

UNCONFIRMED MINUTES

Ordinary Council Meeting

19 November 2026

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Strategic Community Plan 2023-2033

'People Power'



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Unconfirmed Minutes for the Ordinary Council Meeting held in the Council Chambers, 46-48 Norrish Street, Tambellup on 19 November 2026.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr Barritt declared the meeting open at 4.30pm.

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	

Staff

KP Callaghan	Chief Executive Officer
DG Sweeney	Deputy Chief Executive Officer
AC Fernandez	Governance and Compliance Officer

Leave of Absence

Cr CA Witham

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 15 OCTOBER 2026 AND SPECIAL COUNCIL MEETING 5 NOVEMBER 2026

ATTACHMENT(S)	9.1.1 – Unconfirmed Minutes Ordinary Council Meeting 15 October 2026 9.1.2 - Unconfirmed Minutes Special Council Meeting 5 November 2026
FILE NO	ADM0733
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	11 November 2026
DISCLOSURE OF INTEREST	Nil

OFFICER RECOMMENDATION

That the following minutes be confirmed as a true and accurate record of proceedings:

- Ordinary Council Meeting held on 15 October 2026
- Special Council Meeting held on 5 November 2026.

COUNCIL RESOLUTION/ OFFICER RECOMMENDATION – Item 9.1

Moved: Cr Dewar
Seconded: Cr Penny

That the following minutes be confirmed as a true and accurate record of proceedings:

- Ordinary Council Meeting held on 15 October 2026
- Special Council Meeting held on 5 November 2026.

Resolution 109/2026

CARRIED UNANIMOUSLY 6/0

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

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

Nil.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

Nil.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 COUNCIL MEETING DATES 2027

ATTACHMENT(S)	Nil
FILE NO	ADM0091
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	5 November 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	
No specific strategic initiative	No specific corporate initiative

SUMMARY

The purpose of this item is for Council to adopt and publish its Ordinary Council Meeting dates, times and venue for the 2027 calendar year, and to note the scheduled meetings of the Audit, Risk and Improvement Committee and the Chief Executive Officer Performance Review Committee.

BACKGROUND

Regulation 12(2) of the *Local Government (Administration) Regulations 1996* requires the Chief Executive Officer (CEO) to publish on the Shire's official website, before the beginning of the year, the dates, times and locations of Ordinary Council Meetings and committee meetings scheduled for that year.

COMMENT

The proposed 2027 schedule provides for Ordinary Council Meetings on the third Thursday of each month, except January and October, when no Ordinary Council Meeting is scheduled, and July, when the meeting is scheduled for the fourth Thursday to allow for 2027/28 budget preparation.

It is recommended that the 2027 Ordinary Council Meetings be held in the Tambellup Council Chambers at 4:30 pm, with the scheduled dates as follows:

18 February 2027
18 March 2027
15 April 2027
20 May 2027
17 June 2027
22 July 2027
19 August 2027
16 September 2027
18 November 2027
16 December 2027

<u>2027 Local Government Election and Caretaker Period</u>

Local government elections will be held on 16 October 2027. There will be no Ordinary Council Meeting in October. A swearing-in ceremony and Special Council Meeting are tentatively scheduled for 20 October 2027.

The electoral caretaker period applies to the 16 September 2027 Ordinary Council Meeting. Items must not involve a significant act (s3.73, *Local Government Act 1995*). The caretaker period runs from 2 September 2027 until the day after the result is declared.

Statutory Committees

Audit, Risk and Improvement Committee meetings are scheduled to commence at 1.45 pm on Thursday, 18 March 2027 and Thursday, 16 December 2027, with additional meetings as required in accordance with the Committee's Terms of Reference.

The Chief Executive Officer Performance Review Committee's Terms of Reference require four meetings per year to assess the CEO's performance and review quarterly status reports. Additional meetings may be convened at the discretion of the presiding member.

Following the quarterly committee meeting scheduled for December 2026, Chief Executive Officer Performance Review Committee meetings are proposed for Thursday, 18 March 2027 and Thursday, 16 December 2027 commencing at 1.00 pm, and Thursday, 17 June 2027 and Thursday, 16 September 2027 commencing at 1.45 pm. The committees will meet on Ordinary Council Meeting days to minimise additional travel for elected members.

The CEO Performance Review Committee must be reconstituted following the October 2027 ordinary election, in accordance with its Terms of Reference.

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Local Government Act 1995, sections 3.73, 5.9, 5.23, 5.25(1)(g) and 5.38
Local Government (Administration) Regulations 1996, regulation 12(2) and (3); relevant committee Terms of Reference.

FINANCIAL IMPLICATIONS

The Shire is required to give local public notice and advertise the meeting dates. Advertising costs are budgeted for in the annual budget.

POLICY IMPLICATIONS

Policies 1.1.4 CEO Recruitment, Performance and Termination Standards and 1.1.5 CEO Performance Review.

