



MINUTES

Ordinary Council Meeting

25 July 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 25 July 2024 commencing at 4.30pm.**



**Karen Callaghan
Chief Executive Officer**

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Strategic Community Plan 2023-2033

'People Power'



TABLE OF CONTENTS

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	1
2.	ATTENDANCE	1
3.	DISCLOSURE OF INTEREST	1
4.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
5.	PUBLIC QUESTION TIME	1
6.	PRESENTATIONS/PETITIONS/DEPUTATIONS	1
7.	APPLICATION FOR LEAVE OF ABSENCE	2
8.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	2
9.	CONFIRMATION OF MINUTES	3
9.1	ORDINARY COUNCIL MEETING 20 JUNE 2024	3
9.2	SPECIAL COUNCIL MEETING 28 JUNE 2024	3
10.	KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE	4
10.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE - MINUTES	4
10.2	PLAN FOR ANIMAL WELFARE IN EMERGENCIES	6
10.3	BROOMEHILL RECREATIONAL COMPLEX SPECTATOR STAND RETAINING WALL	8
10.4	GREAT SOUTHERN TREASURES MEMORANDUM OF UNDERSTANDING AND STRATEGIC PLAN	11
11.	KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY	14
12.	KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE	14
12.1	SHIRE OF BROOMEHILL-TAMBELLUP LOCAL TRAILS MASTER PLAN 2024	14
13.	KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT	19
13.1	FINANCIAL STATEMENTS – JUNE 2024	19
13.2	MONTHLY LIST OF PAYMENTS – JUNE 2024	21
13.3	DISABILITY ACCESS AND INCLUSION PLAN – PROGRESS REPORT 2023-2024	24
13.4	VOTING DELEGATES FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT (WALGA) ANNUAL GENERAL MEETING 2024	27
13.5	CORPORATE BUSINESS PLAN – QUARTERLY PROGRESS REPORT APRIL-JUNE 2024	29
13.6	ANNUAL BUDGET ADOPTION FOR THE YEAR ENDED 30 JUNE 2025	34
14.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	42
14.1	CONFIDENTIAL - PLANT REPLACEMENT – ISUZU FRR600 LIGHT TIP TRUCK	42
15.	ELECTED MEMBERS’ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	43
16.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	43
17.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	43
18.	CLOSURE	43

**Minutes for the Ordinary Council Meeting held on 25 July 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 4.32pm

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 & Administration
TO Korthuis	Governance & Executive Assistant
PA Hull	Strategic Support & Projects Officer
P Vlahov	Manager of Works

Leave of Absence

Cr CM Dewar

Apologies

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 Wills requested a Leave of Absence for the November 2024 meetings.

Moved Cr Letter, seconded Cr Penny that Cr Wills be granted Leave of Absence for the November 2024 meetings.

CARRIED 6/0

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

Motion No: 081/24

Cr Robinson requested a Leave of Absence for the October 2024 meetings.

Moved Cr Wills, seconded Cr Barritt that Cr Robinson be granted Leave of Absence for the October 2024 meetings.

CARRIED 6/0

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

Motion No: 082/24

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 20 JUNE 2024

Recommendation:

Moved Cr Wills, seconded Cr Penny that the minutes of the Ordinary Meeting of Council held on 20 June 2024 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 083/24

9.2 SPECIAL COUNCIL MEETING 28 JUNE 2024

Recommendation:

Moved Cr Wills, seconded Cr Penny that the minutes of the Special Meeting of Council held on 28 June 2024 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 084/24

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

10.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE - MINUTES

ATTACHMENT(S)	10.1.1 Local Emergency Management Committee – Minutes 9 July 2024
FILE NO	ADM0336
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	15 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Point of Difference	
2. A United Community 2.1 BT well-being and safety: This is the community and Shire working more boldly to provide advanced wellbeing programs for all ages (such as the Albany Youth Support Association, Strong and Proud, Active Farmers and OFFFLL). This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.	No relevant corporate initiative

SUMMARY

The purpose of this report is for the Council to receive the minutes from the Local Emergency Management Committee meeting held 9 July 2024.

BACKGROUND

The Local Emergency Management Committee (LEMC) is a statutory committee of the Council, comprised of representation from local government, emergency response and service organisations, local business, and community.

The function of the LEMC is to assist the local government in establishing and maintaining appropriate local emergency management arrangements for the district.

The LEMC meets on a quarterly basis.

COMMENT

The minutes from the meeting of the LEMC held on 9 July 2024 are presented for the Council’s information. Matters discussed at the LEMC meeting that require the Council’s consideration will be presented separately in this agenda.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

38. Local emergency management committees

(1) A local government is to establish one or more local emergency management committees for the local government's district.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established –

(a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and

(b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and

(c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Activities of the LEMC contribute to ensuring our community is well prepared and able to respond and recover effectively during an emergency situation.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Robinson that the Council receive the minutes of the Local Emergency Management Committee meeting held 9 July 2024.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 085/24

10.2 PLAN FOR ANIMAL WELFARE IN EMERGENCIES

ATTACHMENT(S)	10.2.1 Plan for Animal Welfare in Emergencies 2024
FILE NO	ADM0246
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	15 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Point of Difference	
2. A United Community 2.1 BT well-being and safety: This is the community and Shire working more boldly to provide advanced wellbeing programs for all ages (such as the Albany Youth Support Association, Strong and Proud, Active Farmers and OFFFFL). This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.	No specific corporate initiative

SUMMARY

The Plan for Animal Welfare in Emergencies has been reviewed by the Local Emergency Management Committee (LEMC) and is recommended for the Council's endorsement.

BACKGROUND

The Plan for Animal Welfare in Emergencies (PAWE) forms part of the suite of documents comprising the Local Emergency Management Arrangements. The PAWE provides guidance for the management of domestic animals (including livestock owned by small landowners) during an emergency.

The PAWE was endorsed by the LEMC and the Council in 2022

COMMENT

A review of the PAWE has been completed. The reviewed document was approved by the LEMC at its meeting on 9 July 2024 and recommended for endorsement by the Council.

