Shire of Broomehill Tambellup
looking forward

UNCONFIRMED MINUTES

Ordinary Council Meeting

17 September 2026

Minutes to be confirmed at the next Ordinary Council Meeting

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 September 2026 commencing at 4.32pm.

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. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS 6

2. ATTENDANCE 6

3. DISCLOSURE OF INTEREST 6

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 6

5. PUBLIC QUESTION TIME 7

6. PRESENTATIONS/PETITIONS/DEPUTATIONS 7

7. APPLICATION FOR LEAVE OF ABSENCE 7

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER 7

9. CONFIRMATION OF MINUTES 8
9.1 ORDINARY COUNCIL MEETING 20 AUGUST 2026 8
CHANGE TO ORDER OF BUSINESS 9

6 PRESENTATIONS/PETITIONS/DEPUTATIONS 9

10. KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE 10
10.1 PLAN FOR ANIMAL AND PLANT BIOSECURITY 10
10.2 LOCAL EMERGENCY RISK TREATMENT REPORT AND REGISTER 13
10.3 TAMBELLUP GOLF CLUB INCORPORATED – RATE CONCESSION 17
10.4 APPOINTMENT OF COMMUNITY EMERGENCY SERVICES MANAGER AS FIRE CONTROL OFFICER – 2026/2027 20

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY 23
11.1 SHERIDAN GARDENS CONCEPT PROPOSAL 23
11.2 BROOMEHILL VILLAGE COOPERATIVE LTD – RATE CONCESSION 28

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE 31

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT 31
13.1 BUDGET AMENDMENT TAMBELLUP CARAVAN PARK – INTERNAL ROAD NETWORK AND PARKING BAYS 31
13.2 COMMUNITY EMERGENCY SERVICES MANAGER VEHICLE – 2026/2027 BUDGET AMENDMENT 35
13.3 MONTHLY LIST OF PAYMENTS – AUGUST 2026 39
13.4 FINANCIAL STATEMENTS – AUGUST 2026 42

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED 45
MEETING CLOSED TO THE PUBLIC AT 5.06PM 45
14.1 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW 2025 – 2026 45
MEETING OPENED TO THE PUBLIC AT 5.16PM 45

15. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 47

16. QUESTIONS FROM MEMBERS WITHOUT NOTICE 47

17. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING 47

18. CLOSURE 47

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr Barritt declared the meeting open at 4.32pm.

2. ATTENDANCE

Councillors

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

Staff

KP Callaghan	Chief Executive Officer
DG Sweeney	Deputy Chief Executive Officer
WC Butler	Acting Manager of Works
PA Hull	Strategic Support and Projects Officer
AC Fernandez	Governance and Compliance Officer

Leave of Absence

Nil

Apologies

Nil

3. DISCLOSURE OF INTEREST

Agenda item	Interest	Council Members
11.1 - Sheridan Gardens Concept Proposal	Financial interest under section 5.60A of the *Local Government Act 1995*	Cr Douglas Barritt Cr Sara Robinson Cr Craig Dewar Cr Steve Penny
11.2 - Broomehill Village Cooperative Ltd – Rate Concession	Financial interest under section 5.60A of the *Local Government Act 1995*	Cr Douglas Barritt Cr Sara Robinson Cr Craig Dewar Cr Steve Penny
10.3 - Tambellup Golf Club Incorporated – Rate Concession	Impartiality interest as he is a member of the Tambellup Golf Club but stated he is not a committee member.	Cr Michael White

Procedural Note: Cr Doug Barritt received ministerial approval to remain as Presiding Member and to participate and vote on these matters.

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

COUNCIL RESOLUTION – Item 7
Moved: Cr White
Seconded: Cr Letter

That Cr Robinson be granted leave of absence from the 15 October 2026 Ordinary Council Meeting.

Resolution 82/2026

CARRIED UNANIMOUSLY 7/0

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

COUNCIL RESOLUTION – Item 7
Moved: Cr Dewar
Seconded: Cr Penny

That Cr Witham be granted leave of absence from the 19 November 2026 Ordinary Council Meeting.

Resolution 83/2026

CARRIED UNANIMOUSLY 7/0

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

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 20 AUGUST 2026

ATTACHMENT(S)	9.1.1 – Unconfirmed Minutes Ordinary Council Meeting 20 August 2026
FILE NO	ADM0733
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	9 September 2026
DISCLOSURE OF INTEREST	Nil

OFFICER RECOMMENDATION

That the minutes of the Ordinary Meeting of Council held on 20 August 2026 be confirmed as a true and accurate record of proceedings.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 9.1

Moved: Cr Dewar

Seconded: Cr Robinson

That the minutes of the Ordinary Meeting of Council held on 20 August 2026 be confirmed as a true and accurate record of proceedings.

Resolution 84/2026

CARRIED UNANIMOUSLY 7/0

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

Against: Nil

CHANGE TO ORDER OF BUSINESS

COUNCIL RESOLUTION
Moved: Cr White
Seconded: Cr Letter

That the order of business be changed to return to Item 6 – Presentations/Petitions/Deputations, in accordance with 5.2(1) of the *Shire of Broomehill-Tambellup Local Government (Council Meetings) Local Law 2020.*

Resolution 85/2026

CARRIED UNANIMOUSLY 7/0

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

6 PRESENTATIONS/PETITIONS/DEPUTATIONS

6. 1 Presentation – Rebecca Golding, Tambellup Community Resource Centre - Committee Member

Rebecca Golding advised that the Tambellup Community Resource Centre's (CRC) Annual General Meeting (AGM) is scheduled for 12 October 2026 and the organisation currently has three prospective nominees. The CRC requires four office bearers and two additional committee members to meet the management committee requirements under the *Associations Incorporation Act 2015*. Without sufficient nominations, the committee may be unable to operate effectively after the AGM.

Ms Golding advised that the AGM and committee vacancies had been promoted through the CRC Facebook page, a mailout to members and verbal communication, with further promotion planned. She requested Shire assistance through professional advice on the committee's obligations and guidance on recruiting members, noting that Shire employees could serve subject to appropriate interest disclosures. The Presiding Member thanked Ms Golding for the presentation and expressed hope that the situation would improve.

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

10.1 PLAN FOR ANIMAL AND PLANT BIOSECURITY

ATTACHMENT(S)	10.1.1 – Plan for Animal and Plant Biosecurity 2026
FILE NO	ADM0246
AUTHOR	Stephanie Swain, Senior Ranger
DATE	31 July 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT 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 purpose of this report is for the Council to consider the Plan for Animal and Plant Biosecurity 2026 for endorsement.

