AGENDA

Ordinary Council Meeting

20 August 2026

SHIRE OF BROOMEHILL-TAMBELLUP
NOTICE OF MEETING

An Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup will be held in the Council Chambers, 46-48 Norrish Street, Tambellup on 20 August 2026 commencing at 4.30pm.

Karen Callaghan
Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Broomehill-Tambellup for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Broomehill-Tambellup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

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

This document is available in other formats on request for people with disability.

Shire of Broomehill–Tambellup

DISCLOSURE OF INTEREST FORM

To: Chief Executive Officer
Shire of Broomehill-Tambellup
46-48 Norrish Street
TAMBELLUP WA 6320

I, **(1)** ____wish to disclose an interest in the

Following item to be considered by Council at its meeting to be held on **(2)** ________________________

Agenda Item **(3)** ____

The **type** of Interest I wish to declare is **(4)**

o Financial pursuant to Section 5.60A of the Local Government Act 1995
o Proximity pursuant to Section 5.60B of the Local Government Act 1995
o Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
o Impartiality pursuant to Clause 22 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

The nature of my interest is **(5)** ____

____

____

The extent of my interest is **(6)** ____

____

____

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

________________________________ ____________________
Signed Date

NOTES:

1. Insert your name (print)
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title
4. Tick box to indicate type of interest
5. Describe the nature of your interest
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 and 5.69 of the Act)

DISCLOSURE OF INTERESTS (NOTES FOR YOUR GUIDANCE)

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

a) In a written notice given to the Chief Executive Officer before the Meeting or;
b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

a) Preside at the part of the Meeting, relating to the matter or;
b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. These notes will be included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. **If in doubt declare.**
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences.

   The only exceptions are:
   6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
   6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY DEFINITION:

An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

a) in a written notice given to the Chief Executive Officer before the Meeting; or
b) at the Meeting, immediately before the matter is discussed

IMPACT OF AN IMPARTIALITY DISCLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

Strategic Community Plan 2023-2033

‘People Power’

TABLE OF CONTENTS

Agenda for the Ordinary Council Meeting to be held in the Council Chambers, 46-48 Norrish Street, Tambellup on 20 August 2026.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member, Cr Barritt shall declare the meeting open at ____pm.

2. ATTENDANCE

Councillors

Cr DT Barritt	President	
Cr SJ Robinson	Deputy President	via electronic means
Cr ME White		
Cr CJ Letter		
Cr SH Penny		
Cr CM Dewar		
Cr CA Witham		

Staff

KP Callaghan	Chief Executive Officer
WC Butler	Manager of Works
PA Hull	Strategic Support and Projects Officer
SM Miniter	Finance Coordinator
AC Fernandez	Governance and Compliance Officer

Leave of Absence

Nil

Apologies

Nil

3. DISCLOSURE OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. PRESENTATIONS/PETITIONS/DEPUTATIONS

7. APPLICATION FOR LEAVE OF ABSENCE

8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING 23 JULY 2026

ATTACHMENT(S)	9.1.1 – Unconfirmed Minutes Ordinary Council Meeting 23 July 2026
FILE NO	
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	12 August 2026
DISCLOSURE OF INTEREST	

OFFICER RECOMMENDATION

That the minutes of the Ordinary Meeting of Council held on 23 July 2026 be confirmed as a true and accurate record of proceedings.

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

Nil

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 PROPOSED SHOP – LOT 24 (NO. 14) CROWDEN STREET, TAMBELLUP

ATTACHMENT(S)	11.1.1 Revised Site Plan
FILE NO	A158
AUTHOR	Tash Korthuis, Development & Regulatory Services Coordinator
DATE	4 August 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

The purpose of this report is for the Council to consider a planning application for a proposed shop to operate from existing buildings on Lot 24 (No. 14) Crowden Street, Tambellup.

BACKGROUND

Lot 24 is located near the intersection of Crowden Street and Taylor Street in the Tambellup town centre. Surrounding land uses comprise a mix of residential and commercial uses.

Lot 24 has an approximate area of 936m^2 and contains an old commercial-style building.

Limited records exist of prior planning or building approvals indicating whether staff or customer parking was considered. However, the Shire understands that the building was constructed in the 1920s and has previously been used as a retail/general store.

Street parking serves commercial buildings in this area, such as the post office and a family daycare.

