



# MINUTES

Ordinary Council Meeting

19 March 2026

## SHIRE OF BROOMEHILL-TAMBELLUP

Minutes of the Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup held in the Council Chambers, 46-48 Norrish Street, Tambellup on 19 March 2026 commencing at 4.34pm.



Karen Callaghan  
Chief Executive Officer

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## Strategic Community Plan 2023-2033

### 'People Power'



**Minutes of the Ordinary Council Meeting held in the Council Chambers,  
46-48 Norrish Street, Tambellup on 19 March 2026 commencing at 4.34pm.**

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UNCONFIRMED

**Minutes of the Ordinary Council Meeting held in the Council Chambers,  
46-48 Norrish Street, Tambellup on 19 March 2026**

**1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Presiding Member, Cr Barritt, declared the meeting open at 4.34pm.

**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 Minter	Finance Coordinator
JM Gooch	Governance and Compliance Officer
P Vlahov	Manager of Works

**Approved Leave of Absence**

Nil

**Apologies**

Nil.

**3. DISCLOSURE OF INTEREST**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**5. PUBLIC QUESTION TIME**

Nil

**6. PRESENTATIONS/PETITIONS/DEPUTATIONS**

Nil

**7. APPLICATION FOR LEAVE OF ABSENCE**

Nil

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 19 FEBRUARY 202

Moved Cr White seconded Cr Penny that the minutes of the Ordinary Meeting of Council held on 19 February 2026 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 20/2026

9.2 ANNUAL ELECTORS MEETING 19 FEBRUARY 2026

Moved Cr White seconded Cr Dewar that the minutes of the Annual Electors Meeting held on 19 February 2026 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 21/2026

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

### 10.1 GREAT SOUTHERN TREASURES MEMORANDUM OF UNDERSTANDING 2026 TO 2029

ATTACHMENT(S)	Nil
FILE NO	CLAF181
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	12 March 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Shire Support</b>	
<b>1.4 Piggy-back Brand</b> Working strongly with partnerships to piggy-back Broomehill-Tambellup on partners' brands.	No specific corporate action

#### SUMMARY

The purpose of this report is for the Council to consider supporting the Great Southern Treasures Memorandum of Understanding for a further three-year period from 1 July 2026 to 30 June 2029.

#### BACKGROUND

Great Southern Treasures (GST) is a regional tourism collaboration representing inland towns and communities across the Great Southern. The initiative aims to strengthen the regional tourism brand and promote the region's tourism assets, events and experiences at local, state and national levels.

GST provides a coordinated approach to tourism promotion, including regional marketing campaigns, destination branding, event promotion and visitor attraction activities. One of the most prominent initiatives delivered through GST is the annual Bloom Festival, which attracts visitors from across Western Australia.

Participating member councils work collaboratively through a Memorandum of Understanding (MoU) to coordinate tourism promotion and support economic development outcomes across the region.

Several Great Southern member councils have indicated support for continuing the GST partnership through a renewed MoU for the period 2026 to 2029.

The proposed MoU will continue to provide a framework for participating local governments to work collaboratively to:

- maximise economic return from tourism and visitor activity across participating local governments
- promote and develop tourism assets and attractions within the region

- cooperate on tourism matters affecting local communities and the wider Great Southern region
- strengthen partnerships with industry stakeholders and tourism operators

Under the proposed arrangements, each participating member council appoints the Chief Executive Officer, or their nominated representative, to participate in the GST Membership Committee.

The MoU commits participating member councils to a three-year partnership commencing on 1 July 2026. Should a local government wish to withdraw from the arrangement, twelve months' written notice must be provided during the final year of the MoU. Member councils are to review the MoU not more than twelve months and not less than six months prior to its expiration to determine its effectiveness and consider renewal or amendment.

Subscription costs are based on a tiered population structure as outlined in the MoU comprising:

- Tier 1 – Population under 1,000  
\$7,000 per annum
- Tier 2 – Population 1,001 to 2,000  
\$13,000 per annum
- Tier 3 – Population greater than 2,000  
\$20,000 per annum

The Shire of Broomehill-Tambellup falls within the Tier 2 category, resulting in an annual subscription of \$13,000.

To allow for potential variations in the cost model, should existing member councils elect not to participate in the arrangement, it is proposed that up to \$15,000 per annum be allocated within the budget to accommodate any adjustment to the subscription contribution.

#### **COMMENT**

Regional collaboration through initiatives such as Great Southern Treasures provides an opportunity for smaller local governments to collectively promote tourism across the Great Southern region.

Tourism promotion undertaken through GST includes coordinated regional marketing campaigns, digital advertising, event promotion and destination branding activities that would be difficult for individual local governments to achieve independently.

The annual Bloom Festival continues to attract significant visitation to the region and contributes to raising the profile of Great Southern towns and attractions. GST engaged Lumenesse & Co to conduct the marketing campaign. The campaign achieved a record 1.4 million views across Facebook and Instagram from July to October 2025 and reached over 344,000 people via paid digital advertising from August to October 2025.

Participation in GST also aligns with the Shire's strategic objective to support economic development and visitor attraction within the region.

Given the Shire’s limited internal tourism promotion capacity, participation in a regional tourism partnership provides an opportunity to leverage collective resources and achieve greater reach through coordinated marketing activities.