BACKGROUND

The Shire has developed a Plan for Animal and Plant Biosecurity (Plan) at Attachment 10.1.1.

The purpose of the Plan is to establish clear local arrangements for preparedness, response and recovery in relation to Animal and Plant Biosecurity incidents affecting the district. While the Department of Primary Industries and Regional Development (DPIRD) remains the Hazard Management Agency for these incidents, the Plan defines the Shire's supporting role, including communication, operational coordination, resource support and recovery activities. It also provides practical guidance for Shire staff, including procedures for responding to reports of sick or deceased animals, public enquiries, and coordination with relevant agencies.

COMMENT

The Plan provides a framework that will allow for consideration of the Shire's biosecurity during the preparedness, response and recovery stages of an emergency. The Plan clarifies the roles and responsibilities of external stakeholders and the local government in an emergency.

The Plan was endorsed by the Local Emergency Management Committee at the 11 August 2026 meeting, and requires endorsement by the Council, prior to being forwarded to the State Emergency Management Committee for noting.

CONSULTATION

Local Emergency Management Committee
Department of Primary Industries and Regional Development

STATUTORY ENVIRONMENT

Emergency Management Act 2005
36. Functions of Local Government
It is a function of a local government —

> *(a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and*
> *(b) to manage recovery following an emergency affecting the community in its district; and*
> *(c) to perform other functions given to the local government under this Act.*

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.*

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

That the Council endorses the Plan for Animal and Plant Biosecurity 2026, as presented.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 10.1
Moved: Cr White
Seconded: Cr Robinson

That the Council endorses the Plan for Animal and Plant Biosecurity 2026, as presented.

Resolution 86/2026

CARRIED UNANIMOUSLY 7/0

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

10.2 LOCAL EMERGENCY RISK TREATMENT REPORT AND REGISTER

ATTACHMENT(S)	10.2.1 Local Emergency Management Risk Analysis - 2019 10.2.2 Local Emergency Management Risk Treatments Report – Fire (2022) 10.2.3 Local Emergency Management Risk Treatments Report – 2026 10.2.4 Local Emergency Management Risk Treatments Register
FILE NO	ADM0719
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	7 September 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT 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 purpose of this report is for Council to consider and, if appropriate, endorse the recently completed Local Emergency Management Risk Treatment Reports and Risk Treatment Register.

BACKGROUND

The State Emergency Management Committee (SEMC) requires local governments to ensure that their Local Emergency Management Arrangements (LEMA) are informed by an understanding of local hazards, risks and vulnerabilities.

In 2017 and 2018, the Local Emergency Management Committee (LEMC) undertook a comprehensive emergency risk assessment across the following hazard areas:

- Fire
- Heatwave
- Flood (now Severe Weather)
- Animal and Plant Biosecurity

The assessment considered 194 risk statements, categorised under the following impact areas:

- Social Setting
- People
- Economy
- Public Administration

A total of 75 risk statements were assessed as presenting a High or Extreme risk (refer to Attachment 10.2.1 Local Emergency Management Risk Analysis – 2019), requiring the development of risk treatment options for each.

In September 2022, the first in a series of risk treatment workshops was conducted to examine potential treatments. Due to the significant number of fire-related risks requiring treatment, and the overall threat posed by fire within the Shire, the initial workshop focused solely on the Fire hazard.

Further workshops were held in February 2026 and April 2026 to identify treatment options for the remaining hazards of Heatwave, Flood (Severe Weather) and Animal and Plant Biosecurity.

During the workshops, participants reviewed and rated existing controls against two criteria:

- Effectiveness – how effective the control is in reducing risk; and
- Application – how readily the control can be implemented and applied.

The second stage of the workshops involved identifying new treatment options. Participants were encouraged to adopt a "greenfield" approach to develop a comprehensive range of potential treatments. Each proposed treatment was then assessed against the following criteria:

- Practicality
- Ability to reduce risk
- Ongoing effectiveness
- Potential to introduce new risks
- Cost effectiveness

The detailed risk statements and treatment options developed during the workshops are contained in Attachment 10.2.2 Local Emergency Management Risk Treatments Report – Fire (2022) and Attachment 10.2.3 Local Emergency Management Risk Treatments Report – 2026

The recommended treatment options have been collated into a single Local Emergency Management Risk Treatment Register at Attachment 10.2.4. The Register is intended to be a living document and will be reviewed and updated on an ongoing basis, including following:

- presentations by relevant Hazard Management Agencies to the LEMC;
- changes to local hazard information;
- significant emergency events; and
- the LEMC's regular review of emergency management arrangements.

COMMENT

The risk assessment process identifies and assesses hazards affecting the district, with a focus on risks and treatments for which the Shire has a direct responsibility, can influence, or can support.

The Risk Treatment Register does not duplicate the risk management processes of other LEMC agencies, which are responsible for managing risks within their respective legislative and operational responsibilities. The LEMC provides a forum for agencies to share information and coordinate where responsibilities overlap.

The LEMC has reviewed and endorsed the Risk Treatment Reports and Risk Treatment Register and recommends that the Council endorse the documents.

CONSULTATION

Local Emergency Management Committee

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

There are no financial implications associated with this matter.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Maintaining a current Local Emergency Management Risk Treatment Register supports the Shire's emergency management obligations and provides a basis for identifying and managing risks within the Shire's responsibility or influence.

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

That the Council endorses the following documents as presented:

- Local Emergency Management Risk Treatments Report – Fire (2022)
- Local Emergency Management Risk Treatments Report – 2026
- Local Emergency Management Risk Treatments Register.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 10.2

Moved: Cr Penny

Seconded: Cr Dewar

That the Council endorses the following documents as presented:

- Local Emergency Management Risk Treatments Report – Fire (2022)
- Local Emergency Management Risk Treatments Report – 2026
- Local Emergency Management Risk Treatments Register.

Resolution 87/2026

CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Procedural Note: Cr White disclosed an impartiality interest in Item 10.3 as a member of the Tambellup Golf Club. Cr White remained in the meeting and participated in discussion and voting on the matter.

10.3 TAMBELLUP GOLF CLUB INCORPORATED – RATE CONCESSION

ATTACHMENT(S)	10.3.1 – Tambellup Golf Club Incorporated – Rate Concession Request
FILE NO	A447
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	8 September 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
3. An Appreciated Culture **3.5 Recreation** Community and Shire recreation program that stimulates community spirit and maximises interaction.	No specific corporate initiative.