Above: Aerial of Lot 24

COMMENT

Lot 24 is zoned 'Town Centre' under the Shire of Tambellup Town Planning Scheme No. 2 (Scheme).

The owner/applicant has advised in their application that they wish to operate a second-hand goods and crystal shop within the existing premises. They propose to sell second-hand clothes, footwear, homewares, toys, books, movies and crystals. The shop will not operate as a registered charity; however, customers can donate goods.

The owner/applicant proposes to hire three staff. Dedicated donation bins are proposed to be installed in the future. The applicant also proposes to collect goods from customers' premises.

A shop is listed as a 'P' use in the Town Centre zone under Table 1 of the Scheme, which means *'that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme'*.

The Scheme defines a shop as '*any building wherein goods are kept, exposed or offered for sale by retail, or within which services of a personal nature are provided (including a hairdresser, beauty therapist or manicurist) but does not include a showroom, fast food outlet or any other premises specifically defined elsewhere in the Scheme*'.

As a shop is a permitted use, it may be construed that the use does not require planning approval if it complies with the relevant development standards and there is no works component (i.e. building works – unless they are internal and do not materially affect the external appearance).

A difficulty arises as there are no records of past approvals due to the age of the building, and there are no specific development standards under the Scheme for parking considerations.

As a precaution, the owner/applicant was requested to lodge a planning application for the proposal.

The application is conditionally supported given the premises appear to have been historically used for a commercial or retail purpose and past development has relied on street parking.

CONSULTATION
Nil

STATUTORY ENVIRONMENT
Shire of Tambellup Town Planning Scheme No. 2 – explained in the body of this report.

The objectives of the Town Centre zone are:

a) to ensure the town centre remains the principal place for business and administration within the District.

b) to encourage a high standard of development including buildings, landscaping, and car parking.

Under Clause 6.2.2, site requirements are at the discretion of the Council.

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 through conditions placed on the planning approval.

ASSET MANAGEMENT IMPLICATIONS
Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

1. Approves the planning application for a shop only on Lot 24 (No. 14) Crowden Street, Tambellup, subject to the following conditions:
    a. This approval is for the use of the existing buildings as a shop only and does not authorise any works, alterations, or additions.
    b. The owners shall undertake adequate precautions to ensure that any future external donation bins for the receipt of goods are always kept within the owner/applicant's property boundary in a clean and tidy condition, to the satisfaction of the Chief Executive Officer.
    c. The plans lodged with this application shall form part of this planning approval.
    d. If the development (shop use) subject of this approval is not substantially commenced within a period of two years, the approval shall lapse and be of no further effect.

11.2 REQUEST FOR LIVESTOCK UNDERPASS, BROOMEHILL-KOJONUP ROAD

ATTACHMENT(S)	11.2.1 **REDACTED** Correspondence from landowner to Shire dated 22 November 2010 11.2.2 **REDACTED** Correspondence from landowner to Shire dated 5 February 2026 11.2.3 **REDACTED** Correspondence from Shire to landowner dated 16 June 2026 11.2.4 **REDACTED** Correspondence from landowner to Shire dated 16 June 2026 11.2.5 **REDACTED** Correspondence from Shire to landowner dated 14 July 2026 11.2.6 **REDACTED** Correspondence from landowner to Shire received 27 July 2026, letter dated 23 July 2026 *Redacted copies are provided with the public agenda. Personal information not necessary for Council's consideration, including names, addresses, contact details and signatures, has been removed. Unredacted originals are retained on the Shire's records file and are not included in the agenda material.*
FILE NO	RD1
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	11 August 2026
DISCLOSURE OF INTEREST	

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

SUMMARY
The purpose of this report is for the Council to determine whether the Shire should support a request for a livestock underpass on Broomehill-Kojonup Road.

BACKGROUND
In correspondence dated 22 November 2010, the landowner raised the possibility of constructing a livestock underpass if the Broomehill-Kojonup Road was widened in the future. The correspondence identified the safety and operational difficulties associated with moving sheep across the road and suggested that an underpass could be more cost-effective if constructed concurrent to roadworks.

The matter was raised again on 5 February 2026. The landowners advised that they regularly move sheep across the Broomehill-Kojonup Road and were concerned about increased traffic and motorists not responding adequately to warning measures. They requested the Shire to investigate a livestock underpass, consider whether grant funding may be available and undertake a traffic audit. Two possible locations east of the property access were identified, including a location where water is reported to cross the road during heavy rainfall.