**CONSULTATION**

Consultation on this matter has occurred with regional Chief Executive Officers and representatives involved in the Great Southern Treasures initiative.

**STATUTORY ENVIRONMENT**

Nil.

**FINANCIAL IMPLICATIONS**

If the Council supports the continuation of MoU, it can be accommodated within the 2026/2027 to 2028/2029 annual 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/COUNCIL DECISION**

Moved Cr Dewar, seconded Cr Penny that the Council:

1. Supports the Memorandum of Understanding between participating local governments and Great Southern Treasures for the period 2026 to 2029.
2. Approve the annual subscription of up to \$15,000 per annum to participate in Great Southern Treasures as a Tier 2 member council, with provision to be included in the 2026/2027 to 2028/2029 annual budgets.
3. Requests that the Chief Executive Officer monitor the performance and outcomes of Great Southern Treasures to ensure value for money and tourism benefits for the Shire of Broomehill-Tambellup.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 22/2026

## 10.2 REVISED COMMUNITY EMERGENCY SERVICES MANAGER MODEL

ATTACHMENT(S)	Nil
FILE NO	ADM0467
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	13 March 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Point of Difference</b>	
<b>2. A United Community</b> <b>2.1 Wellbeing and safety</b> This is the community and Shire working more boldly to provide advanced wellbeing programs for all ages (such as Albany Youth Support Association, Strong and Proud, Active Farmers and OFFFFL). This also includes further development of neighborhood safety programs, facilities and products and a Youth Centre upgrade.	No specific corporate action

### SUMMARY

The purpose of this report is for the Council to consider supporting the transition from the current Community Emergency Services Manager (CESM) arrangement of one CESM shared across three local governments to a revised model of one CESM shared across two local governments.

### BACKGROUND

The Shire of Broomehill-Tambellup currently participates in a shared CESM arrangement with the Shires of Katanning and Woodanilling.

Under this model, one CESM position provides support across the three local governments. The CESM role is jointly funded by the Department of Fire and Emergency Services (DFES) and the participating local governments, and provides support for:

- bushfire preparedness and volunteer brigade support
- mitigation activity coordination
- emergency management planning and compliance
- training facilitation and incident support
- community engagement and resilience activities.

A similar three-shire CESM arrangement currently operates across the Shires of Kojonup, Cranbrook and Gnowangerup.

Across Western Australia, several shared CESM arrangements have transitioned from a three-shire model to a two-shire model due to increasing emergency management

demands, expanded compliance requirements and heightened community expectations regarding emergency preparedness and response.

Following discussions between the Chief Executive Officers of the six neighbouring Great Southern local governments and DFES, agreement has now been reached in-principle to transition to a revised model that would provide one CESM per two local governments.

Under the proposed arrangement:

- Broomehill-Tambellup and Woodanilling would share one CESM;
- Cranbrook and Gnowangerup would share one CESM; and
- Katanning and Kojonup would share one CESM.

The current CESM has advised that they will be leaving the role at the end of April 2026, which provides an appropriate opportunity for the participating local governments to transition to the revised model prior to recruitment of the next CESM position.

#### **COMMENT**

Emergency management responsibilities placed on local governments have increased significantly in recent years due to:

- increasingly severe and longer bushfire seasons
- expanded legislative and compliance requirements
- growing administrative requirements associated with volunteer bushfire brigades
- increased community expectations regarding preparedness, communication and resilience.

Under the current one CESM to three shire arrangement, the CESM is required to divide their time across multiple local governments, which can limit the level of operational support available within each district.

Transitioning to a one CESM to two shire model is expected to provide several operational benefits, including:

- increased on-ground presence within each participating local government
- improved support for volunteer bushfire brigades and Fire Control Officers
- greater capacity to deliver mitigation programs and preparedness activities
- improved emergency management planning and compliance support
- greater operational flexibility and responsiveness during incidents.

The proposed partnership between the Shire of Broomehill-Tambellup and the Shire of Woodanilling is considered appropriate for several operational reasons.

The size and scale of Broomehill-Tambellup and Woodanilling are broadly comparable, with both communities experiencing similar levels of operational demand. This alignment supports a balanced workload and a service model that is realistic for a single CESM to manage.

In addition, the fire weather patterns across the two districts differ in ways that may assist with operational management. Woodanilling sits more within Upper Great Southern weather patterns, while Broomehill-Tambellup sits within the Great Southern conditions.

At times, when one district is experiencing elevated fire weather conditions, the other may experience less severe conditions, providing a more manageable operational spread for a single CESM.

The total annual cost of a CESM position under the proposed model is approximately \$186,743. DFES will determine the final funding split between local governments and the state government, which is expected to be either:

- 60% local government / 40% DFES, or
- 70% local government / 30% DFES.

Under the highest potential contribution scenario (70% local government share), the maximum annual cost to the Shire of Broomehill-Tambellup would be approximately \$59,465.

The Shire currently contributes approximately \$22,000 per annum toward the existing CESM arrangement. Under the maximum contribution scenario, this represents an approximate increase of \$37,465 per annum.

### **CONSULTATION**

Discussions have occurred between the Chief Executive Officers of the six participating Great Southern local governments and with DFES regional representatives.

These discussions have resulted in an in-principle agreement regarding the revised partnership arrangements outlined in this report.

