



# MINUTES

Ordinary Council Meeting

17 October 2024

**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 17 October 2024 commencing at 4.33pm.**



**Karen Callaghan  
Chief Executive Officer**

**DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Broomehill-Tambellup for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Broomehill-Tambellup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Broomehill-Tambellup during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Broomehill-Tambellup. The Shire of Broomehill-Tambellup warns that anyone who has any application lodged with the Shire of Broomehill-Tambellup must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Broomehill-Tambellup in respect of the application.

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

# Strategic Community Plan 2023-2033

## 'People Power'



## TABLE OF CONTENTS

1.	<b>DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS</b>	<b>1</b>
2.	<b>ATTENDANCE</b>	<b>1</b>
3.	<b>DISCLOSURE OF INTEREST</b>	<b>1</b>
4.	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	<b>1</b>
5.	<b>PUBLIC QUESTION TIME</b>	<b>1</b>
6.	<b>PRESENTATIONS/PETITIONS/DEPUTATIONS</b>	<b>1</b>
7.	<b>APPLICATION FOR LEAVE OF ABSENCE</b>	<b>1</b>
8.	<b>ANNOUNCEMENTS FROM THE PRESIDING MEMBER</b>	<b>2</b>
9.	<b>CONFIRMATION OF MINUTES</b>	<b>2</b>
9.1	ORDINARY COUNCIL MEETING 19 SEPTEMBER 2024	2
10.	<b>KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE</b>	<b>3</b>
10.1	BUSH FIRE BRIGADES STANDARD OPERATING PROCEDURES 2024-2025	3
11.	<b>KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY</b>	<b>5</b>
11.1	PROPOSED SUBDIVISION / BOUNDARY RE-ALIGNMENT – LOTS 5445 & 5446 PAUL VALLEY ROAD, BORDERDALE (WAPC REFERENCE: 200623)	5
11.2	PROPOSED WORKERS ACCOMMODATION– LOT 2386 (No 627) BROWN ROAD, MOONIES HILL	9
12.	<b>KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE</b>	<b>15</b>
13.	<b>KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT</b>	<b>15</b>
13.1	FINANCIAL STATEMENTS – SEPTEMBER 2024	15
13.2	MONTHLY LIST OF PAYMENTS – SEPTEMBER 2024	18
13.3	CORPORATE BUSINESS PLAN 2023-2027 – QUARTERLY PROGRESS REPORT JULY-SEPTEMBER 2024	21
13.4	COMMUNITY BUS – ADOPTION OF FEES AND CHARGES	25
13.5	2024-2025 ANNUAL BUDGET AMENDMENT	28
14.	<b>MATTERS FOR WHICH THE MEETING MAY BE CLOSED</b>	<b>32</b>
14.1	CONFIDENTIAL - LEASE VARIATION AND EXTENSION – GREAT SOUTHERN COMMUNITY FINANCIAL SERVICES LIMITED FOR 36 NORRISH STREET, TAMBELLUP	32
14.2	CONFIDENTIAL – CHIEF EXECUTIVE OFFICER REMUNERATION REVIEW	34
14.3	CONFIDENTIAL – ROAD PROGRAM 2024/2025 – QUOTES FOR FULL-SERVICE BITUMEN SUPPLY AND LAY PRODUCTS	35
14.4	CONFIDENTIAL – RATE ASSESSMENT A1023 – PAYMENT ARRANGEMENT	36
15.	<b>ELECTED MEMBERS’ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>37</b>
16.	<b>QUESTIONS FROM MEMBERS WITHOUT NOTICE</b>	<b>37</b>

17. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	37
18. CLOSURE	37

UNCONFIRMED

**Minutes of the Ordinary Council Meeting held on 17 October 2024  
in the Council Chambers, 46-48 Norrish Street, Tambellup.**

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

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

**2. ATTENDANCE**

**Councillors**

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

**Staff**

KP Callaghan	Chief Executive Officer
KP Squibb	Manager of Finance & Administration
PA Hull	Strategic Support & Projects Officer
P Vlahov	Manager of Works

**Leave of Absence**

Cr SJ Robinson

**Apologies**

Nil.

**3. DISCLOSURE OF INTEREST**

Cr White declared an impartiality interest in Item 11.2 as the applicant is a former employee of his family business.

**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 SEPTEMBER 2024

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

CARRIED 6/0

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

Motion No: 126/24

UNCONFIRMED

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

10.1 BUSH FIRE BRIGADES STANDARD OPERATING PROCEDURES 2024-2025

ATTACHMENT(S)	10.1.1 Draft Bush Fire Brigade Standard Operating Procedures 2024-2025
FILE NO	ADM0118
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	2 October 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill-Tambellup Point of Difference</b>	
<b>2. A United Community</b> <b>2.2 Volunteering</b> Assisting and growing new-age BT-spirit, volunteering models and celebrating the spirit created through volunteering. This includes school and youth volunteering 'action-oriented' programs to develop the volunteers-of-the-future.	No specific Corporate Action

**SUMMARY**

The purpose of this report is for the Council to consider the reviewed Standard Operating Procedures for Bush Fire Brigades for 2024-2025.

**BACKGROUND**

The Standard Operating Procedures (SOPs) provide information that will assist the Shire’s Bush Fire Brigade volunteer members to conduct their activities safely and in accordance with legislation and established Shire and Department of Fire and Emergency Services procedures.

Each year, following review by the Community Emergency Services Manager and senior staff, the SOPs are provided to the Bush Fire Advisory Committee for comment and update if required. The SOPs are then presented to the Council for consideration and endorsement if appropriate. The endorsed SOPs are circulated to all brigade members electronically and are also available on the Shire website.

