Shire of Broomehill Tambellup
looking forward

UNCONFIRMED MINUTES

Ordinary Council Meeting

15 October 2026

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Strategic Community Plan 2023-2033

'People Power'



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Minutes of the Ordinary Council Meeting held in the Council Chambers, 46-48 Norrish Street, Tambellup on 15 October 2026.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr Barritt declared the meeting open at 4.31pm.

2. ATTENDANCE

Councillors

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

Staff

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

Leave of Absence

Cr SJ Robinson	Deputy President

Apologies

KP Callaghan	Chief Executive Officer

3. DISCLOSURE OF INTEREST

Agenda item	Interest	Council Member
11.2 - Tambellup Business Centre – Rate Concession	Impartiality pursuant to Clause 22 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates. Cr White is the Shire's voting representative for the Tambellup Business Centre.	Cr Michael White

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

The Acting CEO has withdrawn the following item from the agenda due to procedural matters:

- 11.3 - Application Seeking Permanent Approval For 2 Existing Bulkheads Associated with Rural Industry (CBH) – Lot 535 On Deposited Plan 227477.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 17 SEPTEMBER 2026

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

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 9.1

Moved: Cr Dewar
Seconded: Cr Letter

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

Resolution 99/2026

CARRIED UNANIMOUSLY 6/0

For: Cr Barritt, Cr White, Cr Letter, Cr Penny, Cr Dewar, Cr Witham
Against: Nil

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

10.1 BUSH FIRE BRIGADES STANDARD OPERATING PROCEDURES 2026-2027

ATTACHMENT(S)	10.1.1 - Bush Fire Brigade Standard Operating Procedures 2026-2027 (Final)
FILE NO	ADM0118
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	10 September 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Point of Difference	
2. A United Community 2.2 BT Volunteering This is the community and Shire assisting and growing new-age BT-spirit, volunteering models and celebrating the spirit created through volunteering. This includes school and youth volunteering 'action-oriented' programs to develop the volunteers-of-the-future.	No specific corporate initiative.

SUMMARY

The annual review of the Bush Fire Brigades Standard Operating Procedures has been completed and is presented for the Council's endorsement.

BACKGROUND

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

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

COMMENT

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

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

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

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

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

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

CARRIED
Resolution BFAC02/2026

For the Council's consideration and endorsement.

CONSULTATION
Bush Fire Advisory Committee
Community Emergency Services Manager

STATUTORY ENVIRONMENT
Bush Fires Act 1954
Shire of Broomehill-Tambellup Bush Fire Brigades Local Law 2020

FINANCIAL IMPLICATIONS
Nil.

POLICY IMPLICATIONS
Nil.

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

ASSET MANAGEMENT IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Simple majority

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 10.1

Moved: Cr Letter
Seconded: Cr White

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

Resolution 100/2026

CARRIED UNANIMOUSLY 6/0

For: Cr Barritt, Cr White, Cr Letter, Cr Penny, Cr Dewar, Cr Witham
Against: Nil

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 TAMBELLUP COMMUNITY CROPPING GROUP INCORPORATED – RATE CONCESSION

ATTACHMENT(S)	11.1.1 – Tambellup Community Cropping Group Incorporated – Rate Concession Request
FILE NO	A140
AUTHOR	Deanne Sweeney, Acting Chief Executive Officer
DATE	5 October 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point-of-Difference	
11. Delivered Shire Trust and Performance 11.4 Community Revenue The Shire and community working creatively together to build new revenue streams for community-driven 'People Power' activities.	Support coordination and promotion of community-driven revenue opportunities.

SUMMARY

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

BACKGROUND

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

COMMENT

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

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

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

CONSULTATION
Nil.

STATUTORY ENVIRONMENT
Local Government Act 1995

s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

**Absolute majority required*

FINANCIAL IMPLICATIONS
Provision of $25,000 has been included in the 2026/2027 budget against general ledger account 03111.100 – Rates Written Off in anticipation of such requests. Following the granting of two concessions totalling S4,422.75 at the 17 September 2026 Ordinary Council Meeting (resolutions 88/2026, 91/2026), the account has a balance of $20,577.25.

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

POLICY IMPLICATIONS
Nil.