### **STATUTORY ENVIRONMENT**

Local governments have responsibilities for bushfire management and emergency management under several legislative frameworks, including:

- *Bush Fires Act 1954*, which places responsibility on local governments for bushfire management and the administration of volunteer bushfire brigades
- *Emergency Management Act 2005*, which establishes local governments as key agencies in emergency management planning, preparedness and recovery
- *Work Health and Safety Act 2020*, which places duties on local governments as persons conducting a business or undertaking in relation to volunteer bushfire brigade members and emergency management activities

The CESM program was established by DFES to support local governments in meeting these legislative and operational responsibilities.

### **FINANCIAL IMPLICATIONS**

The revised CESM model is anticipated to commence from the 2026/2027 financial year, and any additional funding requirement would therefore be considered as part of the upcoming annual budget planning process.

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

There is a potential risk to the Shire if the current one CESM to three local governments model continues, as the increasing scope and complexity of emergency management responsibilities may make it difficult to attract and retain suitably qualified CESM personnel.

In addition, the workload associated with supporting multiple local governments may limit the CESM’s capacity to effectively deliver the required level of support for bushfire preparedness, mitigation programs, volunteer brigade coordination and emergency management planning across the district.

## **ASSET MANAGEMENT IMPLICATIONS**

Nil.

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Witham, seconded Cr Letter that the Council:

1. Approve the transition from the current Community Emergency Services Manager (CESM) arrangement of one CESM shared across three local governments to a revised arrangement of one CESM shared across two local governments.
2. Approve the Shire of Broomehill-Tambellup partnering with the Shire of Woodanilling under the revised CESM model.
3. Note that the estimated maximum annual cost to the Shire under the revised arrangement is approximately \$59,465, subject to the final funding split determined by the Department of Fire and Emergency Services.
4. Note that the revised arrangement is anticipated to commence from the 2026/2027 financial year and will be incorporated into the annual budget planning process.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 23/2026

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

**11.1 CROWDEN STREET/HENRY STREET INTERSECTION MODIFICATION PROPOSAL**

ATTACHMENT(S)	11.1.1 Proposed design and aerial images 11.1.2 Community consultation – submission received
FILE NO	RD251
AUTHOR	Peter Vlahov, Manager of Works
DATE	9 March 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
<b>Key Pillar: BT Economy</b>	
<b>8. Enjoyed Built Environments</b> 8.2 Tambellup Railway Precinct development This is the development of the Tambellup Railway Precinct including toilets, accommodation at the old Railway Station, signage, banner poles and EV charging options.	No specific corporate actions.

**SUMMARY**

The purpose of this report is for the Council to consider a proposal to modify road signage at the intersection of Crowden St and Henry St in line with streetscape works underway on Crowden St.

**BACKGROUND**

The streetscaping of Crowden St was considered as part of the broader redevelopment of the Railway Precinct between Norrish St and Great Southern Highway, and through to the Tambellup Sports Ground. At the October 2025 Ordinary Council Meeting, the Council determined to extend the timeframe for the Railway Precinct development project to June 2027, however, the works on Crowden St have proceeded, in conjunction with the development of the Tambellup Caravan Park.

At the August 2025 Ordinary Council Meeting, the Council resolved the following:

1. That Council Motion No. 053/24, from the May 2024 Ordinary Council Meeting, be revoked to enable an alternative location for street trees.
2. The amended design for Crowden Street improvements, as presented, be adopted, with the scope of works for the Crowden Street upgrade to include:
  - a) Straighten the alignment of the centre line of the road from Norrish Street to East Terrace;
  - b) Planting of street trees in nibs, with root barriers and tree guards, to the north side of Crowden Street. (Note the exact location of each tree will be placed by the Manager of Works in order to meet Australian Standards, sight lines, safe distances from driveways and intersections and to avoid services.)

- c) *Change the intersection of Crowden Street and Henry Street to give Crowden Street right of way;*
- d) *Widen Crowden Street from Taylor Street to East Terrace to allow for:*
  - i. *The realigned centre line of the road, complete with street tree installations;*
  - ii. *New parking adjacent to Diprose Park; and*
  - iii. *Drainage, curbing and other required road infrastructure.*
- e) *Installation of bollards to the old caravan park entry on East Terrace to create a major pedestrian entry to the Youth Centre and sporting facilities.*

#### **COMMENT**

Historically, Henry Street was the priority road into the town centre from Gnowangerup–Tambellup Road through to Taylor Street and Norrish Street. Following modifications to the five-way intersection at Taylor Street / Henry Street / George Street, the eastern end of Henry Street to Crowden St was converted into a cul-de-sac. Traffic signage at the Henry Street / Crowden Street intersection was not updated at the time to reflect this change, with the Henry Street cul-de-sac to Gnowangerup-Tambellup Road being the priority road.

The intersection is a low-volume, low-speed environment, with most traffic entering the townsite from the east using Taylor Street or Norrish Street.

To better align the signage with the existing road layout and improve safety and functionality, it is proposed that Crowden Street be designated as the priority road, with give way signage relocated to Henry Street.

A community consultation process was undertaken between 27 January and 4 March 2026, inviting submissions from interested parties. The proposed design and aerial images are provided at Attachment 11.1.1.

