



AGENDA

Ordinary Council Meeting

19 February 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 19 February 2026 commencing at 4.30pm.**



**Karen Callaghan
Chief Executive Officer**

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Broomehill-Tambellup during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Broomehill-Tambellup. The Shire of Broomehill-Tambellup warns that anyone who has any application lodged with the Shire of Broomehill-Tambellup must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Broomehill-Tambellup in respect of the application.

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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 19 February 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 ME White	
Cr CA Witham	

Staff

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

Leave of Absence

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 18 DECEMBER 2025

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 18 December 2025 be confirmed as a true and accurate record of proceedings.

9.2 SPECIAL COUNCIL MEETING 30 JANUARY 2026

Recommendation:

That the minutes of the Special Meeting of Council held on 30 January 2026 be confirmed as a true and accurate record of proceedings.

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

Nil.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 55 TAMBELLUP WEST ROAD, TAMBELLUP - REQUEST TO TRANSFER LAND

ATTACHMENT(S)	11.1.1 Letter to CEO 11.1.2 Tambellup Flood Map
FILE NO	A188
AUTHOR	Tash Korthuis, Development and Regulatory Services Coordinator
DATE	3 February 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

This report seeks the Council’s determination on a request to transfer land at 55 Tambellup West Road, Tambellup, to the Shire at no cost, with the Shire meeting associated legal expenses.

BACKGROUND

The Shire has received a request via correspondence from Taylor, Nott and Molinari dated 4 November 2025 (Attachment 11.1.1), acting on behalf of the registered landowner of 55 Tambellup West Road, Tambellup, to transfer the above property to the Shire. The proposed transfer would be at no purchase price, with the Shire responsible for legal costs.

In considering any land transfer, Council must assess strategic relevance, operational impact, financial exposure, planning constraints, and ongoing maintenance and liability implications.

COMMENT

Floodplain

The land is located within the mapped 100-year Average Recurrence Interval floodplain (Attachment 11.1.2).

Any development within the floodplain is referred to the Department of Water and Environmental Regulation (DWER) for technical advice. DWER assesses flood risk and determines appropriate development parameters, including minimum finished floor levels where required.

If development were proposed, flood mitigation measures may be imposed as conditions of approval.

Planning Context

The lot is zoned Parks and Recreation under the Shire of Tambellup Town Planning Scheme No 2. (Scheme). This zoning is generally not appropriate for private ownership.

While the zoning does not prevent consideration of development applications, including for a single dwelling, any proposal would need to comply with Scheme provisions and be supported by appropriate technical advice, including flood assessment where required.

Strategic Assessment

The land has been assessed against current and future strategic priorities, including community benefit, service delivery, infrastructure planning, environmental outcomes, and economic development objectives.

Currently, the land does not demonstrate strategic value to the Shire and does not align with any identified operational or community need.

Operational and Financial Impact

If accepted, the Shire would assume full responsibility for the land, including:

- routine maintenance;
- public safety and risk management;
- insurance and statutory compliance obligations.

There is no budget allocation for the management of this land. Acceptance would create an ongoing unfunded operational commitment.

On balance, the transfer does not present a clear benefit to the Shire and would increase liability and maintenance exposure without supporting an adopted priority.

STATUTORY ENVIRONMENT

Shire of Tambellup Town Planning Scheme No. 2

The subject land is zoned Parks and Recreation under the Scheme.

FINANCIAL IMPLICATIONS

Nil. However, acceptance of the lot would result in legals costs, ongoing maintenance, and liability costs that are currently unfunded.

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

Acceptance of the lot would add to the Shire's asset base without a corresponding strategic or operational benefit.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council declines the request for transfer of land at 55 Tambellup West Road, Tambellup, on the basis that the land does not demonstrate strategic value and would impose ongoing maintenance and liability obligations without an identified community benefit.

11.2 PROPOSED METMAST – LOT 2 WARRENUP ROAD, BROOMEHILL WEST

ATTACHMENT(S)	11.2.1 Development Application Report (without attachments) 11.2.2 Site plan and Elevation 11.2.3 Submission Table by Applicant
FILE NO	A4054, ADM0694
AUTHOR	Liz Bushby, Town Planning Innovations (TPI)
DATE	5 February 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

The purpose of this report is for the Council to determine an application for a 150 metre high Meteorological Monitoring Mast (Metmast) on Lot 2 on Deposited Plan 88855, Warrenup Road, Broomehill West.

The subject land forms part of the approved Flat Rocks Wind Farm development area in the Kinghurst locality.

The proposal has been advertised for public comment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*. Six submissions were received from government agencies, and no objections were raised.

This report recommends conditional approval.

BACKGROUND

Existing Development Approvals

The State Development Assessment Panel (DAP) has issued planning approval, including several modifications, for the Flat Rocks Wind Farm. The most recent modification was approved on 6 December 2022 and clarified micro-siting requirements for turbines.

Existing Relevant WAPC approval

In 2022, an application for Stage 1 of the Flat Rocks Wind Farm was lodged with the Western Australian Planning Commission (WAPC) through the significant development pathway. Conditional approval was issued following the WAPC meeting held on 19 April 2024.

The WAPC decision was subsequently subject to a review application lodged with the State Administrative Tribunal (SAT), which is still ongoing.

Previous Council Decision - November 2025

A preliminary report on the Metmast was considered by the Council at the Ordinary Meeting held on 20 November 2025.

The Council resolved to:

1. Determine that the proposed Metmast use may be consistent with the objectives and purposes of the Farming zone and thereafter follow the advertising procedures of clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Clause 7.2 of the Shire of Broomehill Town Planning Scheme No. 1.
2. Note that the application is being advertised for public comment, and a second report will be referred to a future Council meeting to determine the application after all advertising is completed.

COMMENT

Description of Development

The application proposes a 150-metre high guyed Metmast and associated equipment on Lot 2.

