



# AGENDA

Ordinary Council Meeting

18 June 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 18 June 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)**

- o Financial pursuant to Section 5.60A of the Local Government Act 1995
- o Proximity pursuant to Section 5.60B of the Local Government Act 1995
- o Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- o 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 18 June 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 ME White	
Cr CJ Letter	
Cr SH Penny	
Cr CM Dewar	Via electronic means
Cr CA Witham	

**Staff**

KP Callaghan	Chief Executive Officer
DG Sweeney	Deputy Chief Executive Officer
P Vlahov	Manager of Works
PA Hull	Strategic Support and Projects Officer

**Leave of Absence**

Nil

**Apologies**

**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 21 MAY 2026

**Recommendation:**

That the minutes of the Ordinary Meeting of Council held on 21 May 2026 be confirmed as a true and accurate record of proceedings.

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

**10.1 FUNDING REQUEST – A SMART START GREAT SOUTHERN**

ATTACHMENT(S)	10.1.1 Funding Request Letter – A Smart Start Great Southern
FILE NO	ADM0339
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	31 May 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: SoBT Shire Support</b>	
2.1 Well-being and safety The community and Shire working more boldly to provide advanced wellbeing programs for all ages. This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.	No specific corporate initiative

**SUMMARY**

The Council is requested to consider a funding request from A Smart Start Great Southern for a financial contribution of \$3,000 for the 2026/27 financial year.

**BACKGROUND**

A Smart Start Great Southern (ASSGS) is a community-led early years initiative supporting children and families throughout the Great Southern region.

The program focuses on promoting positive early childhood development through the provision of resources, information and community activities designed to support parents and caregivers during a child's formative years.

According to information provided by ASSGS, there are currently 64 registered children within the Shire of Broomehill-Tambellup participating in the program. During 2025/26, ASSGS delivered birthday books and developmental resources to all registered children and facilitated initiatives including dental clinic visits, nature-based messy play sessions and Play in the Park activities.

The Council approved a contribution of \$3,000 to ASSGS in the 2025/26 financial year.

ASSGS has requested that the Council continue its support through a contribution of \$3,000 for the 2026/27 financial year.

### **COMMENT**

ASSGS continues to provide a range of early years initiatives and resources that directly benefit families residing within the Shire.

The presentation delivered to the Council on 21 May 2026, demonstrated ongoing program delivery within the district and highlighted the value of maintaining local access to early childhood development resources and activities.

The requested contribution is consistent with the amount approved by the Council in 2025/26 and represents a continuation of the Council's support for the initiative.

The Council may determine that continued financial support is appropriate given the demonstrated participation levels within the Shire and the benefits associated with supporting children and families during the early years of development.

### **CONSULTATION**

A Smart Start Great Southern

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

A contribution of \$3,000 can be accommodated within the proposed 2026/27 Budget.

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

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

### **ASSET MANAGEMENT IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple majority

### **OFFICER RECOMMENDATION**

That the Council:

1. Acknowledges the contribution of A Smart Start Great Southern in supporting children and families within the Shire of Broomehill-Tambellup.
2. Approves a financial contribution of \$3,000 to A Smart Start Great Southern for the 2026/27 financial year.

**11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY**

**11.1 PROPOSED SCHEME AMENDMENT – LOT 38 (NO 30) HENRY STREET, TAMBELLUP**

ATTACHMENT(S)	11.1.1 Scheme Amendment Map
FILE NO	A394
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	14 May 2026
DISCLOSURE OF INTEREST	

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

**SUMMARY**

The purpose of this report is for the Council to consider an amendment to the Shire of Tambellup Town Planning Scheme No. 2 (Scheme) to rezone Lot 38 (No 30) Henry Street, Tambellup, from ‘public purposes’ local reserve to ‘Residential’ with an R10/30 density code.

Any scheme amendments must be advertised for public comment and require final approval by the Minister for Planning.

**BACKGROUND**

Lot 38 is located on the north side of Henry Street, between Norrish Street and Taylor Street, to the east of Tambellup town centre. Surrounding land uses comprise a mix of residential, commercial and community uses. The Country Women’s Association occupies the site to the west, while single houses occupy the land to the north and east.

Lot 38 has an approximate area of 1530m<sup>2</sup> and contains a church building. The applicant has advised that the Tambellup Uniting Church was constructed circa 1960 adjacent to the original Methodist Church (1905) and Travelling Ministers’ Quarters (1908), both of which were demolished in 2023.

