



AGENDA

Ordinary Council Meeting

16 April 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 16 April 2026 commencing at 4.30pm.**



**Karen Callaghan
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 16 April 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
Cr SJ Robinson	Deputy President
Cr CJ Letter	
Cr SH Penny	
Cr CM Dewar	
Cr CA Witham	

Staff

KP Callaghan	Chief Executive Officer
PA Hull	Strategic Support and Projects Officer
JM Gooch	Governance and Compliance Officer
SM Miniter	Finance Coordinator
P Vlahov	Manager of Works

Leave of Absence

Nil

Apologies

Cr ME White

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 19 MARCH 2026

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 19 March 2026 be confirmed as a true and accurate record of proceedings.

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

10.1 APPOINTMENT OF CHIEF BUSH FIRE CONTROL OFFICER AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS

ATTACHMENT(S)	Nil
FILE NO	ADM0244
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	24 March 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS

Strategic Community Plan 2023-2033 Community Outcomes	Corporate Business Plan 2024-2028 Corporate Initiative
Key Pillar: BT Point of Difference	

2. A United Community No specific corporate initiative.

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.

SUMMARY

The purpose of this report is for the Council to consider the recommendation for appointments to the Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO) positions for 2026/2027 and 2027/2028.

BACKGROUND

Recommendations to the Council for appointments to the positions of CBFCO and DCBFCOs are made by the Bush Fire Advisory Committee (BFAC) as per section 38 of the *Bush Fires Act 1954*. These appointments are for a two-year period and have previously been achieved through a rotation of officers through Brigade structures.

Two DCBFCOs are nominated to assist with succession in the roles and to provide cover for officers who may be on leave.

Council Policy 1.3.2 ‘Bushfire Control Officers and Volunteers’ sets out the requirements for a person to be appointed as Fire Control Officers (FCOs). This also applies to the appointment of the CBFCO and DCBFCOs.

The recommendation requires the endorsement of the Council.

COMMENT

At its meeting held on 11 March 2026, the BFAC endorsed the following nominations:

Chief Bush Fire Control Officer:	Rhys Brown
Deputy Chief Bush Fire Control Officer:	Josh Holmes
Deputy Chief Bush Fire Control Officer:	Neil Letter

The Council's endorsement of these nominations is required prior to publishing in the Government Gazette.

CONSULTATION

Bush Fire Advisory Committee

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.

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

COMMITTEE RECOMMENDATION

That the following nominations for Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer be endorsed for 2026/2027 and 2027/2028:

Chief Bush Fire Control Officer:	Rhys Brown
Deputy Chief Bush Fire Control Officer:	Josh Holmes
Deputy Chief Bush Fire Control Officer:	Neil Letter

10.2 APPOINTMENT OF FIRE CONTROL OFFICERS– 2026/2027

ATTACHMENT(S)	Nil
FILE NO	ADM0244
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	24 March 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS

Strategic Community Plan 2023-2033 Community Outcomes	Corporate Business Plan 2024-2028 Corporate Initiative
Key Pillar: BT Point of Difference	

2. A United Community No specific corporate initiative.

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.

SUMMARY

The purpose of this report is for the Council to consider and endorse the appointment of Fire Control Officers (FCOs) and Fire Weather Officers (FWOs) for 2026/2027.

BACKGROUND

FCOs are appointed on an annual basis, in accordance with section 38 of the *Bush Fires Act 1954* (Act). 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. The Shire’s Ranger is also appointed as an FCO to assist with compliance with the Shire’s Fire Break Order.

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

FWOs are also appointed annually in accordance with section 38 of the Act. FWOs can authorise the use of a permit at a Fire Danger Rating of ‘High’ and above (i.e. a Fire Burning Index of 24 or more) during the restricted burning period. The BFAC has previously determined through its Standard Operating Procedures that these decisions will be made in consultation with the Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officers. FWOs can only authorise permits under these conditions for a designated area (i.e. brigade area).

In 2022, the BFAC determined that all brigade FCOs should be nominated as FWOs.

COMMENT

At the BFAC meeting held on 11 March 2026, the following nominations for FCO and FWO were received:

Fire Control Officers:

Broomehill East Brigade:	Alan (Buddy) Holzknacht
Broomehill West Brigade:	Brendon Boyle
Broomehill Central Brigade:	Jonathan Webster
Tambellup East Brigade:	Carl Letter
Tambellup West Brigade:	Martin Deely
Tambellup Volunteer Fire & Emergency Service:	Mandy Plant
Shire Ranger	Stephanie Swain

Noting that the present CESM is intending to retire at the end of April, the appointment of the CESM as an FCO will be deferred until the new appointment is made.