The Shire responded on 16 June 2026, acknowledging that an underpass may provide a long-term solution for stock movements but advised that no funding was available and the project was not included in the Shire capital works program or budget. The landowners were further advised that a privately funded proposal could be considered, subject to an appropriate engineering design and assessment of road safety, drainage, environmental and regulatory requirements. The Shire also advised that it did not propose to commission a traffic audit for the underpass request.

Further correspondence from the landowner on 16 June 2026 requested the Shire to reconsider its position, pursue grant or other external funding and investigate the possible underpass locations. The correspondence indicated that the landowners may contribute financially to the project and again raised drainage at a gully east of the property access.

On 14 July 2026, the Shire provided a further response setting out the enquiries undertaken. It clarified that enquiries made by the former Manager of Works regarding road condition, resealing, culverts, traffic counts, road safety advice and possible funding were exploratory and did not represent a commitment to fund, design or construct an underpass or commission a formal audit. Broomehill-Kojonup Road had been reviewed by an engineer as part of Regional Road Group resealing program submissions for 2027- 2028, and culverts had been inspected with quotes obtained for required upgrades.

The 14 July 2026 response also advised that Main Roads Western Australia had not progressed the Shire’s request for a road safety audit relating to the proposed stock underpass and that no current Black Spot funding allocation for livestock underpasses had been identified. Available traffic count information for this section of road showed an average of approximately 150 vehicles per day, generally ranging from approximately 100 to 200 vehicles per day depending on the time of year. The Shire reiterated that it was not able to commit public funds to the proposal and that a privately funded proposal could still be submitted for assessment.

The latest correspondence, received on 27 July 2026 and dated 23 July 2026, again asked the Shire to actively pursue grant funding and other options. The landowners indicated that they were prepared to make a financial contribution but did not consider that they should fund the entire project. They also proposed that Shire staff, plant and equipment could assist with groundwork and again requested inspection of a drainage gully east of the property access as a possible underpass location.

COMMENT

The safety concerns raised by the landowners are acknowledged. An underpass could reduce the need for livestock to cross the traffic lane and therefore provide some road safety benefit to road users. The issue for the Council to consider is whether that benefit justifies committing Shire funding and resources to the proposal.

The primary operational purpose of the underpass is to move livestock between parts of one private farming operation. Although there may be a broader road safety benefit, a Shire financial contribution, grant application or allocation of Shire staff, plant, materials or project management resources would direct public resources to infrastructure providing a direct operational benefit to one private enterprise. This creates an equity and precedent issue for other landowners who may seek similar assistance.

The landowners have referred to earlier discussions with the former Manager of Works. The enquiries made by that officer regarding road condition, resealing, culverts, traffic counts, road safety advice and possible funding were exploratory. They did not constitute a representation or commitment that the Shire or Council would fund, design or construct an underpass or commission a formal traffic or road safety audit. The Council is not being asked to assess a developed construction proposal, but whether public resources should be committed in principle to developing the proposal.

No concept design, engineering design, hydraulic or geotechnical assessment, construction estimate, whole of life cost, confirmed grant source, funding agreement, ownership arrangement or future inspection and maintenance responsibility has been established. Any structure beneath a Shire road would need to protect the pavement, drainage system and road reserve and would create an ongoing asset management and liability consideration for the Shire.

The Regional Road Group resealing submission is a road preservation proposal and does not create a requirement or funding pathway for a livestock underpass. The Shire has sought advice from Main Roads Western Australia, which did not progress a road safety audit for the proposed underpass, and no current Black Spot funding allocation for livestock underpasses has been identified to the Shire. While future funding programs may change, there is no confirmed external funding source and no developed project, cost estimate or funding model on which to base a grant application. Pursuing hypothetical funding opportunities would itself require staff resources.

The drainage concern should be treated separately. The Shire's 14 July 2026 response advised that culverts had been inspected and quotes obtained for required upgrades. The owner's latest correspondence identifies a specific gully east of the property access. It is not clear from the material before the Council whether that gully formed part of the earlier inspection. Officers will confirm this and inspect the location through the Shire's normal road inspection and maintenance process. Any drainage deficiency identified will be addressed on its road asset merits and would not, by itself, justify construction of a livestock underpass.