**COMMENT**

All SOPs have been reviewed, and minor amendments have been made to the following:

- **SOP 4.11 Incident Control and Response – Wind Farm Fire Fighting Procedures –** Inserted Wind Farm Water Point Location Map.



The following new SOP has been included:

- **SOP 4.13 Incident Control and Response – Lithium-ion Battery** - To provide a standard procedure for volunteer bushfire fighters in the case of a lithium-ion battery fire.

#### **CONSULTATION**

Community Emergency Services Manager  
Bush Fire Advisory Committee

#### **STATUTORY ENVIRONMENT**

*Bush Fires Act 1954*

*Shire of Broomehill-Tambellup Bush Fire Brigades Local Law 2020*

#### **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

#### **COUNCIL DECISION**

Moved Cr Dewar, seconded Cr Barritt that the Bush Fire Brigades Standard Operating Procedures 2024-2025, as presented, be endorsed.

CARRIED 6/0

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

Motion No: 127/24

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 PROPOSED SUBDIVISION / BOUNDARY RE-ALIGNMENT – LOTS 5445 & 5446 PAUL VALLEY ROAD, BORDERDALE (WAPC REFERENCE: 200623)

ATTACHMENT(S)	11.1.1 Subdivision Plan
FILE NO	S200623
AUTHOR	Liz Bushby, Town Planning Innovations Pty Ltd
DATE	2 October 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Initiative
<b>Key Pillar: Broomehill-Tambellup Economy</b>	
No specific community outcomes	No specific corporate initiative

**SUMMARY**

Council to consider a referral by the Western Australian Planning Commission (WAPC) seeking the Shire’s comments and a recommendation on a proposed subdivision (WAPC Reference: 200623).

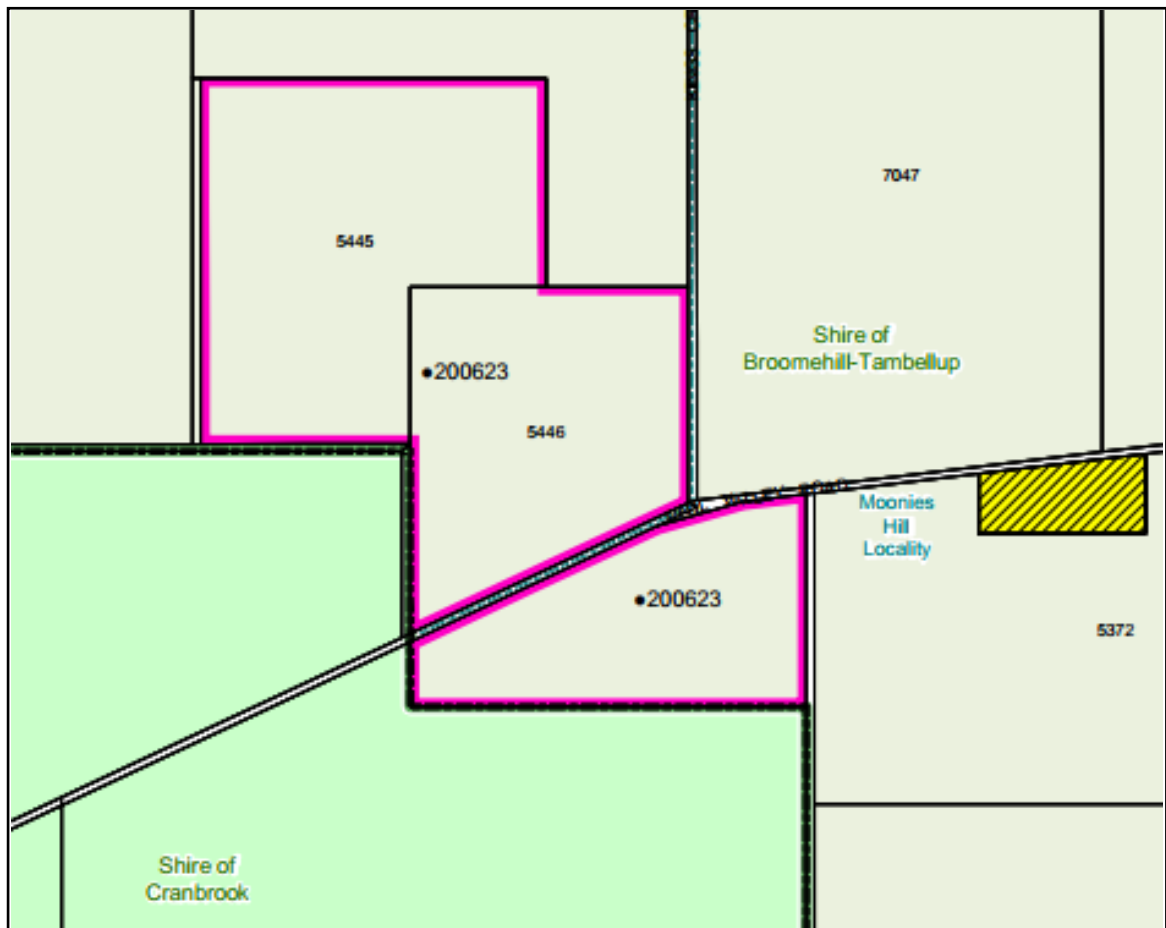
The Western Australian Planning Commission is the determining authority for the application.

**BACKGROUND**

Existing Lot 5445 has an area of 72.84 hectares. Adjacent Lot 5446 is to the immediate south of Lot 5445 has an area of 96.28 hectares.