The Metmast will be secured by concrete foundations and tethered to the ground by a series of guy anchors. The Metmast is proposed as a temporary structure to collect meteorological data, including wind speed and direction, air temperature and barometric pressure, over a five-year period to inform the feasibility of establishing a future renewable energy facility site.

The Metmast comprises two primary components:

- The main mast structure
- Mast ancillaries supporting wind measurement.

Ancillary equipment includes:

- Four anemometers
- Three wind vanes
- One data logger
- One low-intensity aircraft warning light
- One solar panel.

The Development Application Report (without attachments) is included as Attachment 11.2.1. A Site Plan and Elevation are included as Attachment 11.2.2.

Zoning and Land Use Permissibility

The lot is zoned 'Farming' under the Shire of Broomehill Town Planning Scheme No. 1 (Scheme).

Under Table 1 of the Scheme, land uses are listed against zoning classifications using symbols that determine whether the Council has discretion to consider the use. Each symbol carries a different meaning in relation to permissibility and advertising requirements.

The Scheme contains no definition for a Metmast, and the use is not listed in Table 1. Accordingly, the proposal has been processed as a 'Use Not Listed'.

An objective of the Farming zone provides that:

‘The Council intends the predominant form of rural activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision.’

The objectives for the Farming zone focus primarily on subdivision and fragmentation.

Under Clause 5.5 of the Scheme, setbacks for buildings in the Farming zone are:

- 15 metres to the street
- 10 metres to the rear boundary
- 10 metres to the side boundaries

The proposed development satisfies the required setback provisions.

Consultation and Advertising

Advertising for the public closed on 8 January 2026. Advertising for relevant government agencies and service authorities closed on 22 January 2026. Further, letters were sent out to nearby landowners.

The Shire referred the Metmast application to the same agencies consulted by the WAPC during the previous significant development pathway process.

This included:

- Alinta gas
- ATCO Gas
- Department of Biodiversity, Conservation and Attractions
- Department of Jobs, Tourism, Science and Innovation
- Department of Fire and Emergency Services
- Department of Health
- Department of Transport
- Department of Local Government, Sport and Cultural Industries
- Department of Primary Industries and Regional Development
- Department of Water, Environment and Regulation
- Horizon Power
- Main Roads
- South West Aboriginal Land and Sea Council
- Telstra
- Water Corporation
- Western Power
- West Australian Tourism Commission
- Wagyl Kaip Southern Noongar Aboriginal Corporation
- NBN Company

A total of six submissions were received from government agencies, as summarised by the applicant in Attachment 11.2.3. No objections were received.

Submissions included:

- | | |
|---|-----------------|
| 1. Main Roads WA | No objection |
| 2. Department of Planning, Lands and Heritage | No comment |
| 3. Department of Defence | General comment |

4. Department of Fire and Emergency Services	General comment
5. Department of Primary Industries and Regional Development	No objection
6. Department of Water and Environmental Regulation	No objection

Aviation Impact Assessment

The Shire required the applicant to lodge an Aviation Impact Assessment and consult with relevant aviation stakeholders.

The applicant did not identify any aviation issues and obtained no objections from the:

- Shire of Katanning
- Airservices Australia
- Royal Flying Doctor Service
- Department of Defence

The Shire undertook preliminary consultation with the Civil Aviation Safety Authority (CASA). CASA advised:

'CASA is aware that Airservices has completed an assessment (WA-WF-065 P2) of this Wind Monitoring Tower and confirmed no impact to airspace procedures, air traffic control or communications/navigation/surveillance facilities.'

CASA recommended that low-intensity obstacle lighting be installed due to the potential for daytime low-level aerial agricultural flying and reduced light conditions.

The applicant has confirmed that a Vertical Obstacle Notification Form will be lodged with CASA to ensure the structure is recorded on aeronautical charts.

STATUTORY ENVIRONMENT

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

The Regulations include Deemed Provisions which apply statewide.

Clause 67 sets out the matters to be considered by the local government, including:

- The aims and provisions of the Scheme
- Orderly and proper planning
- Approved State policies
- Compatibility with the setting
- Amenity
- Access and traffic
- Submissions received

As the proposal is processed as a 'Use Not Listed', it is classified as a complex application under the Regulations.

Public advertising must be for a minimum of 28 days. Government agencies and service authorities must be provided with a 42-day comment period.

Shire of Broomehill Town Planning Scheme No. 1 applies.

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. Notes that the application has been advertised and six submissions were received, with no objections to the proposal.
2. Approves the application for a Metmast on Lot 2 on Deposited Plan 88855 in Broomehill West subject to the following conditions and footnotes:
 - a. The plans lodged with the application form part of this approval. All development shall generally accord with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
 - b. Marker balls, high visibility flags or high visibility sleeves shall be placed on the upper third of the outer guy wires to assist aircraft visibility.
 - c. Low intensity obstacle lighting shall be provided in accordance with the standards outlined in Part 139 Aerodromes Manual of Standards.
 - d. This approval is valid for a maximum of five years from the date of completion of construction of the Metmast. Following the five-year period, this approval shall expire and become void.
 - e. Upon expiry of this approval, the Metmast shall be removed.

Footnotes:

1. The applicant is advised to lodge a Vertical Obstacle Notification Form with CASA to record the structure on aeronautical charts.
2. The applicant is requested to notify the Shire in writing once construction of the Metmast has been completed.

11.3 TEN YEAR FOOTPATH PLAN 2026-2036

ATTACHMENT(S)	11.3.1 Ten Year Footpath Plan 2026-2036
FILE NO	ADM0652
AUTHOR	Peter Vlahov, Manager of Works
DATE	20 January 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Action
Key Pillar: Broomehill-Tambellup Economy	
6. Attracted New Businesses 6.3 Visitation Stopover Services The community and the Shire investing in stopover improvements to ensure visitors and local have access to basic provisions.	No specific corporate action.