Fire Weather Officers:

Broomehill East Brigade:	Alan (Buddy) Holzknacht
Broomehill West Brigade:	Brendon Boyle
Broomehill Central Brigade:	Jonathan Webster
Tambellup East Brigade:	Carl Letter
Tambellup West Brigade:	Martin Deely
Tambellup Volunteer Fire & Emergency Service:	Mandy Plant

The Council's endorsement of all nominations is required prior to publishing in the Government Gazette.

CONSULTATION

Bush Fire Advisory Committee

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.

(8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

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.

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

COMMITTEE RECOMMENDATION

That it be recommended to the Council that the following nominations be endorsed for 2026/2027:

Fire Control Officers:

Broomehill East Brigade:	Alan (Buddy) Holzknecht
Broomehill West Brigade:	Brendon Boyle
Broomehill Central Brigade:	Jonathan Webster
Tambellup East Brigade:	Carl Letter
Tambellup West Brigade:	Martin Deely
Tambellup Volunteer Fire & Emergency Service:	Mandy Plant
Shire Ranger	Stephanie Swain

Fire Weather Officers:

Broomehill East Brigade:	Alan (Buddy) Holzknecht
Broomehill West Brigade:	Brendon Boyle
Broomehill Central Brigade:	Jonathan Webster
Tambellup East Brigade:	Carl Letter
Tambellup West Brigade:	Martin Deely
Tambellup Volunteer Fire & Emergency Service:	Mandy Plant

10.3 FIRE BREAK NOTICE AND BUSH FIRE INFORMATION 2026-2027

ATTACHMENT(S) 10.3.1 Draft Fire Break Notice and Bush Fire Information 2026-2027

FILE NO ADM0146
AUTHOR Pam Hull, Strategic Support and Projects Officer
DATE 24 March 2026
DISCLOSURE OF INTEREST

STRATEGIC IMPLICATIONS

Strategic Community Plan 2023-2033 Community Outcomes	Corporate Business Plan 2024-2028 Corporate Initiative
Key Pillar: BT Point of Difference	

2. A United Community No specific corporate initiative.

2.1 Wellbeing and Safety

The community and Shire working more boldly to provide advanced wellbeing programs for all ages. This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.

SUMMARY

The purpose of this report is for the Council to consider and endorse the draft Fire Break Notice and Bush Fire Information 2026-2027 (Fire Break Notice).

BACKGROUND

The Fire Break Notice provides owners and occupiers of land in the Shire with information about their responsibilities in relation to fire prevention and hazard reduction, in accordance with recommendations from the Bush Fire Advisory Committee (BFAC) and requirements of the *Bush Fires Act 1954*. The document is updated annually following consultation with brigades and the BFAC.

The Fire Break Notice is distributed to landowners with rates notices each year and is also mailed to every household in the Shire.

COMMENT

A review of the document was completed, with minor administrative amendments made throughout, including:

- Compliance dates updated to the current year.
- Under Section 1.6 Definitions:
 - the definition of Flammable Material amended to:
Flammable Material – Accumulated fuel such as leaf litter, twigs, bark, grass over 5cm high, timber boxes, cartons, paper and any combustible material, capable of carrying a running fire, but excludes living standing trees and shrubs. Areas of remnant bushland are exempted.
 - the definition of Firebreak amended to:

Firebreak – A strip of land which has been cleared of all material such as wood, leaves, and grass that is likely to be ignited and capable of burning. It must be trafficable, meaning it must be accessible by a fire appliance.

- Under 1.11 Standpipes:
 - Standpipe information corrected (noting the only potable water standpipe is at Crawford St).
- Brigade personnel and contacts updated in accordance with information received following Brigade Annual General Meetings.

The Fire Break Notice was provided to the BFAC for consideration at its meeting held on 11 March 2026. Following discussion, the BFAC proposed the following additional amendments:

1. That the Fire Hazard Reduction compliance date as stated in the Fire Break Notice be brought forward, from 31 October to 15 October.

The purpose of this amendment is to allow for compliance inspections and any remedial work to be completed before seasonal conditions make these works hazardous.

2. That the Harvest Ban Zone Boundaries be amended to split the Shire into four sectors along brigade boundary lines, allowing Harvest and Movement Bans to be imposed on a particular brigade area for the purpose of post incident mop up activities; and
3. That, in instances where a Harvest and Vehicle Movement Ban is imposed for the purpose of post incident mop up activities, the Ban includes both townsites by default.