On balance, it is recommended that the Council decline Shire funding, works resources and the pursuit of grant funding for the proposed underpass, while keeping open the option for the landowners to submit a fully designed and privately funded proposal for future Council consideration.

CONSULTATION

Former Manager of Works
Previous enquiries with Main Roads Western Australia
Landowners through written correspondence

STATUTORY ENVIRONMENT

Road Traffic Code 2000, Regulation 276. A person must not drive stock along or across a road unless reasonable precautions are taken to warn approaching traffic and the stock movement is arranged and controlled so that it is likely to prevent unreasonable delay to other traffic.

Privacy and Responsible Information Sharing Act 2024. The Information Privacy Principles apply to local governments from 1 July 2026. Information Privacy Principle 2 governs the use and disclosure of personal information and applies to personal information held by the Shire regardless of whether it was collected before or after 1 July 2026.

The correspondence contains personal information, including names, addresses, contact details and signatures, that is not necessary for Council's consideration of the policy and funding question. Redacted copies are therefore provided with the public agenda. The unredacted originals remain on the Shire's records file and are not included in the agenda material. The substantive matter can be considered in open session. If discussion moves to information relating to the personal affairs of an individual, the Council may consider closure under section 5.23(4)(b) of the *Local Government Act 1995.*

FINANCIAL IMPLICATIONS

There is no budget allocation for a livestock underpass at this location. Supporting the request would create unbudgeted costs for project development, engineering, construction, supervision and potentially future maintenance. Providing Shire staff, plant, materials or other in-kind support would also have a direct resource and opportunity cost. The officer recommendation does not create a material financial commitment beyond routine staff or works resources associated with confirming and, if required, inspecting the drainage location.

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

A livestock underpass beneath a Shire road would affect the road pavement, drainage and road reserve and would introduce an additional structure requiring clear ownership, inspection and maintenance responsibilities. No livestock underpass is currently provided for in the Shire asset management program. The drainage concern at the nominated location will be assessed separately through normal road asset management processes.

VOTING REQUIREMENTS
Simple majority

OFFICER RECOMMENDATION
That the Council:

1. Declines the request for the Shire to construct, fund or contribute funding towards a livestock underpass on Broomehill-Kojonup Road.
2. Declines to allocate Shire staff, plant, materials or other in-kind resources to the proposed livestock underpass.
3. Declines to pursue grant funding for the current livestock underpass proposal.
4. Advises the landowners that the Council may consider a future privately funded proposal, subject to appropriate engineering design, statutory approvals, road reinstatement, ownership, inspection and maintenance arrangements, with all associated costs to be met by the proponent.
5. Notes that officers will confirm whether the nominated drainage gully has previously been inspected and, if required, inspect and assess it separately through the Shire's normal road inspection and maintenance process.
6. Authorises the Chief Executive Officer to advise the landowners of the Council's decision.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 ANNUAL BUDGET ADOPTION FOR THE YEAR ENDED 30 JUNE 2027

ATTACHMENT(S)	13.1.1 - 2026-27 Statutory Annual Budget 13.1.2 - Capital Works Program 2026-27 13.1.3 - Asset Disposals 2026-27 13.1.4 - Borrowings 2026-27
FILE NO	ADM0121
AUTHOR	Deanne Sweeney – Deputy Chief Executive Officer
DATE	30 July 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024 -2028
Community Outcomes	Corporate Actions
Key Pillar: BT Shire Support	
11. Delivered Shire Trust and Performance 11.2 SoBT 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 Council is to consider formal adoption of the 2026/27 Statutory Annual Budget, including the imposition of rates and minimum payments and adoption of amended fees and charges.

BACKGROUND

The draft 2026/27 Statutory Annual Budget (draft Budget), provided at Attachment 13.1.1, includes:

- An increase of approximately 3% in general rate revenue before the effect of discontinuing the 5% early payment discount;
- Discontinuation of the 5% payment discount;
- Most discretionary fees and charges increased by approximately 4.5%, subject to rounding, with several fees adjusted separately.

The Council has previously considered the 2026/27 Fees and Charges. Since that time, several amendments have been incorporated into the draft Budget as outlined below, including increases to the Broomehill and Tambellup cabin charges above the standard 4.5% increase.