SUMMARY

The Ten Year Footpath Plan 2026-2036 (Plan) has been prepared for the Council’s consideration and endorsement.

BACKGROUND

The Plan has been prepared to provide a framework for progressively improving the footpath network in the Broomehill and Tambellup townsites.

The Plan draws on a range of information sources, including:

- Data collection - physical inspections and assessments of the existing footpath network
- Broomehill Bike Plan (2008)
- Tambellup Bike Plan (1999)
- Shire of Broomehill-Tambellup Local Trails Master Plan (2024)
- Department of Transport Cycling Strategy 2050

A key component of data collection was the use of an advanced AI-driven road mapping system to improve asset management and safety. Vehicle-mounted sensors capture detailed data on roads, footpaths, signage, and line markings, identifying defects and hazards in real time. This enables the Shire to generate comprehensive audits quickly, prioritise maintenance, and allocate resources to the highest-risk areas more efficiently than traditional inspection methods.

The AI-driven mapping technology was central to the development of the Plan, providing accurate, up-to-date information on the condition, connectivity, and safety of existing footpaths. This evidence-based approach has guided the identification of priority paths for upgrades, extensions, and accessibility improvements, ensuring that investments target the areas of greatest community need.

COMMENT

The Plan proposes an investment of around \$1.1 million (based on today's costings), to construct, extend or upgrade an estimated 13km of paths in the two towns.

The Plan includes a proposed schedule of works along with cost estimates for each individual project.

As part of the annual budget process, projects planned for the coming year will be reviewed and updated with revised costings. The first projects are proposed for the 2026-2027 financial year.

For the Council's consideration and endorsement.

CONSULTATION

Chief Executive Officer

A community consultation process was undertaken, with the draft Plan advertised for comment between 7 November 2025 and 5 December 2025. The process was advertised on the Shire's website and via social media.

Two separate submissions were received. The first, proposing a path on Cousins St, was incorporated into the Plan. The second requested consideration of a path to the Broomehill Recreational Complex via Tieline Road. This was investigated, but was not included in the Plan at this time due to safety concerns around the proximity to the active rail and heavy haulage traffic route to and from CBH, and the lack of path continuity from the townsite.

The Plan includes provision for an off-road path to the Complex from Laveter St in 2030-2031.

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

Internal and external funding for project delivery will be considered as part of the annual budget process.

POLICY IMPLICATIONS

Policy 3.1 Road Construction and Minimum Standards states the following:

7. FOOTPATHS

The Council recognises the importance of footpaths and dual use paths. There is greater demand than funds available to meet all proposals for footpath and dual use path provision. This policy is to establish how priority will be allocated and standards established.

- *Footpaths and dual use paths will be constructed in accordance with the priorities established in the Shire of Broomehill-Tambellup footpath plan.*
- *Paths are to be constructed to the Austroads Standards Part 6A: Pedestrian and Cyclist Paths.*

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

Paths and associated infrastructure are Shire assets and managed as part of established asset management processes.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION

That the Ten Year Footpath Plan 2026-2036, as presented, be endorsed.

**11.4 LOT 1 (NO 269) JAM CREEK ROAD, BOBALONG - PROPOSED SUBDIVISION
(WAPC REFERENCE: 201933)**

ATTACHMENT(S)	11.4.1 Lot 1 (No 269) Jam Creek Road Subdivision Plan
FILE NO	S201933
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	12 February 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Action
Key Pillar: Broomehill-Tambellup Economy	
No specific community outcomes.	No specific corporate action.

SUMMARY

The Council has previously considered and supported a referral by the Western Australian Planning Commission (WAPC) to subdivide Lot 1 (269) Jam Creek Road Bobalong, into two lots, to facilitate the sale of the Tambellup No. 1 Dam from the Water Corporation to the Shire.

The Council is required to consider and approve a road name for the new road reserve that will be created as part of the subdivision.

BACKGROUND

Over several years, negotiations have taken place regarding the possible purchase of the Water Corporation’s Jam Creek Road Dam and catchment assets by the Shire. The dam is known as Tambellup No. 1 Dam.

At the Ordinary Council Meeting held on 18 April 2024, the Council supported the purchase of the dam, associated land, catchment and other assets, subject to a future subdivision.

A report was referred to the Ordinary Council Meeting held on 20 March 2025, to consider a Contract of Sale prepared for the Water Corporation. The Council resolved to approve the Contract of Sale.

At the Ordinary Council Meeting held on 21 August 2025, the Council recommended to the WAPC that approval of the application for subdivision be granted, as follows:

Moved Cr Penny, seconded Cr Barritt that the Council recommends to the Western Australian Planning Commission that approval for application (No 201933) to subdivide Lot 1 (No 269) Jam Creek Road, Bobalong into two lots be granted, subject to the following conditions:

- 1. Creation of a 20-metre road reserve from Jam Creek Road to provide road frontage to the proposed lots to the satisfaction of the Shire;*
- 2. An easement being provided on the Certificate of Title for proposed Lot 1, to the benefit of the Water Corporation to allow access to existing water supply infrastructure.*

The Council is now required to approve a name for the new road reserve (point 1 above) that will be created to provide access to the dam from Jam Creek Road. Attachment 11.4.1 shows the proposed road reserve outlined in red.

COMMENT

Naming of new roads is undertaken with consideration of Landgate’s ‘Policies and Standards for Geographical Naming in Western Australia’. Using the policies and standards ensures that new road names in Western Australia are unique, legally compliant, culturally appropriate, and consistently recorded to support emergency services, mapping systems and long-term planning. Road names are approved by Landgate’s Geographic Names Committee (GNC).

Prior to submission to the GNC, the Council is required to consider suitable names for the road reserve. Roads can be named to reflect local history, geography, Aboriginal heritage, or community identity.

