UNCONFIRMED MINUTES

Special Council Meeting

5 November 2026

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Strategic Community Plan 2023-2033

'People Power'



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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr Barritt declared the meeting open at 1.03pm.

2. ATTENDANCE

Councillors

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

Staff

DG Sweeney	Acting Chief Executive Officer
AC Fernandez	Governance and Compliance Officer

Leave of Absence

Nil

Apologies

KP Callaghan	Chief Executive Officer

3. DISCLOSURE OF INTEREST

Agenda item	Type of Interest	Extent	Council Member
9.1 - Tambellup Community Cropping Group Request – Use of Caravan Park Cabins	Impartiality	Volunteers and provides equipment for purposes of cropping.	Cr Michael White
9.1 - Tambellup Community Cropping Group Request – Use of Caravan Park Cabins	Impartiality	Husband volunteers labour to the seeding and harvest of the Tambellup Community Cropping Group.	Cr Connie Witham
9.1 - Tambellup Community Cropping Group Request – Use of Caravan Park Cabins	Impartiality	Volunteers for the Tambellup Community Cropping Group with no financial implications.	Cr Carl Letter

4. PUBLIC QUESTION TIME

Nil.

5. DEPUTATIONS

Nil.

6. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil.

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

Nil.

8. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

Nil.

9. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Councillors Letter, Witham and White had previously declared interests affecting impartiality. All three councillors remained in the meeting and participated in the vote.

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

ATTACHMENT(S)	Nil
FILE NO	ADM0602
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	28 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 Economy	
9. Unique Interactions 9.3 Community Shared Experiences An internal events program, specifically designed to build community spirit (such as art experiences, quiz nights, dances, multicultural events, even social enterprise) where all and any community members come together to practice community spirit.	Support coordination and promotion of community-driven events.

SUMMARY

The purpose of this report is for the Council to consider a request from the Tambellup Community Cropping Group to utilise Shire-owned accommodation to support participants involved in the upcoming 2026 harvest day.

BACKGROUND

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

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

The upcoming harvest day is scheduled for 17 November 2026 and is expected to attract a mix of local volunteers and industry participants. This includes individuals assisting with on-ground harvest activities, as well as agricultural operators demonstrating machinery.

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

COMMENT

The request seeks the use of four studio rooms in the modular building and two one-bedroom cabins at the Tambellup Caravan Park for one night to accommodate participants assisting with the harvest activity.

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

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

From an organisational perspective, key considerations include:

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

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

CONSULTATION

Tambellup Community Cropping Group

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

The use of cabins may result in foregone revenue from the one-night of accommodation. Any operational costs, including cleaning and administration, can be managed within existing budgets.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Simple majority

OFFICER RECOMMENDATION
That the Council:

1. Approves the use of four studio rooms and two one-bedroom cabins at the Tambellup Caravan Park by the Tambellup Community Cropping Group for the night of 17 November 2026.
2. Notes that the accommodation is to support volunteers and industry participants assisting with the Tambellup Community Cropping Group Harvest Day scheduled for 17 November 2026.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 9.1

Moved: Cr White
Seconded: Cr Penny

That the Council:

1. Approves the use of four studio rooms and two one-bedroom cabins at the Tambellup Caravan Park by the Tambellup Community Cropping Group for the night of 17 November 2026.
2. Notes that the accommodation is to support volunteers and industry participants assisting with the Tambellup Community Cropping Group Harvest Day scheduled for 17 November 2026.

Resolution 107/2026

CARRIED UNANIMOUSLY 7/0

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

10. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

10.1 AMENDMENT TO SCHEDULE OF FEES AND CHARGES 2026/2027

ATTACHMENT(S)	10.1.1 - Schedule of Fees and Charges 2026/2027
FILE NO	ADM0121
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	28 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 Economy	
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

This report seeks the Council to consider amendments to the 2026/2027 Shire of Broomehill-Tambellup Schedule of Fees and Charges.

BACKGROUND

Under the *Local Government Act 1995* (Act), a local government may impose and recover fees and charges for goods or services it provides or proposes to provide. Fees and charges are generally imposed when adopting the annual budget, however, section 6.16 of the Act permits fees and charges to be imposed during a financial year and amended from time to time during a financial year, by absolute majority.