At the close of the consultation period, one submission was received (Attachment 11.1.2). The submission recommended significant changes to the Henry Street/Crowden Street/East Terrace intersection environment, comprising:

- The renaming of Henry Street to Henry Street North (the cul-de-sac) and Henry Street South;
- Creation of dedicated right-turn lanes from Henry Street South onto East Terrace and Henry Street North, with the priority road being Henry Street South to Crowden Street;
- Closure of a portion of Crowden Street between Henry Street South and East Terrace to provide a pedestrian link to the Tambellup Sports Ground;
- modification of the East Terrace/Henry Street South intersection to provide for left turn exit only off East Terrace, and right turn to East Terrace off Henry Street South;
- Associated road widening to Henry Street South to construct turning lanes, line marking and signage.

It is considered that the cost implications for this proposal are excessive for a low-volume, low-speed environment.

It is proposed that the original proposal, as advertised, be endorsed by the Council, being the relocation of the give way signs currently on Crowden Street, to Henry Street.

## **CONSULTATION**

Community consultation (Topics, website, social media)  
Chief Executive Officer

## **STATUTORY ENVIRONMENT**

Under the *Road Traffic Act 1974* and the Road Traffic Code 2000 (Code), local governments have the authority to manage traffic on local roads, but traffic control devices (such as stop signs, give way signs, or turning controls) must comply with the Code and the Main Roads Western Australia standards

## **FINANCIAL IMPLICATIONS**

If the Council recommendation as presented is endorsed and approved by Main Roads Western Australia, implementation costs will be minimal and can be allocated to the road maintenance 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**

Maintenance of road signage forms part of the Shire's asset management program.

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr White, seconded Cr Robinson that the Council endorses the proposal to modify road signage at the intersection of Crowden Street and Henry Street, with give way signs to be relocated from Crowden Street to Henry Street.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 24/2026

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 BROOMEHILL TOWNSITE SPEED ZONING REVIEW

ATTACHMENT(S)	13.1.1 Broomehill Townsite Speed Zoning Review Plan December 2025 13.1.2 Broomehill Primary School Electronic Speed Limit Signs Plan
FILE NO	ADM0143
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	9 March 2026
DISCLOSURE OF INTEREST	Nil.

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**

For the Council to consider the proposed speed zoning modifications within the Broomehill townsite as identified through a review undertaken by Main Roads Western Australia, and to authorise the Chief Executive Officer to provide comment to Main Roads on behalf of the Shire.

**BACKGROUND**

Main Roads Western Australia (MRWA) recently undertook a review of speed zoning within the Broomehill townsite. The review forms part of MRWA’s ongoing program to ensure speed zones remain appropriate, consistent and clearly understood by road users.

Following the review, MRWA has recommended several amendments to the current speed zones and associated signage within the townsite. The intent of the review is to improve clarity of speed limits, enhance road safety and respond to matters previously raised regarding the existing arrangement.

MRWA has requested the Shire’s comments on the proposed modifications prior to implementation.

The review proposes a series of adjustments to signage and speed zone delineation within the Broomehill townsite, particularly in the vicinity of Broomehill Primary School at Attachment 13.1.2 and surrounding streets at Attachment 13.1.1.

Key elements of the proposal include:

- Installation of additional 40 km/h school zone signage near Broomehill Primary School
- Installation of electronic school zone speed limit signs
- Adjustment of existing speed signage to improve clarity and compliance
- Removal of redundant signage where required
- Minor changes to the placement of signs to better define the transition between speed zones

The plans provided by MRWA illustrate the proposed locations for new and revised signage, including the installation of electronic school zone speed limit signs near the primary school to strengthen safety outcomes during school periods.

### **COMMENT**

The proposed changes focus on improving the clarity of speed zoning within the Broomehill townsite and around the Broomehill Primary School, where pedestrian activity is higher. The repositioning of electronic school zone signage is considered a positive safety measure that will improve visibility and driver awareness during school operating times.

Speed zoning and the placement of regulatory traffic control devices on state roads fall under the authority of MRWA. The shire's role in this matter is limited to providing local comment and feedback on the proposal. The final determination, design and implementation of the speed zoning arrangements remain the responsibility of MRWA.

Based on the information provided, the proposed amendments appear to improve the clarity of the existing speed zones and strengthen safety outcomes within the Broomehill townsite.

### **CONSULTATION**

Manager of Works

MRWA has sought feedback from the Shire before implementing the proposed changes. Given that the works relate primarily to state-controlled roads and speed zoning, MRWA will retain responsibility for final determination and installation of signage.

### **STATUTORY ENVIRONMENT**

*Road Traffic Code 2000*

Main Roads Western Australia Speed Zoning Policy

### **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/COUNCIL DECISION

Moved Cr Penny , seconded Cr Letter that the Council:

1. Notes the proposed speed zoning modifications within the Broomehill townsite as outlined by Main Roads Western Australia and the associated plans provided.
2. Authorises the Chief Executive Officer to advise Main Roads Western Australia that the Shire has no objection to the proposed amendments to speed zoning and signage within the Broomehill townsite.