The Shire is currently split into two Harvest Ban Zones, East and West, with the boundary being along the Great Southern Highway. The benefit of this amendment is that after a fire, a Harvest and Vehicle Movement Ban can be imposed on the impacted brigade area to encourage those in attendance to assist with mop up operations. Other attending brigades can stand down and return to harvesting or other activities. The Harvest and Vehicle Movement Ban would only be lifted in the other brigade areas if conditions are suitable.

The Fire Break Notice has subsequently been amended, noting:

- Under Section 1.2 Fire Hazard Reduction Requirements:
 - Change to the Fire Hazard Reduction compliance date to 15 October 2026 throughout.
- Under Section 1.3 Fire Break Notice Information:
 - Variation application date changes to 15 September 2026.
- Under Section 2.8 Harvest Ban Zones and Brigade Boundary Map:
 - Amended text clarifying change to four zones and description of brigade/zone boundaries.
 - Amended map showing Harvest Ban Zones and brigade boundaries.

These amendments are highlighted in Attachment 10.3.1. The Fire Break Notice is presented for the Council's consideration and endorsement if appropriate.

CONSULTATION

Bush Fire Advisory Committee
Community Emergency Services Manager
Ranger
Chief Executive Officer

STATUTORY ENVIRONMENT

Bush Fires Act 1954

33. *Local government may require occupiers of land to plough or clear fire break*
- (1) *Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —*
- (a) *to plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire breaks clear of inflammable matter;*
- (b) *to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so —*
- (c) *as a separate operation, or in co ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and*
- (d) *in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.*
- (2) *A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices.*

FINANCIAL IMPLICATIONS

Provision is made in the budget for the printing and distribution of the Fire Break Notice.

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

COMMITTEE RECOMMENDATION

That the Shire of Broomehill-Tambellup Fire Break Notice and Bush Fire Information 2026-2027, as presented, be endorsed.

10.4 COMMUNITY GRANTS PROGRAM

ATTACHMENT(S)	10.4.1 Draft Community Grants Program Guidelines 10.4.2 Draft Policy 4.6 - Community Grants Program
FILE NO	ADM0723/ADM0165
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	30 March 2026
DISCLOSURE OF INTEREST	

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 2.3 Community Creativity The Shire, partners and community forming a ‘BT Community Chest’, being four grant rounds per year’	Develop, adopt and implement a Community Grants Guideline.

SUMMARY

Guidelines and a policy for a new Community Grants Program have been prepared and are provided for the Council’s consideration and endorsement.

BACKGROUND

In accordance with outcomes from the Strategic Community Plan 2023-2033 (SCP) and Corporate Business Plan 2024-2028, draft guidelines have been prepared for a Community Grants Program (CGP) to support local community groups and not-for-profit organisations to deliver initiatives that will benefit the community.

The guidelines propose two categories:

- Category 1 CEO Donation – up to \$500 (ex GST), available year-round for small or urgent projects.
- Category 2 Community Grant – up to \$5,000 (ex GST), available through scheduled application rounds for larger-scale projects.

The CGP supports projects that strengthen social connection, community participation, and wellbeing, and that align with the Shire’s strategic priorities.

In order to maintain a consistent approach to the management of the CGP, including eligibility, assessment of applications and administrative requirements, a new policy is also proposed for the Council’s consideration.

COMMENT

The establishment of the CGP will strengthen local community capacity by supporting not-for-profit groups to deliver projects that:

- benefit residents;
- encourage social connection; and
- enhance community wellbeing.

The CGP guidelines (Attachment 10.4.1) provide a clear and transparent mechanism for the Council to support locally driven initiatives, which foster innovation, collaboration, and volunteer engagement, and the alignment to the Shire’s strategic priorities.

The guidelines clearly define eligibility in terms of who can apply, and the types of activities and expenditure that will be considered for funding. The assessment criteria ensure that all applications are evaluated fairly, transparently, and consistently, promote accountability, value for money, and encourage projects that benefit the broader community to maximise positive social impact.

By offering both CEO Donation and larger Community Grants, the program ensures flexible support for initiatives of varying scale, promotes accountability through reporting requirements, and enables equitable access to funding, ensuring public resources are effectively invested to achieve positive community outcomes.