Schedule 11 – Recreation & Culture	Comment	Statutory/Council	GST	26/27 Fee
Broomehill & Tambellup Hall Hire comment update	Hire Charges - Flat Daily Rate (6am to 12 midnight) 25% discount on flat daily rate for three consecutive days and over	Council	No change	No change in previous fee adopted 2026/27
Schedule 13 – Economic Services	**Comment**	**Statutory/Council**	**GST**	**26/27 Fee**
Broomehill & Tambellup - Cabin 1 - 1 bedroom (maximum occupancy 2 people) per night - up to 6 nights		Council	$15.45	$170.00
Broomehill & Tambellup - Cabin 1 - 1 bedroom (maximum occupancy 2 people) per night - 7 or more nights		Council	$14.55	$160.00
Broomehill - Cabin 2 - 2 bedroom (maximum occupancy 4 people) per night - up to 6 nights		Council	$19.55	$215.00
Broomehill - Cabin 2 - 2 bedroom (maximum occupancy 4 people) per night - 7 or more nights		Council	$18.18	$200.00
Caravan Park - Cabin Cleaning/damage (extra cleaning required) - Minimum Charge		Council	$7.09	$78.00
Caravan Park - Cabin Cleaning/damage (extra cleaning required) - Per 15 minutes or part thereof		Council	$2.27	$25.00
Schedule 14 – Other Property & Services	**Comment**	**Statutory/Council**	**GST**	**26/27 Fee**
Labour Only - Weekday per hour		Council	$9.09	$100.00
Small Sundry Plant - Push Mower & Whipper Snipper (including labour)		Council	$12.73	$140.00

- Waste management charges - waste and recycling collection charges have increased by approximately 4.5%;
- A capital works program totalling $7,017,609 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment. A breakdown of the capital works program is included at Attachment 13.1.2 Capital Works Program 2026/27.

In 2026/27, expenditure on building and road infrastructure represents the Council's major capital investment. The draft Budget includes $2,014,456 in buildings and $4,132,388 in road projects.

The capital works program identifies $4,983,024 in grant and contribution funding, including funding subject to successful applications:

Funding Source	Amount	Project
Tambellup Noongar Land Corporation	$15,000	Tambellup Youth Centre - building upgrades/office
Lotterywest	$190,000	Tambellup Youth Centre - building upgrades/office
Department of Water and Environmental Regulation (DWER)	$130,367	Broomehill Rec Complex - water security plan
Department of Water and Environmental Regulation (DWER)	$17,027	Tambellup Oval - upgrade reticulation controller, wiring & automate
TBC (subject to successful funding)	*$29,371*	*Capital - Tambellup Town Trail*
TBC (subject to successful funding)	*$27,000*	*Capital - Tambellup Noongar Trail*
Regional Road Group (RRG)	$17,007	Tambellup West Road - slk 9.60 to 11.30 - repair failures and reseal
Regional Road Group (RRG)	$16,307	Tieline Road - widen & reseal to 7.0m
Regional Road Group (RRG)	$134,826	Warrenup Road - slk 12.51 to 16.43 - Construct to 7.0m
Regional Road Group (RRG) 2/3 & Roads to Recovery (R2R) 1/3	$630,000	Tambellup West Road - Repair failed pavement and reseal to 7m width from SLK 15.50 to 18.70 26/27
Regional Road Group (RRG) 2/3 & Roads to Recovery (R2R) 1/3	$630,000	Tieline Road - Repair failed pavement, widen shoulders & reseal 7m slk 12.69 - 15.69 26/27 year 1of 5
Regional Road Group (RRG) 2/3 & Roads to Recovery (R2R) 1/3	$720,000	Warrenup Road - Reconstruct narrow section (Nookenellup Road) to 7m seal SLK 16.43 - 20.27
Regional Road Safety Program (RSSP)	$1,564,167	Broomehill-Kojonup Road - culvert and shoulder widening

Roads to Recovery (R2R)	$115,903	Pallinup Road - construct & seal
Roads to Recovery (R2R)	$73,117	Beejenup Road - gravel resheeting 4km from Toolbrunup Road
Tambellup Cropping Group	$397,932	Tambellup Caravan Park - Cabins
TBC (subject to successful funding)	*$275,000*	*Tambellup Caravan Park Phase 3 (1x1 Bedroom or 1 x 2 Bedroom)*

