



AGENDA

Ordinary Council Meeting

15 October 2026

**SHIRE OF BROOMEHILL-TAMBELLUP
NOTICE OF MEETING**

**An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup
will be held in the Council Chambers, 46-48 Norrish Street, Tambellup
on 15 October 2026 commencing at 4.30pm.**



**Deanne Sweeney
Acting Chief Executive Officer**

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Shire of Broomehill–Tambellup

DISCLOSURE OF INTEREST FORM

To: Chief Executive Officer
Shire of Broomehill-Tambellup
46-48 Norrish Street
TAMBELLUP WA 6320

I, **(1)** _____ wish to disclose an interest in the
Following item to be considered by Council at its meeting to be held on **(2)** _____
Agenda Item **(3)** _____

The **type** of Interest I wish to declare is **(4)**

- ☐ Financial pursuant to Section 5.60A of the Local Government Act 1995
- ☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995
- ☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- ☐ Impartiality pursuant to Clause 22 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

The nature of my interest is **(5)** _____

The extent of my interest is **(6)** _____

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

Signed

Date

NOTES:

1. Insert your name (print)
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title
4. Tick box to indicate type of interest
5. Describe the nature of your interest
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 and 5.69 of the Act)

DISCLOSURE OF INTERESTS (NOTES FOR YOUR GUIDANCE)

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

- a) In a written notice given to the Chief Executive Officer before the Meeting or;
- b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- a) Preside at the part of the Meeting, relating to the matter or;
- b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. These notes will be included in each agenda for the time being so that Councillors may refresh their memory.

- 1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
- 2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
- 3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
- 4. **If in doubt declare.**
- 5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
- 6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences.

The only exceptions are:

- 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
- 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY DEFINITION:

An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- a) in a written notice given to the Chief Executive Officer before the Meeting; or
- b) at the Meeting, immediately before the matter is discussed

IMPACT OF AN IMPARTIALITY DISCLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

Strategic Community Plan 2023-2033

'People Power'



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**Agenda for the Ordinary Council Meeting to be held in the Council Chambers,
46-48 Norrish Street, Tambellup on 15 October 2026.**

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr Barritt shall declare the meeting open at ____pm.

2. ATTENDANCE

Councillors

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

Staff

DG Sweeney	Acting Chief Executive Officer
PA Hull	Strategic Support and Projects Officer
AC Fernandez	Governance and Compliance Officer

Leave of Absence

Cr SJ Robinson	Deputy President
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Apologies

KP Callaghan	Chief Executive Officer
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3. DISCLOSURE OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. PRESENTATIONS/PETITIONS/DEPUTATIONS

7. APPLICATION FOR LEAVE OF ABSENCE

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 17 SEPTEMBER 2026

ATTACHMENT(S)	9.1.1 – Unconfirmed Minutes Ordinary Council Meeting 17 September 2026
FILE NO	ADM0733
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	8 October 2026
DISCLOSURE OF INTEREST	Nil

OFFICER RECOMMENDATION

That the minutes of the Ordinary Meeting of Council held on 17 September 2026 be confirmed as a true and accurate record of proceedings.

10. KEY PILLAR 1: BROOMEHILL-TAMBELLUP POINT OF DIFFERENCE**10.1 BUSH FIRE BRIGADES STANDARD OPERATING PROCEDURES 2026-2027**

ATTACHMENT(S)	10.1.1 - Bush Fire Brigade Standard Operating Procedures 2026-2027 (Final)
FILE NO	ADM0118
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 Initiative
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 annual review of the Bush Fire Brigades Standard Operating Procedures has been completed and is presented for the Council's endorsement.

BACKGROUND

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

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

COMMENT

The reviewed SOPs were presented to the BFAC meeting held on 21 September 2026 for consideration.