Amendments to the document are minor, and include:

- Page 6 - addition of additional acronyms to the list
- Page 7 - addition of the definition of 'Hazard' as per the *Emergency Management Act 2005* definition, in the Glossary of Terms
- Page 12 – updated information about the number of dogs and cats in the Shire (insert estimates instead of number of registered animals to provide more realistic data)
- Page 27-28 – updated contact details
- Minor formatting corrections throughout

CONSULTATION

Stephanie Swain, Senior Ranger
LEMC

STATUTORY ENVIRONMENT

Emergency Management Act 2005

41. Emergency management arrangements in local government district

(1) A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.

(2) The local emergency management arrangements are to set out —

(a) the local government's policies for emergency management; and

(b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and

(c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and

(d) a description of emergencies that are likely to occur in the local government district; and

(e) strategies and priorities for emergency management in the local government district; and

(f) other matters about emergency management in the local government district prescribed by the regulations; and

(g) other matters about emergency management in the local government district the local government considers appropriate.

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 Wills that the Council endorses the Plan for Animal Welfare in Emergencies 2024, as presented.

CARRIED 6/0

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

Motion No 086/24

10.3 BROOMEHILL RECREATIONAL COMPLEX SPECTATOR STAND RETAINING WALL

ATTACHMENT(S)	10.3.1 - BRC - Proposed Site Plan 1 10.3.2 - BRC - Proposed Site Plan 2
FILE NO	ADM0286
AUTHOR	Karen Callaghan – Chief Executive Officer
DATE	16 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Point of Difference	
2 A United Community 2.1 Wellbeing and Safety The community and Shire working more boldly to provide advanced wellbeing programs for all ages. This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.	No relevant corporate initiative

SUMMARY

The purpose of this report is to consider the construction of a spectator stand retaining wall at the Broomehill Recreational Complex.

BACKGROUND

The Broomehill Recreational Complex (Complex) was constructed in 1987 and is owned by the Shire and managed by the Broomehill Recreational Complex Inc. Management Committee (BRCMC). The Complex includes a grassed, reticulated oval which currently hosts cricket and hockey, a synthetic bowling green, tennis courts and an 18-hole golf course.

At the Ordinary Council Meeting in February 2020, the Council supported the construction of a spectator viewing pavilion on the northeast corner of the Broomehill Oval which was self-funded by the BRCMC with additional in-kind support from the Shire.

Following construction of the pavilion which comprised an open indoor space for seating, an extended covered verandah to the oval side and internal storage for clubs, the area in front of the new building remains unfinished and is steeply sloped down to the playing surface of the Broomehill Oval.

The Shire engaged H+H Architects to draft site plans (attached) which would provide for a three-level terraced, retaining limestone wall structure with inlaid lawn surfaces, between the pavilion and the playing surface, and would largely mirror the terrace structure located to the northwest of the pavilion.

Provision was made in the 2023/24 Budget for the project and was not commenced. The funds have been carried over into the 2024/25 Budget.

COMMENT

The construction of a retaining wall provides an opportunity for an additional spectator viewing area and would also ensure that the area is safe for patrons to traverse from the pavilion to the perimeter of the playing surface and beyond. Further, the structure will allow for drainage to be more adequately managed rather than residing and pooling at the base of the slope as is currently occurring.

An allocation of \$50,000 has been provided in this year's Budget for the construction of a retaining wall and related supplies and landscaping works subject to Council approval.

CONSULTATION

H+H Architects

Broomehill Recreational Complex Inc. Management Committee

Manager Finance and Administration

Manager of Works

Building Maintenance Officer

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

\$50,000 has been allocated in the 2024/25 Budget for the construction of a retaining wall at the Broomehill Recreational Complex.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

The slope currently existing between the pavilion and the playing field has been identified as a safety concern, and a terraced retaining wall will eliminate this hazard.

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

ASSET MANAGEMENT IMPLICATIONS

The construction of the retaining wall will maximise the utilisation of the asset, mitigate the identified asset risks, and drainage maintenance issues.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Robinson, seconded Cr Barritt that the Council approve the construction of a spectator stand retaining wall at the Broomehill Recreational Complex consistent with the site plans and within the allocated budget.

CARRIED 6/0

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

Motion No 087/24

10.4 GREAT SOUTHERN TREASURES MEMORANDUM OF UNDERSTANDING AND STRATEGIC PLAN

ATTACHMENT(S)	10.4.1 Great Southern Treasures MoU Tracked Changes 10.4.2 Great Southern Treasures MoU Draft Final 10.4.3 Great Southern Treasures Strategic Plan 2024-2026
FILE NO	CLAF181
AUTHOR	Karen Callaghan – Chief Executive Officer
DATE	16 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Point of Difference	
1 A Distinct BT Brand 1.4 BT piggy-back brand: Working strongly with partnerships (such as Great Southern Development or private partners) to piggy-back Broomehill-Tambellup on partners' brands.	1.4.1 Be an active partner in regional groups such as Great Southern Treasures 1.4.2 Continue to support Great Southern Treasures/regional tourism organisations.
9 Unique BT Interactions 9.1 Anytime trails and adventure: An extraordinary trails program, to the level of trails being a Broomehill-Tambellup talking point. Some regional trails being linked with Noongar storytelling, highlighted by signage, plaques and digital support. Includes Yoon Trails Series, in partnership with Great Southern Treasures.	No relevant corporate initiative

SUMMARY

The purpose of this report is to consider renewing the Memorandum of Understanding (MoU) with neighbouring local governments for the continuation of the Great Southern Treasures tourism organisation.

BACKGROUND

Great Southern Treasures, previously known as 'Hidden Treasures', was established to promote tourism in member local government areas across the Great Southern Region. It is not a legal entity, but a grouping of the following local governments known as Member Councils:

- Shire of Broomehill-Tambellup
- Shire of Cranbrook
- Shire of Gnowangerup
- Shire of Jerramungup
- Shire of Katanning

- Shire of Kent
- Shire of Kojonup
- Shire of Woodanilling.

The Shire of Broomehill-Tambellup currently contributes \$13,000 per annum towards the operations of Great Southern Treasures.

Australia’s South West tourism organisation has been contracted to provide marketing and liaison services through a dedicated officer operating out of the Great Southern Development Commission (GSDC) offices in Albany, via a service level agreement. The GSDC also provides in-kind support for travel and other costs.