CARRIED 7/0

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

Motion No. 25/2026

UNCONFIRMED

### 13.2 GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS EXECUTIVE OFFICER POSITION

ATTACHMENT(S)	Nil
FILE NO	ADM0445
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	12 March 2026
DISCLOSURE OF INTEREST	Nil

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 purpose of this report is for the Council to consider supporting the continuation of the Great Southern Voluntary Regional Organisation of Councils Executive Officer position beyond the current grant funding period ending 30 May 2026, and to determine the Council's financial contribution toward the position.

#### BACKGROUND

The Great Southern Voluntary Regional Organisation of Councils (GSVROC) is a collaborative partnership between neighbouring local governments that work together to address common regional issues and pursue strategic opportunities.

An Executive Officer position was established in 2025 to support delivery of the GSVROC Strategic Plan, including meeting coordination, regional advocacy, project management and administrative support. The position is currently hosted by the Shire of Katanning and delivered through a contracted services arrangement.

Funding for the role has been provided through drought resilience funding administered through the Great Southern Development Commission to support implementation of the Inland Great Southern Drought Resilience Plan. As the Executive Officer position commenced in September 2025, the funding period was extended and is now due to conclude on 30 May 2026.

At the GSVROC meeting held on 9 February 2026, member councils considered the continuation of the Executive Officer position. The meeting resolved to support continuation of the role beyond the current funding period and noted that individual councils would determine their preferred funding approach through their respective Council meetings.

Since this meeting, the Shire of Plantagenet has advised that it will no longer participate in the GSVROC arrangement. As a result, the contribution model has been recalculated across the remaining member councils.

## **COMMENT**

The Executive Officer position has provided dedicated administrative and coordination capacity for the GSVROC and has strengthened regional collaboration between member local governments.

Prior to the establishment of the role, administrative support and coordination of GSVROC activities were undertaken by member councils on a rotating basis. The Executive Officer role has improved continuity in regional project delivery, stakeholder engagement and coordination of regional advocacy initiatives.

The indicative annual cost of the Executive Officer services is \$53,414.56 per annum, based on the current service contract arrangements.

### **Funding Model Considerations**

In considering continuation of the Executive Officer position beyond the current grant funding period, the GSVROC discussed several potential funding approaches. These included an equal share model, a banded contribution model based on local government classifications, a population-based formula and a hybrid model incorporating a base contribution with a variable component.

Analysis undertaken during these discussions indicated that the overall contribution levels across the different models were relatively similar, with only modest variation for the Shire of Broomehill-Tambellup depending on the methodology applied.

Given the relatively small difference in financial outcomes between the models, the equal share contribution model is considered the most practical approach. The model is simple to administer, transparent for member councils and provides certainty for budgeting purposes. It also reflects the collaborative nature of the GSVROC, where each participating council receives the benefit of regional coordination, advocacy and project delivery.

Following the withdrawal of the Shire of Plantagenet from the GSVROC arrangement, the indicative equal share contribution across the remaining seven member councils would be approximately \$7,631 per council per annum, based on the current annual Executive Officer cost of \$53,414.56.

The remaining participating councils comprise:

- Broomehill-Tambellup
- Cranbrook
- Gnowangerup
- Katanning
- Kent
- Kojonup
- Woodanilling

The Shire of Katanning will continue to be responsible for meeting catering costs associated with GSVROC meetings, consistent with the arrangement agreed by member councils.

Any additional work undertaken by the Executive Officer outside the core functions of the role would continue to be considered by the VROC on a project-by-project basis.

#### **CONSULTATION**

Consultation on this matter has occurred through discussions between member Chief Executive Officers and through the GSVROC meeting held on 9 February 2026.

#### **STATUTORY ENVIRONMENT**

Nil.

#### **FINANCIAL IMPLICATIONS**

If the Council supports continuation of the Executive Officer position under the equal share funding model, it can be accommodated within annual budget allocations.

#### **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/COUNCIL DECISION**

Moved Cr Robinson, seconded Cr Dewar that the Council:

1. Approve the continuation of the Great Southern Voluntary Regional Organisation of Councils Executive Officer position beyond the current funding period ending 30 May 2026.
2. Support an equal share funding model for the Executive Officer position.
3. Approve an annual financial contribution of approximately \$7,631 commencing in the 2026–2027 financial year, subject to confirmation of the final funding arrangements by member councils.
4. Note that the host council will continue to meet the catering costs associated with Great Southern Voluntary Regional Organisation of Councils meetings and that any additional project work will be considered on a project-by-project basis.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 26/2026

**13.3 FINANCIAL STATEMENTS – FEBRUARY 2026**

<b>ATTACHMENT(S)</b>	13.3.1 Financial Statements February 2026
<b>FILE NO</b>	Nil
<b>AUTHOR</b>	Sharon Minter, Finance Coordinator
<b>DATE</b>	9 March 2026
<b>DISCLOSURE OF INTEREST</b>	Nil

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

**SUMMARY**

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

The Statement of Financial Activity for the period ending 28 February 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/COUNCIL DECISION

Moved Cr Letter, seconded Cr Robinson that the monthly financial statements for the period ending 28 February 2026 be received.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 27/2026

### 13.4 MONTHLY LIST OF PAYMENTS – FEBRUARY 2026

ATTACHMENT(S)	13.4.1 Monthly Payments Listing February 2026
FILE NO	Nil
AUTHOR	Sharon Minter, Finance Coordinator
DATE	9 February 2026
DISCLOSURE OF INTEREST	Nil

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> 11.2 SoBT financial sharing This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community driven pieces of work. No specific corporate initiative	No specific corporate action.