SUMMARY

The Council is requested to consider granting a $660.00 concession on the general rates levied on assessment A447 for the 2026/2027 financial year.

BACKGROUND

On 4 September 2026, the Tambellup Golf Club Incorporated (Club) wrote to the Shire requesting a concession on the general rates levied on assessment A447, being the property at 235 Rourke Street, Tambellup, for the 2026/2027 financial year (Attachment 10.3.1).

The Club advises that a concession on its rate charges has been granted for several years and has requested that this support continue for the 2026/2027 financial year.

COMMENT

The Club is a community-based organisation that owns and manages its sporting and recreation facilities independently. It primarily relies on membership fees, fundraising activities and the significant contribution of volunteers to maintain its land, buildings and amenities. The Club has approximately 20 to 30 financial members.

The facilities are available for use by the broader community and are utilised regularly by both members and non-members. In addition to supporting sport and recreation opportunities, the Club plays an important role in promoting community wellbeing, social connectedness and an active lifestyle. The facility provides a valuable gathering place for residents and contributes to the community's liveability.

The Shire has provided periodic assistance to the Club, including previous rate concessions and mowing assistance earlier in 2026. The rates levied on assessment A447 are $660.00 for the 2026/2027 financial year. The request relates solely to the general rate component of the annual charges levied on the property. The Emergency Services Levy (ESL) and Refuse and Recycling charges are excluded from the request and remain payable in full by the property owner.

In reviewing the request, officers have considered the community benefit provided by the facility, the Club's reliance on member and volunteer contributions, the previous support provided by the Shire, and the financial impact of the requested concession. On balance, it is recommended that the concession be granted for the 2026/2027 financial year.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

**Absolute majority required*

FINANCIAL IMPLICATIONS

The 2026/2027 Annual Budget includes a provision of $25,000 against general ledger account 03111.100 – Rates Written Off in anticipation of such requests. The proposed $660.00 concession can be accommodated within the available budget provision.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

That the Council, pursuant to section 6.47 of the *Local Government Act 1995*, by absolute majority, waive $660.00 in general rates levied on assessment A447, Tambellup Golf Club Incorporated, for the 2026/2027 financial year, noting that the Emergency Services Levy and Refuse and Recycling charges remain payable in full.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 10.3
Moved: Cr Penny
Seconded: Cr Robinson

That the Council, pursuant to section 6.47 of the *Local Government Act 1995*, by absolute majority, waive $660.00 in general rates levied on assessment A447, Tambellup Golf Club Incorporated, for the 2026/2027 financial year, noting that the Emergency Services Levy and Refuse and Recycling charges remain payable in full.

Resolution 88/2026

CARRIED BY ABSOLUTE MAJORITY 7/0

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

10.4 APPOINTMENT OF COMMUNITY EMERGENCY SERVICES MANAGER AS FIRE CONTROL OFFICER – 2026/2027

ATTACHMENT(S)	Nil
FILE NO	ADM0244
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	10 September 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
2. A United Community 2.2 BT Volunteering This is the community and Shire 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 initiative.

SUMMARY

The purpose of this report is for the Council to endorse the appointment of the Community Emergency Services Manager as a Fire Control Officer (FCO) for 2026/2027.

BACKGROUND

FCOs are appointed on an annual basis, in accordance with section 38 of the *Bush Fires Act 1954.* Nominations are made to the Bush Fire Advisory Committee (BFAC) by each respective brigade, and the BFAC recommends these to the Council for endorsement.

The Department of Fire and Emergency Services has requested that the Community Emergency Services Manager (CESM) be appointed as an FCO to assist brigades with on-ground operations, administration, and compliance.

Council Policy 1.3.2 'Bushfire Control Officers and Volunteers' sets out the requirements for a person to be appointed as FCO.

COMMENT

At the BFAC meeting held on 11 March 2026, Brigade Fire Control Officers were nominated and subsequently endorsed by the Council at the 16 April 2026 Ordinary Council Meeting.

The appointment of the CESM was deferred at that time as the incumbent CESM had advised of her intention to retire at the end of April 2026. It was considered appropriate to defer the nomination until the new CESM was appointed.

Mr Roger Northey has since been appointed to the CESM position and will commence with the Shire in September 2026. It is therefore recommended that Mr Northey be appointed as a Fire Control Officer for the 2026/2027 fire season.

Council's endorsement of the appointment is required prior to the appointment being published in the Government Gazette.

CONSULTATION
Chief Executive Officer

STATUTORY ENVIRONMENT
Shire of Broomehill-Tambellup Bush Fire Brigades Local Law 2020

Bush Fires Act 1954, Section 38
38. Local government may appoint bush fire control officer
(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

FINANCIAL IMPLICATIONS
Nil.

POLICY IMPLICATIONS
Policy 1.3.2 'Bush Fire Control Officers and Volunteers' notes the requirements for volunteers to be appointed as FCOs. This will be amended in the future to also include the CESM and the Ranger.

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" and can be managed by routine procedures and with current resources.

ASSET MANAGEMENT IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Simple majority

OFFICER RECOMMENDATION
That the Council endorses the appointment of Roger Northey, Community Emergency Services Manager, as Fire Control Officer for 2026/2027.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 10.4
Moved: Cr Letter
Seconded: Cr Dewar

That the Council endorses the appointment of Roger Northey, Community Emergency Services Manager, as Fire Control Officer for 2026/2027.

Resolution 89/2026

CARRIED UNANIMOUSLY 7/0

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

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

Procedural Note: Cr Robinson, Cr Dewar and Cr Penny disclosed an interest item 11.1 and left the meeting at 4.54pm.

Cr Barritt declared the nature and extent of his interest is financial and advised he has received ministerial approval to participate and vote on this matter.

11.1 SHERIDAN GARDENS CONCEPT PROPOSAL

ATTACHMENT(S)	11.1.1 - Sheridan Gardens Concept Proposal
FILE NO	ADM0602
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	8 September 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Economy	
5. Healthy Existing Businesses **5.3 Business Support** Stimulate business interaction through events, education, sharing and celebrating. This is the Shire supporting a 'shop local' philosophy.	No specific corporate initiative.

SUMMARY

The purpose of this report is for the Council to consider the Sheridan Gardens Concept Proposal submitted on behalf of the Broomehill Village Cooperative and determine whether the proposed future use and tenure of the site should progress to community consultation and further due diligence.

Ministerial approval has been sought to allow all Council Members to participate in consideration of this item, at the 17 September 2026 Ordinary Council Meeting, to enable Council to achieve a quorum.