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

ASSET MANAGEMENT IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Absolute majority

OFFICER RECOMMENDATION
That the Council, pursuant to section 6.47 of the *Local Government Act 1995*, by absolute majority, waive $853.71 in general rates levied on assessment A140, Tambellup Community Cropping Group Incorporated, for the 2026/2027 financial year, noting that the Emergency Services Levy remain payable in full.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 11.1

Moved: Cr Penny
Seconded: Cr Witham

That the Council, pursuant to section 6.47 of the *Local Government Act 1995*, by absolute majority, waive $853.71 in general rates levied on assessment A140, Tambellup Community Cropping Group Incorporated, for the 2026/2027 financial year, noting that the Emergency Services Levy remain payable in full.

Resolution 101/2026

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr Barritt, Cr White, Cr Letter, Cr Penny, Cr Dewar, Cr Witham
Against: Nil

11.2 TAMBELLUP BUSINESS CENTRE – RATE CONCESSION

Cr White declared an impartiality interest in this matter as he is the Shire's voting representative for the Tambellup Community.

ATTACHMENT(S)	11.2.1 – Tambellup Business Centre – Rate Concession Request
FILE NO	A505
AUTHOR	Deanne Sweeney, Acting Chief Executive Officer
DATE	5 October 2026
DISCLOSURE OF INTEREST	Nil

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point-of-Difference	
5. Healthy Existing Businesses 5.2 Tambellup Business Enterprise Centre Activation Maximization and promotion of the Tambellup Business Enterprise Centre. Maximisation requires creative community minds and partnership between BEC, Shire and community groups.	No specific corporate initiative.

SUMMARY

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

BACKGROUND

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

COMMENT

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

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

CONSULTATION
Nil.

STATUTORY ENVIRONMENT
Local Government Act 1995

s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

**Absolute majority required*

FINANCIAL IMPLICATIONS
Provision of $25,000 has been included in the 2026/2027 budget against general ledger account 03111.100 – Rates Written Off in anticipation of such requests. Following the granting of two concessions totalling S4,422.75 at the 17 September 2026 Ordinary Council Meeting (resolutions 88/2026, 91/2026), the account has a balance of $20,577.25.

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

POLICY IMPLICATIONS
Nil.

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

ASSET MANAGEMENT IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Absolute majority

OFFICER RECOMMENDATION
That the Council, pursuant to section 6.47 of the *Local Government Act 1995*, by absolute majority, waive $1,928.19 in general rates levied on assessment A505, Tambellup Business Centre, for the 2026/2027 financial year, noting that the Emergency Services Levy and Refuse and Recycling charges remain payable in full.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 11.2

Moved: Cr Letter
Seconded: Cr Dewar

That the Council, pursuant to section 6.47 of the *Local Government Act 1995*, by absolute majority, waive $1,928.19 in general rates levied on assessment A505, Tambellup Business Centre, for the 2026/2027 financial year, noting that the Emergency Services Levy and Refuse and Recycling charges remain payable in full.

Resolution 102/2026

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr Barritt, Cr White, Cr Letter, Cr Penny, Cr Dewar, Cr Witham
Against: Nil

ITEM WITHDRAWN DUE TO PROCEDURAL MATTERS:

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

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 CORPORATE BUSINESS PLAN 2024-2028 – QUARTERLY PROGRESS REPORT JULY TO SEPTEMBER 2026

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

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

SUMMARY

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

BACKGROUND

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

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

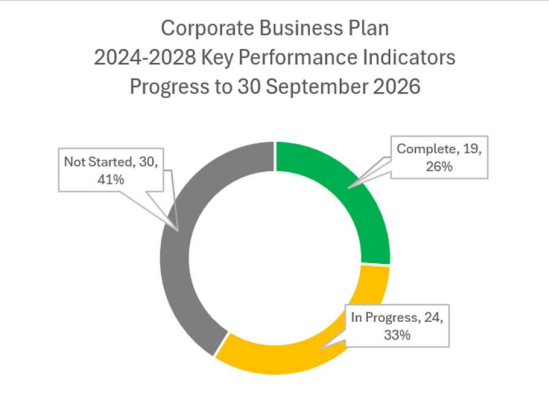
The CBP sets a roadmap to achieve the first four years of the community's aspirations as outlined in the ten-year SCP 2023-2033 'People Power', which was adopted by the Council on 17 November 2022. A desktop review of the CBP was undertaken in October 2025 and the Council determined to extend the timeframes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

COMMENT

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

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





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

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996

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

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

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

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

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

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

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

(4) A local government is to review the current corporate business plan for its district every year.
(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

FINANCIAL IMPLICATIONS
Nil.