#### SUMMARY

The Council is to consider the list of payments made from the Municipal and Trust Funds and via Purchasing Cards, during February 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>February 2026</b>	<b>\$</b>
Municipal Fund	735,743.76
Trust Fund	0.00
Purchasing Cards	11,763.10
<b>TOTAL</b>	<b>747,506.96</b>

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 February 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/COUNCIL DECISION**

Moved Cr Dewar, seconded Cr Penny 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 February 2026 be endorsed, comprising:

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$735,743.86; and
- Credit/Purchasing Card payments totalling \$11,763.10.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 28/2026

UNCONFIRMED

**13.5 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ELECTORAL REFORM DISCUSSION PAPER**

<b>ATTACHMENT(S)</b>	13.5.1 WALGA Electoral Reform Discussion Paper
<b>FILE NO</b>	ADM 0581
<b>AUTHOR</b>	Karen Callaghan, Chief Executive Officer
<b>DATE</b>	13 March 2026
<b>DISCLOSURE OF INTEREST</b>	Nil

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 purpose of this report is for the Council to provide feedback to the Western Australian Local Government Association regarding the Electoral Reform Discussion Paper.

**BACKGROUND**

The Western Australian Local Government Association (WALGA) has circulated an Electoral Reform Discussion Paper to local governments seeking feedback on potential reforms to the local government electoral system.

The reforms being considered by the state government include:

- transitioning from the current half-spill electoral system to full-spill elections every four years; and
- introducing compulsory voting for Local Government elections.

Currently in Western Australia, local government elections occur every two years, with half of the council positions contested at each election. Council members serve four-year terms, and voting in local government elections is voluntary.

This system differs from most other Australian jurisdictions, where full spill elections are held every four years, and voting is compulsory.

Voting in local government elections in Western Australia is currently voluntary.

WALGA is undertaking consultation with local governments to ensure that its advocacy positions reflect the views of the sector before any formal legislative reforms are introduced.

Local governments have been asked to provide Council-endorsed responses to several questions relating to election frequency, voting participation and key considerations relevant to these matters.

## COMMENT

### Full-Spill Elections Every Four Years

The introduction of full-spill elections every four years would mean that all Council member positions are contested simultaneously.

Potential advantages of this approach include:

- reduced election frequency and administrative burden
- potential reduction in voter fatigue
- clearer electoral mandates for councils
- alignment with electoral systems used in most other Australian jurisdictions.

However, several potential disadvantages have also been identified, including:

- the potential loss of corporate knowledge if multiple councillors are replaced at the same time
- reduced continuity in governance and strategic planning
- potentially larger candidate fields, which may make voter decision-making more difficult

For smaller rural local governments such as the Shire of Broomehill-Tambellup, maintaining continuity of governance and retaining corporate knowledge within Council are important considerations.

### Compulsory Voting

Participation rates in local government elections have historically been relatively low, with voter turnout typically around 30%.

The introduction of compulsory voting has been suggested as a mechanism to increase voter participation and improve democratic legitimacy.

Potential advantages include:

- increased voter participation
- greater representation of community views in election outcomes
- improved legitimacy of elected councils.

However, potential disadvantages include:

- increased administrative requirements for election management and enforcement
- potential increases in election costs associated with higher participation rates
- the potential for increased informal or disengaged voting.

Despite these considerations, compulsory voting may improve participation rates and strengthen democratic engagement with local government.

## CONSULTATION

No formal consultation has been undertaken in relation to this matter.

WALGA is undertaking consultation with local governments to inform the sector's advocacy position.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **FINANCIAL IMPLICATIONS**

This report does not have any direct financial implications. However, proposed electoral reforms may have indirect financial implications for local governments.

Transitioning to full-spill elections every four years may reduce the number of elections conducted, but could increase the cost of individual elections due to the larger number of vacancies being contested.

The introduction of compulsory voting may also increase election administration costs due to higher participation rates.

WALGA has noted that accurate forecasting of election costs is difficult due to the lack of transparency in costing methodologies currently applied by the Western Australian Electoral Commission.

## **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. Does not support the introduction of full spill elections every four years.
2. Supports the introduction of compulsory voting at local government elections.
3. Authorises the Chief Executive Officer to facilitate the submission of the Council's endorsed feedback to the Western Australian Local Government Association.

## **COUNCIL DECISION 1**

Moved Cr Dewar, seconded Cr Letter that each of the individual points in the officer's recommendation be considered separately.

**CARRIED 7/0**

**For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 29/2026**

**COUNCIL DECISION 2**

Moved Cr Dewar, seconded Cr Letter that the Council does not support the introduction of full spill elections every four years.

CARRIED 4/3

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Robinson.

Against: Cr Penny, Cr White, Cr Witham

Motion No. 30/2026

**COUNCIL DECISION 3**

Moved Cr White, seconded Cr Dewar that the Council supports the introduction of compulsory voting at local government elections.

LOST 1/6

For: Cr White

Against: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr Witham

Motion No. 31/2026

**COUNCIL DECISION 4**

Moved Cr Penny, seconded Cr Witham that the Council authorises the Chief Executive Officer to facilitate the submission of the Council's endorsed feedback to the Western Australian Local Government Association.