Lot 5446 is traversed by Paul Valley Road. Both lots are vacant and used for agricultural purposes.

A location plan is included over page for ease of reference.



*Above: Location Plan*

## **COMMENT**

### **Description of Application**

The application will result in a boundary adjustment between the two existing lots – refer Attachment 11.1.1

The size of Lot 5445 will be increased from 72.84 hectares to 127.29 hectares. The size of Lot 5446 will be decreased from 96.28 hectares to 41.83 hectares.

The benefit of the application is that it creates 2 individual lots that will be completely separated by the road reserve which is reflective of the existing farm management practices for the properties.

### **Relevant State Planning Policy**

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

The Policy requirements are summarised below:

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

### CONSULTATION

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

Comments were requested by the 20 September 2024. The Shire has been granted additional time for this report to be considered at the October 2024 Council meeting.

### STATUTORY ENVIRONMENT

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

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

*Shire of Tambellup Town Planning Scheme No 2 (the Scheme)* – The lots subject of this report are zoned Farming under the Scheme.

Clause 6.6.4(b) of the Scheme enables Council to consider subdivision where '*lots are for farm adjustment and erection of dwellings is restricted.*'

#### 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

#### COUNCIL DECISION

Moved Cr Letter, seconded Cr Penny that Council:

1. Recommend that the Western Australian Planning Commission unconditionally approve the subdivision application (No 200623) seeking a boundary re-alignment between Lots 5445 and 5446 Paul Valley Road, Borderdale.

CARRIED 6/0

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

Motion No: 128/24

11.2 PROPOSED WORKERS ACCOMMODATION – LOT 2386 (No 627) BROWN ROAD, MOONIES HILL

ATTACHMENT(S)	11.2.1 Set of plans
FILE NO	A925
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	Thursday, 3 October 2024
DISCLOSURE OF INTEREST	Cr White declared an impartiality interest as the applicant is a former employee of his family business.

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Initiative
<b>Key Pillar: Broomehill-Tambellup Economy</b>	
No specific community outcomes	No specific corporate initiative

**SUMMARY**

The purpose of this report is for the Council to consider an application for workers' accommodation on Lot 2386 (No 627) Brown Road, Moonies Hill.

**BACKGROUND**

The majority of the lot is cleared with pockets of vegetation. The lot has an area of approximately 64.7 hectares and is used for agricultural purposes.

There is an existing house and various outbuildings on the lot.

The lot is south of the intersection of Brown Road and Paul Valley Road in Moonies Hill – refer to location plan over page.



Above: Location Plan showing Lot 2386 (red outline)

#### COMMENT

##### Description of Development

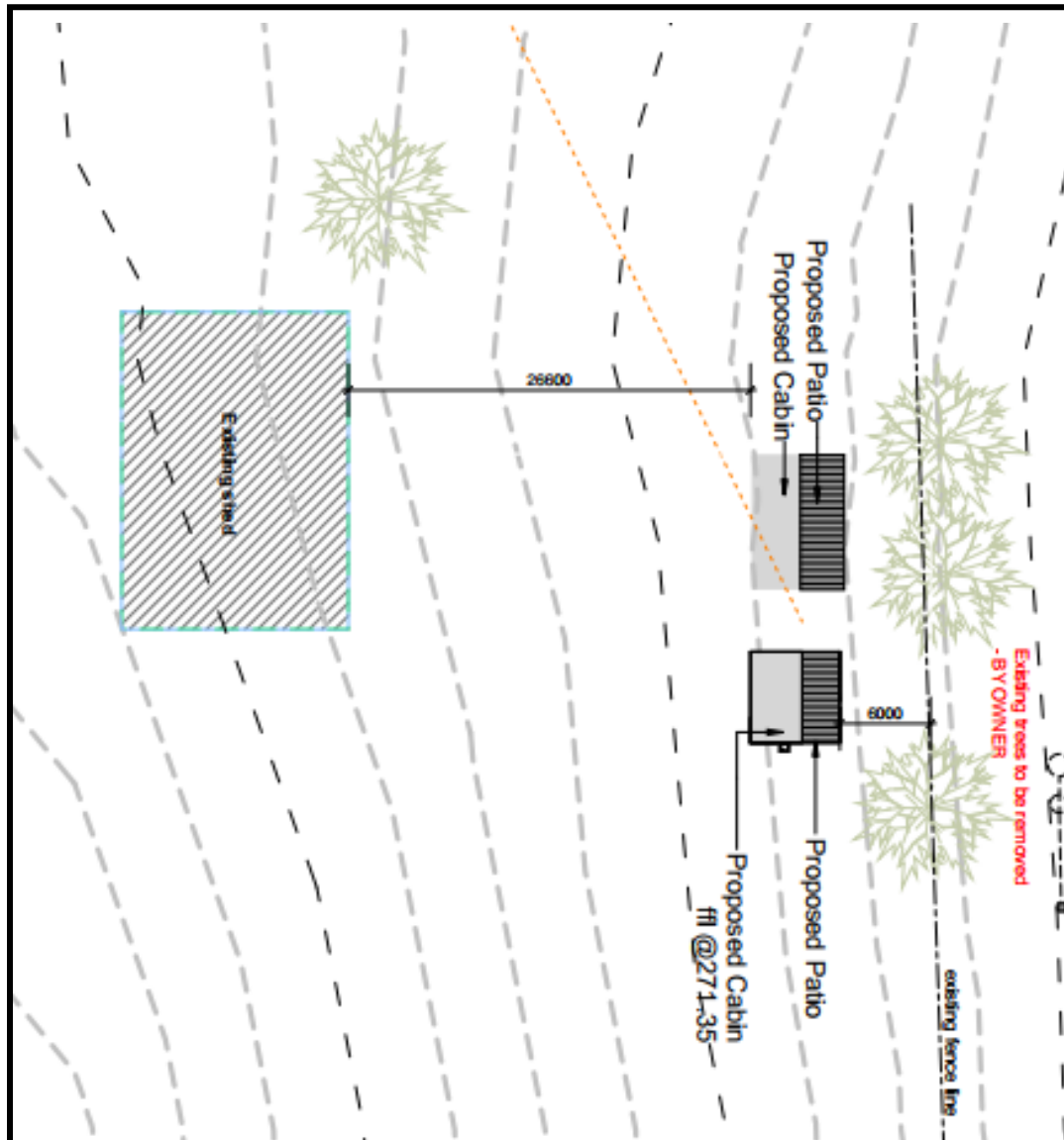
The owners of Lot 2386 propose to construct two cabins on the property to be used for seasonal workers.