RISK MANAGEMENT IMPLICATIONS

Nil.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council:

1. Adopts the 2027 Ordinary Council Meeting dates listed below, to be held in the Tambellup Council Chambers commencing at 4:30 pm:

18 February 2027	22 July 2027
18 March 2027	19 August 2027
15 April 2027	16 September 2027
20 May 2027	18 November 2027
17 June 2027	16 December 2027

2. Notes the Audit, Risk and Improvement Committee meetings scheduled for 18 March 2027 and 16 December 2027 commencing at 1.45 pm, with additional meetings as required in accordance with the Committee's Terms of Reference.

3. Notes the Chief Executive Officer Performance Review Committee meetings scheduled for 18 March 2027 and 16 December 2027 commencing at 1.00 pm, and 17 June 2027 and 16 September 2027 commencing at 1.45 pm, with additional meetings as required in accordance with the Committee's Terms of Reference.

4. Requests the CEO to publish the 2027 Ordinary Council Meeting and committee meeting details on the Shire's official website before 1 January 2027, and to publish any subsequent changes as soon as practicable, in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996.*

COUNCIL RESOLUTION/ OFFICER RECOMMENDATION – Item 13.1

Moved: Cr Penny
Seconded: Cr Robinson

That Council:

1. Adopts the 2027 Ordinary Council Meeting dates listed below, to be held in the Tambellup Council Chambers commencing at 4:30 pm:

   18 February 2027
   18 March 2027
   15 April 2027
   20 May 2027
   17 June 2027
   22 July 2027
   19 August 2027
   16 September 2027
   18 November 2027
   16 December 2027

2. Notes the Audit, Risk and Improvement Committee meetings scheduled for 18 March 2027 and 16 December 2027 commencing at 1.45 pm, with additional meetings as required in accordance with the Committee's Terms of Reference.

3. Notes the Chief Executive Officer Performance Review Committee meetings scheduled for 18 March 2027 and 16 December 2027 commencing at 1.00 pm, and 17 June 2027 and 16 September 2027 commencing at 1.45 pm, with additional meetings as required in accordance with the Committee's Terms of Reference.

4. Requests the CEO to publish the 2027 Ordinary Council Meeting and committee meeting details on the Shire's official website before 1 January 2027, and to publish any subsequent changes as soon as practicable, in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996.*

Resolution 110/2026

CARRIED UNANIMOUSLY 6/0

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

13.2 BUDGET AMENDMENT BROOMEHILL COMPLEX TANK LINER

ATTACHMENT(S)	Nil
FILE NO	ADM0267
AUTHOR	Deanne Sweeney, Acting Chief Executive Officer
DATE	10 November 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 The unbudgeted item is proposed to be funded through the Broomehill Recreation Complex Reserve and is presented to Council for consideration. This initiative provides security of ongoing irrigation of the Broomehill Oval.	No specific corporate initiative.

SUMMARY

This report seeks Council approval for a 2026/27 budget amendment to establish a contingency provision for the potential future replacement of storage tank one liner at the Broomehill Complex.

BACKGROUND

This proposal outlines a budget amendment for the transfer from the Broomehill Recreation Complex Reserve GL 15079.520 of $10,000.00 to CAP228 Broomehill Complex Storage Tank Liner.

COMMENT

In October 2026, the irrigation system at the Broomehill Complex experienced a failure. Following engagement of specialist contractors to investigate the issue, three separate faults were identified:

- An electrical short to earth;
- A mainline blowout; and
- Failure of storage tank one liner.

To minimise disruption and restore the irrigation system, a contractor was engaged to undertake emergency repair works. These repairs have since been completed, with the rectification of the storage tank one liner undertaken by a third party, the irrigation system is fully operational.

While the repairs have successfully restored the system, there remains uncertainty regarding the long term performance and lifespan of the repaired liner. As a result, it is

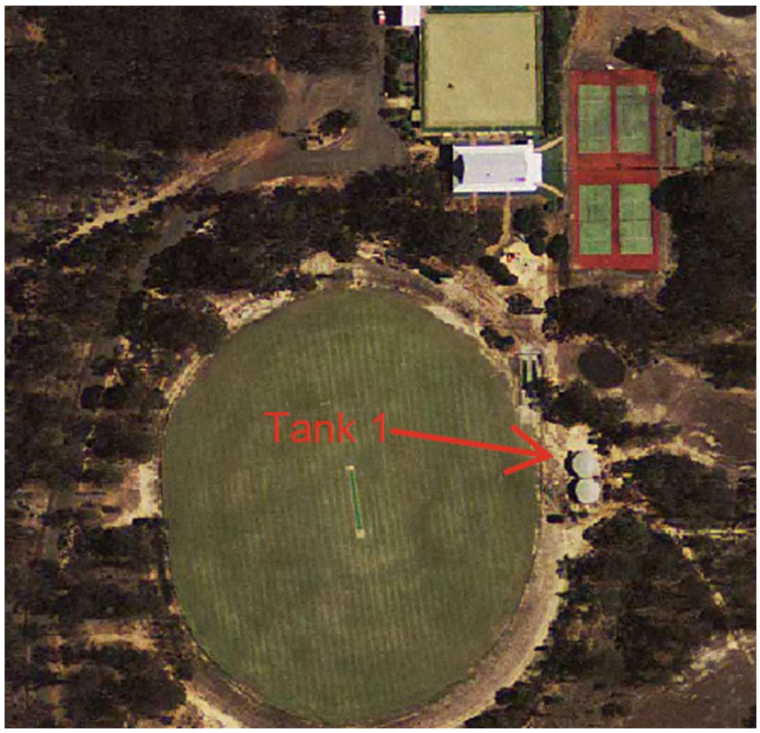
considered prudent to establish a contingency budget provision should the liner fail again and require full replacement.