CARRIED 7/0

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

Motion No. 32/2026

Reason for change to recommendation:

To allow Councillor's to vote on the matters separately rather than en bloc.

### 13.6 SKID STEER REPLACEMENT

<b>ATTACHMENT(S)</b>	<p>13.6.1 CONFIDENTIAL Clark Equipment - Quote and Machine Specifications</p> <p>13.6.2 CONFIDENTIAL AFGRI - Quote and Machine Specifications (MY26 325G Skid Steer)</p> <p>13.6.3 CONFIDENTIAL WesTrac - Quote and Machine Specifications (CAT 255)</p> <p>13.6.4 CONFIDENTIAL AFGRI- Quote and Machine Specifications (Y25 331P Skid Steer Loader)</p> <p>13.6.5 CONFIDENTIAL WesTrac- Quote and Machine Specifications (CAT 265)</p> <p>13.6.6 CONFIDENTIAL Tutt Bryant Equipment -Quote and Machine Specifications</p> <p>13.6.7 CONFIDENTIAL Construction Equipment Australia - Quote and Machine Specifications</p> <p>13.6.8 CONFIDENTIAL Quote Assessment Matrix</p>
<b>FILE NO</b>	ADM0705
<b>AUTHOR</b>	Peter Vlahov, Manager of Works
<b>DATE</b>	6 March 2026
<b>DISCLOSURE OF INTEREST</b>	

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 purpose of this report is to consider the replacement of the Shire’s 2017 Caterpillar 299D2 XHP Compact Track Loader (skid steer) through the WALGA Vendor Panel System.

#### BACKGROUND

Policy 3.7 Replacement of Plant and Vehicles sets as a guide an eight-year changeover interval for the skid steer.

The existing skid steer has now reached that point with approximately 2,773 operating hours. While the machine remains serviceable, replacing the plant aligns with the Shire’s Ten-Year Plant Replacement Program and supports the objective of maintaining a modern, efficient and safe fleet at the most cost-effective intervals.

Renewal at this stage reduces the risk of increasing maintenance costs and operational downtime while ensuring a standard of reliable equipment for loading body trucks, operating hydraulic attachments and undertaking general works activities.

The 2025-2026 Annual Budget includes a provision of \$100,000 (excluding GST) net changeover to replace the skid steer.

**COMMENT**

It was identified that the changeover provided an opportunity to replace the skid steer with a slightly smaller machine for improved maneuverability on job sites, while maintaining sufficient lifting capacity and hydraulic performance for operational requirements, including:

- loading body trucks
- handling sand and gravel
- operating hydraulic attachments, including broom and slasher
- material handling at the depot
- working in confined areas around infrastructure.

Quotes for the replacement of the skid steer were requested through the WALGA Vendor Panel System. At the close of submissions, seven quotes were received. The quotes were assessed against the following selection criteria:

- Price
- Ability to deliver in a reasonable timeframe
- Defect warranty
- Suitability to Shire operational requirements:
  - ability to load the Shire's body trucks
  - sufficient hydraulic capacity to operate existing attachments
  - adequate engine power for handling gravel and sand
  - machine width suitable for transport on the Shire's plant trailer
  - improved maneuverability in confined work areas.

The following machines were reviewed:

Supplier	Machine offered	Engine Power	Operating Mass
1. Clark Equipment	Bobcat T66	74 hp	4,040 kg
2. AFGRI Equipment	John Deere 325G	74 hp	4,313 kg
3. WesTrac	Caterpillar 255	74 hp	4,345 kg
4. AFGRI Equipment	John Deere 331P	98 hp	5,409 kg
5. WesTrac	Caterpillar 265	74 hp	4,759 kg
6. Tutt Bryant Equipment	Yanmar TL80VS	71.5 hp	4,513 kg
7. Construction Equipment Australia	JCB 270THF	74 hp	~3,900 kg

The full assessment report and submissions are provided as confidential attachments to this report. Should the Council wish to discuss the confidential information during the Council Meeting, the Council should resolve to move behind closed doors. A summary of the assessment follows:

	Price	Delivery	Warranty	Suitability	Total Score
1. Clark Equipment	40	20	20	10	90
2. AFGRI Equipment	40	20	20	10	90
3. WesTrac	40	20	20	20	100
4. AFGRI Equipment	40	20	20	20	100
5. WesTrac	40	20	20	10	90
6. Tutt Bryant Equipment	0	20	20	10	50
7. Construction Equipment Australia	0	20	20	10	50

## **COMMENT**

Following assessment of the quotations received, the Caterpillar 255 Compact Track Loader supplied by WesTrac is considered the most suitable replacement machine.

The Caterpillar 255 provides the following advantages:

- Offers a balanced reduction in size compared with the existing Caterpillar 299D2 while maintaining sufficient capability for the Shire’s operational requirements.
- Provides adequate lift height to load the Shire’s body trucks.
- Maintains sufficient hydraulic capacity to operate existing attachments, including broom and slasher.
- Improves maneuverability in confined work areas and the ability to safely transport due to the smaller machine size.
- Compatible with the Shire’s existing Caterpillar fleet, including service parts, filters and maintenance practices.
- Supported by WesTrac’s regional service network, including service centres in Albany and Bunbury.