BACKGROUND

Sheridan Gardens is Shire-owned land adjoining the Broomehill Imperial Hotel in the Broomehill town centre. The Broomehill Village Cooperative (Cooperative) has been progressing work to reactivate the Imperial Hotel and has discussed with the Shire the potential use of Sheridan Gardens as part of that activation.

Following a presentation to the Council at the 20 August 2026 Ordinary Council meeting, the Cooperative provided the Sheridan Gardens Concept Proposal (Proposal) at Attachment 11.1.1. The Proposal addresses the intended use of the land, proposed works, operating model, public access arrangements, expected community benefit and the Cooperative's preferred tenure arrangement.

The concept proposes that Sheridan Gardens be developed as a community beer garden and outdoor space adjoining the Imperial Hotel, open to the public and available for community events. Works are proposed to be staged, including landscaping, seating, shade, lighting, fencing and the infrastructure necessary to support an extension of the liquor licensed area. The Proposal states that no capital contribution would be required from the Shire for these works.

The proposed operating model places responsibility for maintenance, insurance and public liability with the Cooperative and its operator. The Proposal also provides for continued public access through Sheridan Gardens and states that the Broomehill Town Hall (Hall) would retain rights to use Sheridan Gardens for its functions and bookings at no cost.

The Cooperative's preferred tenure is transfer of ownership of Sheridan Gardens to the Cooperative, with public access and use of Sheridan Gardens in conjunction with Hall functions protected through the relevant legal instrument. The Proposal also identifies a lease as a possible interim arrangement if a transfer process takes longer to determine.

COMMENT

The concept Proposal provides sufficient information for the Council to determine whether the Proposal should progress to the next stage, being community consultation. It is not considered sufficient at this stage for the Council to make a final decision to lease or transfer the land.

Sheridan Gardens is a community asset in a prominent town centre location. A long-term lease or transfer would change the future control and management of the land. It is therefore recommended that the broader community be given an opportunity to comment on the proposed use and possible future tenure before the Council considers any final arrangement.

The community consultation should be undertaken for a minimum period of 28 days and should make clear that the Council has not made a decision to lease or transfer Sheridan Gardens. Consultation should seek feedback on the proposed community beer garden and event use, ongoing public access, use of Sheridan Gardens in conjunction with Hall functions and bookings, and the community's views on possible tenure arrangements. Consultation material should also make clear that the Hall is not proposed to be sold, transferred or leased to the Cooperative.

It is understood that the Proposal does not seek any ownership, leasehold interest or ongoing control of the Hall. The Cooperative's use of the Town Hall or commercial kitchen for its own events would remain subject to the Shire's normal facility booking arrangements, fees, conditions and approvals.

The reference in the Proposal to Hall use is instead understood to mean that, if ownership or control of Sheridan Gardens changes, people using or hiring the Hall would retain the ability to access and use Sheridan Gardens in conjunction with Hall functions and bookings at no additional cost. The precise terms of this arrangement have not yet been defined and would require further consideration, including access, competing bookings, liquor licensing, cleaning, damage, insurance and liability. Any enduring rights would need to be appropriately documented as part of any future tenure arrangement for Sheridan Gardens.

In parallel with consultation, further due diligence is required so that any subsequent report to the Council can provide a complete assessment of the available options comprising:

- confirmation of the land title, tenure, encumbrances, easements, services and any existing access rights;
- planning, building and liquor licensing requirements relevant to the proposed use and staged works;
- the legal status, constitution and governance arrangements of the Cooperative;
- the relationship between the Cooperative, the hotel operator and Mesmerize Corporation Pty Ltd, which has been identified by the proponent as an entity involved in the hotel activation works;
- appropriate mechanisms to protect continuing public access and the ability for Hall hirers and users to access and use Sheridan Gardens in conjunction with Hall functions and bookings;
- insurance, public liability, maintenance and risk allocation under each tenure option;
- the market value of the land or lease interest and any legal, valuation, surveying or transaction costs; and
- the statutory process applying to any future lease, license or transfer.

The further report should present the Council with tenure options rather than assume that transfer is the only available pathway. Options may include continued Shire ownership with a license or use agreement, a lease to the Cooperative, or transfer of ownership subject to appropriate conditions and statutory requirements.

Any requests by the Cooperative to use Sheridan Gardens for community events while this process is underway can be considered separately under the Shire's normal booking and approval processes. Any use of the Hall or commercial kitchen by the Cooperative would continue to occur through the Shire's normal facility booking arrangements. Any temporary approval should not create an expectation or commitment regarding the future tenure of Sheridan Gardens.

CONSULTATION

Broomehill Village Cooperative
Urban Collectives by TJW

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 3.58 deals with the disposal of local government property. For the purposes of the section, disposal includes a sale, lease or other disposal of an interest in property. A direct disposal may require local public notice, disclosure of the proposed parties, consideration and market value, and consideration of submissions before the local government agrees to the disposal.

Local Government (Functions and General) Regulations 1996

Regulation 30 provides exemptions from section 3.58 for certain dispositions, including some dispositions of land to qualifying bodies. Whether an exemption could apply to the Cooperative will require review of its legal status, objects and governing rules.

The community consultation recommended by this report is preliminary engagement on the future use and tenure of Sheridan Gardens. It is separate from any statutory public notice process that may be required if the Council later proposes a specific disposal arrangement.

FINANCIAL IMPLICATIONS

There are no material financial implications associated with endorsing community consultation. Minor consultation and administrative costs can be met from existing resources.

If the Council later decides to progress a lease or transfer, costs may arise for valuation, legal advice, surveying, documentation and land transaction processes. These costs, together with any proposed allocation between the parties, would be identified in a further report to the Council.

The concept Proposal states that the proposed works to Sheridan Gardens would be funded progressively by the proponent with no capital contribution required from the Shire.

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 "Moderate" risk that can be managed by specific procedures and with current resources.

ASSET MANAGEMENT IMPLICATIONS

Sheridan Gardens remains a Shire asset while the Proposal is being considered. No change to ownership or asset management responsibility will occur as a result of the recommendation in this report.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

1. Receives the Sheridan Gardens Concept Proposal submitted on behalf of the Broomehill Village Cooperative, as presented.
2. Endorses the Sheridan Gardens Concept Proposal for community consultation for a minimum period of 28 days, noting that consultation does not constitute a decision or commitment by the Council to lease or transfer Sheridan Gardens and that the Broomehill Town Hall is not proposed to be sold, transferred or leased to the Broomehill Village Cooperative.
3. Requests the Chief Executive Officer undertake the due diligence required to assess the future use and tenure of Sheridan Gardens.
4. Notes that any use of the Broomehill Town Hall or commercial kitchen by the Broomehill Village Cooperative is to continue through the Shire's normal facility booking arrangements and is separate from consideration of the future tenure of Sheridan Gardens.
5. Notes that any temporary use of Sheridan Gardens by the Broomehill Village Cooperative for community events while the consultation and due diligence process is

underway is to be considered through the Shire's normal approval processes and does not create an expectation regarding future tenure.