One cabin will comprise of two separate bedrooms with their own ensuite. Each bedroom will have their own access.

A second cabin is proposed with an open living area, kitchen and laundry that can be used by farm workers.

The plans are included as Attachment 11.2.1.

The cabins are proposed to the east of an existing shed.





The aerial below shows the existing shed and indicative location of the cabins.



Above: Plan by TPI. Not to scale.

The two cabins are proposed to be used for seasonal staff involved in farm work. Generally, the owner employs 1-2 seasonal staff at each seeding and harvest period. Seeding generally occurs late March to late May, and harvest between late October to early January.

It is not uncommon for seasonal workers to be employed outside of these busy periods to assist with general farm duties.

#### **Zoning and Land Use Permissibility**

The lot is zoned 'Farming' under the Shire of Tambellup Town Planning Scheme No 2 ('the 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 (ie 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 'workers accommodation' and the use is not listed in Table 1. This is referred to as a 'Use Not Listed'.

Council has three options when dealing with a 'Use Not Listed' under Clause 3.3.2 of the Scheme as follows:

**Option 1** Determine that the workers accommodation use is consistent with the objectives of the Farming zone and is therefore permitted.

Comment: TPI does not recommend Option 1, as it will set a precedent for all applications for workers accommodation to be treated as a permitted use in the Farming zone. This is undesirable as there may be locations or cases where the Shire Council does not support the land use.

**Option 2** Determine that the proposed workers accommodation use may be consistent with the objectives of the Farming zone, and therefore follow the advertising procedures of Clause 8.4 in considering an application for development approval.

Comment: There are clear benefits and practicalities in allowing farmers to house workers associated with general farm management.

The proposed accommodation will assist with ongoing use of the land for agricultural purposes which may be consistent with the objective of the Farming zone '*to ensure the continuation of broad hectare farming as the principal land use in the District and encouraging where appropriate the retention and expansion of agricultural activities*'.

TPI recommends Council pursue Option 2.

**Option 3** Determine that the workers accommodation use is not consistent with the objectives of the Farming zone and is therefore not permitted.

Comment: Option 3 is not recommended. The application has merit, and Council has discretion to consider a wide range of development in the Farming zone.

## **CONSULTATION**

To expedite the process, Shire Administration has organised advertising of the application. Advertising closes on the 6 November 2024.

*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 and 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 to 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.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Tambellup Town Planning Scheme No 2 – 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**

Absolute majority (for delegated authority)

#### **COUNCIL DECISION**

Moved Cr Barritt, seconded Cr Wills that Council:

1. Determine that the proposed workers accommodation use may be consistent with the objectives of the Farming zone, and thereafter follow the advertising procedures of Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Note that the application is being advertised for public comment, and advertising closes on the 6 November 2024.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant delegated authority to the Chief Executive Officer to determine the application for workers accommodation on Lot 2386 (No 627) Brown Road, Moonies Hill.

CARRIED 6/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Wills, Cr Penny  
Motion No: 129/24

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

NIL.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 FINANCIAL STATEMENTS – SEPTEMBER 2024

ATTACHMENT(S)	13.1.1 Financial Statements September 2024
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance & Administration
DATE	7 October 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: SoBT Shire Support</b>	
<b>11. Delivered Shire Trust and Performance</b> <b>11.2 SoBT financial sharing</b> This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire’s monthly financial reports.

**SUMMARY**

The Council to consider the monthly financial statements for September 2024.

**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 2024/25 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 allocations are still being processed for the year ending 30 June 2024 which may affect the opening position for the current year. Depreciation for 2024/25 cannot be

processed until the audit for the previous year is finalised, this will affect the variances reported in the statement of financial activity.

## **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

COUNCIL DECISION

Moved Cr Penny, seconded Cr Wills that the monthly financial statement for the period ending 30 September 2024 be received.

CARRIED 6/0

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

Motion No: 130/24

UNCONFIRMED

## 13.2 MONTHLY LIST OF PAYMENTS – SEPTEMBER 2024

ATTACHMENT(S)	13.2.1 Monthly Payments Listing September 2024
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance & Administration
DATE	7 October 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: SoBT Shire Support</b>	
<b>11. Delivered Shire Trust and Performance</b> <b>11.2 SoBT financial sharing</b> This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work.	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire’s monthly financial reports.

### SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds during September 2024.

### 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 –

#### September 2024

	\$
Municipal Fund	466,684.02
Trust Fund	0.00
Purchasing Cards	3,802.46
<b>TOTAL</b>	<b>470,486.48</b>

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



COUNCIL DECISION

Moved Cr Wills, seconded Cr Dewar that, in accordance with regulations 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments paid under delegated authority or with Shire purchasing cards for September 2024 be endorsed; comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$466,684.02; and
- Credit/Purchasing Card payments totalling \$3,802.46.