The lot is Crown land, and the primary interest holder is the Uniting Church in Australia Primary Trust (WA).



Above: Aerial of Lot 38

### COMMENT

The scheme amendment has been lodged on behalf of the Uniting Church in Australia Primary Trust (WA), as the church is no longer used and is surplus to requirements.

The Uniting Church in Australia Primary Trust (WA) is currently going through a process for the cancellation of the existing crown land title and conversion to a freehold lot title to be transferred to the Uniting Church.

As the site is no longer proposed to be used as a church, the Scheme amendment is being pursued to facilitate a zoning more appropriate for private land and allow increased flexibility for future use of the land.

The proposed Residential zoning is consistent with the established zones to the immediate north, south and east. As such, it is recommended that the Scheme amendment be supported.

A Scheme amendment map is included as Attachment 11.1.1

### Type of Amendment

Under the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), there are three types of amendments comprising of a basic, standard, or complex amendment.

The proposed amendment does not meet the criteria for a basic amendment, as it is not solely a correction of an administrative error, a consequential amendment arising from another statutory decision, nor does it relate to matters of a minor or technical nature.

The proposed amendment is also not considered a complex amendment as it is not of a scale or nature that is likely to have significant environmental, social, economic or governance impacts on a regional or State basis. The proposal affects a single lot within

the Tambellup townsite and does not introduce a significant change in land use intensity or strategic planning direction.

The proposed amendment is consistent with a standard amendment as it involves the rezoning of the Lot from a 'Public Purposes' Local Reserve to the 'Residential' zone with a density coding of R10/R30. The amendment is consistent with the surrounding residential zoning pattern, reflects the site's intended transition from public ownership to private ownership, and facilitates future development outcomes compatible with the established character of the locality.

The Council must formally resolve which type of amendment applies. It is considered that the proposed amendment should be classified as a standard amendment, as proposed by the applicant.

### **CONSULTATION**

If the amendment is adopted by the Council, it must be lodged with the Western Australian Planning Commission (WAPC) to seek consent prior to the proposal being advertised for public comment for 42 days.

### **STATUTORY ENVIRONMENT**

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

The Regulations outline the process for any Scheme Amendment, which is summarised below:

1. Amendment considered by the Council for adoption (with or without modifications). The Council can refuse to initiate a Scheme amendment.
  2. Any amendment adopted by the Council must be referred to WAPC to seek consent to proceed to advertising.
  3. Advertising the proposed amendment for a minimum of 42 days. Advertising should include letters to nearby landowners, letters to relevant government authorities and service authorities, and a notice on the shire website. An advertising sign may be erected on site (if feasible).
  4. Any public submissions must be summarised in a table, and each submission has to be considered.
    - a. After advertising, a second report will be referred to the Council to consider the public submissions, whether the amendment needs to be modified to address any issues raised in submissions, and whether to adopt the amendment for final approval (with or without modifications).
  5. Once reconsidered by Council, the amendment is lodged to WAPC for referral to the Minister for Planning who makes the final decision on the amendment. The Minister can refuse the amendment, or approve the amendment (with or without modifications).
  6. If the amendment is approved by the Minister, the decision must be published in the Government Gazette.
- Shire of Tambellup Town Planning Scheme No. 2, as explained in the body of this report.

#### FINANCIAL IMPLICATIONS

Nil.

#### POLICY IMPLICATIONS

Nil.

#### RISK MANAGEMENT IMPLICATIONS

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

#### ASSET MANAGEMENT IMPLICATIONS

Nil.

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

That the Council

1. In pursuance of section 75 of the *Planning and Development Act 2005*, adopt Amendment No. 7 to the Shire of Tambellup Town Planning Scheme No. 2 (for the purpose of advertising) by:
  - a) Amending the Scheme Map by rezoning Lot 38 (No.30), Henry Street, Tambellup from the 'Public Purposes' Local Reserve to the 'Residential' zone with a density code of 'R10/R30' as depicted on the Scheme Amendment map.
2. Resolve that Amendment No. 7 is 'standard' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
  - b) The amendment will facilitate the development of the site for purposes consistent with the objectives of the Residential zone;
  - c) The amendment is consistent with the Local Planning Strategy;
  - d) The amendment will not have an adverse impact on any land in the scheme area; and
  - e) The amendment is neither a complex nor a basic amendment.
3. Authorise the Shire President and Chief Executive Officer to sign three hard copies of the Amendment No. 7 documents.