Two quotations have been obtained for replacement of the storage tank one liner, ranging from $8,450.53 to $9,283.63 excluding GST as at October 2026. The proposed budget amendment is based on the higher quotation to provide for any price variations that may occur, noting that quotations are generally valid for a period of 30 days.

Funding for the proposed budget amendment is recommended through a transfer from the Broomehill Recreation Complex Reserve. As the funding source is from an existing reserve, the amendment can be accommodated without adversely impacting Council's overall financial position.

It should be noted that no replacement works are currently proposed. The budget amendment is sought solely as a contingency measure to ensure funding is immediately available should the repaired storage tank liner fail in the future. This will enable replacement works to be undertaken without significant delay and assist in maintaining the ongoing operation of the irrigation system and continued irrigation of the Broomehill Oval.

The storage tank liner failure was identified within Tank 1, as illustrated below.



CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required*

FINANCIAL IMPLICATIONS

The proposed amendment will increase the 2026/27 budget allocation for CAP228 Broomehill Complex Storage Tank Liner by $10,000. This will be fully offset by a transfer from the Broomehill Recreation Complex Reserve of $10,000. The amendment therefore has no net impact on the Shire's forecast 2026/27 financial position.

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

The irrigation system is a critical asset supporting the ongoing maintenance and usability of the Broomehill Complex Oval. While emergency repairs have restored the system to operational status, the condition and remaining service life of the repaired storage tank liner remain uncertain.

The proposed budget amendment provides a contingency funding provision to enable timely replacement of the liner should a future failure occur, thereby reducing the risk of service interruption, asset deterioration and impacts on the quality of the playing surface.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

That the Council, pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, by absolute majority, amend the 2026/27 Annual Budget by:

1. **Increasing the transfer from reserve GL15079.520 Broomehill Recreation Complex Reserve by $10,000.00; and**
2. **Increasing CAP228 Broomehill Complex Storage Tank Liner by $10,000.**

COUNCIL RESOLUTION/ OFFICER RECOMMENDATION – Item 13.2

Moved: Cr Letter
Seconded: Cr Robinson

That the Council, pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, by absolute majority, amend the 2026/27 Annual Budget by:

1. Increasing the transfer from reserve GL15079.520 Broomehill Recreation Complex Reserve by $10,000.00; and
2. Increasing CAP228 Broomehill Complex Storage Tank Liner by $10,000.

Resolution 111/2026

CARRIED UNANIMOUSLY 6/0

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

13.3 MONTHLY LIST OF PAYMENTS – OCTOBER 2026

ATTACHMENT(S)	13.3.1 - Monthly Payments Listing October 2026
FILE NO	Nil
AUTHOR	Sharon Miniter - Finance Coordinator
DATE	9 November 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 list of payments made from the Municipal Funds and via Purchasing Card, during October 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:

October 2026	
Municipal Fund	$845,464.07
Purchasing Cards	$ 4,000.22

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 October 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 October 2026 be endorsed, comprising:

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling $845,464.07; including
- Credit/Purchasing Card payments totalling $4,000.22.

COUNCIL RESOLUTION/ OFFICER RECOMMENDATION – Item 13.3

Moved: Cr Dewar
Seconded: Cr Robinson

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 October 2026 be endorsed, comprising:

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling $845,464.07; including
- Credit/Purchasing Card payments totalling $4,000.22.

Resolution 112/2026

CARRIED UNANIMOUSLY 6/0

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

13.4 FINANCIAL STATEMENTS – OCTOBER 2026

ATTACHMENT(S)	13.4.1 - Financial Statements October 2026
FILE NO	Nil
AUTHOR	Sharon Miniter – Finance Coordinator
DATE	10 November 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 October 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 31 October 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 31 October 2026 be received.

COUNCIL RESOLUTION/ OFFICER RECOMMENDATION – Item 13.4

Moved: Cr Letter
Seconded: Cr Dewar

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

Resolution 113/2026

CARRIED UNANIMOUSLY 6/0

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

There being no further business to discuss, the Presiding Member, Cr Barritt declared the meeting closed at 4.39pm.

The next Ordinary Council meeting will be held at 4.30pm, on the 17 December 2026 in the Council Chambers, 46-48 Norrish Street, Tambellup.