The choice of road type (e.g. Street, Road, Place, etc.) should also provide an indication of the function and characteristics of the road. In this instance, the new road reserve will be a non-continuing road, and the Policies and Standards provide guidance in this regard.

On this occasion, local flora found in the vicinity of Jam Creek Road was considered, with the following suggestions presented:

- Sheoak Lane
- Acacia Rise
- Yate Place

Initial checks have been completed to ensure compliance with the Policies and Standards. If the Council is supportive of the proposed names, an application to GNC will be submitted for approval, commencing with Sheoak Lane. If this is not approved, the next name will be proposed, and so on. The Council may wish to identify its preferred name.

CONSULTATION

Landgate – Geographic Names Committee
Chief Executive Officer

STATUTORY ENVIRONMENT

Land Administration Act 1997:

s.26 Land districts and townsites, constitution etc. of; and
s.26A New subdivisions, names of roads and areas in.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That, in relation to the application (No 201933) to subdivide Lot 1 (No 269) Jam Creek Road, the following road name be proposed to the Geographic Names Committee for approval:

- Sheoak Lane

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

12.1 COMMUNITY SUPPORT REQUEST – TAMBELLUP CRC FAMILY FUN DAY 2026

ATTACHMENT(S)	12.1.1 CRC to Shire - Family Fun Day Request 12.1.2 CRC to Shire Western Power Planned Outage
FILE NO	ADM0061
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	11 February 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Lifestyle	
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.	No specific corporate actions.

SUMMARY

This report seeks the Council's consideration of two requests from the Tambellup Community Resource Centre (CRC) in relation to the 6th Annual Family Fun Day scheduled for 22 February 2026, being a request for a \$1,000 financial contribution to support delivery of the event and a request for use of a Shire generator at the Tambellup Pavilion during the scheduled Western Power outage on the same date.

BACKGROUND

The CRC has advised that the sixth annual Family Fun Day will be held on Sunday, 22 February 2026, at the Tambellup Oval and Community Pavilion.

The event is a free community activity aimed at bringing families together at the conclusion of the school holidays. Activities include children's entertainment, inflatable water slides, interactive performances, face painting, sensory play, food, and involvement from local emergency services.

Approximately 200 attendees participated in 2025, including families from neighbouring towns.

The CRC has requested \$1,000 in financial support (Attachment 12.1.1) to assist in delivering the 2026 event.

The CRC has also advised in Attachment 12.1.2 that a Western Power outage is scheduled for the same date and has requested access to a Shire generator to ensure continuity of services and limited kitchen use at the Pavilion during the event.

COMMENT

Community Benefit

The Family Fun Day is a well-established annual event that promotes community connection, social inclusion, and regional participation. The event supports children, families, and volunteers and contributes to broader community wellbeing outcomes.

The involvement of local emergency services also supports positive engagement and awareness within the community.

Financial Support

The request for \$1,000 represents a modest contribution toward the delivery of a free public event with demonstrated attendance and regional participation. This contribution is considered reasonable and proportionate to the scale and reach of the event.

Generator Request

The planned Western Power outage presents operational challenges for the Pavilion, including water supply, toilets, and limited food storage requirements.

Provision of a Shire generator for the duration of the event would support public health and safety and ensure continuity of essential services.

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

The funding request can be accommodated within the 2025/26 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 approves a financial contribution of \$1,000 to the Tambellup Community Resource Centre to support delivery of the 6th Annual Family Fun Day on 22 February 2026, and supports the provision of a Shire generator for use at the Tambellup Pavilion on that date.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 FINANCIAL STATEMENTS - DECEMBER 2025

ATTACHMENT(S)	13.1.1 Financial Statements December 2025
FILE NO	ADM0691
AUTHOR	Michelle Martin, LG Best Practices
DATE	28 January 2026
DISCLOSURE OF INTEREST	

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 action.

SUMMARY

The Council to consider the monthly financial statements for December 2025.

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 December 2025 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 December 2025 be received.

13.2 FINANCIAL STATEMENTS – JANUARY 2026

ATTACHMENT(S)	13.2.1 Financial Statements January 2026
FILE NO	ADM0691
AUTHOR	Sharon Minitier, Finance Coordinator
DATE	9 February 2026
DISCLOSURE OF INTEREST	

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 action.

SUMMARY

The Council to consider the monthly financial statements for January 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 greater.

The Statement of Financial Activity for the period ending 31 January 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 January 2026 be received.

13.3 MONTHLY LIST OF PAYMENTS - DECEMBER 2025

ATTACHMENT(S)	13.3.1 Monthly Payments Listing December 2025
FILE NO	ADM0691
AUTHOR	Michelle Martin, LG Best Practices
DATE	9 February 2026
DISCLOSURE OF INTEREST	

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 action.

SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds and via purchasing cards, during December 2025.

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:

December 2025	\$
Municipal Fund	534,849.57
Trust Fund	0.00
Purchasing Cards	5,655.91
TOTAL	540,505.48

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 December 2025 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 December 2025 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$534,849.57; and
- Credit/Purchasing Card payments totalling \$5,655.91.

13.4 MONTHLY LIST OF PAYMENTS – JANUARY 2026

ATTACHMENT(S)	13.4.1 Monthly Payments Listing January 2026
FILE NO	ADM0691
AUTHOR	Sharon Minter, Finance Coordinator
DATE	10 February 2026
DISCLOSURE OF INTEREST	

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 action.

SUMMARY

The Council to consider the list of payments made from the Municipal and Trust Funds and via Purchasing Card, during January 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:

January 2026	\$
Municipal Fund	608,826.19
Trust Fund	0.00
Purchasing Cards	3,621.51
TOTAL	612,447.70

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

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r13. Lists of accounts

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

- (a) the payee’s name;*
- (b) the amount of the payment;*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

r13A. Payments by employees via purchasing cards

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

- (a) the payee’s name;*
- (b) the amount of the payment;*
- (c) the date of the payment;*
- (d) sufficient information to identify the payment.*

FINANCIAL IMPLICATIONS

The list of payments reports the payments made for the period ending January 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 January 2026 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$608,826.19; and
- Credit/Purchasing Card payments totalling \$3,621.51.