## 11.2 CORNER SHOP MUSEUM – PUBLIC LIABILITY INSURANCE REIMBURSEMENT

ATTACHMENT(S)	11.2.1 – Corner Shop Museum – Refund of insurance premium request
FILE NO	A514
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	11 June 2026
DISCLOSURE OF INTEREST	

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

### SUMMARY

This item relates to a request from the Corner Shop Museum Inc for reimbursement of public liability insurance costs.

### BACKGROUND

The Corner Shop Museum Inc (Museum) is seeking the Council’s consideration for reimbursement of their public liability insurance of \$654.45 for the period 10 June 2026 to 10 June 2027.

The application has been included for Council’s consideration in Attachment 11.2.1.

### COMMENT

The Museum has received a reimbursement of insurance expenses since 2015, with the associated financial support incorporated annually within the adopted budget under GL 11527.59 - Expense – Tambellup Museum (Station Masters Res) - Donations.

The Museum provides significant benefit to the local community. Operated by the Tambellup Historical Society and supported by volunteers, the Museum plays an important role in preserving and showcasing the district’s history and heritage. It serves as a community asset that fosters a sense of identity, belonging and pride among residents.

In addition, the Museum contributes to social inclusion by offering an accessible and welcoming space for community members and visitors of all ages. It facilitates intergenerational connection through the sharing of stories and local knowledge, supports volunteer participation, and provides opportunities for engagement in community life. The Museum also contributes to local tourism, enhancing visitation to the area and supporting the broader local economy.

While the concession has historically been accommodated through the budget process, formalising the arrangement through a Council decision ensures clarity and consistency.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**FINANCIAL IMPLICATIONS**

Provision for this expenditure has been made within the adopted annual budget GL 11527.59 - Expense – Tambellup Museum (Station Masters Res) – Donations.

**POLICY IMPLICATIONS**

Nil.

**RISK MANAGEMENT IMPLICATIONS**

This item has been assessed in accordance with the Shire’s Risk Assessment and Acceptance Criteria and is considered to present a low level of risk. There is no formal policy applicable to this matter, and requests are determined on a case-by-case basis at Council’s discretion.

**ASSET MANAGEMENT IMPLICATIONS**

Nil.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That the Council approves the reimbursement of \$654.45, including GST, to the Corner Shop Museum Inc for public liability insurance for the period 10 June 2026 to 10 June 2027.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

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

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

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
<b>Key Pillar: SoBT Economy</b>	
<b>9. Unique Interactions</b> <b>9.3 Community Shared Experiences</b> 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.	Support coordination and promotion of community-driven events.

**SUMMARY**

The Council is requested to consider a request from the Tambellup Community Cropping Group (TCCG) to use all three Shire-owned cabins at the Tambellup Caravan Park for one night on Friday, 3 July 2026, to support accommodation needs associated with the TCCG Community Seeding Cut Out event and community dinner.

**BACKGROUND**

The TCCG conducts an annual community cropping program involving local volunteers, growers, contractors and industry supporters. Proceeds from the crop are reinvested into local community projects and initiatives.

The TCCG has requested the use of all three Tambellup Caravan Park cabins for Friday, 3 July 2026, for one night.

The event will bring together contributors to the TCCG and the wider community. It includes a free community dinner and an expected financial contribution to the TCCG, with funds to be reinvested into future community projects.

The cabins are proposed to accommodate visiting representatives who are significant supporters of the TCCG, and the wider Tambellup community.

The TCCG has advised that this support includes an expected financial contribution, lamb donated for the free community dinner, the successful lupin stubble agistment bid over the 2025/26 summer, and lamb provided to the P&C to support local families in need.

## **COMMENT**

The request should be considered primarily as support for the TCCG recognition event and wider community fundraising model. The event provides a practical way to acknowledge volunteers, growers, contractors, sponsors and other contributors who help make the TCCG successful.

Providing the cabins would assist the TCCG in hosting key external contributors and maintaining partnerships that are delivering financial and practical benefits for local projects and families.

The request is considered reasonable as a one-off community support contribution connected to a local event that provides a free community dinner and future project funding.

From an organisational perspective, the key considerations include:

- supporting a proven community fundraising initiative with demonstrated local benefit;
- recognising the volunteers, growers, contractors, sponsors and community members who contribute to the TCCG;
- facilitating a community event that includes a free dinner, contributor recognition, and future project funding; and
- managing operational matters, including bookings, cleaning, access and availability.