COMMENT

To continue to build on past successes and further develop tourism in the region, Great Southern Treasures is seeking the commitment of all its Member Councils for funding for the next three years. The proposed MoU, in tracked changes from the existing version (attached), and final draft version (attached) provides for a three year commitment.

Great Southern Treasures has been successful in leveraging investment into the region through the promotion of festivals, events and tourism attractions. Great Southern Treasures also coordinates the Bloom Festival as its major event for the year which will launch in Broomehill in 2024. In 2023, the Bloom Festival attracted 16,375 people to events and generated an economic impact to the Great Southern region of approximately \$2.3 million.

All Member Councils have received the benefit of the increased effectiveness of the Great Southern Treasures following the employment of a dedicated marketing and liaison officer. The objectives for the next three years are clearly outlined in the Strategic Plan (attached) and will only be achieved if Member Councils commit the current level of funding and the ongoing employment of a dedicated officer.

The benefits to the Member Councils of working together could not be achieved at the same cost if each local government were to go it alone in tourism and destination marketing. As such, it is recommended that the Shire of Broomehill-Tambellup continues to be an active partner in Great Southern Treasures and contribute financially to its operations.

CONSULTATION

Member Councils
Australia’s South West
Great Southern Treasures

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

The funding request can be accommodated within the 2024/25 Budget.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Wills, seconded Cr Penny that the Council:

1. Notes the Great Southern Treasures Strategic Plan 2024 – 2026.
2. Endorses the terms as outlined in the final draft Memorandum of Understanding.
3. Authorises the Shire President and Chief Executive Officer to negotiate on behalf of the Shire, the ongoing arrangements for the provision of marketing and liaison services, as required.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 088/24

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

Nil.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

12.1 SHIRE OF BROOMEHILL-TAMBELLUP LOCAL TRAILS MASTER PLAN 2024

ATTACHMENT(S)	12.1.1 Local Trails Master Plan 2024
FILE NO	CP.PR.85
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	11 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Lifestyle	
9. Unique BT Interactions 9.1 Anytime trails and adventure This is an extraordinary trails program, to the level of trails being a Broomehill-Tambellup talking point. Some regional trails being linked with Noongar storytelling, highlighted by signage, plaques and digital support. Includes Yoorn Trails Series, in partnership with Great Southern Treasures.	9.1.1 Adoption by the Council of a Shire BT Trails Master Plan, linking intrinsically with the Great Southern Trails Master Plan

SUMMARY

The purpose of this report is for the Council to receive the final Local Trails Master Plan 2024 and endorse if appropriate.

BACKGROUND

In 2023, the Shire was successful in its application to the Department of Local Government Sport and Cultural Industries (DLGSC) for funding to engage a consultant to develop a master plan of the trails offering in the shire.

The project scope for development of the Local Trails Master Plan (Plan) was as follows:

With consideration to the Shire’s Planning Scheme, Strategic Community Plan ‘People Power’, and linkages to Regional and State Trails Plans and strategies, in particular the Great Southern Trails Master Plan,

- *Prepare an inventory and map of existing and identified recreational trails in the Shire including their purpose and general condition (where applicable).*
- *Identify minimum standards in relation to trail design, maintenance and signage, including guidelines for interpretative and information signage styles on existing and future trails with regard to the Shire’s Corporate Style Guide;*

- *Develop an implementation plan including priorities and preliminary cost estimates for upgrading and future management of existing trails (including trail surfaces, drainage, directional markers, promotional signage, warning and advisory signage), and development of any proposed trails.*

The project was awarded to experienced trails consultants Mike Halliburton & Associates, working with Mike Maher from Transplan Pty Ltd. The plan has been completed, and is presented (see Attachment 12.1.1) for the Council's endorsement.

COMMENT

The Plan as presented focuses on the Shire's existing trails network, as well as those priority trails identified by the Shire for inclusion in the Great Southern Regional Trails Master Plan 2020-2029, and drive trails in the area which provide opportunity for visitors to explore the region.

Following review of all relevant materials including local, regional and state publications, discussions with Shire staff and other stakeholders, and site visits to inspect and assess all trails, the consultants have made recommendations for the upgrade or other of the trails, with a detailed implementation plan and cost estimates provided for each.

The recommended projects are as follows:

West Broomehill Postie Run – Project 1

The West Broomehill Postie Run Interpretation Plan was compiled in 2007 by the former Shire of Broomehill however implementation has not been achieved.

In recognition of the significant costs involved in fabrication and installation of interpretive panels to fully develop this route as a drive trail, the Plan recommends establishing a GeoTrail – a series of geocaches located at the sites nominated in the West Broomehill Postie Run Interpretation Plan, that will provide participants with the challenge of locating the geocache and also learning more about the history of the area.

The GeoTrail sites will be listed on the international geocaching website <https://www.geocaching.com/> with nominated staff having access to maintain the listings. The plan also recommends that a trail brochure incorporating a map be produced.

The benefit of this approach is the greatly reduced cost to implement, and minimal ongoing maintenance costs.

Broomehill Heritage Trail upgrade – Project 2

This trail is relatively new, however some work is required to install directional markers. The Plan also recommends the production of a trail brochure incorporating a map.

Tambellup Heritage (Town) Trail upgrade – Project 3

The Plan recommends the installation of trailhead signage, review and replacement of interpretive signage incorporating distinctive pedestals, installation of directional markers and production of a trail brochure with map.

Consultation for new interpretive panel content has already been completed as part of the Yoorn (Bobtail) Trail development by Outdoors Great Southern. This information will be utilised as part of the Town Trail upgrade project.

Gordon River Trail upgrade – Project 4

Improvements suggested include the installation of directional signage from the town centre, trailhead signage, directional markers, interpretive signage (consider using QR codes and link to website), seating options along the trail, trail surface maintenance, measures to restrict vehicle access to the trail, redevelopment of the picnic area at the old boatshed site, and production of a trail brochure with map.

The Gordon River Walk Trail and Facilities 5 Year Plan was adopted by the Council in November 2023. This plan will be considered when planning trail upgrade works as proposed in the Local Trails Master Plan.