All SOPs were reviewed, with minor amendments made throughout the document:

- SOP 1.01 Communication Systems: remove reference to Harvest Ban Hotline (this service has been discontinued as the transition of the Shire's phone system to a

digital platform resulted in the service being unreliable, especially during power outages);

- SOP 1.05 Shire Owned Equipment at a Wildfire – replace ‘Manager Finance and Administration’ with ‘Deputy Chief Executive Officer’;
- SOP 2.02 Fire Break Inspections: replace wording in relation to hazard reduction measures for land zoned Residential, Town Centre, Industrial, Rural Residential and Special Rural with revised wording from 2026-2027 Fire Break Notice;
- SOP2.03 Harvest and Vehicle Movement Bans:
 - Update contact list;
 - Remove reference to Harvest Ban Hotline
- SOP3.01 Incident Announcement: Under ‘Agency Notification’ – add contact details;
- SOP4.01 Wildfire Operational Management: Update Authority contact details;
- SOP4.02 Incident Control System – AIIMS: Under Shire Specific Roles – add CESM
- Throughout: update review date, minor typographical and grammatical amendments.

The BFAC resolved as follows:

That it be recommended to the Council that the Bushfire Brigade Standard Operating Procedures 2026-2027, as presented, be endorsed.

CARRIED

Resolution BFAC02/2026

For the Council’s consideration and endorsement.

CONSULTATION

Bush Fire Advisory Committee

Community Emergency Services Manager

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Shire of Broomehill-Tambellup Bush Fire Brigades Local Law 2020

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Bush Fire Brigade Standard Operating Procedures 2026-2027, as presented, be endorsed.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY**11.1 TAMBELLUP COMMUNITY CROPPING GROUP INCORPORATED – RATE CONCESSION**

ATTACHMENT(S)	11.1.1 – Tambellup Community Cropping Group Incorporated – Rate Concession Request
FILE NO	A140
AUTHOR	Deanne Sweeney, Acting Chief Executive Officer
DATE	5 October 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	
11. Delivered Shire Trust and Performance 11.4 Community Revenue The Shire and community working creatively together to build new revenue streams for community-driven ‘People Power’ activities.	Support coordination and promotion of community-driven revenue opportunities.

SUMMARY

The Council is requested to consider granting an \$853.71 concession on the general rates levied on assessment A140 for the 2026/2027 financial year.

BACKGROUND

On 14 September 2026, the Tambellup Community Cropping Group Incorporated (TCCG) wrote to the Shire requesting a concession on the general rates levied on assessment A140, being the property at 3319 Gnowangerup-Tambellup Road, Tambellup, for the 2026/2027 financial year (Attachment 11.1.1).

COMMENT

Established in 2013, the Tambellup Community Crop Group (TCCG) is a community-led organisation that raises funds each year through the proceeds of its annual cropping program. Since its inception, the group has returned approximately \$1.2 million directly to the local community, providing significant support to a wide range of community organisations, projects and initiatives.

Recipients of TCCG funding have included significant community projects including a contribution towards the purchase of a new ambulance and initiatives aimed at addressing the region's accommodation shortage in Tambellup. These investments, along with support provided to numerous local organisations, events and community facilities, have delivered lasting benefits. Through its ongoing commitment to reinvesting funds locally, TCCG has made a substantial and lasting contribution to the social and economic wellbeing of the Tambellup community.

The rates levied on this assessment are \$853.71 for the 2026/2027 financial year. When considering the application, it should be noted that the request relates solely to the rate component of the annual charges levied on the property. The Emergency Services Levy (ESL) are excluded from the application and remain payable in full by the property owner.

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

Provision of \$25,000 has been included in the 2026/2027 budget against general ledger account 03111.100 – Rates Written Off in anticipation of such requests. Following the granting of two concessions totalling \$4,422.75 at the 17 September 2026 Ordinary Council Meeting (resolutions 88/2026, 91/2026), the account has a balance of \$20,577.25.

The Council is considering an additional request for rate concession during this meeting totalling \$1,928.19. The budget allocation is sufficient to accommodate the two requests.

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 \$853.71 in general rates levied on assessment A140, Tambellup Community Cropping Group Incorporated, for the 2026/2027 financial year, noting that the Emergency Services Levy remain payable in full.