The proposed Policy 4.6 Community Grants Program (Attachment 10.4.2) captures the key requirements of the program guidelines and is intended to provide a sound basis for the ongoing management of the CGP into the future.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

The Council may determine an appropriate funding pool during annual budget discussions, with provision to be made in the 2026/2027 budget.

Additionally, provision has been made annually under GL 04101 Expense – Members of Council – Donations. Delegation 2.4 Donations provides the Chief Executive Officer with authority to approve donations on behalf of the Council to the value of \$500 from GL 04101.

POLICY IMPLICATIONS

This report proposes a new Policy 4.6 Community Grants Program.

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:

1. Endorse the Community Grants Program Guidelines, as presented.
2. Adopt Policy 4.6 Community Grants Program, as presented.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 TAMBELLUP COMMUNITY CROPPING GROUP REQUEST – USE OF CARAVAN PARK CABINS

ATTACHMENT(S)	Nil
FILE NO	ADM0602
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	8 April 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2023-2033 Community Outcomes	Corporate Business Plan 2024-2028 Corporate Initiative
Key Pillar: SoBT Economy	

9. Unique Interactions	Support coordination and promotion of community-driven events.
9.3 Community Shared Experiences	
An internal events program, specifically designed to build community spirit (such as art experiences, quiz nights, dances, multicultural events, even social enterprise) where all and any community members come together to practice community spirit.	

SUMMARY

The purpose of this report is for the Council to consider a request from the Tambellup Community Cropping Group to utilise Shire-owned accommodation to support participants involved in the upcoming seeding day.

BACKGROUND

The Tambellup Community Cropping Group conducts an annual community cropping program, including seeding and harvest days, involving local volunteers and industry support.

The initiative operates as a community fundraising model, where proceeds from the crop are reinvested back into the local community through projects and contributions. The group has previously demonstrated significant community impact, including contributing funds toward local infrastructure and development initiatives.

The upcoming seeding day is scheduled for 21 April 2026 and is expected to attract a mix of local volunteers and industry participants. This includes individuals assisting with on-ground seeding activities, as well as agricultural operators demonstrating machinery.

These contributions are provided on a voluntary or in-kind basis and are critical to the success of the program. The ability to accommodate these participants locally supports their involvement and reduces barriers to participation.

COMMENT

The request seeks the use of cabins at both the Tambellup and Broomehill Caravan Parks for two nights to accommodate participants assisting with the seeding activity.

The event represents a strong example of local collaboration and volunteerism, with direct benefits to the community through future financial contributions and projects.

The request also supports participation from agricultural contractors and machinery operators who contribute equipment, expertise and demonstrations as part of the seeding activity. These contributions add operational capability and value to the event and are typically provided on a voluntary or in-kind basis.

From an organisational perspective, key considerations include:

- Supporting a well-established community initiative with demonstrated local benefit;
- Promoting the use of a newly developed Shire accommodation asset;
- Strengthening relationships with key community groups and industry participants; and
- Managing operational impacts, including bookings, cleaning and availability.

The request falls outside standard commercial bookings and is therefore presented to the Council for consideration.

CONSULTATION

Tambellup Community Cropping Group

STATUTORY ENVIRONMENT

There are no direct legislative implications associated with this request. The use of Shire facilities is consistent with Council's role in supporting community initiatives, subject to appropriate governance and conditions.

FINANCIAL IMPLICATIONS

The use of cabins may result in foregone revenue for the relevant nights. Any operational costs, including cleaning and administration, can be managed within existing budgets.

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:

1. Approves the use of Shire-owned cabins at the Tambellup and Broomehill Caravan Parks by the Tambellup Community Cropping Group for the nights of 20 and 21 April 2026.
2. Notes that the accommodation is to support volunteers and industry participants assisting with the Community Cropping Group Seeding Day scheduled for 21 April 2026.

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
JANUARY TO MARCH 2026

ATTACHMENT(S) [13.1.1 – Corporate Business Plan 2024-2028 Quarterly Progress Report – January to March 2026](#)

FILE NO	ADM0382
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	7 April 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS

Strategic Community Plan 2023-2033 Community Outcomes	Corporate Business Plan 2024-2028 Corporate Initiative
Key Pillar: SoBT Shire Support	

<p>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.</p>	<p>Develop and implement a traffic light dashboard reporting system for all Corporate Business Plan initiatives.</p>
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SUMMARY

The Corporate Business Plan 2024-2028 Quarterly Progress Report for the period January to March 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.