13.5 APPOINTMENT OF THE DEPUTY OF THE PRESIDING MEMBER AND ADOPTION OF THE UPDATED TERMS OF REFERENCE FOR AUDIT, RISK AND IMPROVEMENT COMMITTEE

ATTACHMENT(S)	13.5.1 CONFIDENTIAL: Applicant 1 13.5.2 Updated Terms of Reference Audit, Risk and Improvement Committee
FILE NO	ADM0698
AUTHOR	Leonie Hos, Governance and Compliance Officer
DATE	4 February 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

This report seeks Council adoption of the updated Terms of Reference for the Audit, Risk and Improvement Committee (ARIC) and appointment of an independent Deputy of the Presiding Member to the Committee.

BACKGROUND

At the Special Council Meeting held on 20 October 2025, the Council resolved to:

Appoints the membership to the Audit, Risk and Improvement Committee as follows:

Deputy Presiding Member Cr Barritt

Cr Robinson

Cr Witham

Cr Dewar;

and requests that the Chief Executive Officer undertake an Expression of Interest process for the role of Independent Deputy Presiding Member.

In accordance with the resolution, the Chief Executive Officer advertised an Expression of Interest for the role of Independent Deputy Presiding Member from 13 December 2025 to 27 January 2026. No applications were received.

The current Terms of Reference for the ARIC allow the Chief Executive Officer to review and contact suitably qualified candidates listed on the WALGA Pool of Independent Presiding Members for Local Government Audit, Risk and Improvement Committees.

On 1 January 2026, the *Local Government Regulations Amendment Regulations (No.4) 2025* came into effect. The Terms of Reference adopted by the Council on 20 October 2025 have since been reviewed to ensure compliance with the amended legislative requirements.

COMMENT

All local governments are required to establish Audit, Risk and Improvement Committees with two independent members by 30 June 2026.

The appointment of an independent Deputy of the Presiding Member ensures the Shire meets the amended legislative requirements within the required timeframe.

The proposed updates to the Terms of Reference reflect the new regulatory requirements and are shown as tracked changes for ease of review.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Audit) Regulations 1996

Local Government Regulations Amendment Regulations (No.4) 2025

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

Absolute majority

OFFICE RECOMMENDATION

That the Council:

1. Adopts the revised Terms of Reference for the Audit, Risk and Improvement Committee
2. Appoints applicant _____ as the independent Deputy of the Presiding Member to the Audit, Risk and Improvement Committee, in accordance with requirements of *Local Government Regulations Amendment Regulations (No.4) 2025*

13.6 CORPORATE BUSINESS PLAN – QUARTERLY PROGRESS REPORT OCTOBER-DECEMBER 2025

ATTACHMENT(S)	13.5.1 Corporate Business Plan 2024-2028 Quarterly Progress Report – October to December 2025
FILE NO	ADM0382
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	11 February 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

The Corporate Business Plan 2024-2028 Quarterly Progress Report for the period October to December 2025 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.

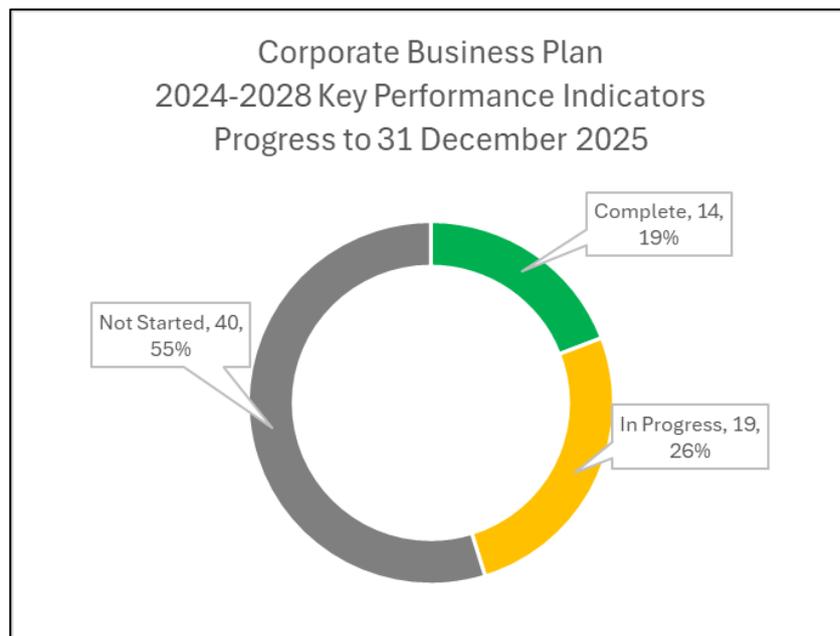
The *Local Government (Administration) Regulations 1996* require all local governments to adopt two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These documents are supported by informing plans, strategies, and other documents. Together, these documents drive the 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	11	31	14	19
In progress	Action has commenced	14	40	19	26
Not started	Action has not commenced	10	29	40	55
TOTAL		35	100	73	100



Attachment 13.5.1 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.

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 October-December 2025, as presented, be received.

13.7 BROOMEHILL-KOJONUP ROAD - AUDIBLE EDGE LINE MARKING EQUOTES

ATTACHMENT(S)	13.7.1 CONFIDENTIAL Road and Traffic Services Pty Ltd - response
FILE NO	ADM0702
AUTHOR	Peter Vlahov, Manager of Works
DATE	9 February 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

The purpose of this report is to consider the outcome of the tender process for audible edge line marking works on Broomehill–Kojonup Road, proposed as part of the Regional Road Safety Program (RRSP).