CARRIED 6/0

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

Motion No: 131/24

UNCONFIRMED

### 13.3 CORPORATE BUSINESS PLAN 2023-2027 – QUARTERLY PROGRESS REPORT JULY-SEPTEMBER 2024

ATTACHMENT(S)	13.3.1 – Corporate Business Plan 2023-2027 Quarterly Progress Report July-September 2024
FILE NO	ADM0382
APPLICANT	n/a
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	4 October 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
<b>Key Pillar: SoBT Shire Support</b>	
<b>11. Delivered Shire Trust and Performance</b> <b>11.1 SoBT monitoring and reporting.</b> 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 2023-2027 Quarterly Progress Report for the period July-September 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.

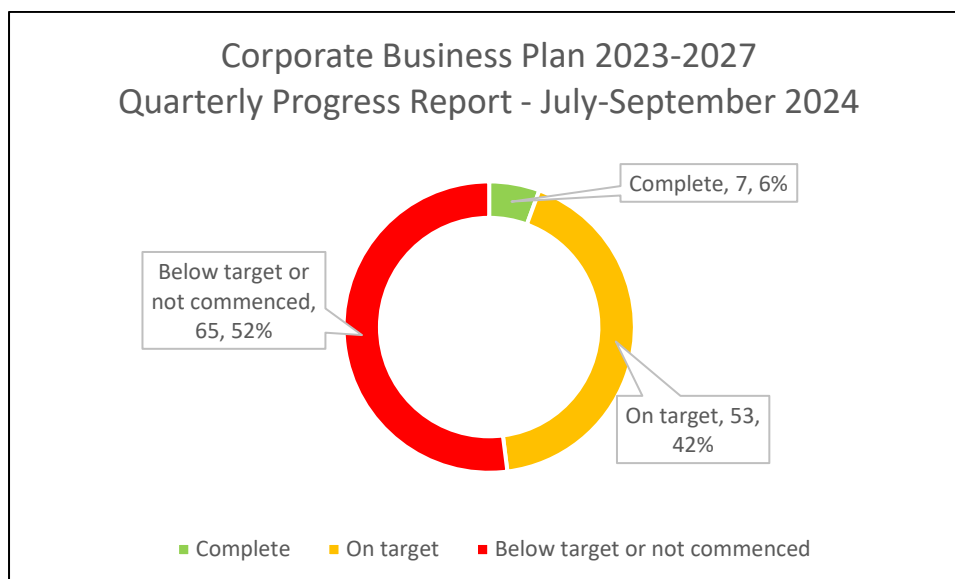
The CBP sets a roadmap to achieve the first four years of the community's aspirations as outlined in the ten-year SCP 2023-2027 'People Power', which was adopted by the Council on 17 November 2022.

#### COMMENT

The annual review of the CBP was undertaken, with the revised document endorsed by the Council at the September 2024 Ordinary Council Meeting.

This report reflects progress on the initiatives contained in the Corporate Business Plan 2023-2027 for the period July - September 2024. The following table illustrates progress against initiatives scheduled to be actioned in the 2024-2025 financial year:

Status	Definition	Number of initiatives	%
Complete	Action has been completed	7	6%
On target	Action has commenced and is on track to be delivered on time and on budget	53	42%
Below target	Action has not commenced or has fallen behind its projected timeframe.	65	52%
TOTAL		125	100%



At this early stage in the financial year, it is pleasing to report that several initiatives are noted as complete, as follows:

3.4.7	Sealing and kerbing of all streets within both town sites	Scheduled works for 2024/2025 are complete - North Terrace, Taylor St
4.2.5	Launch and promotion of an on-line caravan park booking system for the Caravan Park.	This item relates to the Tambellup Caravan parks. The system established for the Broomehill Caravan Park will be utilised for the Tambellup Caravan Park and promoted when works are complete.
8.3.1	Investigate the land tenure possibilities and the potential use of the general store as an expanded civic and community precinct	General Store has been purchased privately and is currently being repaired.

8.3.3	Planning for extension of the Tambellup Shire Administration Office	VROC Repository MoU endorsed by Council to cease on 30 June 2026. Subsequent use of facility will accommodate staff and extension of Tambellup Offices plan has been abandoned.
10.3.3	Identification of energy efficiency improvements and installation of solar PV systems on Shire owned buildings that are major power consumers.	Tambellup Pavilion solar panels installed. No further sites identified to upgrade.
11.2.1	Undertaking specific initiatives to improve meaning and understanding of the Shire's monthly financial reports.	Monthly financial report template updated from July 2023, monitor for feedback from Councillors, staff and community
12.4.2	Actively promote on-line library resources such as Borrowbox, Libby, Kanopy and Overdrive.	Links on Shire and CRC websites, monthly promotion in Topics

The progress on initiatives noted as 'On Track' ranges from just commenced, to almost complete, and ongoing. Many initiatives noted as 'Below Target' are not yet commenced.

The report as attached will be published for community information through the Shire website and in Topics.

## 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

#### **COUNCIL DECISION**

Moved Cr Dewar, seconded Cr Barritt that the Corporate Business Plan 2023-2027 Quarterly Progress Report for the period July-September 2024, as presented, be received.

CARRIED 6/0

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

Motion No: 132/24

### 13.4 COMMUNITY BUS – ADOPTION OF FEES AND CHARGES

ATTACHMENT(S)	Nil
FILE NO	ADM0066
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	30 September 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
<b>Key Pillar: SoBT Shire Support</b>	
No relevant Community Outcome	No relevant Corporate Initiative

#### SUMMARY

The purpose of this report is for the Council to set the fees and charges associated with the new community bus.