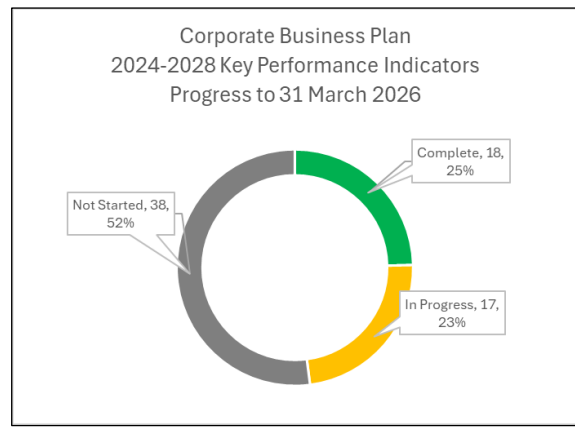
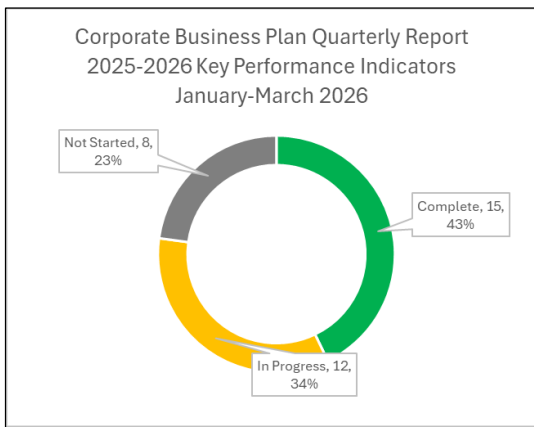
The *Local Government (Administration) Regulations 1996* requires all local governments to adopt two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These documents are supported by informing plans, strategies, and other documents. Together these documents drive the 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	2025-2026		2024-2028 to date	
		Number of initiatives	%	Number of initiatives	%
Complete	Action has been completed	15	43	18	25
In progress	Action has commenced	12	34	17	23
Not started	Action has not commenced	8	23	38	52
TOTAL		35	100	73	100



The reporting template at Attachment 13.1.1 provides details 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.

The reporting template has also been amended under ‘Accountable Unit’ to align tasks to new roles, names and structure proposed in the Workforce Plan 2026-2023, which is to be considered by the Council elsewhere in this agenda.

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 January-March 2026, as presented, be received.

13.2 WORKFORCE PLAN – 2026-2030

ATTACHMENT(S)	13.2.1 Draft Workforce Plan 2026-2030
FILE NO	ADM0383
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	8 April 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS

Strategic Community Plan 2023-2033 Community Outcomes	Corporate Business Plan 2024-2028 Corporate Initiative
Key Pillar: SoBT Support	

10. Grown Shire Leadership	Review, adopt and implement a new
10.4 Workforce Development	Workforce Plan.

The Shire and local businesses supporting traineeships and work experience programs.

SUMMARY

The purpose of this report is to present the Workforce Plan 2026–2030 (Plan) for Council adoption and to seek approval to implement key elements of the Plan through the immediate establishment of two identified positions.

BACKGROUND

The Plan at Attachment 13.2.1 is a core component of the Shire’s Integrated Planning and Reporting framework and is required under the *Local Government Act 1995*.

The Shire operates with a small workforce of approximately 34 staff delivering the full range of local government functions across two townsites and a large geographic area.

Over the past 18 months, the organisation has undergone a deliberate structural reset to address long-standing capacity constraints and single-point dependencies.

This has included:

- Establishment of a Deputy Chief Executive Officer role to provide executive leadership and depth.
- Separation of finance, governance and regulatory functions into dedicated specialist roles.
- Strengthening of compliance, reporting and operational oversight.

The Workforce Plan consolidates this work and sets a clear direction for the next four years.

COMMENT

The Shire faces a structural challenge common to small regional local governments. It is required to meet the same legislative and compliance obligations as significantly larger organisations, including financial reporting, governance, regulatory services and service delivery, but with a limited workforce, talent pool, and revenue base.

At the same time, the external environment is becoming more complex, comprising:

- Increased regulatory and reporting requirements.
- Growth in development activity and compliance workload.
- Renewable energy projects requiring complex assessment, coordination, and post-commissioning management.
- Ongoing competition for skilled staff across local government and the resources sector.

This creates sustained pressure on a small number of staff performing multiple critical functions.

Workforce Position

Key workforce characteristics include:

- Exceptionally low turnover of 6.7% compared to a sector median of 27.3%;
- Strong organisational culture and retention; and
- Increasing reliance on a small number of staff to deliver critical services.