John Holland Walk Trail – Project 5

Improvements recommended include installation of trailhead signage at the start of the trail, better delineation of the trail itself, improved directional markers, clearing of fallen timber along the route, addition of interpretive panels, installation of a seat or shelter at the end of the trail and improved directional signage to the trail from the town centre.

The Holland Track is a significant tourism asset to Broomehill and the improvements and subsequent promotion of the Walk Trail will add to the visitor experience.

Boot Rock Reserve Trail development – Project 6

The development of the walk trail at Boot Rock Reserve was a community recommendation from the consultation during the development of the Great Southern Regional Trails Master Plan, and was endorsed by the Council at the time as a priority project.

The Plan recommends utilising the existing firebreak network through the reserve, and including trailhead signage with interpretation and a map, trail markers, the development of a vehicle parking area off Jetsam St and the installation of management gates to prevent entry of unauthorised vehicles to the site. Production of a brochure is also recommended.

Noongar Trail upgrade – Project 7

The Noongar Trail was developed as part of the Tambellup Heritage Trail in 1999. At the time, the community was not keen for the stories to be told, however recently there has been more enthusiasm to explore how this could be achieved.

As the trail is on land managed by the Tambellup Aboriginal Progress Association and the Tambellup Noongar Land Corporation, permission for any upgrade works or interpretation will need to be secured prior to commencement.

Assuming permission is granted, this Plan recommends the installation of directional signage to the trail from the town centre, trailhead signage with a map, trail markers, and the development and installation of interpretive panels.

Some consultation around content for interpretive panels has already been conducted by Outdoors Great Southern, which can be used as part of the trail upgrade.

Grain Train Rail Trail feasibility study – Project 8

The Grain Train Rail Trail proposal celebrates the significance of the rail network to the region, through development of a hiking and cycling trail along the routes of the closed Kojonup to Pingrup rail line (via Katanning and Nyabing), and the Tambellup to Ongerup line (via Gnowangerup). The closed rail reserves are in the control of Arc Infrastructure and the Public Transport Authority.

Development of the Grain Train Rail Trail is noted in the Great Southern Regional Trails Master Plan as a long term project, with many complexities, notably land tenure and access, viability of the physical trail route, support and participation of multiple local governments and other key stakeholders, and the cost vs benefit to each participant.

This Plan recommends that a Feasibility Study be prepared to investigate these matters and more, prior to making any commitment. The Great Southern Regional Trails Master Plan notes that Outdoors Great Southern is the lead agency for this activity.

Trail Marketing and Promotion Project – Project 9

The Plan states 'One of the best mechanisms for ensuring the sustainability of the trails is to have lots of people using them, including local residents and visitors from the Perth metropolitan region and elsewhere'.

To achieve this, a comprehensive marketing and promotion plan has been proposed, incorporating a range of activities aimed at raising awareness of the Shire's trails to a broader audience. Staff consider this is useful information that can be reconsidered at a later date.

Costings and Implementation Timeframe

Cost estimates for all elements of trail development and upgrades have been provided for each project. It should be noted these are indicative only, and formal quotes will be required for each element as planning progresses. This allows for enquiries regarding external funding and appropriate budget provision to be made prior to commencement of any works.

The Plan also includes a suggested implementation schedule, based on completing all requirements of a single trail at one time, over a nine year timeframe.

As noted above, some work is already underway, in particular the consultation for new interpretive signage for the Tambellup Heritage (Town) Trail and the Noongar Trail, and the implementation of the Gordon River Walk Trail and Facilities 5 Year Plan. It is recommended that staff refer to the implementation schedule as a guide, in conjunction with other plans and activities already in place.

Conclusion

The Plan, and in particular the detailed trail maps and trail audits provided, have been extremely well researched and compiled, and will prove to be a useful resource into the future. The Council's endorsement of the Plan as presented will allow for staff to commence on the progressive upgrades, and ensure that required maintenance can be scheduled.

CONSULTATION

CEO

Manager of Works

Julia Scriven – DLGSC

Mike Maher – Transplan Pty Ltd

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Funding of \$15,000 was received in 2023/2024 from DLGSC for the development of the Plan. Budget provision has been made for the Council’s matching contribution.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Wills that the Council endorses the Local Trails Master Plan 2024, as presented.

CARRIED 6/0

**For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 089/24**

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 FINANCIAL STATEMENTS – JUNE 2024

ATTACHMENT(S)	13.1.1 Financial Statements June 2024
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance & Administration
DATE	15 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: Broomehill Tambellup 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.	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 June 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 2023/24 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*.

The financial report presented is an interim report as final allocations are still to be processed to close out the 2023/24 financial year which will affect the content of the statements. The final financial report for 30 June 2024 is required to be submitted to the auditor by 30 September 2024.

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 Penny that the Council receive the monthly financial statement for the period ending 30 June 2024.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 090/24

13.2 MONTHLY LIST OF PAYMENTS – JUNE 2024

ATTACHMENT(S)	13.2.1 Monthly Payments Listing June 2024
FILE NO	N/A
AUTHOR	Kay Squibb, Manager Finance & Administration
DATE	15 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: Broomehill Tambellup 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.	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 June 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 –

June 2024

	\$
Municipal Fund	824,995.11
Trust Fund	0.00
Purchasing Cards	3,411.28
TOTAL	828,406.39

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 Letter, seconded Cr Robinson that the Council, in accordance with regulations 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996*, endorses the list of payments paid under delegated authority or with Shire purchasing cards for June 2024 comprising -

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$824,995.11; and
- Credit/Purchasing Card payments totalling \$3,411.28.

CARRIED 6/0

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

Motion No 091/24

13.3 DISABILITY ACCESS AND INCLUSION PLAN – PROGRESS REPORT 2023-2024

ATTACHMENT(S)	13.3.1 - Disability Access and Inclusion Plan – Progress Report 2023-2024 13.3.2 - Disability Access and Inclusion Plan– Implementation Plan 2023-2024
FILE NO	ADM0124
AUTHOR	Pam Hull – Strategic Support & Projects Officer
DATE	11 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill Tambellup Shire Support	
12. Collected Region Wide Knowledge 12.2 SoBT Shire Data This is the Shire collecting and releasing specific data on Shire-related activities (such as health provisions, roads, safety, traffic measures). Data is being used to drive advocacy and attract support.	No specific action

SUMMARY

The purpose of this report is for the Council to receive the Disability Access and Inclusion Plan Progress Report for 2023-2024.