#### BACKGROUND

At the December 2023 Ordinary Council Meeting, the Council resolved to accept the donation of a 12-seater bus from the Tambellup Community Cropping Group Inc. (TCCG), to be used as a community bus. The purchase and fitting of a wheelchair hoist have subsequently been completed by TCCG, and the bus has been registered and insured by the Shire. A bull bar and spotlights are still to be fitted, to be funded by the TCCG, and procedures for day-to-day management and maintenance are being developed by Shire staff.

As the fees and charges have not been adopted through the Annual Budget process, the Council is required to set these and subsequently advertise these details for public information.

#### COMMENT

A comparison of fees charged by other local governments providing a community bus facility has been undertaken. Arrangements vary considerably; however the following fees were consistently applied:

- a refundable bond;
- the hire fee and/or mileage rate; and
- cleaning fee.

The income from hire fees will go some way to ensure the service is cost neutral to the Shire, however it is also important to ensure the hire costs are affordable and that utilisation is being maximised.

The Senior Management Team has discussed the matter, and the following fee structure is recommended:

Bond (refundable)	\$500.00 (no GST)
Hire fee – includes mileage of up to 500km and full tank of fuel – to be returned with a full tank of fuel	\$180.00/day inc. GST
Mileage fee – in excess of 500km	\$1.10/km inc. GST
Cleaning fee (if required)	\$60.00/hour inc. GST

These fees will apply for the remainder of the 2024/2025 financial year and will be reviewed during preparation of the 2025/2026 Annual Budget.

## CONSULTATION

Chief Executive Officer  
Senior Management Team

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

### s6.16. *Imposition of fees and charges*

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) supplying a service or carrying out work at the request of a person;*
  - (c) subject to section 5.94, providing information from local government records;*
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - (e) supplying goods;*
  - (f) such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) imposed\* during a financial year; and*
  - (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

### s6.19. *Local government to give notice of fees and charges*

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

## FINANCIAL IMPLICATIONS

Income from the hire of the community bus will be received. This will be offset by ongoing registration, insurance, housing and maintenance costs.

## POLICY IMPLICATIONS

Nil.

#### RISK MANAGEMENT IMPLICATIONS

This item has been evaluated against 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 for the imposition of a new fee or charge.

#### COUNCIL DECISION

Moved Cr Letter, seconded Cr Dewar that the following fees and charges be imposed for the hire of the Community Bus for the 2024/2025 financial year, effective from 1 November 2024:

Bond	\$500.00 (no GST)
Hire fee – includes mileage of up to 500km and full tank of fuel – to be returned with a full tank of fuel	\$180.00/day inc. GST
Mileage rate – in excess of 500km	\$1.10/km inc. GST
Cleaning fee (if required)	\$60.00/hour inc. GST

CARRIED 6/0 by Absolute Majority

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

Motion No: 133/24



## 13.5 2024-2025 ANNUAL BUDGET AMENDMENT

ATTACHMENT(S)	13.5.1 – Tambellup Caravan Park costings
FILE NO	ADM0163
AUTHOR	Kay Squibb, Manager Finance & Administration
DATE	10 October 2024
DISCLOSURE OF INTEREST	Nil

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

### SUMMARY

The purpose of this report is for the Council to consider amendments to the 2024-2025 adopted budget.

### BACKGROUND

The 2024-2025 annual budget was adopted by the Council at the 25 July 2024 Ordinary Council meeting.

Since the adoption of the budget in July, the WA Local Government Grants Commission have confirmed the Shire's final allocation of funding for 2024-2025, which varies significantly to the estimate included in the budget.

Costings for the Tambellup Caravan Park development have now been received from the Quantity Surveyor. At the time of preparing the budget, the estimates for the siteworks, and headworks (electrical and hydraulic) were not known.

Amendments are required to the budget to incorporate these significant changes and allow staff to proceed with projects with the funds that are available.

### COMMENT

WA Local Government Grants Commission

When adopting the budget each year, the actual amount of Financial Assistance Grants (FAGs) that the Shire is set to receive is typically unknown which is due to advance payments of FAGs being made in June each year.

The Department of Local Government, Sport and Cultural Industries (DLGSCI) have advised that this has occurred after every WA local government was either over or underpaid for 2023-2024, resulting in a negative adjustment in our case.

Advice received from the DLGSCI stated –

*'In June 2023, all councils were paid 100 per cent of the estimated 2023-24 entitlement in advance, as calculated at that point in time. Local Governments also received 25 per cent of the 2022-23 entitlement in the same year.'*

*The Commission has reviewed the actual 2023-24 allocations with the entitlements calculated using the Commission's usual methodology. In doing so, the Commission has identified that the early payment of 100 per cent of the estimated 2023-24 entitlement has resulted in some local governments being overpaid in 2023-24 and some being underpaid compared with what the Commission would have allocated in this financial year.*

*In order to ensure the Commission's methodology applies, and to ensure fairness between local governments, the Commission will need to reverse this difference in the 2024-25 FA Grant allocation. This will ensure that the over and under payments reconcile with actual entitlements bringing the net effect to zero (\$0) over the two years of FA Grant funding.*

*Due to the Commonwealth's advance payment of 100 per cent of the estimated 2023-24 entitlement in advance, the Shire of Broomehill-Tambellup received \$2,126,383, excluding special projects. The Commission has identified that the Shire of Broomehill-Tambellup has been overpaid by \$123,964 for this 2023-24 FA Grant allocation. This means that the Shire's 2024-25 FA Grant allocation is expected to be reduced by approximately that amount next year.'*

While a conservative approach is taken when preparing the budget to estimate what our allocation for the year will be, and the advice from the DLGSCI was taken into consideration, there is a deficit of \$185,200 in the Shire's FAGs allocations.