The current structure has improved significantly; however, gaps remain in areas of:

- Community development and engagement;
- Administrative capacity, backfill and operational support; and
- Property and project coordination support.

These gaps create operational risk and limit the organisation's ability to respond proactively to community and project demands.

Plan Overview

The Plan provides a structured response to these challenges, built around seven priority areas:

- Attraction of skilled staff into a constrained regional labour market
- Retention of the existing workforce through competitive conditions, development and culture
- Capability development across all roles
- Knowledge management and succession planning
- Culture and safety
- Digital transformation and AI readiness
- Volunteer workforce integration

The Plan is deliberately practical and staged, with a constrained implementation program aligned to the Shire's capacity to deliver.

Immediate Structural Priorities

Two positions have been identified as critical to stabilising and strengthening the organisation in the short term.

Community Development Officer

This role addresses a clear gap in community engagement, grants coordination, youth services, and delivery of strategic community outcomes. Comparable local governments

have established dedicated community development capacity as standard practice. Without this role, these functions remain fragmented and inconsistently delivered.

Corporate Support Officer

This role addresses a structural vulnerability in administrative capacity. The organisation currently has no internal relief or backfill capability, resulting in service gaps and reliance on senior staff when absences occur.

The role will also provide structured support across property management, projects, customer service and administration.

Together, these roles:

- reduce single-point dependency risk;
- improve service delivery consistency;
- enable senior staff to focus on strategic and operational leadership; and
- support delivery of the Corporate Business Plan.

Implementation Approach

Implementation of the Plan will occur in stages:

- immediate establishment of critical roles to stabilise the organisation;
- progressive implementation of workforce initiatives over the four-year period; and
- annual review and reporting against defined performance measures.

Ongoing initiatives, including expanded training and workforce development programs, will be considered through the annual budget process.

CONSULTATION

Senior Management Team

Various staff

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Equal Opportunity Act 1984

FINANCIAL IMPLICATIONS

Provision exists within the current 2025–2026 budget to support the immediate establishment and recruitment of the Community Development Officer and Corporate Support Officer positions.

The Plan also identifies a structured approach to training and professional development. The financial implications of expanded training and capability development will be considered as part of the 2026–2027 annual budget process.

POLICY IMPLICATIONS

Supported by Policy 1.2.1 Workforce Planning and Management

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 “High” risk that can be managed with interventions which may include appropriate levels of planning, development of and adherence to specific procedures, seeking external advice and support, and will potentially require additional resources.

If the Workforce Plan is not adopted and implemented, key risks include:

- inability to meet statutory and compliance obligations;
- continued reliance on single-point dependencies;
- reduced service delivery capability;
- increased pressure on existing staff and likely burnout;
- difficulty responding to growth in regulatory and project workload; and
- reputational damage.

Adoption and implementation reduce these risks through structured workforce planning and targeted investment.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

1. Adopts the Workforce Plan 2026–2030.
2. Approves the establishment and recruitment of the following positions:
 - Community Development Officer
 - Corporate Support Officer
3. Notes that the above positions will be funded within the existing 2025–2026 budget allocations.

13.3 MONTHLY LIST OF PAYMENTS – MARCH 2026

ATTACHMENT(S)	13.3.1 Monthly Payments Listing March 2026
FILE NO	Nil
AUTHOR	Sharon Minter - Finance Coordinator
DATE	10 April 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 March 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:

March 2026	\$
Municipal Fund	586,702.66
Trust Fund	0.00
Purchasing Cards	3,736.06
TOTAL	590,438.72

Any comments or queries regarding the list of payments is 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 March 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 March 2026 be endorsed, comprising:

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$586,702.66; and
- Credit/Purchasing Card payments totalling \$3,736.06.

13.4 FINANCIAL STATEMENTS – MARCH 2026

ATTACHMENT(S)	13.4.1 Financial Statements March 2026
FILE NO	Nil
AUTHOR	Sharon Minitier – Finance Coordinator
DATE	10 April 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2023-2033 Community Outcomes	Corporate Business Plan 2024 -2028 Corporate Actions
Key Pillar: BT Shire Support	

11. Delivered Shire Trust and Performance No specific corporate initiative

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.

SUMMARY

The Council to consider the monthly financial statements for March 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 2025/26 budget adoption process, Council endorsed a material variance threshold of 10% or \$10,000, whichever is the greater.

The Statement of Financial Activity for the period ending 31 March 2026 is now presented for 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 March 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

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