The request falls outside standard commercial booking arrangements and is therefore presented to the Council for consideration. Any approval should be treated as a one-off community support arrangement and should not create an ongoing entitlement to use Shire accommodation outside normal booking processes.

## **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 all three Shire-owned cabins at the Tambellup Caravan Park by the Tambellup Community Cropping Group (TCCG) for one night on 3 July 2026, at no charge, to support accommodation associated with the TCCG Community Seeding Cut Out event and community dinner.
2. Notes that the approval is a one-off community support arrangement and does not create an ongoing entitlement to use Shire accommodation outside standard booking arrangements.
3. Authorises the Chief Executive Officer to finalise the booking arrangements, including allocation of cabins, access, cleaning requirements, standard booking conditions, and any reasonable operational requirements.

**13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT****13.1 DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE AGREEMENT FOR PROVISION OF LICENSING SERVICES AND NON ROAD LAW FUNCTIONS**

ATTACHMENT(S)	Nil
FILE NO	ADM0517
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	31 May 2026
DISCLOSURE OF INTEREST	

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

**SUMMARY**

The Council is requested to authorise the Chief Executive Officer to enter into a new agreement with the Department of Transport and Major Infrastructure for the continued provision of licensing services and non-road law functions within the Shire of Broomehill Tambellup.

**BACKGROUND**

The Shire currently provides licensing services on behalf of the Department of Transport and Major Infrastructure (Department).

The Department has offered a new agreement to the Shire for the provision of licensing services and non-road law functions. The agreement is proposed to commence on 1 July 2026 and continue for a five-year term.

The Department has advised that it has reviewed the terms of the agreement to better reflect current requirements. It has also reviewed the commissions payable to the Shire under the Schedule of Rates.

The Department has requested that the agreement documents be executed and returned by the close of business on Tuesday, 23 June 2026.

Given the term and nature of the agreement, the matter is presented to the Council for formal consideration and authorisation.

**COMMENT**

The provision of licensing services is an important customer service function for the local community. It allows residents, businesses and visitors to access licensing-related services locally, rather than being required to travel to a larger regional centre.

While the agreement relates to an existing service area, the proposed term is five years. The agreement also involves the Shire continuing to perform functions on behalf of a State

Government agency. On that basis, it is appropriate for the Council to formally authorise the Shire to enter into the new agreement.

The Shire’s Delegations Register provides that the Chief Executive Officer has delegated authority to arrange for the execution of contract documents where the Council has authorised a formal contract, where the formal contract is authorised under delegated authority, or where the formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operation of the Shire.

The Delegations Register also notes that the power under section 9.49A(4) of the *Local Government Act 1995* to authorise a person to sign documents on behalf of the local government cannot be delegated to the Chief Executive Officer.

For governance clarity, it is recommended that the Council authorise the Chief Executive Officer to enter into the agreement and authorise execution of the agreement documents.

### **CONSULTATION**

Department of Transport and Major Infrastructure

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

### **FINANCIAL IMPLICATIONS**

The Department has advised that commissions payable to the Shire under the agreement will increase by 4.6% on all categories of transactions from 1 July 2026.

The agreement supports the continued delivery of local licensing services and provides commission-based income to the Shire.

Any operational costs associated with the delivery of the service will continue to be managed through the Shire’s annual budget.

### **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. Authorises the Chief Executive Officer to enter into an agreement with the Department of Transport and Major Infrastructure for the provision of licensing services and non-road law functions for a five-year term commencing 1 July 2026.
2. Authorises the Chief Executive Officer to execute the Agreement.
3. Authorises the Chief Executive Officer to undertake any minor administrative amendments necessary to finalise the Agreement, provided those amendments do not materially alter the Shire's obligations.
4. Notes that the Department has advised that the commissions payable under the Agreement will increase by 4.6% on all categories of transactions from 1 July 2026.

### 13.2 DISABILITY ACCESS AND INCLUSION PLAN – PROGRESS REPORT 2025-2026

ATTACHMENT(S)	13.2.1 Disability Access and Inclusion Plan - Progress Report 2025-2026 13.2.2 Disability Access and Inclusion Plan – Implementation Plan Progress 2025-2026
FILE NO	ADM0124
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	9 June 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Shire Support</b>	
<b>12.2.2 SoBT Shire Data</b> This is the Shire collecting and releasing specific data on Shire-related activities (such as health provisions, roads, safety, traffic measures). Data is being used to drive advocacy and attract support.	No specific Corporate action

#### SUMMARY

The purpose of this report is for the Council to consider and endorse the Disability Access and Inclusion Plan Progress Report for 2025-2026

#### BACKGROUND

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

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

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

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

## COMMENT

The DAIP Progress Report 2025-2026 (attachment 13.2.1) has been completed and is presented for the Council's consideration and endorsement, if appropriate. The report will then be forwarded to the Department of Communities for noting.