BACKGROUND

The *Disability Services Act 1993* requires Public Authorities including local governments to develop a Disability Access and Inclusion Plan (DAIP). DAIPs assist public authorities to plan and implement improvements to access and inclusion across seven outcome areas: services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. These plans benefit people with disability, the elderly, young parents and people from culturally and linguistically diverse backgrounds.

The Shire’s DAIP was adopted in 2020 and will be reviewed in 2025.

The *Disability Services Act 1993* requires Public Authorities to report annually on the implementation of its DAIP. These reports are used to generate the Minister for Disability Services DAIP Progress Report which is tabled in Parliament.

A Western Australia for Everyone: State Disability Strategy 2020-2030 (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

COMMENT

The DAIP Progress Report 2023-2024 has been completed and is presented for the Council's consideration and endorsement if appropriate. The report will then be forwarded to the Department of Communities for noting.

The Shire's internal DAIP Implementation Plan, which details actions that have been undertaken during 2023-2024, is also attached. This is provided to the Council for information and is not submitted to the Department of Communities.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Disability Services Act WA (1993) – Part 5: Disability access and inclusion plans by public authorities

28. Disability access and inclusion plans

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.*

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 2.7 Customer Service Charter states in part:

'We will achieve our commitment to you by:

- Progressively improving access to our services for people with disabilities and people from culturally and linguistically diverse backgrounds'.*

RISK MANAGEMENT IMPLICATIONS

This report deals with statutory reporting and 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 Council endorses the Disability Access and Inclusion Plan Progress Report 2023-2024, as presented.

CARRIED 6/0

**For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 092/24**

13.4 VOTING DELEGATES FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT (WALGA) ANNUAL GENERAL MEETING 2024

ATTACHMENT(S)	Nil
FILE NO	ADM0159
AUTHOR	Tash Korthuis, Governance & Executive Assistant
DATE	11 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: Broomehill Tambellup Shire Support	
No relevant Community Outcomes	Not relevant Corporate Actions

SUMMARY

To appoint voting delegates to the Western Australian Local Government Association (WALGA) Annual General Meeting (AGM) 2024.

BACKGROUND

The WALGA AGM is to be held on 9 October 2024 in Perth.

In previous years the voting delegates for the Shire of Broomehill-Tambellup have generally been the President and Deputy President.

WALGA also has provision for Council to nominate proxy voting delegates. Council may wish to also consider nominating a proxy voting delegate for the AGM.

All Member Councils are entitled to be represented by two voting delegates at the AGM. Voting delegates may be either elected members or serving officers. Councils seeking to exercise their voting entitlements must ensure that their voting delegates are appropriately registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils.

Member Councils are invited to submit motions for inclusion on the agenda for consideration at the 2024 WALGA AGM. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

COMMENT

At the June 2021 Council Discussion Session it was suggested that for best practice moving forward, the Great Southern Zone would put forward any clear and concise proposals for a decision to the WALGA AGM.

Registration of Delegates and Proxies must be completed by 5.00pm 27 September 2024.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Budgeted expenditure under 04101.57 for attendance of delegates to the WALGA AGM and Annual State Conference including accommodation and events.

POLICY IMPLICATIONS

Policy 1.1.9 Elected Member Training and Professional Development states elected members may attend conferences and training following approval by the Council.

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 Letter, seconded Cr Wills that the Council

1. Appoints Cr White and Cr Barritt as voting delegates to the WA Local Government Association (WALGA) Annual General Meeting to be held on 9 October 2024 and appoints the CEO Karen Callaghan and Cr Letter as a proxy delegate.
2. The following Councillors be authorised to attend the 2024 WALGA Local Government Convention -
 - Cr White;
 - Cr Barritt;
 - Cr Letter;
 - Cr Penny; and
 - Cr Wills

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 093/24

13.5 CORPORATE BUSINESS PLAN – QUARTERLY PROGRESS REPORT APRIL-JUNE 2024

ATTACHMENT(S)	13.5.1 Corporate Business Plan 2023-2027 Quarterly Report April - June 2024
FILE NO	ADM0382
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	17 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill Tambellup 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.	11.1.1 Undertake quarterly assessment of all Corporate Business Plan initiatives using a traffic light scoring system, and reporting these in a meaningful summary (showing highlights) to the community via the Topics, Facebook and Shire website.

SUMMARY

The purpose of this report is for the Council to receive the Corporate Business Plan 2023-2027 Quarterly Report for the period April - June 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 Corporate Business Plan outlines the Shire's key priorities and actions over the next four years and sets a road map to achieve the community's aspirations as outlined in 'People Power', the community's ten year Strategic Plan which was adopted by the Council on 17 November 2022. This plan integrates the community's aspirations into the Shire's operations and sets out the specific actions that will deliver on the objectives and strategies outlined in 'People Power'.

The Corporate Business Plan 2023-2027 was adopted by the Council on 18 May 2023.

Initiatives contained in the Corporate Business Plan are centred on the four Key Pillars of the Strategic Community Plan 'People Power':

- Broomehill-Tambellup Point of Difference
- Broomehill-Tambellup Economy
- Broomehill-Tambellup Lifestyle

- SoBT Shire Support

Twelve (12) aspirational areas sit under the Key Pillars, and it is within each of these that the Corporate Business Plan initiatives sit. Each initiative has been assigned to a member of the Senior Management Team as the coordinating officer and each member of the team has provided input into the Quarterly Report.