Where a fee or charge is imposed after the annual budget has been adopted, section 6.19 of the Act requires the local government to give local public notice of its intention to do so and the date from which the fee or charge is proposed to apply. As section 6.9 of the Act does not specify the period of public notice to be given, a notice period as per the *Local Government (Administration) Regulations 1996* section 3A(1)(b) will apply, being not less than seven days.

COMMENT

Following adoption of the 2026/2027 Schedule of Fees and Charges, the new studio accommodation units at the Tambellup Caravan Park will soon become available for occupancy. An amendment to the Schedule is therefore required to include the applicable fees and charges to enable the units to be offered for bookings.

As the amendment is being made after adoption of the annual budget, Council is required to determine the change by absolute majority and local public notice will be given in accordance with section 6.19 of the Act.

Schedule 13 – Economic Services	Statutory/Council	GST	26/27 Fee
Studio Unit – Tambellup Caravan Park (maximum occupancy 2 people) per night - up to 6 nights	Council	$13.64	$150.00
Studio Unit – Tambellup Caravan Park (maximum occupancy 2 people) per night - 7 or more nights	Council	$12.73	$140.00

CONSULTATION

Consultation was undertaken with the Chief Executive Officer.

STATUTORY ENVIRONMENT

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

6.16. Imposition of fees and charges

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

** Absolute majority required.*

(2) A fee or charge may be imposed for the following —

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

(b) supplying a service or carrying out work at the request of a person;

(c) subject to section 5.94, providing information from local government records;

(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

(e) supplying goods;

(f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

(a) imposed during a financial year; and*

(b) amended from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

(a) the cost to the local government of providing the service or goods; and

(b) the importance of the service or goods to the community; and

(c) the price at which the service or goods could be provided by an alternative provider.

(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —

(a) under section 5.96; or
(b) under section 6.16(2)(d); or
(c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.

(4) Regulations may —

(a) prohibit the imposition of a fee or charge in prescribed circumstances; or
(b) limit the amount of a fee or charge in prescribed circumstances.

Local Government (Administration) Regulations 1996

3A. Requirements for local public notice (Act s. 1.7)

(1) For the purposes of section 1.7(a), notice of a matter must be published on the local government's official website for —

(a) the period specified in or under the Act in relation to the notice; or
(b) if no period is specified in relation to the notice — a period of not less than 7 days.

(2) For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed —

(a) publication in a newspaper circulating generally in the State;
(b) publication in a newspaper circulating generally in the district;
(c) publication in 1 or more newsletters circulating generally in the district;
(d) publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the matter and the persons likely to be affected by it, for —
(i) the period specified in or under the Act in relation to the notice; or
(ii) if no period is specified in relation to the notice — a period of not less than 7 days;
(e) circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;

FINANCIAL IMPLICATIONS

The proposed fee will provide additional revenue from the hire of the studio units at the Tambellup Caravan Park.

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, by an absolute majority:

1. Pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, adopts the Amended 2026/2027 Schedule of Fees and Charges contained in the attachment to this report, and;

2. In accordance with s.6.19 of the *Local Government Act 1995* directs the Chief Executive Officer to give local public notice of its intention to amend the 2026/2027 Fees and Charges below, effective from 13 November 2026.

Schedule 13 – Economic Services	Statutory/Council	GST	26/27 Fee
Studio Unit – Tambellup Caravan Park (maximum occupancy 2 people) per night - up to 6 nights	Council	$13.64	$150.00
Studio Unit – Tambellup Caravan Park (maximum occupancy 2 people) per night - 7 or more nights	Council	$12.73	$140.00

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – Item 10.1

Moved: Cr Robinson
Seconded: Cr Dewar

That the Council, by an absolute majority:

1. Pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, adopts the Amended 2026/2027 Schedule of Fees and Charges contained in the attachment to this report, and;

2. In accordance with s.6.19 of the *Local Government Act 1995* directs the Chief Executive Officer to give local public notice of its intention to amend the 2026/2027 Fees and Charges below, effective from 13 November 2026.

Schedule 13 – Economic Services	Statutory/Council	GST	26/27 Fee
Studio Unit – Tambellup Caravan Park (maximum occupancy 2 people) per night - up to 6 nights	Council	$13.64	$150.00
Studio Unit – Tambellup Caravan Park (maximum occupancy 2 people) per night - 7 or more nights	Council	$12.73	$140.00

Resolution 108/2026

CARRIED UNANIMOUSLY 7/0

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

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

12. CLOSURE

There being no further business to discuss, the Presiding Member, Cr Barritt declared the meeting closed at 1:08pm.