoing support with the cost of public liability insurances for the Broomehill and Tambellup Museum Committee's
- Internal repairs (including ceilings) at the Tambellup Museum

- Heritage trails development in the Broomehill and Tambellup townsites

Transport

- Development of a master plan for improvements at the Tambellup Depot
- Improvement of the oil store at the Tambellup Depot
- Plant changeovers as detailed in the Plant Replacement Program
- Carry over completion of the Crowden Street townscape works
- Road construction program –
 - Tambellup West Road – repair failures and reseal slk 5.10 to 6.20
 - Tambellup West Road – repair failures and reseal slk 9.60 to 11.30
 - Tieline Road – widen and reseal slk 9.69 to 12.69
 - Warrenup Road – construct and seal to 7.0m slk 12.51 to 16.43
 - Taylor Street – asphalt overlay Crowden St to Gnowangerup-Tambellup Rd
 - Pallinup Road – seal reconstructed section
 - Beejenup Road – gravel sheeting 4km

Economic Services

- Annual contribution to Great Southern Treasures
- Update and reprint of the Holland Track brochures, purchase of promotional Shire banners
- Continuation of the development of the Tambellup Caravan Park including cabins and park infrastructure, with a contribution from the Tambellup Cropping Group and funds from the Building Reserve
- Parking, extension of gravel road to unpowered sites at the Broomehill Caravan Park
- Construction of an additional one bedroom cabin at the Broomehill Caravan Park
- Installation of solar lighting around the Broomehill Caravan Park
- Upgrade of the dump point at the Broomehill Caravan Park
- Replacement of fencing around the India Street dam

Other Property and Services

- Preparation of an Economic Development Strategy and Tambellup Townscape Plans
- Subdivision of the former Water Corporation dam on Jam Creek Road

CONSULTATION

Chief Executive Officer
Senior Management Team
Councillors – workshop 19 June 2025

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 6 Division 2 – Annual Budget

Local Government (Financial Management) Regulations 1996 prescribe the form and content of the Annual Budget.

FINANCIAL IMPLICATIONS

Adoption of the Annual Budget sets the financial framework for the ensuing financial year. The budget is balanced, with a nil surplus/deficit projected at 30 June 2025.

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 2025-2026 budget details the allocation of funds for upgrade and renewal of existing assets, and development of new assets.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Letter that the following recommendations are adopted –

1. General Rates

That rate revenue be increased by 4.5% for the year ending 30 June 2026, and the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup

Unimproved Values 0.4115 cents in the dollar

Gross Rental Value 8.2650 cents in the dollar

2. Minimum Rates

That the minimum rate for Gross Rental Values is set at \$645.00 per assessment and the minimum rates for Unimproved Values is set at \$645.00 per assessment.

3. Refuse and Recycling Charges

That, in accordance with the provisions of the *Waste Avoidance and Resource Recovery Act 2007*, the Council imposes the following refuse and recycling charges for residential and commercial properties for 2025-2026:

Refuse & recycling collection	\$290.00
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Additional refuse (green) bin	\$170.00
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Additional recycling (yellow) bin	\$140.00
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4. Transfer Station Passes

That an annual Transfer Station pass be distributed with the 2025-2026 rates notices on the basis of one pass per property ownership.

5. Discount

General Rates

That, in accordance with the provisions of section 6.46 of the *Local Government Act 1995*, a 5% discount is offered on 2025-2026 general rates if full payment of rates, arrears, ESL and refuse charges is received within 35 days from the date of issue on the rate notice.

Interim Rates

That a 5% discount is offered on interim rates levied, provided full payment is received within 35 days from the date of issue on the rate notice.

6. Payment Options

That, in accordance with the provisions of section 6.45 and 6.50 of the *Local Government Act 1995*, the following payment options be offered for the payment of rates:

(a) Single Instalment – with 5% discount

- Payment in full (including all arrears) by 19 September 2025 and be eligible for a 5% discount on current general rates and minimum charges.

(b) Two Instalments

- The first instalment of 50% of the total current rates, ESL, refuse charges, instalment charges plus the total outstanding arrears payable by 19 September 2025; and the second instalment balance of total current rates, ESL, refuse charges and instalment charges by 19 January 2026.

(c) Four Instalments

- The first instalment of 25% of the total current rates, ESL, refuse charges and instalment charges plus the total outstanding arrears payable by 19 September 2025; and the second, third and fourth instalments, each of 25% of the current rates, ESL, refuse charges and instalment charges, payable by 19 November 2025, 19 January 2026 and 19 March 2026 respectively.

7. Interest and Administration Charges for Instalment Options

That, in accordance with the provisions of section 6.45 of the *Local Government Act 1995*, an Administration Fee of \$10 per instalment notice be imposed together with an interest charge of 5.5%, both of which applies to the second instalment of the Two Instalment option, and the second, third and fourth instalments of the Four Instalment option.

8. Late Payment Penalty Interest

That, in accordance with the provisions of section 6.13 and 6.51 of the *Local Government Act*, and Regulations 19A and 70 of the *Local Government (Financial Management) Regulations 1996*, an interest rate of 11% per annum be adopted. Penalty interest will apply to all charges which remain unpaid after 35 days from the date of issue of the rate notice. Excluded are eligible pensioners, deferred pensioner rates and current instalment amounts not yet due.

9. Members Meeting Attendance Fees

That, in accordance with section 5.99 of the *Local Government Act 1995* and the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2025 (Part 6), an annual allowance for meeting attendance fees of \$17,000 per annum for the President and \$9,000 per annum for Councillors be adopted.