COMMENT

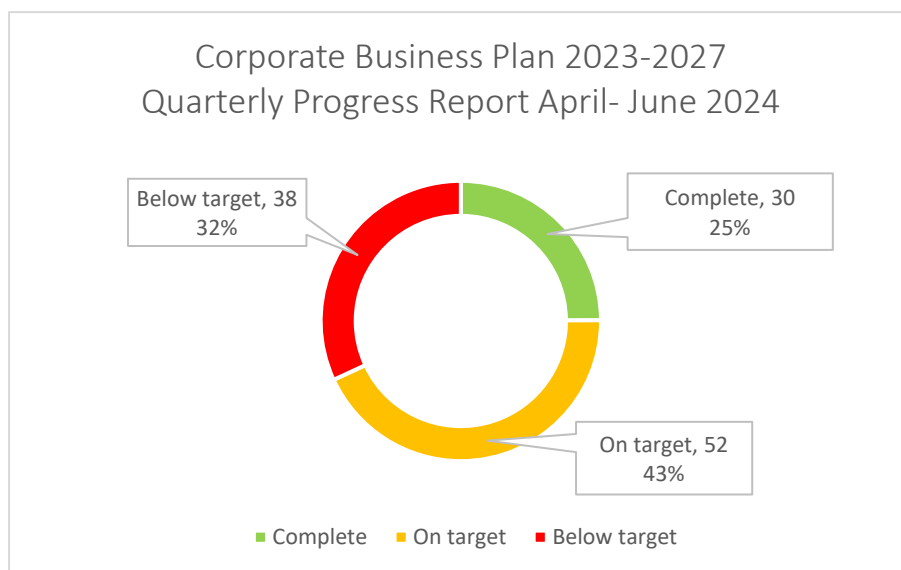
The Quarterly Report is provided as an attachment to the agenda for the Council’s reference. The report provides an update on progress of the first year initiatives (2023/2024) for the period April - June 2024. Initiatives not scheduled to be actioned this financial year are not reported on.

The status of each initiative has been colour coded using a traffic-light system as follows:

- Green – initiative is ‘Complete’ – action has been completed;
- Orange – initiative is ‘On Target’ – action has commenced and is on track to be delivered on time and on budget;
- Red – initiative is ‘Below Target’ – action has not commenced or has fallen behind its projected timeframe.

The following table illustrates progress against the 120 initiatives scheduled to be actioned in 2023/2024:

Status	Definition	Number of initiatives	%
Complete	Action has been completed	30	25%
On target	Action has commenced and is on track to be delivered on time and on budget	52	43%
Below target	Action has not commenced or has fallen behind its projected timeframe.	38	32%
		120	100%



The following initiatives have been completed since the last progress report (to the end of April 2024):

1.4.4	Positively promote all events, development and happenings in the Shire to actively get the Shire's name promoted	Events promoted in Topics and on social media where appropriate. Complete for 2023-2024
2.1.5	Support CRC in delivery of Youth Support Programs	Promotion of youth and community events through FB, website events module. Complete for 2023-2024
2.1.9	Enhance community awareness of high-threat emergency periods by utilising Shire communication channels to share DFES messaging	Promotions include Bushfire-Stay Prepared, Harvest Bans, Total Fire Bans, Prohibited and Restricted Busing Periods, Bushfire Warning System, Storm. Complete for 2023-2024
2.1.12	Promote key health programs, e.g. vaccination programs, screening services for early intervention of key health issues such as cervical, skin & breast cancer, mental health programs.	Promoted Lions Skin Cancer screening unit visit. Complete for 2023-2024
3.2.9	Commission a report/obtain qualified advice on the integrity of the roof of the Tambellup Memorial Hall. Implement recommended actions.	Re-roofing is 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.
9.3.4	To partner with Community to deliver Reconciliation Week and/or NAIDOC Week activities.	Council support for 2023 NAIDOC netball carnival, hall hire waived for Elders lunch. Complete for 2023-2024
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.
10.4.3	Partner with Local businesses and service providers to participate in high school work experience programs	Completed for 2023-2024. Students were hosted in December 2023 in Workshop and Parks/Gardens.
11.1.1	Undertake quarterly assessment of all Corporate Business Plan initiatives using a traffic light scoring system, and reporting these in a meaningful summary (showing highlights) to the community via the Topics, Facebook and Shire website.	Completed for 2023-2024. All quarterly reports were presented to the Council for information.

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

A number of initiatives noted as ‘On Target’ are largely complete. These include:

- 3.2.6 Implementation of an electronic cemetery administration system – the online sites are live and links are available on the Shire’s website. Signage for each cemetery is yet to be purchased and installed.
- 5.2.3 Assist the Business Enterprise Centre (BEC) to have certainty of land tenure - lobbying of Department of Land to assist process. BEC needs to finalise through Taylor, Nott & Molinari.
- 8.1.1 Implementation of the Broomehill Heritage Precinct Master Plan – most initiatives have been implemented by either the Shire or the Broomehill Heritage Group. The Plan requires review, in consultation with the Heritage Group, to determine which actions are still needing to be completed.
- 9.1.1 Adoption by the Council of a Shire BT Trails Master Plan – this is to be considered by the Council in this agenda.

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

Provision is made in the annual budget for the delivery of initiatives in the Corporate Business Plan.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Penny, seconded Cr Robinson that the Council receive the Corporate Business Plan 2023-2027 Quarterly Progress Report for the period April - June 2024, as presented.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 094/24

13.6 ANNUAL BUDGET ADOPTION FOR THE YEAR ENDED 30 JUNE 2025

ATTACHMENT(S)	13.6.1 2024/2025 Annual Budget
FILE NO	ADM0121
AUTHOR	Kay Squibb – Manager Finance & Administration
DATE	17 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Actions
Key Pillar: Broomehill Tambellup 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.	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire’s monthly financial reports.

SUMMARY

The purpose of this report is to adopt the Annual Budget for the year ending 30 June 2025.

BACKGROUND

The *Local Government Act 1995*, section 6.2, states that a Local Government is 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 prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The 2024/25 Budget as presented, is considered to meet statutory requirements.

COMMENT

A significant amount of funding has been forthcoming from the federally funded Local Roads and Community Infrastructure Program, now into Phase 4; which has been allocated to a range of road construction and community oriented projects spreading the value of these programs across the whole Shire. Along with Regional Road Group and Roads to Recovery funding, a sizeable and varied Capital Works program is planned for the coming year.

A rate increase of 5% for both Unimproved Value (Rural) properties and Gross Rental Value (townsite) properties has been factored into the budget. Increases in revenue from rates allow Council to continue to meet its obligations in provision of services to the community and maintain its asset base.

The 5% discount on rates will continue to be offered. To be eligible for the discount all rates and charges are to be paid within 35 days of issue. Payment of rates and charges via the two and four instalment plans will continue to be available.