It is recommended that a budget amendment to reduce the allocation of \$400,000 against the Tambellup Railway Precinct by \$100,000 is approved, and the remaining deficit of \$85,200 be addressed through the mid-year review process.

The Council have approved construction of new public conveniences as part of this project and Local Roads and Community Infrastructure funding of \$290,962 is allocated for this. Further work on the Tambellup Railway Precinct can be factored into the 2025-2026 budget as the plans for this project progress, utilising funds held in the Townscape Reserve.

#### Tambellup Caravan Park

Costings from the Quantity Surveyor for siteworks, roadways, electrical and hydraulic headworks for the development weren't available at the time of preparing the budget. To proceed with the civil works element of the project, amendments to the budget are required to ensure sufficient funds are available.

Separate to the civil works, an order has been placed for three cabins, and construction of the laundry is quoted separately. An application was submitted for Regional Economic Development Scheme funding to purchase two cabins, on the basis that the Shire matched the grant funding. This was to be in addition to the three cabins ordered. We have been advised that our application was unsuccessful, however this provides the funds required to be used for civil works. The purchase of more cabins will need to be funded in future budgets.

It is proposed that the funds required to proceed with the development are transferred from the Building Reserve, which has a balance of \$716,200 at 30 June 2024. The Reserve is not already proposed to be utilised in 2024-2025. Use of funds from this Reserve for this project is in keeping with the purpose they are set aside.

The following amendments to the 2024-2025 budget are proposed –

	Adopted Budget	Revised Budget	Variance
03229.71 – Financial Assistance Grants – general	\$177,200	\$49,800	(\$127,400)
03230.71 – Financial Assistance Grants – roads	\$135,000	\$77,200	(\$57,800)
LR404 – Tambellup Railway Precinct	\$400,000	\$300,000	\$100,000
13157.72 – Tamb Caravan Park – capital grants	\$841,000	\$650,000	(\$191,000)
LR309 – Tamb Caravan Park – cabins/laundry	\$1,099,000	\$585,000	\$514,000
LR310 – Tamb Caravan Park – infrastructure	\$150,000	\$838,200	(\$688,200)
15072 – Transfer from Building Reserve	\$0	\$365,200	\$365,200
<b>Deficit to be allocated at mid-year review</b>			<b>(\$85,200)</b>

## CONSULTATION

Chief Executive Officer

Strategic Support and Projects Officer

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*s6.8 Expenditure from municipal fund not included in annual budget.*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*

*(a) Is incurred in a financial year before the adoption of the annual budget by the local government;*

*(b) Is authorized in advance by resolution\*; or*

*(c) Is authorized in advance by the mayor or president in an emergency.*

*\*Absolute majority required*

*(1a) In subsection (1) –*

*“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.*

## FINANCIAL IMPLICATIONS

The deficit of \$85,200 remaining after the proposed amendments has an impact on the 2024-2025 budget and careful consideration and assessment of the budget in its entirety is required. This would best be done through the mid-year budget review process in February 2025.

The amendments for the Tambellup Caravan Park will allow staff to proceed with the development and obtain quotes and tendering for the civil works, knowing sufficient funds are available.

## 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 Tambellup Caravan Park is a new development which will be factored into asset management planning and maintenance.

## VOTING REQUIREMENTS

Absolute Majority

## COUNCIL DECISION

Moved Cr Letter, seconded Cr Penny:

1. That the following amendments to the 2024-2025 budget are approved -

	Adopted Budget	Revised Budget	Variance
03229.71 – Financial Assistance Grants – general	\$177,200	\$49,800	(\$127,400)
03230.71 – Financial Assistance Grants – roads	\$135,000	\$77,200	(\$57,800)
LR404 – Tambellup Railway Precinct	\$400,000	\$300,000	\$100,000
13157.72 – Tamb Caravan Park – capital grants	\$841,000	\$650,000	(\$191,000)
LR309 – Tamb Caravan Park – cabins/laundry	\$1,099,000	\$585,000	\$514,000
LR310 – Tamb Caravan Park – infrastructure	\$150,000	\$838,200	(\$688,200)
15072 – Transfer from Building Reserve	\$0	\$365,200	\$365,200

2. That the deficit of \$85,200 remaining, after the abovementioned amendments to the budget are made, be addressed as part of the February 2025 mid-year budget review process.

CARRIED 6/0 by Absolute Majority

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

Motion No: 134/24

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL MOTION

Moved Cr Wills, seconded Cr Dewar that in accordance with Section 5.23(2) of the *Local Government Act 1995* the meeting is closed at 5.18pm to members of the public with the following aspect(s) of the Act being applicable:

- (a) a matter affecting an employee or employees; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal –
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person.