6. Requests that a further report be presented to the Council following completion of community consultation and due diligence, including the consultation outcomes and options for continued Shire ownership, lease or transfer of Sheridan Gardens.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 11.1
Moved: Cr White
Seconded: Cr Witham

That the Council:

1. Receives the Sheridan Gardens Concept Proposal submitted on behalf of the Broomehill Village Cooperative, as presented.
2. Endorses the Sheridan Gardens Concept Proposal for community consultation for a minimum period of 28 days, noting that consultation does not constitute a decision or commitment by the Council to lease or transfer Sheridan Gardens and that the Broomehill Town Hall is not proposed to be sold, transferred or leased to the Broomehill Village Cooperative.
3. Requests the Chief Executive Officer undertake the due diligence required to assess the future use and tenure of Sheridan Gardens.
4. Notes that any use of the Broomehill Town Hall or commercial kitchen by the Broomehill Village Cooperative is to continue through the Shire's normal facility booking arrangements and is separate from consideration of the future tenure of Sheridan Gardens.
5. Notes that any temporary use of Sheridan Gardens by the Broomehill Village Cooperative for community events while the consultation and due diligence process is underway is to be considered through the Shire's normal approval processes and does not create an expectation regarding future tenure.
6. Requests that a further report be presented to the Council following completion of community consultation and due diligence, including the consultation outcomes and options for continued Shire ownership, lease or transfer of Sheridan Gardens.

Resolution 90/2026

CARRIED BY ABSOLUTE MAJORITY 4/0

For: Cr Barritt, Cr White, Cr Letter, Cr Witham
Against: Nil

Cr Robinson, Cr Penny and Cr Dewar were not present during consideration of this item and did not vote.

Procedural Note: Cr Robinson, Cr Dewar and Cr Penny previously disclosed an interest item 11.1 were not in the meeting when this item was considered.

Cr Barritt declared the nature and extent of his interest is financial and advised he has received ministerial approval to participate and vote on this matter.

11.2 BROOMEHILL VILLAGE COOPERATIVE LTD – RATE CONCESSION

ATTACHMENT(S)	11.2.1 – Broomehill Village Cooperative Ltd – Rate Concession Request
FILE NO	A1066
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	9 September 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
5. Healthy Existing Businesses **5.3 Business Support** Stimulate business interaction through events, education, sharing and celebrating. This is the Shire supporting a 'shop local' philosophy.	No specific corporate initiative.

SUMMARY

The Council is requested to consider granting a $3,762.75 concession on the general rates levied on assessment A1066 for the 2026/2027 financial year.

Ministerial approval has been sought to allow all Council Members to participate in consideration of this item, at the 17 September 2026 Ordinary Council Meeting, to enable Council to achieve a quorum.

BACKGROUND

The Broomehill Village Cooperative Ltd (Cooperative) has written to the Shire requesting relief from the general rates levied on assessment A1066, being 30366 Great Southern Highway, Broomehill, for the 2026/2027 financial year at Attachment 11.2.1. The property is the former Broomehill Imperial Hotel, which the Cooperative acquired as part of the community-led effort to restore and reopen the hotel.

The Cooperative has received rate concessions in previous years. At the Ordinary Council Meeting held on 18 September 2025, the officer recommendation proposed that any future request for a 2026/2027 rate concession include additional documentation comprising a business case for the property. The item was not determined at that meeting because five Council Members declared an interest and there was no quorum. The minutes recorded that

the item was to be referred to the 16 October 2025 Ordinary Council Meeting following approval from the Minister for Local Government. At the 16 October 2025 Ordinary Council Meeting the rates concession was granted by resolution of Council (Motion No. 096/25).

COMMENT

Since that time, the Cooperative has progressed its planning for the Imperial Hotel and engaged Urban Collectives by TJW, in partnership with Bluerock Projects, to undertake a structured site activation, due diligence and feasibility process. The engagement is intended to culminate in a feasibility and development strategy for the site.

The work is examining three interconnected development streams comprising activation of the existing building for accommodation and pub facilities, residential subdivision, and potential integration with adjoining Shire-owned land. The scope includes site and building investigations, planning and heritage matters, infrastructure and utility requirements, development options, costs, stakeholder engagement and an assessment of worker accommodation demand.

The Cooperative and its project representatives have also presented the developing proposal to the Council and have continued direct engagement with the Shire on planning, infrastructure, Sheridan Gardens and activation options. A Sheridan Gardens concept proposal has subsequently been provided. While the full feasibility study remains in progress, the Shire considers that the work undertaken, supporting documentation and presentations provided to date are sufficient to satisfy the intent of the previous request for business case information for the purpose of considering the annual rate concession.

The general rates levied on assessment A1066 for the 2026/2027 financial year are $3,762.75. The Emergency Services Levy of $113.00 and Commercial Refuse including Recycling charge of $303.00 are separate from the general rates and are not proposed to be waived. Any interest or other outstanding charges also remain payable. Given the project's ongoing progression and the potential longer-term community and economic benefit associated with reactivating the Imperial Hotel, it is recommended that the general rate concession be granted for the 2026/2027 financial year.

CONSULTATION

Broomehill Village Cooperative Ltd
Urban Collectives by TJW

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

**Absolute majority required*

FINANCIAL IMPLICATIONS

The 2026/2027 Annual Budget includes a provision of $25,000 against general ledger account 03111.100 – Rates Written Off in anticipation of such requests. The proposed $3,762.75 concession can be accommodated within the available budget provision.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

That the Council, pursuant to section 6.47 of the *Local Government Act 1995*, by absolute majority, waive $3,762.75 in general rates levied on assessment A1066, Broomehill Village Cooperative Ltd, for the 2026/2027 financial year, noting that the Emergency Services Levy, Commercial Refuse including Recycling charge, and any interest or other outstanding charges remain payable in full.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 11.2

Moved: Cr Letter

Seconded: Cr Witham

That the Council, pursuant to section 6.47 of the *Local Government Act 1995*, by absolute majority, waive $3,762.75 in general rates levied on assessment A1066, Broomehill Village Cooperative Ltd, for the 2026/2027 financial year, noting that the Emergency Services Levy, Commercial Refuse including Recycling charge, and any interest or other outstanding charges remain payable in full.