The Schedule of Fees and Charges have been reviewed and are included in the supporting information for adoption.

The following highlights of the 2024/2025 annual budget are provided for the Councils information -

Key Pillar 1 – Broomehill-Tambellup Point of Difference

CAPITAL:

- \$130,000 has been allocated to the Tambellup Youth Precinct for the building extension and improvements and, extension of the sealed area in accordance with the Plan adopted by the Council. This is funded by the Local Roads and Community Infrastructure Program and is carried over from the 2023/24 year
- Tambellup Cemetery – \$9,000 to continue implementation of the 5 Year Plan
- Purchase of a fast fill trailer for the Broomehill East fire brigade, funded by a capital grant from the Local Government Grants Scheme - \$9,300

OPERATING:

- Payment of \$50,000 to the Tambellup CRC for management of the Tambellup Library in accordance with the Service Agreement
- Funding of \$53,500 from the Department of Fire and Emergency Services (DFES) Local Government Grants Scheme, and expenditure of same, to provide protective clothing and equipment, maintenance of equipment and insurances for Fire Brigade volunteers
- Continuation of the partnership between DFES and the Shires of Katanning and Woodanilling for the Community Emergency Services Manager position - \$20,000
- A new partnership with DFES and the Shires of Katanning and Kojonup to engage a Bushfire Risk Mitigation Coordinator - \$27,300
- Annual contribution to support the 'A Smart Start' Committee - \$4,300
- Donations to the Broomehill and Tambellup Primary Schools to assist with transport for swimming lessons - \$1,000 each
- Annual contribution to Great Southern Treasures (\$13,000) and to participate in projects during the year (\$3,000)
- Payment to the Tambellup CRC for production of the Topics \$10,500

Key Pillar 2 – Broomehill-Tambellup Economy

CAPITAL:

- Tambellup Caravan Park development \$1.2m which includes cabins, laundry/cleaners store and park infrastructure
 - Funding from the Local Roads and Community Infrastructure Program Phase 3 - \$650,000
 - An application has been submitted to the Regional Economic Development Scheme for funding of \$191,000 for cabins

- Broomehill Caravan Park - completion of ablution upgrades (\$21,000) and unpowered site section (\$10,000)
- Fencing of the town dam in Broomehill - \$20,000
- Connection of tanks at the Broomehill and Tambellup depot's to mains water - \$19,000
- Road Construction Program of \$1.82m. Funding is received from the Regional Road Group and Roads to Recovery Program towards these projects –
 - Gnowangerup-Tambellup Road – complete pavement repairs commenced in 23/24 - \$41,000
 - Broomehill-Kojonup Road – complete pavement repairs commenced in 23/24 - \$77,600
 - Warrenup Road – complete reconstruction and sealing commenced in 23/24 - \$219,000
 - Tieline Road – complete pavement repairs commenced in 23/24 - \$65,000
 - Tambellup West Road – reseal - \$183,000
 - Warrenup Road - reconstruct gravel section and seal - \$525,000
 - North Terrace – asphalt overlay - \$74,000
 - Taylor Street - asphalt overlay - \$115,300
 - Nymbup Road – gravel sheet - \$85,000
 - Pallinup Road – construct and seal - \$385,000
 - Crosby Road – gravel sheet various sections - \$52,000

OPERATING:

- Road maintenance budget of \$3.15m (including asset depreciation) includes maintenance of the works depots, grading, drains and culverts, tree pruning, roadside spraying, footpaths and signage. This amount is fairly consistent with the previous year
- Mosquito Control - provision for continuation of the Shires participation in the Contiguous Local Authority Group (CLAG) with the Shires of Gnowangerup and Katanning for mosquito control, includes staff training, purchase of baits and equipment - \$22,000
- Maintenance of staff housing, GROH houses and seniors' accommodation units
- \$30,000 for amalgamation of the Broomehill and Tambellup Town Planning Schemes
- Town Planning expenses of \$20,000 consultant planner; legal advice \$20,000 and noise monitoring \$20,000
- Demolition of the old bowling club building as part of the Tambellup Caravan Park development - \$50,000
- Management and maintenance of the Broomehill Caravan Park
- Management of standpipes and bores in the Shire - \$91,500
- Standpipe water usage recouped from customers - \$60,000

Key Pillar 3 – Broomehill-Tambellup Lifestyle

CAPITAL:

- Tambellup Railway Precinct \$400,000 – includes new public toilets
- Upgrade facilities at the Gordon River Reserve \$160,000 – includes sealing of the carpark, lighting, bbq area and trail improvements

- Broomehill Hall – investigate acoustic improvements - \$10,000
- Tambellup Hall – external paint \$50,000, and completion of roof repairs (internal ceilings) \$45,000
- Tambellup CRC subfloor and floor repairs - \$40,000
- Broomehill Recreation Complex - terracing and landscaping in front of the new spectator pavilion \$50,000
- Contribution to the replacement of the Broomehill bowling green of \$135,000, funded by a transfer from reserve of \$110,000
- Crowden Street Tambellup footpath upgrades and planting of street trees - \$75,000
- Diprose Park – replace exercise equipment \$20,000

OPERATING:

- Tambellup Pavilion – installation of hand rails down steps to the oval (carry over) - \$5,000
- Development of the Broomehill Postie Run Geocache trail - \$10,000
- Maintenance of parks, gardens and reserves in the Shire \$901,900, increased from the previous year, which includes engagement of contractors to assist with maintenance of the Broomehill and Tambellup ovals and surrounds
- Routine maintenance of town halls, public facilities and sporting complex's

Key Pillar 4 – SoBT Shire Support

CAPITAL:

- Tambellup Shire Office – external paint \$30,000
- Records management – creation of a storeroom in the lesser hall for storage of records \$20,000
- Tambellup Depot workshop oil store (to meet safety requirements) - \$25,000
- Plant Replacement per the 10 Year Plant Replacement Program, funded by the Plant reserve

OPERATING:

- Integrated Planning expenses for review of the following –
 - Strategic Resource Plan \$20,000 (includes asset management and long term financial plans)
 - Corporate Business Plan \$5,000
 - Workforce Plan \$25,000
- Provision to undertake the Financial Management and Audit Regulation 17 reviews due in 2024/25
- Planning and design for various projects - \$30,000 including such items as a Youth Engagement Strategy, Economic Development Strategy
- Property rates increase of 5.0% raising additional revenue of \$148,500
- CBH ex-gratia rates also increase by 5.0%
- Rate write-off's budgeted for the Tambellup Golf Club, Tambellup Business Centre and Broomehill Village Co-operative as in previous years
- An advance payment of 85% of financial assistance grants was received in June 2024, the remaining 15% is budgeted to be received in 2024/25

- Elected member meeting fees \$64,000, President and Deputy President allowances \$12,500, ICT allowances \$3,500 – all remaining unchanged from previous years
- Rubbish collection charges for residential and commercial properties remain unchanged from the previous year – revenue of \$72,700 covering the cost of providing this service

RESERVE FUNDS:

- Increase in Reserve funds of \$101,900 to a closing balance at 30 June 2025 of \$2.35m
- Reserve funds utilised for the following purposes –
 - Leave Reserve – for employee long service leave due in 2024/25
 - Plant Reserve – for plant changeovers included in the 10 Year Plant Replacement Program
 - Broomehill Bowling Green Reserve – for replacement of the synthetic surface

LOANS:

- No new loans are proposed to be raised in 2024/25
- Existing loans –
 - GROH Housing loan matures in 2034/35;
 - Tambellup Pavilion loan matures in 2036/37.
- Opening balance 1 July 2024 - \$1.57m
- Closing balance 30 June 2025 - \$1.46m

The budget presented provides a good balance between new and exciting community projects and responsible planning for the future.

CONSULTATION

Chief Executive Officer

Senior Management Team

Councillors – workshop 10 June 2024 and briefing session 20 June 2024

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 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 Penny that the following recommendations are adopted –

1. General Rates

That rate revenue be increased by 5% for the year ending 30 June 2025, and the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup

Unimproved Values 0.4758 cents in the dollar

Gross Rental Value 12.5590 cents in the dollar

2. Minimum Rates

That the minimum rate for Gross Rental Values is set at \$615.00 per assessment and the minimum rates for Unimproved Values is set at \$615.00 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 2024/25:

Refuse & recycling collection \$280.00

Additional refuse (green) bin \$160.00

Additional recycling (yellow) bin \$130.00

4. Transfer Station Passes

That an annual Transfer Station pass be distributed with the 2024/25 rates notices on the basis of one pass per property ownership.

5. Discount

General Rates

That the Council, in accordance with the provisions of section 6.46 of the *Local Government Act 1995*, offers a 5% discount on 2024/25 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 the Council offers a 5% discount 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 the Council, in accordance with the provisions of section 6.45 and 6.50 of the *Local Government Act 1995*, offers the following payment options for the payment of rates:

(a) Single Instalment – with 5% discount

- Payment in full (including all arrears) within 35 days of the issue of the rate notice 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, within 35 days from the date of issue of the rate notice.
- The second instalment of 50% of the total current rates, ESL, refuse charges and instalment charges, payable 4 months from the due date of the first instalment.

(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, within 35 days from the date of issue of the rate notice.
- The second, third and fourth instalments, each of 25% of the current rates, ESL, refuse charges and instalment charges, payable at two monthly intervals after the due date of the first instalment.

7. Interest and Administration Charges for Instalment Options

That the Council, in accordance with the provisions of section 6.45 of the *Local Government Act 1995* imposes an Administration Fee of \$10 per instalment notice 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 the Council, 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*, adopts an interest rate of 11% per annum. 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 the Council, 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 5 April 2024 (Part 6), adopts an annual allowance for meeting attendance fees of \$16,000 per annum for the President and \$8,000 per annum for Councillors.

10. Independent Committee Member Meeting Fees

That the Council, 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 5 April 2024 (Part 6), adopts a meeting attendance fee of \$130 per meeting for Independent Committee members.

11. President and Deputy President Allowance

That the Council, 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 5 April 2024 (Part 7), adopts an annual allowance of \$10,000 for the President and \$2,500 for the Deputy President.

12. Members Travelling Expenses

That the Council, 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 5 April 2024 (Part 8), adopts that 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 the Council, 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 5 April 2024 (Part 9), adopts an annual Information and Communications Technology Allowance of \$500 per Councillor.

14. Fees and Charges

That the Council, in accordance with section 6.16 of the *Local Government Act 1995*, adopts the Schedule of Fees and Charges as set out in the Annual Budget document for the year ending 30 June 2025.

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 2025 will be 10% or \$10,000, whichever is the greater amount.

16. Adoption of the Annual Budget

That the Annual Budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2025 comprising –

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

be adopted.

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 095/24

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

COUNCIL DECISION

Moved Cr Robinson, seconded Cr Letter that in accordance with Section 5.23(2) of the Local Government Act 1995 the meeting is closed at 5.00pm to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (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 –
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 096/24

14.1 **CONFIDENTIAL** - PLANT REPLACEMENT – ISUZU FRR600 LIGHT TIP TRUCK

ATTACHMENT(S)	14.1.1 CONFIDENTIAL Isuzu Australia Quote 14.1.2 CONFIDENTIAL Hino Quote
FILE NO	ADM0672
AUTHOR	Peter Vlahov, Manager of Works
DATE	10 July 2024
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2023 -2027
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill Tambellup Shire Support	
No relevant Community Outcome	No relevant Corporate Initiative

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Barritt, seconded Cr Letter that the Council:

1. Accept the eQuote submitted by WA Hino of \$183,145.00 (excluding GST) for the purchase of one Hino FD1124 500 Series; and
2. Accept the price submitted by WA Hino of \$62,727.27 (excluding GST) for the trade in of the Isuzu FRR600 Series 2019 Tip Truck; noting the net cost of the changeover is \$120,417.73.

CARRIED 6/0

For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 097/24

PRODECURAL MOTION

Moved Cr Penny, seconded Cr Letter that council re-opens the meeting to members of the public at 5.05pm.

CARRIED 6/0

**For: Cr Letter, Cr Robinson, Cr Penny, Cr White, Cr Barrit, Cr Wills
Motion No 098/24**

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 5.05pm.