CARRIED 6/0

For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Wills, Cr Penny  
Motion No: 135/24

14.1 **CONFIDENTIAL** - LEASE VARIATION AND EXTENSION – GREAT SOUTHERN COMMUNITY FINANCIAL SERVICES LIMITED FOR 36 NORRISH STREET, TAMBELLUP

ATTACHMENT(S)	14.1.1 – Deed of Variation and Extension 14.1.2 – Current Lease Agreement 36 Norrish Street, Tambellup
FILE NO	CLAF072
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	2 October 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: Broomehill-Tambellup Economy</b>	
<b>5. Healthy existing Businesses</b> <b>5.3 BT business support</b> This is a program of work to stimulate business interaction through events, education, sharing and celebrating. This is the Shire supporting a ‘shop local’ philosophy (such as stimulating Shire purchases at local store).	No specific corporate initiative

COUNCIL DECISION

Moved Cr Penny, seconded Cr Wills:

1. That the Deed of Variation and Extension with Great Southern Community Financial Services Limited to amend the expiry date of the lease to 12 November 2024 and extend the term of the lease for the First Renewal Term of five years, be signed and sealed by the Chief Executive Officer and Shire President.
2. That upon expiry of the First Renewal Term on 11 November 2029, the Chief Executive Officer is authorised to execute a further extension of the lease for the Second Renewal Term of five years as specified in the lease agreement.

CARRIED 6/0

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

Motion No: 136/24

UNCONFIRMED

14.2 **CONFIDENTIAL** – CHIEF EXECUTIVE OFFICER REMUNERATION REVIEW

ATTACHMENT(S)	14.2.1 – Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2024. 14.2.2 – Remuneration Schedule
FILE NO	Personnel File
AUTHOR	Kay Squibb, Manager of Finance and Administration
DATE	2 October 2024
DISCLOSURE OF INTEREST	Nil

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

Karen Callaghan, Kay Squibb, Pam Hull, and Peter Vlahov left the meeting at 4.57pm.

**COUNCIL DECISION**

Moved Cr Letter, seconded Cr Barritt that the Chief Executive Officer’s remuneration be amended, effective from 6 April 2024, in accordance with confidential attachment 14.2.2 Remuneration Schedule and the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2024.

**CARRIED 6/0**

**For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Wills, Cr Penny  
Motion No: 137/24**

Karen Callaghan, Kay Squibb, Pam Hull, and Peter Vlahov re-entered the meeting at 5.04pm and were advised of the Council decision.

14.3 **CONFIDENTIAL** – ROAD PROGRAM 2024/2025 – QUOTES FOR FULL-SERVICE BITUMEN SUPPLY AND LAY PRODUCTS

ATTACHMENT(S)	14.3.1 Bitutek Pty Ltd quote 14.3.2 Colas WA Pty Ltd quote 14.3.3 Downer EDi Works Pty Ltd quote 14.3.4 Fulton Hogan Industries Pty Ltd quote
FILE NO	ADM0676
AUTHOR	Peter Vlahov, Manager of Works
DATE	7 October 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Initiative
<b>Key Pillar: SoBT Shire Support</b>	
No specific Community Outcome	No relevant Corporate initiative

**COUNCIL DECISION**

Moved Cr Penny, seconded Cr Dewar that the quote submitted by Colas Western Australia Pty Ltd of \$446,080.00 (ex GST) for the full-service supply and laying of bitumen products for the 2024/2025 road construction program be accepted.

CARRIED 6/0

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

Motion No: 138/24



#### 14.4 **CONFIDENTIAL** – RATE ASSESSMENT A1023 – PAYMENT ARRANGEMENT

ATTACHMENT(S)	14.4.1 – Email from Owner 09 October 2024 14.4.2 – Council Minute September 2024 14.4.3 – Correspondence to Owner advising of the Council decision from September 2024
FILE NO	A1023
AUTHOR	Kay Squibb, Manager Finance & Administration
DATE	10 October 2024
DISCLOSURE OF INTEREST	Nil

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

#### OFFICER RECOMMENDATION

That

1. The payment arrangement of a \$7,000.00 lump sum and \$125.00 per week thereafter towards the remaining balance on rate assessment A1023 be accepted;
2. Penalty interest cease to be allocated against assessment A1023;
3. Legal charges of \$15,438.79 allocated to rate assessment A1023 shall be written off after payment of the \$7,000.00 lump sum and consistent weekly payments of \$125.00 for a period of three months; and
4. Any default on the payment arrangement will be referred for debt collection to proceed with sale of the property for non-payment of rates, which shall include the reinstatement of legal fees and ongoing penalty interest, in accordance with the provisions of the *Local Government Act 1995*.

#### COUNCIL DECISION

Moved Cr Dewar, seconded Cr Penny that:

1. The payment arrangement of a \$7,000.00 lump sum and \$125.00 per week thereafter towards the remaining balance on rate assessment A1023 be accepted;
2. Penalty interest cease to be allocated against assessment A1023;
3. The payment arrangement of \$125.00 per week is to commence on 4 November 2024 and shall continue until the balance of the assessment is cleared;
4. Payment of the \$7,000.00 lump sum is to be made by 31 January 2025;
5. Legal charges of \$15,438.79 allocated to rate assessment A1023 shall be written off after 31 January 2025, provided that both payment of the \$7,000.00 lump sum is received and consistent weekly payments of \$125.00 have been made; and
6. Any default on payment of either the lump sum or weekly payment arrangement will be referred for debt collection to proceed with sale of the property for non-payment of rates, which shall include the reinstatement of legal fees and ongoing penalty interest, in accordance with the provisions of the *Local Government Act 1995*.

CARRIED 6/0 by Absolute Majority  
For: Cr White, Cr Barritt, Cr Letter, Cr Dewar, Cr Wills, Cr Penny  
Motion No: 139/24

**Reason for Change to Recommendation**

Additional clarification was required to determine the due date for payment of the \$7,000.00 lump sum and the commencement date for the weekly payment of \$125.00.

**PRODECURAL MOTION**

Moved Cr Letter, seconded Cr Wills that the meeting be re-opened to members of the public at 5.31pm.

CARRIED 6/0

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

Motion No: 140/24

**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 5.33pm.