While several machines offer a lower purchase price, the Caterpillar 255 provides the most appropriate balance between machine capability, reliability, service support and cost, while achieving the objective of downsizing slightly from the existing loader.

## **CONSULTATION**

Chief Executive Officer

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

## **FINANCIAL IMPLICATIONS**

The 2025/2026 Annual Budget includes a provision of \$100,000 (excluding GST) for the replacement of the compact track loader. The tendered changeover price from WesTrac is \$77,560.29 (ex GST), which is within budget.

## **POLICY IMPLICATIONS**

Policy 2.1 - Purchasing

Policy 3.7 – Replacement of Plant and Vehicles

## **RISK MANAGEMENT IMPLICATIONS**

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

## **ASSET MANAGEMENT IMPLICATIONS**

The new compact track loader will be added to the Shire’s Asset Register. Replacement aligns with the Shire’s Ten-Year Plant Replacement Program

## **VOTING REQUIREMENTS**

Simple majority.

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr White, Seconded Cr Robinson that:

1. The quote submitted by WesTrac Pty Ltd of \$142,560.29 (excluding GST) for the purchase of one Caterpillar 255 Compact Track Loader be accepted; and
2. The price submitted by WesTrac Pty Ltd of \$65,000 (excluding GST) for the trade-in of one 2017 Caterpillar 299D2 XHP Compact Track Loader be accepted, noting the net cost of the changeover is \$77,560.29.

CARRIED 7/0

For: Cr Barritt, Cr Dewar, Cr Letter, Cr Penny, Cr Robinson, Cr White, Cr Witham  
Motion No. 33/2026

UNCONFIRMED

**13.7 LATE ITEM: MID-YEAR BUDGET REVIEW**

ATTACHMENT(S)	2025/26 Mid-Year Budget Review
FILE NO	ADM0163
AUTHOR	Michelle Martin, LG Best Practices
DATE	13 March 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> 11.2 SoBT financials 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 plan initiative

**SUMMARY**

The purpose of this report is to consider the review of the 2025/26 Annual Budget, for the period 1 July 2025 to 31 January 2026.

**BACKGROUND**

The budget review has been prepared to include information required by the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Regulation 33A requires local governments to conduct a review of their annual budget between 1 January and the last day in February in each financial year.

Regardless of statutory requirements, conducting a budget review at least once each year is sound financial management practice. It enables the Council to analyse the financial performance of the year to date and make amendments to the authorisations that the budget puts in place for the delivery of the local government's functions.

The Council adopted a 10% or \$10,000 minimum for the reporting of material variances to be used in the statement of financial activity and the annual budget review.

**COMMENT**

Staff have reviewed operating and capital income and expenditure against the annual budget for the period ending 31 January 2026. During this process, accounts exceeding the adopted material variance threshold were analysed to determine the cause of the variance, the projected impact on the end of year position, and any actions required.

A full listing of the budget amendments required are included in Note 5 of the attached Budget Review document for Council's consideration.

## **CONSULTATION**

Chief Executive Officer  
Manager of Works  
Finance Coordinator  
Strategic Support and Projects Officer

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996 - regulation 33A -*

- (1) *Between 1 January and the last day in February in each financial year a local government is to carry out a review of its annual budget for that year;*
- (2) *The review of an annual budget for a financial year must –*
  - (a) *consider the local governments financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) *consider the local governments financial position as at the date of the review;*  
*and*
  - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
  - (d) *include the following –*
    - (i) *the annual budget adopted by the local government;*
    - (ii) *an update of each of the estimates included in the annual budget;*
    - (iii) *the actual amount of expenditure, revenue and income as at the date of the review;*
    - (iv) *adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
*\* Absolute majority required.*
- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

## **FINANCIAL IMPLICATIONS**

The Budget Review document examines the Shire's financial operations for the financial year to date and recommends amendments to the adopted budget and previously approved Council projects, resulting in no net impact on the budgeted surplus.

## **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/COUNCIL DECISION

Moved Cr Letter, seconded Cr Witham that:

1. the 2025/26 Annual Budget be amended with the changes outlined in the Mid-Year Budget Review document; and
2. the 2025/26 Mid-Year Budget Review for the period 1 July 2025 to 31 January 2026 be adopted.

CARRIED 7/0 by absolute majority

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

Motion No. 34/2026

UNCONFIRMED

**14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil.

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

Nil.

**16. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Cr Dewar directed questions through the chair to the Chief Executive Officer and Manager of Works on how the fuel crisis was affecting ongoing works throughout the shire.

Ms Callaghan, through the chair, responded to Cr Dewar by stating that the situation was being monitored closely creating workforce efficiencies to reduce fuel usage. Ongoing meetings in the region are occurring to monitor the situation and act accordingly.

Mr Vlahov, through the chair, covered the negative impact in terms of cost on projects in the immediate future, stating that all quotes for bitumen have a rise and fall clause, which allows for companies to increase the cost of the quote due to market forces. The financial cost to the Shire could be significant should the current international crisis continue. To mitigate the increased cost, projects may need to be delayed, or the scope reduced while the current situation persists. Alternatives to delaying projects have been explored including carrying over funding, although this would impact the funding pool for the future.

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

Nil.

**18. CLOSURE**

There being no further business to discuss, the Presiding Member, Cr Barritt declared the meeting closed at 5.10 pm.