11.2 TAMBELLUP BUSINESS CENTRE – RATE CONCESSION

ATTACHMENT(S)	11.2.1 – Tambellup Business Centre – Rate Concession Request
FILE NO	A505
AUTHOR	Deanne Sweeney, Acting Chief Executive Officer
DATE	5 October 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 5.2 Tambellup Business Enterprise Centre Activation Maximization and promotion of the Tambellup Business Enterprise Centre. Maximisation requires creative community minds and partnership between BEC, Shire and community groups.	No specific corporate initiative.

SUMMARY

The Council is requested to consider granting a \$1,928.19 concession on the general rates levied on assessment A505 for the 2026/2027 financial year.

BACKGROUND

On 16 September 2026, the Tambellup Business Centre wrote to the Shire requesting a concession on the general rates levied on assessment A505, being the property at 96 Tambellup-West Road, Tambellup, for the 2026/2027 financial year (Attachment 11.2.1).

COMMENT

The Centre is a not-for-profit organisation that supports new and existing businesses through the provision of storage facilities, business resources, and commercial premises. As the only service of its kind in the district, it provides an important local resource for business development and is operated by a volunteer committee. In recognition of the community and economic benefits it delivers, a rate concession has been granted to the Centre since 2001.

The rates levied on this assessment are \$1,928.19 for the 2026/2027 financial year. When considering the application, it should be noted that the request relates solely to the rate component of the annual charges levied on the property. The Emergency Services Levy (ESL) and Refuse and Recycling charges are excluded from the application and remain payable in full by the property owner.

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

Provision of \$25,000 has been included in the 2026/2027 budget against general ledger account 03111.100 – Rates Written Off in anticipation of such requests. Following the granting of two concessions totalling \$4,422.75 at the 17 September 2026 Ordinary Council Meeting (resolutions 88/2026, 91/2026), the account has a balance of \$20,577.25.

The Council is considering an additional request for rate concession during this meeting totalling \$853.71. The budget allocation is sufficient to accommodate the two requests, if granted.

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 \$1,928.19 in general rates levied on assessment A505, Tambellup Business Centre, for the 2026/2027 financial year, noting that the Emergency Services Levy and Refuse and Recycling charges remain payable in full.

11.3 APPLICATION SEEKING PERMANENT APPROVAL FOR 2 EXISTING BULKHEADS ASSOCIATED WITH RURAL INDUSTRY (CBH) – LOT 535 ON DEPOSITED PLAN 227477

ATTACHMENT(S)	11.3.1 Site Plan – Broomehill 11.3.2 Storm Water Management Plan 11.3.3 Traffic Letter
FILE NO	A954
AUTHOR	Liz Bushby, Town Planning Innovations
DATE	6 October 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	
No specific community outcome.	No specific corporate action

SUMMARY

The purpose of this report is for Council to consider a planning application from Cooperative Bulk Handling (CBH) seeking approval for two existing bulkheads on Lot 535 on Deposited Plan 227477 (Lot 535).

BACKGROUND

The Chief Executive Officer is authorised under Delegation 4.13 – Planning Approvals, to determine planning applications under the Shire’s Town Planning Schemes, subject to specified exclusions. These exclusions include development applications with a proposed development value exceeding \$1,000,000.

The estimated development cost for this application is \$1.2 million, which exceeds the Chief Executive Officer’s delegated authority. Accordingly, the application is presented to Council for determination.

Lot 535 has an area of approximately 41.9 hectares and is located to the south of the existing established CBH facility in Broomehill.

In October 2025, CBH sought an exemption from the need for planning approval for the two bulkheads as ‘temporary works’. The exemption was granted by the Shire on the 4 November 2025, as at the time the bulkheads were proposed to be temporary, and were to be removed within a 12 month period.

Lot 535 is zoned ‘Farming’ under the Shire of Broomehill Town Planning Scheme No 1 (the Scheme). CBH has lodged a planning application seeking a permanent planning approval for the two bulkheads on Lot 535.