The Shire's internal DAIP Implementation Plan (attachment 13.2.2), details progress against actions during 2025-2026. This is provided to the Council for information and is not submitted to the Department of Communities.

Achievements this year have included:

- Adoption of the Ten-Year Footpath Plan 2026-2036, which provides a framework and proposed budget to progressively improve surface treatments and connectivity of pathway networks in Broomehill and Tambellup.
- Adoption of the Equal Employment Opportunity Management Plan 2025-2027, incorporating strategies to support diversity and inclusion in employment.
- Improvements to Shire infrastructure, including the construction of a ramp at the Tambellup Hall, acoustic upgrades to the Broomehill Hall, Tambellup Community Pavilion and Council Chambers, landscaping at the Broomehill Recreational Complex to improve access from the building to the oval, and continuation of the Tambellup path network to the facilities at the Gordon River picnic area.
- Implementation of the Userway Accessibility widget on the Shire's website, providing a range of features that allow the user to personalise their access requirements.
- Ordinary Council Meetings are audio recorded, with recordings uploaded to the Shire's website. The acoustic panels installed in the Council Chambers have improved the audio quality for those accessing the recordings.

The scheduled five-year review of the DAIP has commenced with an online survey distributed to the community in May 2026, and will close on 10 July 2026. The feedback will be collated and analysed, with outcomes to inform a new five-year DAIP. This will be presented to the Council at an upcoming Ordinary Council Meeting for endorsement.

## CONSULTATION

Chief Executive Officer

## STATUTORY ENVIRONMENT

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

*28. Disability access and inclusion plans*

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

## FINANCIAL IMPLICATIONS

Nil.

## POLICY IMPLICATIONS

Nil.

**RISK MANAGEMENT IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

Nil.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That the Disability Access and Inclusion Plan Progress Report 2025-2026 as presented, be endorsed.

### 13.3 MONTHLY LIST OF PAYMENTS – MAY 2026

ATTACHMENT(S)	13.3.1 Monthly Payments Listing May 2026
FILE NO	Nil
AUTHOR	Sharon Minitier - Finance Coordinator
DATE	11 June 2026
DISCLOSURE OF INTEREST	

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

<b>May 2026</b>	<b>\$</b>
Municipal Fund	1,089,163.65
Trust Fund	0.00
Purchasing Cards	5,681.33
<b>TOTAL</b>	<b>1,094,844.98</b>

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 May 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 May 2026 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$1,089,163.65; and
- Credit/Purchasing Card payments totalling \$5,681.33.

### 13.4 FINANCIAL STATEMENTS – MAY 2026

ATTACHMENT(S)	13.4.1 Financial Statements May 2026
FILE NO	Nil
AUTHOR	Sharon Minitier, Finance Coordinator
DATE	12 June 2026
DISCLOSURE OF INTEREST	

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

#### SUMMARY

The Council to consider the monthly financial statements for May 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*, the 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, the Council endorsed a material variance threshold of 10% or \$10,000, whichever is greater.

The Statement of Financial Activity for the period ending 31 May 2026 is now presented for the Council’s information.

#### CONSULTATION

Chief Executive Officer

## **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

### *34. Financial activity statement report*

*(1) A local government is to prepare each month a statement of financial activity reporting*

*on the revenue and expenditure, as set out in the annual budget under regulation 22*

*(1)(d), for that month in the following detail –*

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

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

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

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

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

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

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

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

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

## **FINANCIAL IMPLICATIONS**

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

## **POLICY IMPLICATIONS**

Nil.

## **RISK MANAGEMENT IMPLICATIONS**

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

## **ASSET MANAGEMENT IMPLICATIONS**

Nil.