10. Independent Committee Member Meeting Fees

That, in accordance with section 5.100 of the *Local Government Act 1995* and the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2025 (Part 6), a meeting attendance fee of \$130 per meeting for Independent Committee members be adopted.

11. President and Deputy President Allowance

That, in accordance with section 5.99 of the *Local Government Act 1995* and the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2025 (Part 7), an annual allowance of \$10,000 for the President and \$2,500 for the Deputy President be adopted.

12. Members Travelling Expenses

That, in accordance with section 5.99 of the *Local Government Act 1995* and the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2025 (Part 8), travelling expenses are reimbursed to elected members at the rate contained in Section 30.6 of the Local Government Officer's (Western Australia) Award 2021.

13. Information and Communications Technology Allowance

That, in accordance with section 5.99 of the *Local Government Act 1995* and the Salaries and Allowances Tribunal Local Government Chief Executive Officer and Elected Members Determination No. 1 of 2025 (Part 9), an annual Information and Communications Technology Allowance of \$500 per Councillor be adopted.

14. Fees and Charges

That, in accordance with section 6.16 of the *Local Government Act 1995*, the Schedule of Fees and Charges as set out in the Annual Budget document for the year ending 30 June 2026 be adopted.

15. Determining Material Variances

That, in accordance with the provisions of the *Local Government (Financial Management) Regulations 1996* section 34(5), the material variance as reported in the Statement of Financial Activity in the financial year ending 30 June 2026 will be 10% or \$10,000, whichever is the greater amount.

16. Adoption of the Annual Budget

That, pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the annual budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2026 comprising –

- Statement of Comprehensive Income;
- Statement of Cash Flows;
- Statement of Financial Activity; and
- associated notes and supporting information

be adopted.

CARRIED 6/0 by Absolute Majority
For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No: 069/25

13.5 CORPORATE CREDIT CARDS

ATTACHMENT(S)	13.5.1 Office of the Auditor General Performance Audit Report – Local Government Management of Purchasing Cards 13.5.2 Current Policy 2.10 Corporate Credit Cards 13.5.3 Draft Policy 2.10 Corporate Credit Cards
FILE NO	Policy Manual
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	13 June 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	
No specific community outcome.	No specific corporate action.

SUMMARY

At their June 2025 meeting, the Audit and Risk Committee reviewed the Office of the Auditor General (OAG) report from the Performance Audit; Local Government Management of Purchasing Cards and considered a subsequent review of Council Policy 2.10 Corporate Credit Cards.

BACKGROUND

In June 2024, the Auditor General tabled a report in Parliament on Local Government Management of Purchasing Cards. The audit assessed whether three regional local governments effectively managed the issue, use and cancellation of purchasing cards. The report is provided as attachment 13.5.1.

Purchasing cards are an approved line of credit and a well-established part of modern purchasing systems. For this Shire, they include corporate credit cards and fuel cards. They provide for an effective, convenient and timely way to purchase goods and services of low value.

Local Governments must have effective controls to prevent and detect misuse of purchasing cards and meet their legislated responsibilities around the allocation of finances.

The OAG report includes better practice guidance to assist local governments to mitigate the risks associated with the use of purchasing cards and for creating an effective control environment.

This report prompted a review of Council Policy 2.10 Corporate Credit Cards.

COMMENT

The reviewed Policy provides a framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specifically to Corporate Credit Cards. The Draft Policy is provided as attachment 13.5.2.

The Policy outlines the circumstances where the use of credit cards is appropriate and may only be used for expenditure directly arising from a Shire operational business activity for which there is a budget provision. All purchases must be in accordance with legislation, the Shire's purchasing policy, Code of Conduct, and any conditions or limitations applicable to the individual cardholder.

A credit card may be used when the procurement of goods and services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by use of a Corporate Credit Card.

The new Policy is supported by operational procedures which outline the terms of use for cardholders.

Credit cards are issued to the following positions:

- Chief Executive Officer
- Manager of Finance and Administration.

Fuel cards are issued to the following positions:

- Chief Executive Officer
- Manager of Finance and Administration
- Manager of Works
- Senior Ranger

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's duty to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with Regulations.

The *Local Government (Financial Management) Regulations 1996* prescribe:
Regulation 5 – the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring liabilities and making payments.

Regulation 11(1)(a) and (2) requires a local government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Review of Policy 2.10 Corporate Credit Cards.

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

COMMITTEE RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Penny that the Council:

1. notes the Office of the Auditor General performance audit report number 19: 2023-24 Local Government Management of Purchasing Cards; and
2. adopts the review of Policy 2.10 Corporate Credit Cards as presented.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No: 070/25

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 to members of the public at 4.56pm with the following aspect(s) of the Act being applicable:

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

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No: 071/25

Mr N. Gadsby left the meeting at 4.56pm.

14.1 **CONFIDENTIAL** - RATE ASSESSMENT WRITE OFF – A411 82 NORRISH STREET, TAMBELLUP

ATTACHMENT(S)	Nil
FILE NO	ADM0065
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	11 July 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 plan initiative

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Robinson, seconded Cr Penny that, in accordance with section 6.12 of the *Local Government Act 1995* and as a result of the public auction to sell the property under the provisions of the *Local Government Act 1995* for non-payment of rates, the balance of \$12,956.04 on rate assessment A411 82 Norrish Street, Tambellup be written off.

CARRIED 6/0 by Absolute Majority

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No: 072/25

PROCEDURAL MOTION

Moved Cr Letter, seconded Cr Penny that the meeting be re-opened the public at 4.58pm.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills

Motion No: 073/25

Mr N. Gadsby returned to the meeting at 4.58pm.

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 5.00pm.