One submission was received, with the quoted price exceeding the current budget allocation. It is therefore recommended that the tender be rejected and the works deferred, with a revised scope to be considered as part of the broader multi-year RRSP delivery.

BACKGROUND

Safety improvements on Broomehill–Kojonup Road are being delivered under the RRSP over a two-year period. The program includes a range of treatments aimed at improving road safety outcomes along the route.

Audible edge line marking was identified as an enhancement which would complement other planned safety works.

Quotes were invited through the WALGA Preferred Supplier Panel (PSP009), with the intent of delivering the line marking within the current financial year.

COMMENT

One submission was received, from Road and Traffic Services Pty Ltd, a specialist provider of audible tactile line marking and a Main Roads WA state contract holder.

The submission demonstrated appropriate capability, methodology and safety systems, and was assessed as technically compliant, however the quoted price of \$461,988.00 ex GST exceeds the budget allocation for this element of the RRSP works.

Proceeding at this cost would require reallocation of funds from elsewhere in the 2025-2026 budget, which is not recommended. It is therefore recommended that the Council rejects the current tender submission.

The Broomehill–Kojonup Road works are being delivered across two financial years. Audible edge line marking is not required to complete the current stage of work and can be implemented at a later phase without adversely affecting interim safety outcomes.

Audible edge line marking is a specialised service with a limited supplier base in Western Australia. With only one submission received, the process did not generate sufficient market competition. Deferring the work to a later stage provides an opportunity to:

- refine the scope and quantities
- consider combining the work with other line marking or safety projects
- better align the scale of works with market interest
- encourage increased participation in a future procurement process

This approach improves the likelihood of achieving value for money. Officers will develop a more robust scope for future procurement, aligned with the full two-year program

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

FINANCIAL IMPLICATIONS

The 2025-2026 Budget was amended in September 2025 to incorporate the project RS001 – ‘Broomehill-Kojonup Road - Culvert and Shoulder Widening’, with allocations as follows:

	Work Element	FY 2025/26 (\$)	FY 2026/27 (\$)	Total (\$)
0	Culvert widening	4,545.45	0.00	4,545.45
1	Traffic control	4,360.91	4,360.91	8,721.82
2	Management (Project & Asset)	5,454.55	5,454.55	10,909.09
3	Vegetation management	12,763.64	0.00	12,763.64
4	Shoulder widening	73,290.00	73,290.00	146,580.00
5	Spray seal	453,766.00	477,938.00	931,704.00
6	Line marking	146,250.00	154,050.00	300,300.00
7	Road furniture	12,927.27	15,018.18	27,945.45
8	Subtotal (Base)	713,357.82	730,111.64	1,443,469.45
9	Contingency (10%)	71,335.78	73,011.16	144,346.95
10	Fully Funded Budget Total	\$ 784,693.60	\$ 803,122.80	\$1,587,816.40

The tendered price exceeds the budget allocation for this element of the project. If the Council adopts the Officer’s recommendation, no expenditure will be incurred at this time and the scope for procurement of this element will be reviewed and re-tendered.

POLICY IMPLICATIONS

Policy 2.1 – Purchasing.

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

Audible edge line marking remains a valid safety treatment and will be reconsidered as part of the staged RRSP delivery for Broomehill–Kojonup Road.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That the Council rejects the tender submission received from Road and Traffic Services Pty Ltd for audible edge line marking to Project RS001 Broomehill-Kojonup Road, noting the quoted price of \$461,988.00 excluding GST exceeds the available budget allocation.

13.8 DRAFT RENEWABLE ENERGY PLANNING CODE AND REGULATORY AMENDMENTS SUBMISSION

ATTACHMENT(S)	13.8.1 Draft Renewable Energy Code and Guidelines 13.8.2 Information Sheet - Local Planning Scheme Regulations 13.8.3 Information Sheet - Significant Development Regulations 13.8.4 Shire of Broomehill-Tambellup Submission – Renewable Energy Planning Code and Guidelines
FILE NO	ADM0158
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	12 February 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
6. Attracted New Businesses 6.4 BT New Business This is the Shire making it easy for any new business to be attracted to the area such as a Supportive Town Planning Scheme, commercial and industrial land development and encouraging value-adding to current business and industry	No specific corporate action

SUMMARY

To seek the Council’s endorsement of the Shire’s submission on the Draft Renewable Energy Planning Code, Guidelines, and supporting regulatory amendments.

BACKGROUND

The Western Australian Planning Commission (WAPC), through the Department of Planning, Lands and Heritage, released a Draft Renewable Energy Planning Code and supporting Guidelines at Attachment 13.8.1 for public comment from 12 December 2025 to 10 April 2026.

The Draft Code and supporting Guidelines have been prepared under Part 3A of the *Planning and Development Act 2005*, enabled by the *Planning and Development (Planning Codes) Regulations 2024*. It provides a framework to guide the assessment of renewable energy infrastructure across Western Australia, initially focused on wind farms, with flexibility to expand to other technologies, including solar farms and battery energy storage systems.

The stated purpose of the Draft Code is to:

- Introduce a consistent development assessment framework statewide for renewable energy infrastructure.

- Establish clear development standards and application requirements.
- Improve certainty in managing potential land use and environmental impacts such as noise and landscape outcomes.

The Draft Code will be incorporated into local planning schemes once finalised, giving it legal effect and application through the planning framework. The Code is accompanied by regulatory amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Planning and Development (Significant Development) Regulations 2024* to support implementation, including amending model provisions, defining renewable and green energy-related land uses, clarifying the interaction between the Code and local planning policies, and establishing a mandatory WAPC assessment pathway for significant renewable energy projects.