Resolution 91/2026

CARRIED BY ABSOLUTE MAJORITY 4/0

For: Cr Barritt, Cr White, Cr Letter, Cr Witham

Against: Nil

Cr Robinson, Cr Penny and Cr Dewar were not present during consideration of this item and did not vote.

Procedural Note: Cr Robinson, Cr Penny and Cr Dewar returned to the meeting at 5.00pm.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 BUDGET AMENDMENT TAMBELLUP CARAVAN PARK – INTERNAL ROAD NETWORK AND PARKING BAYS

ATTACHMENT(S)	Nil
FILE NO	ADM0163
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	8 September 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
4. Versatile Accommodation **4.2 Tambellup short stay accommodation development** Development of the Tambellup Caravan Park and provision of cabin style accommodation for workers and visitors.	Develop, adopt and implement a Tambellup Caravan Park Five Year Plan.

SUMMARY

This report seeks the Council approval to amend the 2026/27 Annual Budget by reallocating $34,000 from existing capital projects to CAP226 Tambellup Caravan Park – Internal Road Network and Parking Bays to provide parking and associated access infrastructure for the new four-room modular building.

BACKGROUND

The 2026/27 Annual Budget includes significant capital investment in the continued development of the Tambellup Caravan Park (Caravan Park). During detailed planning for the installation of the new four-room modular building, it was identified that dedicated parking and associated internal access works were not included in the adopted project scope or budget.

The proposed works comprise the formation of parking bays and associated internal road access to service the four-room modular building. Indicative quotations received for these works are approximately $34,000 excluding GST. It is proposed that the required funding be provided through the reallocation of $9,000 from CAP177 Tambellup Cemetery – 5 Year Plan Implementation and $25,000 from CAP170 Tambellup Depot Workshop – Oil Store.

COMMENT

The Council has allocated $1,025,934.00 excluding GST in the 2026/27 Annual Budget to undertake Stage 1, Phase 2 and Phase 3 works at the Tambellup Caravan Park, as outlined below:

Job Number	Amount	Description
LR309	520,934	TA Caravan Park - Stage 1 Phase 2 - 1 x 1 Bed Cabin & 4 Room Modular Building
CAP209	230,000	TA Caravan Park - Stage 1 Phase 3 - 1 x 1 Bed Accessible Cabin
CAP224	275,000	TA Caravan Park - Stage 1 Phase 3 - 1 x 1 or 2 Bed Cabin – Funding TBC

The proposed transfer of funds will enable dedicated parking bays and the associated internal access works for the four-room modular building to be completed during the 2026/27 financial year. The works will improve vehicle access and parking availability within the Caravan Park, enhance the functionality and presentation of the facility and support the ongoing use of the accommodation assets.

Completing these works as part of the broader Caravan Park improvements represents a practical and cost-effective approach, ensuring the infrastructure surrounding the accommodation is developed to an appropriate standard and maximising the benefit derived from the Shire's existing investment in the facility.

To facilitate the proposed budget amendment, $9,000 will be reallocated from CAP177 Tambellup Cemetery – 5 Year Plan Implementation. The adopted Tambellup Cemetery 5 Year Plan identifies 2026/27 works including continued perimeter tree planting, replacement of trees within the centre accessway, and improvements to the cemetery entrance and shelter. The plan is due for review to confirm current priorities, scope and sequencing before further implementation. The $25,000 allocation for CAP170 Tambellup Depot Workshop – Oil Store will also be reallocated, with the Oil Store project deferred to the 2027/28 financial year to allow its scope to be reviewed, defined and costed prior to implementation.

The proposed reallocation can be accommodated without a net impact on the Shire's overall 2026/27 financial position.

CONSULTATION

Consultation was undertaken with the Chief Executive Officer, Strategic Support and Projects Officer and the Building Maintenance Officer.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.8. 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; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.
** Absolute majority required*

FINANCIAL IMPLICATIONS

The proposed amendment will increase the 2026/27 budget allocation for CAP226 Tambellup Caravan Park – Internal Road Network and Parking Bays by $34,000. This will be fully offset by reductions of $9,000 from CAP177 Tambellup Cemetery – 5 Year Plan Implementation and $25,000 from CAP170 Tambellup Depot Workshop – Oil Store. The amendment therefore has no net impact on the Shire's forecast 2026/27 financial position.

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 proposed works will enhance the functionality, accessibility and overall condition of the Tambellup Caravan Park infrastructure through the construction of parking bays and associated internal access works servicing the four-room modular building. The assets will be recorded within the Shire's Asset Register and incorporated into future asset management planning and maintenance programs.

The works will improve the service level provided by the Caravan Park, extend the usability of the surrounding infrastructure and protect Shire's existing investment in the accommodation facilities.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

That the Council, pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, by absolute majority, amend the 2026/27 Annual Budget by:

1. Decreasing CAP177 Tambellup Cemetery – 5 Year Plan Implementation by $9,000;
2. Decreasing CAP170 Tambellup Depot Workshop – Oil Store by $25,000; and
3. Increasing CAP226 Tambellup Caravan Park – Internal Road Network and Parking Bays by $34,000.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 13.1
Moved: Cr Letter
Seconded: Cr Robinson

That the Council, pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, by absolute majority, amend the 2026/27 Annual Budget by:

1. Decreasing CAP177 Tambellup Cemetery – 5 Year Plan Implementation by $9,000;
2. Decreasing CAP170 Tambellup Depot Workshop – Oil Store by $25,000; and
3. Increasing CAP226 Tambellup Caravan Park – Internal Road Network and Parking Bays by $34,000.

Resolution 92/2026

CARRIED BY ABSOLUTE MAJORITY 7/0

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

13.2 COMMUNITY EMERGENCY SERVICES MANAGER VEHICLE – 2026/2027 BUDGET AMENDMENT

ATTACHMENT(S)	Nil
FILE NO	ADM0467
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	10 September 2026
DISCLOSURE OF INTEREST	Nil.

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

SUMMARY

The purpose of this report is for Council to consider an amendment to the 2026/27 Budget to enable a Community Emergency Services Manager (CESM) vehicle to be acquired through a five year lease arrangement, rather than by outright purchase as originally provided for in the adopted 2026/27 Budget.

BACKGROUND

The Shire has recently entered into a Memorandum of Understanding (MOU) with the Department of Fire and Emergency Services (DFES) and the Shire of Woodanilling for the provision of a shared Community Emergency Services Manager (CESM).