A location plan is Provided below.

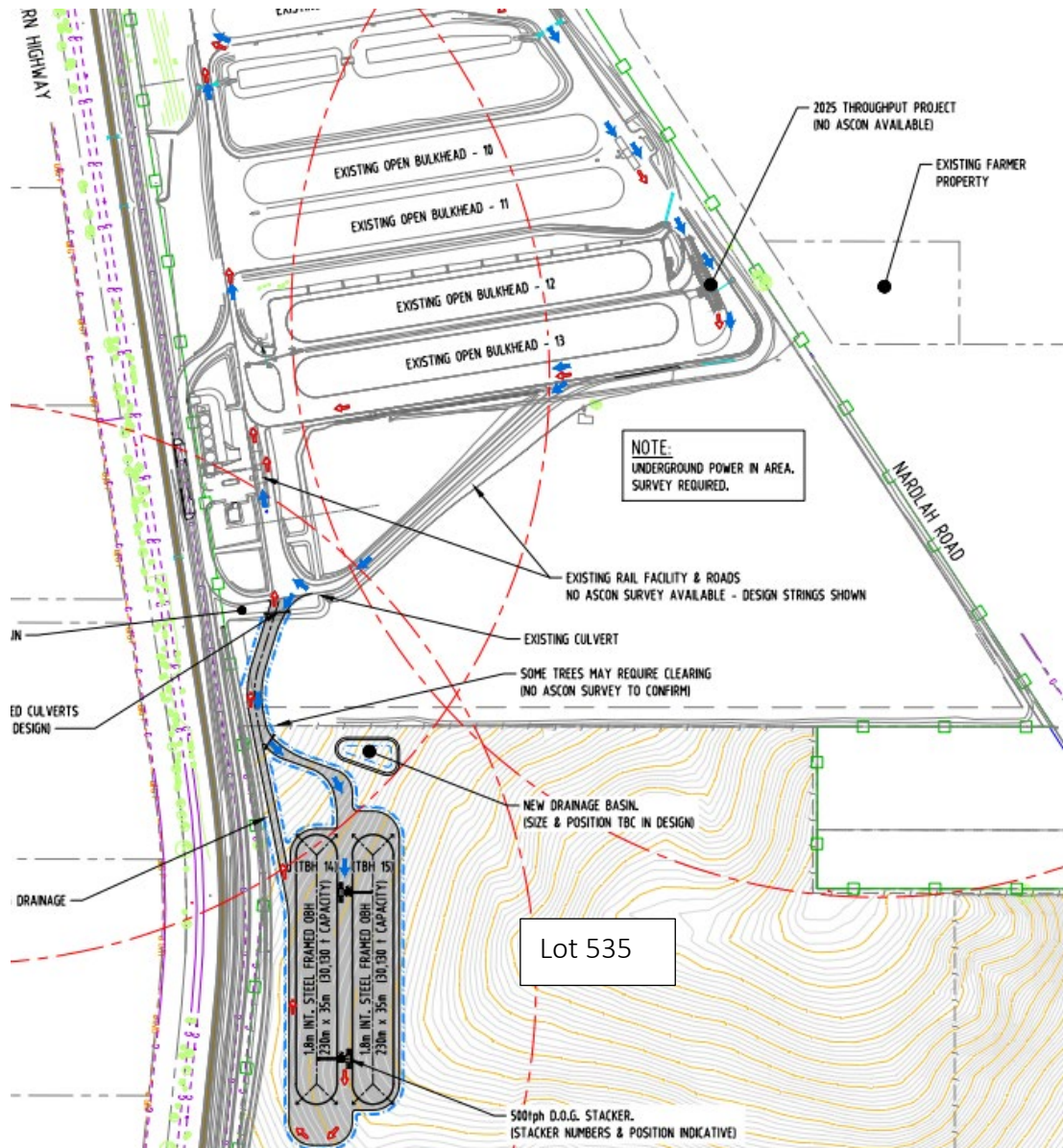


COMMENT

Access to the existing bulkheads is via the existing CBH development to the north – refer to following page for the site plan.