The supporting Guidelines do not form part of the statutory Code. However, they provide detailed guidance on how the Code is to be applied in practice, including:

- Material required to accompany development applications
- Expectations for technical assessments such as noise, landscape and visual impact
- Content of management plans that may be required as conditions of approval
- Proponent led community and stakeholder engagement processes.

COMMENT

The Draft Renewable Energy Planning Code, Guidelines, and associated regulatory changes represent a significant shift in how renewable energy projects will be assessed and determined in Western Australia.

The Shire's key concerns relate to:

- The interaction between the Code and existing local planning policies, and how local governments' views are reflected and considered in WAPC assessments.
- Noise management, compliance and enforcement over the life of projects, including complaint handling and third-party verification.
- Protection of non-host landowner future development rights and certainty.
- Setbacks, landscape and visual outcome provisions that reflect regional contexts.
- Aviation impacts and financial accountability for associated procedural costs.
- Construction traffic, local road network impacts and cost recovery.
- Decommissioning, rehabilitation and financial securities that protect ratepayer risk.
- Resourcing and participation of local government in significant development assessments.

These issues and associated recommendations are reflected in the Shire's draft submission at Attachment 13.8.4. The submission has been prepared to support balanced, predictable renewable energy planning outcomes while safeguarding local government operational capacity and community interests.

CONSULTATION

Shire Councillors
Shire Town Planner

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Planning Codes) Regulations 2024

Planning and Development (Local Planning Schemes) Regulations 2015

Planning and Development (Significant Development) Regulations 2024

FINANCIAL IMPLICATIONS

Nil, however, the final form of the Code may have future implications for compliance oversight, infrastructure protection, specialist technical review requirements and community engagement resourcing.

POLICY IMPLICATIONS

The submission reinforces the Shire’s existing Local Planning Policy No. 2 – Wind Farms position and seeks to ensure that local planning frameworks continue to have meaningful influence within the State planning system.

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. Endorses the Shire of Broomehill Tambellup submission on the Draft Renewable Energy Planning Code, Guidelines and supporting regulatory amendments as attached.
2. Authorises the Chief Executive Officer to lodge the endorsed submission with the Department of Planning, Lands and Heritage before 10 April 2026.

13.9 COMMUNICATION AND SOCIAL MEDIA POLICY

ATTACHMENT(S)	13.9.1 Communication and Social Media Policy
FILE NO	ADM0165
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	12 February 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

This report seeks the Council’s adoption of the Communication and Social Media Policy (Policy).

The Policy establishes a clear framework for official communications, media engagement and the use of social media by the Shire, Council Members and employees.

BACKGROUND

The Shire communicates with the community through a range of channels, including media releases, public notices, the Shire website, newsletters and social media platforms.

In recent years, the use of social media has increased significantly across the local government sector. This presents opportunities for timely community engagement, but also introduces governance, reputational and legal risk if not managed appropriately.

The Shire does not currently have a consolidated Communications and Social Media Policy that clearly sets out:

- approval pathways and authority
- spokesperson roles
- expectations for Council Members and employees
- moderation standards
- recordkeeping and FOI obligations
- management of legal and reputational risk

The draft Policy at Attachment 13.9.1 has been prepared to address this gap and to provide clarity and consistency moving forward.

COMMENT

The draft Policy:

- aligns with the *Local Government Act 1995* and the *Local Government Model Code of Conduct Regulations 2021*
- reinforces the respective roles of the Shire President, Council and the CEO
- establishes clear approval and authorisation pathways for official communications
- sets expectations for Council Member and employee conduct when communicating on Shire matters

- provides a structured moderation and escalation framework for social media
- integrates recordkeeping and Freedom of Information obligations

The Policy is designed to protect the integrity of Council decisions, ensure lawful and accurate communication, and maintain public trust.

The CEO will retain operational responsibility for implementation of the Policy and may issue internal procedures where required to support practical application.

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government Model Code of Conduct Regulations 2021

State Records Act 2000

Freedom of Information Act 1992

Defamation Act 2005

Copyright Act 1968

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Adoption of the Policy will formalise governance arrangements relating to communications and social media and provide a clear framework for Council Members, employees and contractors.

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 adopts the Communication and Social Media Policy as presented.

13.10 UPDATED CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

ATTACHMENT(S)	13.10.1 Updated Code of Conduct for Council Members, Committee Members and Candidates
FILE NO	ADM0117
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	13 February 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

The purpose of this report is for the Council to consider and adopt the updated Code of Conduct for Council Members, Committee Members and Candidates to ensure compliance with legislative amendments to the Model Code of Conduct that commenced on 1 January 2026.

BACKGROUND

In 2021, the *Local Government (Model Code of Conduct) Regulations 2021* (Regulations) required all local governments to adopt a Model Code of Conduct for Council Members, Committee Members and Candidates.

Further amendments to the Regulations were introduced through the *Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025*, which commenced on 1 January 2026.

Local governments are required to update their adopted Code of Conduct to reflect these changes within three months of commencement.

The Shire’s updated Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct) is provided in Attachment 13.10.1.

COMMENT

The Code of Conduct has been updated to incorporate the mandatory amendments to the Model Code of Conduct that commenced on 1 January 2026. The amendments are shown in red in the attachment.

The key amendments incorporated into the Code of Conduct are:

1. A requirement that certain behavioural breach complaints must be referred to the Local Government Inspector where regulation 3A applies, including where the person who is the subject of the complaint has, on at least two previous occasions, been found under the local government’s adopted Code of Conduct to have committed, on or after 1 January 2026, a behavioural breach.

2. New provisions enabling the Local Government Inspector to appoint a monitor to assist the local government in dealing with behavioural complaints, including the ability for the Inspector to direct the local government to defer dealing with a complaint until the monitoring process is completed. Any associated costs are to be met by the local government.
3. New provisions allowing the Council, by absolute majority resolution, to delegate the functions of dealing with and dismissing behavioural complaints under clauses 12 and 13 of the Code to either:
 - a committee of council comprising only council members; or
 - a suitably qualified and independent external person,
in accordance with the requirements set out in clause 14B of the Code.