The Shire of Broomehill-Tambellup is the host employer for the position and is responsible for providing the resources required for the CESM to undertake the role. Under the MOU, costs associated with the position are shared between DFES (35%) and the Shire of Broomehill-Tambellup and Shire of Woodanilling (65%).

As host, the Shire is required to provide a suitable vehicle for the CESM. The vehicle must be fitted out to meet DFES specifications, including a lockable canopy with appropriate storage and functionality for field operations, electronic fit-out for radios, emergency beacons and other equipment, and DFES livery and Shire identification.

The 2026/2027 Budget includes a capital expenditure of $70,000 from GL 05151 -Capital Expense - Plant & Equipment IE Code 25 – Materials to be funded from the Plant Reserve for the purchase of a suitable vehicle. Indicative quotes obtained for the required vehicle

fit-out indicate approximately $127,548, resulting in a total estimated cost significantly exceeding the current budget allocation.

COMMENT

To enable the Shire to meet its obligations under the MOU and provide an appropriately equipped vehicle for the CESM, it is proposed that the Shire enter into a five-year fully maintained operating lease arrangement based on 100,000 kilometres, rather than proceeding with the outright purchase of the vehicle.

Under the fully maintained operating lease arrangement, ownership of the vehicle remains with the leasing company for the duration of the lease term, with no obligation on Council to purchase the vehicle at the end of the lease period. The lease includes the vehicle purchase, stamp duty, initial and ongoing registration, comprehensive vehicle maintenance, tyres, roadside assistance and accident management services, providing greater certainty over operating costs and reducing Council's administrative responsibilities.

The cost of the operating lease will be accommodated within the proposed operating expenditure budget for Account 05123 Expense - Community Emergency Services Manager IE Code 16 - Consultants/Contractors. Details of the lease costs are provided below, with the total commitment over the five-year lease term outlined for Council's consideration.

Year	Annual Lease Cost ($)
2026/27	22,268.79
2027/28	29,691.72
2028/29	29,691.72
2029/30	29,691.72
2030/31	29,691.72
2031/32	7,422.93
Total Lease Commitment	148,458.60

The Memorandum of Understanding (MOU) provides annual funding of $40,000 towards vehicle operating expenses. Funding contributions are apportioned as follows: $14,000 (35%) from DFES, $13,000 (32.5%) from Shire of Woodanilling, with the remaining $13,000 (32.5%) funded by the Shire. The associated revenue contributions have already been incorporated into the adopted 2026/27 Budget

The proposed lease arrangement enables the Shire to fulfil its obligation to provide a suitably equipped CESM vehicle while avoiding the significant upfront capital expenditure associated with purchasing and fitting out a replacement vehicle.

CONSULTATION

Chief Executive Officer
Strategic Support & Projects Officer

STATUTORY ENVIRONMENT

Local Government Act 1995
6.8.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 authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

FINANCIAL IMPLICATIONS

In accordance with the Shire's procurement procedures, an indicative quote has been sourced for the lease arrangement. The quote includes:

- Vehicle purchase, stamp duty, initial and subsequent vehicle registration, full vehicle maintenance, tyres, fuel, roadside assistance and accident management;
- Vehicle specifications, including crew cab 4x4 cab chassis, tow bar, bull bar, winch, LED driving lights, long-range fuel tank and GVM upgrade;
- Supply and installation of a custom DFES-specification canopy, including central locking, interior LED lighting, underslung toolbox and water tank, secondary battery system, solar panel/inverter and 30-litre drawer fridge;
- Installation of supplied communication equipment, emergency siren, beacons and work lights; and
- Application of DFES-specification livery and local government branding.

There are no net financial implications to the 2026/27 Budget, as the proposed transfer of funds from 04101.59 Expense - Members of Council by $9,000, 10526.17 Expense - Tambellup Cemetery by $5,000 and 08103.56 Expense - Tambellup Primary School by $8,269 will offset the additional operating expenditure within Account 05123.16 Expense - Community Emergency Services Manager. The projects identified for reallocation are considered non-essential for the current financial year and can be deferred or reduced without adversely impacting Council's operations, service delivery outcomes, or strategic objectives. The proposed funding adjustment will enable the lease costs to be accommodated within existing budget allocations without requiring additional funding.

POLICY IMPLICATIONS

Policy 2.1 Purchasing

RISK MANAGEMENT IMPLICATIONS

The perceived level of risk is considered to be "Low" risk and can be managed through appropriate lease terms, monitoring of vehicle usage and routine financial and asset management procedures.

The proposed lease arrangement avoids the significant upfront capital expenditure required to purchase and fit out the vehicle, while providing greater certainty around ongoing operating costs. The fully maintained operating lease includes servicing, maintenance, tyres and registration, with fuel costs to be recovered from the Shire and insurance remaining the Shire's responsibility. This arrangement assists in reducing administrative requirements and provides predictable vehicle operating expenses over the lease term.

The key risks associated with the lease arrangement are the long-term commitment of a five-year lease and the potential for vehicle usage to exceed the contracted 100,000

kilometre allowance. These risks can be mitigated through regular monitoring of vehicle usage and proactive lease management. Excess kilometres will be charged at a rate of $0.12 per kilometre for up to 10,000 kilometres above the contracted limit, with any additional usage subject to negotiation and variation of the lease agreement.

A potential risk exists should the MOU not be extended beyond its initial three-year term, while the proposed vehicle lease extends for five years. The MOU provides for an initial three-year term with an option to extend for a further three years by mutual agreement of all parties. This risk is considered manageable given the availability of the extension option and the ongoing commitment of the parties to the CESM function.

ASSET MANAGEMENT IMPLICATIONS

The proposed operating lease arrangement will provide Council with a suitable vehicle to support operational requirements without the need for an upfront purchase. The vehicle will assist in the delivery of community emergency services operations.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

That the Council, pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, by absolute majority, amend the 2026/27 Annual Budget by:

1. Decreasing 05151.25 Capital Expense - Plant & Equipment by $70,000;
2. Decreasing 15071.520 Revenue - Transfer from Plant Reserve by $70,000;
3. Decreasing 04101.59 Expense - Members of Council by $9,000;
4. Decreasing 10526.17 Expense - Tambellup Cemetery by $5,000;
5. Decreasing 08103.56 Expense - Tambellup Primary School by $8,269; and
6. Increasing 05123.16 Expense - Community Emergency Services Manager by $22,269.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 13.2

Moved: Cr Penny
Seconded: Cr Witham

That the Council, pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, by absolute majority, amend the 2026/27 Annual Budget by:

1. Decreasing 05151.25 Capital Expense - Plant & Equipment by $70,000;
2. Decreasing 15071.520 Revenue - Transfer from Plant Reserve by $70,000;
3. Decreasing 04101.59 Expense - Members of Council by $9,000;
4. Decreasing 10526.17 Expense - Tambellup Cemetery by $5,000;
5. Decreasing 08103.56 Expense - Tambellup Primary School by $8,269; and
6. Increasing 05123.16 Expense - Community Emergency Services Manager by $22,269.