CBH has advised that:

- The temporary works exemption for the bulkheads expires in December 2026.
- The recent 2025/2026 harvest was the largest on record with 24.2 million tonnes received across the network and there was considerable feedback about the growing crop size taking into consideration the innovative practices of growers and accelerated conversion of hectares from sheep to cropping.
- CBH is preparing for the 2026/2027 harvest and expecting larger crops than originally contemplated.
- To address this increased demand, it is proposed to retain the two open storage bulkheads on Lot 535.
- A Stormwater Management Plan has been lodged in support of the application. Stormwater is diverted into a new network of open drains and a basin.
- A traffic letter has been lodged in support of the application. CBH has advised that retention of the additional on-site storage will enable them to eliminate the volume of Harvest Essential Moves (HEMs) with the intention of reducing trucks on road during harvest, and instead holding the grain on site to out-turn over the remaining months of the year by rail.



Above: Two bulkheads on Lot 535 shown in dark gray

CONSULTATION

There is no statutory requirement for this new application to be advertised, although the Shire has discretion to advertise any application for public comment.

STATUTORY ENVIRONMENT

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

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Broomehill Town Planning Scheme No 1. Regulation 67 outlines application considerations including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, the objectives of a reserve, the likely effect on the natural environment, amenity, loading, access, traffic and any submissions received on a proposal.

Shire of Broomehill Town Planning Scheme No 1 (the Scheme) –

Lot 535 is zoned Farming. A Rural Industry is permitted in the Farming zone under Table 1: Zoning Table.

A Rural Industry is defined as *‘means an industry handling, treating, processing, or packing primary products grown, reared, produced, or used in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality. ‘*

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 conditions placed on the planning approval.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council

1. Approve the planning application for two bulkheads and associated works on Lot 535 on Deposited Plan 227477 subject to the following conditions:
 - a) The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.
 - b) The recommendations and works in the Stormwater Management Plan shall be implemented to the satisfaction of the Chief Executive Officer.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT**13.1 CORPORATE BUSINESS PLAN 2024-2028 – QUARTERLY PROGRESS REPORT JULY TO SEPTEMBER 2026**

ATTACHMENT(S)	13.1.1 – Corporate Business Plan 2024-2028 Quarterly Progress Report – July-September 2026
FILE NO	ADM0382
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	5 October 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: SoBT Shire Support	
11. Delivered Shire Trust and Performance 11.1 SoBT monitoring and reporting. This is the Shire workforce scoring all SCP pieces of work with a traffic light scoring system, and passing these results to all community members, quarterly.	Develop and implement a traffic light dashboard reporting system for all Corporate Business Plan initiatives.

SUMMARY

The Corporate Business Plan 2024-2028 Quarterly Progress Report for the period July to September 2026 has been prepared and is presented for the Council's consideration.

BACKGROUND

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to prepare a plan for the future of the district.