POLICY IMPLICATIONS
Nil.

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

ASSET MANAGEMENT IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Simple majority

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 13.1

Moved: Cr Penny
Seconded: Cr Witham

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

Resolution 103/2026

CARRIED UNANIMOUSLY 6/0

For: Cr Barritt, Cr White, Cr Letter, Cr Penny, Cr Dewar, Cr Witham
Against: Nil

13.2 AUDIT RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE REVIEW

ATTACHMENT(S)	13.2.1 - Amended Terms of Reference with Tracked Changes 13.2.2 - Amended Terms of Reference
FILE NO	ADM0698
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	1 October 2026
DISCLOSURE OF INTEREST	Nil

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

SUMMARY

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

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

BACKGROUND

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

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

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

COMMENT

Meeting Frequency

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

> *The Committee will meet as required to properly discharge its responsibilities and functions, having regard to its work program, the matters requiring consideration and any associated timeframes, and will meet at least twice each year.*
> *Changes to the schedule will be made in consultation with the Independent Presiding Member, with reasonable notice provided to Committee Members.*

Clarification of the Role of the Deputy of the Presiding Member

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

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

Committee Member Composition

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

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

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

Timeline for Endorsement of Changes by Council

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

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

CONSULTATION

Chief Executive Officer
Acting Chief Executive Officer
Independent Presiding Member
Deputy of the Presiding Member

STATUTORY ENVIRONMENT

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

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

FINANCIAL IMPLICATIONS

The officer recommendation has no additional financial implications.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

This item is considered Low risk.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 13.2

Moved: Cr Penny
Seconded: Cr White

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

Resolution 104/2026

CARRIED UNANIMOUSLY 6/0

For: Cr Barritt, Cr White, Cr Letter, Cr Penny, Cr Dewar, Cr Witham
Against: Nil

13.3 MONTHLY LIST OF PAYMENTS – SEPTEMBER 2026

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

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

BACKGROUND

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

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

COMMENT

Summary of payments made for the month:

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

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

CONSULTATION

Acting Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r13. Lists of accounts

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

r13A. Payments by employees via purchasing cards

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

FINANCIAL IMPLICATIONS

The list of payments reports the payments made for the period ending September 2026 from the Municipal Fund, and purchases made using Shire credit cards or purchasing cards.

POLICY IMPLICATIONS

Council Policy '2.1 Purchasing Policy' provides guidance and restrictions relative to purchasing commitments.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That, in accordance with regulations 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996* the list of payments paid under delegated authority or with Shire purchasing cards for September 2026 be endorsed, comprising

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 13.3

Moved: Cr Letter
Seconded: Cr Dewar

That, in accordance with regulations 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996* the list of payments paid under delegated authority or with Shire purchasing cards for September 2026 be endorsed, comprising:

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

Resolution 105/2026

CARRIED UNANIMOUSLY 6/0

For: Cr Barritt, Cr White, Cr Letter, Cr Penny, Cr Dewar, Cr Witham
Against: Nil

13.4 FINANCIAL STATEMENTS – SEPTEMBER 2026

ATTACHMENT(S)	13.4.1 Financial Statements September 2026
FILE NO	Nil
AUTHOR	Sharon Miniter – Finance Coordinator
DATE	7 October 2026
DISCLOSURE OF INTEREST	Nil

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

SUMMARY

The Council to consider the monthly financial statements for September 2026.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* require a Statement of Financial Activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an ordinary meeting of Council within two months after the end of the month to which the report relates.

COMMENT

In accordance with the *Local Government (Financial Management) Regulations 1996*, Council is required each financial year to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances.

As part of the 2026/27 budget adoption process, the Council endorsed a material variance threshold of 10% or $10,000, whichever is the greater as the material variance for reporting purposes for the year.

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

CONSULTATION

Acting Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22

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

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

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

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

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

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

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

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

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

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 30 September 2026 be received.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 13.4

Moved: Cr Letter
Seconded: Cr Penny

That the monthly financial statements for the period ending 30 September 2026 be received.

Resolution 106/2026

CARRIED UNANIMOUSLY 6/0

For: Cr Barritt, Cr White, Cr Letter, Cr Penny, Cr Dewar, Cr Witham
Against: Nil

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

Nil

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

Nil

18. CLOSURE

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

There being no further business to discuss, the Presiding Member, Cr Barritt declared the meeting closed at 4.45pm.