Resolution 93/2026

CARRIED BY ABSOLUTE MAJORITY 7/0

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

13.3 MONTHLY LIST OF PAYMENTS – AUGUST 2026

ATTACHMENT(S)	13.3.1 - Monthly Payments Listing August 2026
FILE NO	Nil
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	9 September 2026
DISCLOSURE OF INTEREST	Nil

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

SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds and via Purchasing Card, during August 2026.

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:

August 2026	$
Municipal Fund	956,154.65
Trust Fund	0.00
Purchasing Cards	4,790.53
TOTAL	**960,945.18**

Any comments or queries regarding the list of payments are to be directed to the author prior to the meeting.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r13. Lists of accounts

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

r13A. Payments by employees via purchasing cards

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

FINANCIAL IMPLICATIONS

The list of payments reports the payments made for the period ending August 2026 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

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 August 2026 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling $956,154.65; and
- Credit/Purchasing Card payments totalling $4,790.53.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 13.3
Moved: Cr Robinson
Seconded: Cr White

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 August 2026 be endorsed, comprising:

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling $956,154.65; and
- Credit/Purchasing Card payments totalling $4,790.53.

Resolution 94/2026

CARRIED UNANIMOUSLY 7/0

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

13.4 FINANCIAL STATEMENTS – AUGUST 2026

ATTACHMENT(S)	13.4.1 - Financial Statements August 2026
FILE NO	Nil
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	9 September 2026
DISCLOSURE OF INTEREST	Nil

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

SUMMARY
The Council to consider the monthly financial statements for August 2026.

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

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

As part of the 2026/27 budget adoption process, the Council endorsed a material variance threshold of 10% or $10,000, whichever is greater, as the material variance for reporting purposes for the year.

The Statement of Financial Activity for the period ending 31 August 2026, is now presented for the Council's information.

CONSULTATION
Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);

(b) budget estimates to the end of the month to which the statement relates;

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing –

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;

(b) an explanation of each of the material variances referred to in subregulation (1)(d); and

(c) such other supporting information as is considered relevant by the local government.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 31 August 2026 be received.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 13.4
Moved: Cr White
Seconded: Cr Dewar

That the monthly financial statements for the period ending 31 August 2026 be received.

Resolution 95/2026

CARRIED UNANIMOUSLY 7/0

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

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

OFFICER RECOMMENDATION

That the following matter be considered with members of the public excluded in accordance with s.5.23(2)(a) of the *Local Government Act 1995.*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 14
Moved: Cr Penny
Seconded: Cr Witham

That the following matter be considered with members of the public excluded in accordance with s.5.23(2)(a) of the *Local Government Act 1995*.

Resolution 96/2026

CARRIED UNANIMOUSLY 7/0

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

MEETING CLOSED TO THE PUBLIC AT 5.06PM

Procedural Note: The CEO previously declared an interest and left the meeting at 5.11pm.

14.1 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW 2025 – 2026

ATTACHMENT(S)	14.1.1 – CONFIDENTIAL - CEO Review 2026 – Strategic Leadership Consulting, August 2026
FILE NO	ADM0226
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	9 September 2026
DISCLOSURE OF INTEREST	The Chief Executive Officer, Karen Callaghan, declares a financial interest in this matter as the report relates to her annual performance review and remuneration.
CONFIDENTIAL BASIS	Section 5.23(2)(a) of the *Local Government Act 1995*, as it deals with a matter affecting an employee.

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

MEETING OPENED TO THE PUBLIC AT 5.16PM

COUNCIL RESOLUTION – Item 14
Moved: Cr Letter
Seconded: Cr Robinson

That the meeting be opened to the public, the time being 5.16pm.

Resolution 97/2026

CARRIED UNANIMOUSLY 7/0

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

Procedural Note: The CEO returned to the meeting at 5.16pm.
The Presiding Member announced the Council's decision in relation to confidential report 14.1 – Chief Executive Officer Annual Performance Review 2025–2026, as follows:

COUNCIL RESOLUTION/ COMMITTEE RECOMMENDATION – Item 14.1
Moved: Cr Witham
Seconded: Cr Dewar

That Council, by an Absolute Majority:

1. Notes the Salaries and Allowances Tribunal Determination of 4 April 2025, effective 1 July 2025.
2. Notes the Salaries and Allowances Tribunal Determination of 2 April 2026, effective 1 July 2026.
3. Notes the outcomes of the Elected Member Performance Survey undertaken in August 2026, with the Chief Executive Officer assessed as Meets Expectations for the 2025-2026 performance period.
4. Adopts the modified performance criteria for the 2026-2027 performance period outlined in section 7.6 of the confidential report.
5. Approves a variation to the Chief Executive Officer's contract Total Remuneration Package in accordance with Option 4 set out in the Supplementary Officer's Report - Revised Remuneration Tables, with the variation to take effect from 1 July 2026 and any resulting arrears to be paid from that date.
6. Approves the provision of the maximum Regional/Isolation Allowance of $10,000 per annum with effect from 1 July 2026 and authorises payment of any resulting arrears from that date, noting that any employer superannuation guarantee associated with the allowance is to be included within the approved Total Reward Package.
7. Schedules the next review of the Chief Executive Officer's performance and Total Remuneration Package to be undertaken no later than 16 September 2027.
8. In accordance with Division 3 of Schedule 2 to the *Local Government (Administration) Regulations 1996*, clause 18, endorses the Chief Executive Officer's performance review.
9. In accordance with Division 3 of Schedule 2 to the *Local Government (Administration) Regulations 1996*, clause 19, notifies the Chief Executive Officer in writing of the results of the performance review.

Resolution 98/2026

CARRIED BY ABSOLUTE MAJORITY 7/0

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

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

Nil

16. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

18. CLOSURE

There being no further business to discuss, the Presiding Member, Cr Barritt declared the meeting closed at 5.20pm.

The next Ordinary Council meeting will be held at 4.30pm, on the 15 October 2026 in the Council Chambers, 46-48 Norrish Street, Tambellup.