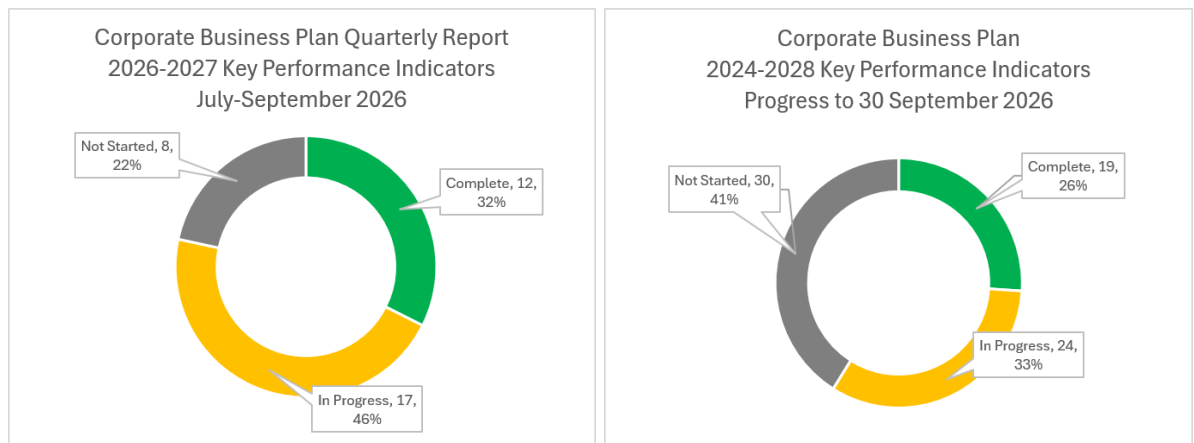
The *Local Government (Administration) Regulations 1996* requires all local governments to adopt two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These documents are supported by informing plans, strategies, and other documents. Together these documents drive the development of each local government's Annual Budget.

The CBP sets a roadmap to achieve the first four years of the community's aspirations as outlined in the ten-year SCP 2023-2033 'People Power', which was adopted by the Council on 17 November 2022. A desktop review of the CBP was undertaken in October 2025 and the Council determined to extend the timeframes of a number of actions due to immediate resourcing constraints.

COMMENT

The following table illustrates progress against actions scheduled to be undertaken in the current financial year, and also progress to date across the life of the CBP, 2024-2028.

Status	Definition	2026-2027		2024-2028 to date	
		Number of initiatives	%	Number of initiatives	%
Complete	Action has been completed	12	32	19	26
In progress	Action has commenced	17	46	24	33
Not started	Action has not commenced	8	22	30	41
TOTAL		37	100	73	100



The reporting template at Attachment 13.1.1 provides detail on the progress of individual actions. It should be noted that many of the actions noted as 'Not Started' or 'In Progress' have elements that are scheduled to be delivered over successive financial years, and this progress will be reflected in future reports.

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Corporate Business Plan 2024-2028 Quarterly Progress Report for the period July-September 2026, as presented, be received.

13.2 AUDIT RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE REVIEW

ATTACHMENT(S)	13.2.1 - Amended Terms of Reference with Tracked Changes 13.2.2 - Amended Terms of Reference
FILE NO	ADM0698
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	1 October 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	
No specific community outcome.	No specific corporate initiative.

SUMMARY

This report seeks Council’s endorsement of the amended Audit, Risk and Improvement Committee (Committee) Terms of Reference, including changes to meeting frequency, committee membership composition and the clarification of the terminology used for the Deputy of the Presiding Member.

The proposed changes would allow the Committee to meet as required, having regard to its work program, matters requiring consideration and relevant timeframes, while retaining a minimum of two meetings each year. They would also clarify that the Committee may comprise up to five (5) members, including an Independent Presiding Member and at least three (3) Council members appointed by Council, and consistently use the term “Deputy of the Presiding Member”.

BACKGROUND

The Committee’s current Terms of Reference, adopted at the Special Council Meeting held on 20 October 2025 by resolution 110/25, require the Committee to meet quarterly. Fixing four meeting dates each year does not always align with the Committee’s work program, as there may not be sufficient matters requiring consideration at each scheduled meeting.

The meeting scheduled for 15 October 2026 was rescheduled to 17 December 2026, when more substantive matters are expected to be available for the Committee’s consideration, including the Information Communications and Technology (ICT) Strategy and, subject to the audit timetable, the 2025/26 audit findings. This demonstrates the benefit of scheduling meetings around the Committee’s work program rather than fixed quarterly dates.

During the review, it was identified that the Terms of Reference refer to a Deputy Presiding Member as a Committee member required to attend all meetings. If that arrangement were retained, Council would need to appoint a Deputy Presiding Member. The revised wording instead uses “Deputy of the Presiding Member” throughout and clarifies the proposed Committee membership.