These amendments are prescribed by legislation and do not alter the underlying behavioural standards or rules of conduct applicable to council members, committee members or candidates.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Policy 1.1.11 Code of Conduct - Behaviour Complaints 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 "Low" risk and can be managed by routine procedures and with current resources.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

That the Council, by absolute majority, adopts the amended Code of Conduct for Council Members, Committee Members and Candidates as contained in the attachment.

13.11 REMUNERATION FOR INDEPENDENT MEMBERS OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

ATTACHMENT(S)	Nil
FILE NO	ADM096
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	13 February 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

The purpose of this report is for the Council to approve a budget amendment and determine the remuneration payable to the Presiding Member and Deputy of the Presiding Member of the Audit, Risk and Improvement Committee (ARIC), in accordance with the Salaries and Allowances Tribunal Determination.

BACKGROUND

The Salaries and Allowances Tribunal (Tribunal) issued Local Government CEO and Elected Council Members Determination Variation No. 1 of 2025, to reflect the proclamation of provisions of the *Local Government Amendment Act 2024* and the introduction of new requirements for the ARIC.

The variation took effect from 1 January 2026 and introduced prescribed fee ranges for independent ARIC members and confirmed that independent ARIC members may be reimbursed for travel and associated costs incurred for attending meetings.

Consequently, local governments must resolve the meeting attendance fee payable to independent ARIC members within the prescribed range and may reimburse reasonable expenses associated with attendance.

COMMENT

Clause 6.4A of the Local Government CEO and Elected Council Members Determination 2025 (Determination) provides that:

- independent ARIC members must be paid a meeting attendance fee within the range of \$105 to \$1,215 per meeting for Band 1–4 local governments; and
- independent ARIC members may be reimbursed for actual travel and associated costs incurred in attending meetings, as demonstrated to the satisfaction of the local government.

The Shire of Broomehill-Tambellup is a Band 4 local government.

It is proposed that the following remuneration framework for the Presiding Member and Deputy of the Presiding Member, based on four ARIC meetings per year and reasonable travel and attendance costs from Perth to Tambellup:

	Meeting Attendance Fees	Meetings Preparation Fee	Travel (from Perth to Tambellup)	Childcare	Accommodation	Total
Presiding Member	\$220 x 4 = \$880.00	\$150 x 4 = \$600.00	377km x 2 x 4 x \$0.88 = \$2,654.08	\$35/hr x 9 hours x 4 = \$1,260	\$150 x 4 = \$600.00	\$5,994.08
Deputy of the Presiding Member	\$180 x 4 = \$720.00	\$150 x 4 = \$600.00	377km x 2 x 4 x \$0.88 = \$2,654.08	\$35/hr x 9 hours x 4 = \$1,260	\$150 x 4 = \$600.00	\$5,834.08
Total	\$1,600.00	\$1,200.00	\$5,308.16	\$2,520.00	\$1,200.00	\$11,828.16

Where suitable Shire accommodation is available, independent ARIC members will be offered Shire-owned accommodation at no cost to the member in lieu of commercial accommodation or reimbursement. Where Shire accommodation is not available, reasonable commercial accommodation costs will be reimbursed in accordance with the Determination.

The proposed meeting attendance fees fall well within the prescribed Tribunal range and are considered to represent value for money, having regard to the skills and expertise required for the roles.

CONSULTATION

Finance Coordinator

STATUTORY ENVIRONMENT

Local Government Act 1995

Salaries and Allowances Act 1975

FINANCIAL IMPLICATIONS

Provision for independent ARIC member remuneration was not included in the 2025–2026 Annual Budget as the legislative changes took effect from 1 January 2026.

The 2025–2026 Annual Budget includes \$13,500 for the 2025 local government election. Electoral services costs are estimated at \$5,000 to \$6,000, leaving approximately \$7,500 available.

The administration proposes that \$7,500 be reallocated to fund ARIC independent member remuneration in 2025–2026, with any shortfall to be addressed through the Mid-Year Budget Review.

Future budgets from 2026–2027 onward will include ongoing provision for ARIC independent member fees and expenses.

The ARIC meets up to four times per year. The next meeting is scheduled for March, with a further meeting proposed for June or July.

GL	Current Budget Allocation 2025/2026	Purpose	Budget Amendment	Remaining Funds and Allocation for fees and allowances for independent ARIC members
04102.17	\$13,500.00	Local Government Election 2025 Expenses	\$6,000.00	\$7,500.00

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

That the Council:

1. Approve by an absolute majority a budget amendment of \$7,500 for the payment of fees and allowances to the independent Presiding Member and Deputy of the Presiding Member of the Audit, Risk and Improvement Committee.
2. Determine, in accordance with section 5.100 of the *Local Government Act 1995* and clause 6.4A of the Local Government CEO and Elected Council Members Determination 2025 (as varied), that the meeting attendance fee payable to the independent Presiding Member of the Audit, Risk and Improvement Committee is \$220 per meeting.
3. Determine, in accordance with section 5.100 of the *Local Government Act 1995* and clause 6.4A of the Local Government CEO and Elected Council Members Determination 2025 (as varied), that the meeting attendance fee payable to the independent Deputy of the Presiding Member of the Audit, Risk and Improvement Committee is \$180 per meeting.
4. Approve reimbursement of reasonable meeting preparation, travel, childcare and accommodation costs for the independent Presiding Member and Deputy of the Presiding Member associated with attendance at Audit, Risk and Improvement Committee meetings, where demonstrated to the satisfaction of the local government.
5. Approve that, where suitable Shire accommodation is available, independent ARIC members be provided Shire-owned accommodation at no cost in lieu of commercial accommodation or reimbursement.

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.