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICER RECOMMENDATION**

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

### 13.5 ADOPTION OF FEES AND CHARGES 2026/2027

ATTACHMENT(S)	13.5.1 Schedule of Fees and Charges 2026/2027
FILE NO	ADM0121
AUTHOR	Sharon Minitier, Finance Coordinator
DATE	9 June 2026
DISCLOSURE OF INTEREST	

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

#### SUMMARY

Council is requested to adopt the Shire of Broomehill Tambellup 2026/27 Schedule of Fees and Charges, effective from 1 July 2026.

#### BACKGROUND

The *Local Government Act 1995* authorises a local government to impose and recover fees and charges for goods and services it provides or proposes to provide. Fees and charges are generally imposed when the annual budget is adopted and may be amended during the financial year by an absolute majority.

The proposed schedule is being presented separately from the annual budget so the revised charges can take effect from 1 July 2026. The adopted schedule will be incorporated into the 2026/27 annual budget.

#### COMMENT

The administration has reviewed the current Schedule of Fees and Charges. A general increase of 4.5%, rounded to practical charging amounts, has been applied to discretionary fees where appropriate and is consistent with the assumptions in the draft Long Term Financial Plan.

The general increase has not been applied automatically to every fee. Statutory fees are set under other legislation and will be updated only in accordance with that legislation.

Other fees have been adjusted using current service costs, market evidence, cost recovery considerations and operational requirements.

The principal amendments to the 2026/27 Schedule of Fees and Charges are outlined as follows:

Area	Change
<b>General Purpose Funding</b>	<p>Consolidate the Property Orders and Requisitions Fee of \$55 into the Rates Account Enquiry Fee of \$150, removing duplicate charges.</p> <p>Remove the administration fee for rate instalments.</p> <p>Retain the EFTPOS service surcharge until 30 September 2026, pending national changes to card surcharging from 1 October 2026.</p> <p>Remove the sale of minutes per page fee, as Council minutes are available electronically at no charge.</p>
<b>Law, Order and Public Safety</b>	<p>Introduce a replacement dog registration tag fee.</p> <p>Introduce a Dangerous Animal Inspection Fee.</p>
<b>Health</b>	<p>Correct the food business registration fee description by removing the word “cancellation”.</p>
<b>Housing</b>	<p>Include valuation-based market rents for new tenancies at Sandalwood Villas and Holland Court. Existing tenancies remain subject to their current agreements and any approved rent review arrangements.</p>
<b>Community Amenities</b>	<p>Remove the fixed Town Planning Scheme Amendment fee. Any applicable costs will be calculated and recovered in accordance with the relevant planning legislation.</p> <p>Introduce separate application fees for short-term and long-term camping on private property.</p>
<b>Economic Services</b>	<p>Introduce a caravan park booking cancellation administration fee.</p>

These amendments provide a clearer basis for charging, strengthening cost recovery and ensure the schedule reflects current operational and legislative requirements

#### CONSULTATION

Chief Executive Officer  
 Deputy Chief Executive Officer  
 Relevant staff

#### STATUTORY ENVIRONMENT

Pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, the fees and charges may be determined through an absolute majority decision of Council.

#### **6.16. Imposition of fees and charges**

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

*\* Absolute majority required.*

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

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) imposed\* during a financial year; and*
  - (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

#### **6.17. Setting level of fees and charges**

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) the cost to the local government of providing the service or goods; and*
  - (b) the importance of the service or goods to the community; and*
  - (c) the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) under section 5.96; or*
  - (b) under section 6.16(2)(d); or*
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
  - (b) limit the amount of a fee or charge in prescribed circumstances.*

The recommendation that follows is consistent with the legislation requirements.

#### **FINANCIAL IMPLICATIONS**

The Schedule of Fees and Charges will affect 2026/27 operating revenue. The precise impact has not been quantified in this report because revenue depends on service demand, tenancy turnover and changes to statutory fees.

Consolidation or removal of some fees may reduce revenue in individual accounts, while the general increase and market-based rents will support improved cost recovery.

#### **POLICY IMPLICATIONS**

Nil

#### **RISK MANAGEMENT IMPLICATIONS**

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

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Absolute majority

#### **OFFICER RECOMMENDATION**

That the Council, by an absolute majority:

1. Pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, adopts the 2026/27 Schedule of Fees and Charges contained in the attachment to this report, effective from 1 July 2026.
2. Notes that statutory fees and charges may be amended in accordance with the legislation under which they are prescribed.
3. Directs the Chief Executive Officer to give local public notice of the adopted fees and charges and their commencement date in accordance with section 6.19 of the *Local Government Act 1995*, and to incorporate the adopted schedule into the 2026/27 annual budget.

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.