COMMENT

Meeting Frequency

The proposed amendment to meeting frequency would replace the fixed quarterly meeting requirement with a more flexible approach linked to the Committee's actual work program. Requiring at least two meetings each year would maintain regular governance oversight, while allowing additional meetings to be scheduled when matters require timely consideration. The proposed amendment is:

The Committee will meet as required to properly discharge its responsibilities and functions, having regard to its work program, the matters requiring consideration and any associated timeframes, and will meet at least twice each year.

Changes to the schedule will be made in consultation with the Independent Presiding Member, with reasonable notice provided to Committee Members.

Clarification of the Role of the Deputy of the Presiding Member

The definition of the Deputy of the Presiding Member has also been clarified in the revised Terms of Reference.

The Deputy of the Presiding Member will not ordinarily attend Committee meetings. The Deputy will attend and perform the functions of the Presiding Member only when the Presiding Member is absent, unavailable or otherwise unable to act, including presiding at the meeting.

Committee Member Composition

The Committee Membership provisions are also proposed to state that the Committee is to consist of up to five (5) members, including but not limited to:

1. *an Independent Presiding Member; and*
2. *at least three (3) members of the Council appointed to the Committee by Council.*

Consequential amendments are required on pages 4, 5 and 6 of the Terms of Reference to apply the revised terminology and membership provisions consistently.

Timeline for Endorsement of Changes by Council

As the next Committee meeting is scheduled for December, referring the review to the Committee before seeking Council endorsement would delay the proposed amendment. If the Committee did not support the amendment, there would be insufficient time to schedule another Committee meeting and comply with the current meeting frequency requirement to meet quarterly in 2026. To negate this risk the item is being presented directly to Council for consideration and endorsement.

The proposed amendments have been provided to the Committee's Independent Presiding Member and Deputy of the Presiding Member for comment, and their feedback has been incorporated into the amended Terms of Reference.

CONSULTATION

Chief Executive Officer

Acting Chief Executive Officer

Independent Presiding Member

Deputy of the Presiding Member

STATUTORY ENVIRONMENT

Section 5.20 of the *Local Government Act 1995* determines decisions of Council and Committees have effect if made by a simple majority. There is no other provision under the Act that determines another kind of majority is required for changes to Terms of Reference.

Section 16 *Local Government (Audit) Regulations 1996* determines the functions of the Audit, Risk and Improvement Committee.

FINANCIAL IMPLICATIONS

The officer recommendation has no additional financial implications.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

This item is considered Low risk.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council adopts the Amended Audit, Risk and Improvement Committee's Terms of Reference as attached (attachment 13.2.2).

13.3 MONTHLY LIST OF PAYMENTS – SEPTEMBER 2026

ATTACHMENT(S)	13.3.1 Monthly Payments Listing September 2026
FILE NO	Nil
AUTHOR	Sharon Minitier - Finance Coordinator
DATE	7 October 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

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

COMMENT

Summary of payments made for the month:

September 2026	\$
Municipal Fund	639,008.65
Purchasing Cards	3,854.10

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

CONSULTATION

Acting 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 September 2026 from the Municipal Fund, 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 September 2026 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$639,008.65; including
- Credit/Purchasing Card payments totalling \$3,854.10.

13.4 FINANCIAL STATEMENTS – SEPTEMBER 2026

ATTACHMENT(S)	13.4.1 Financial Statements September 2026
FILE NO	Nil
AUTHOR	Sharon Minitier – Finance Coordinator
DATE	7 October 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 September 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 the greater as the material variance for reporting purposes for the year.

The Statement of Financial Activity for the period ending 30 September 2026 is now presented for the Council's information.

CONSULTATION

Acting 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 30 September 2026 be received.

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED
15. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
16. QUESTIONS FROM MEMBERS WITHOUT NOTICE
17. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
18. CLOSURE

The next Ordinary Council meeting will be held at 4.30pm, on the 19 November 2026 in the Council Chambers, 46-48 Norrish Street, Tambellup.

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