- Asset disposals totalling $194,118 in written-down value. The draft Budget anticipates a combined profit on the sale of these assets of $25,882. A breakdown of the asset disposals is included at Attachment 13.1.3 Asset Disposals 2026/27;
- New borrowings of $550,000 to finance the new administration building at the Tambellup depot. Details of the borrowings are provided at Attachment 13.1.4 Borrowings 2026/27;
- An estimated surplus of $2,022,744 is brought forward from 30 June 2026. This includes $1,904,872 prepayment of Federal Financial Assistance Grants. The estimated surplus is unaudited and may change. Any change will be addressed as part of a future budget review.
- Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* requires the Council to adopt a percentage or value to be used in statements of financial activity for reporting material variances against the adopted Budget. It is recommended that the Council adopt a material variance threshold of $10,000 or 10%, whichever is greater. In accordance with regulation 34(3), the Statement of Financial Activity is reported according to nature classification.

COMMENT
The Council is required to formally adopt an annual budget to guide the functions and operations of the local government and enable it to raise revenue and deliver services to the community.

It is recommended that the Council, in accordance with section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the draft Budget as presented at Attachment 13.1.1.

CONSULTATION
Community consultation and engagement occurred during development of the Strategic Community Plan, from which the Corporate Business Plan was developed.

In preparing the draft Budget, the Shire also contacted key community groups and invited them to identify projects, priorities and funding requests for Council's consideration as part of the budget process.

Internal consultation occurred across the organisation, with the draft budget also considered through briefings and workshops with elected members.

STATUTORY ENVIRONMENT
The draft Budget contains several matters requiring adoption by the Council under the *Local Government Act 1995* and associated legislation. These include:

1. Under section 6.32(1) of the *Local Government Act 1995*, the rates and minimum payments to be levied on all rateable property are as follows:

Valuation	Rate cents/dollar	Minimum Payment $
Gross Rental Value	8.5130	660
Unimproved Value	0.3664	660

2. Section 6.35(4) of the *Local Government Act 1995*, together with regulations 52 and 53 of the *Local Government (Financial Management) Regulations 1996*, limits the number of properties on which a minimum payment exceeding $200 may be imposed to 50% of the separately rated properties in the district or relevant rating category. The proposed $660 minimum payments apply to fewer than 50% of properties in each valuation category and comply with this requirement;

3. Section 6.45 of the *Local Government Act 1995* permits an additional charge, including interest, where rates are paid by instalments. Regulations 67 to 69 of the *Local Government (Financial Management) Regulations 1996* govern the additional charge and prescribe a maximum instalment interest rate of 5.5%;

4. Regulation 67 of the *Local Government (Financial Management) Regulations 1996* requires an instalment administration charge to reflect the additional costs of administration and not be imposed for profit. The proposed charge is $10 for each instalment after the first;

5. Section 6.51 of the *Local Government Act 1995* allows interest to be imposed on overdue rates and service charges and associated recovery costs. Regulation 70 of the *Local Government (Financial Management) Regulations 1996* prescribes a maximum interest rate of 11%, with interest calculated in accordance with regulation 71;

6. Section 36S of the *Fire and Emergency Services Act 1998* provides for interest to accrue on unpaid Emergency Services Levy amounts at a rate declared by the Minister. The Department of Fire and Emergency Services advises that, for 2026/27, the maximum penalty interest rate that may be charged on unpaid ESL balances is 11%;

7. Section 6.20 of the *Local Government Act 1995* provides Council with the power to borrow. The draft Budget includes new borrowings of $550,000 for the Tambellup depot administration building;

8. Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* provides for a local government to arrange for the proper disposal of waste by making an annual charge per waste receptacle;

9. Sections 6.45 and 6.50 of the *Local Government Act 1995* and regulation 64 of the *Local Government (Financial Management) Regulations 1996* govern the payment of rates by instalments and the due dates for payment. The proposed payment options and due dates are as follows:

Option 1 – Full payment

Full payment is due on 09 October 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later.

Option 2 – Two instalments

a. 1st instalment due date 09 October 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later.
b. 2nd instalment due date 05 February 2027 or 2 months after the first instalment, whichever is later.

Option 3 – Four instalments

a. 1st instalment due date 09 October 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later.
b. 2nd instalment due date 04 December 2026 or 2 months after the first instalment, whichever is later.
c. 3rd instalment due date 05 February 2027 or 2 months after the second instalment, whichever is later.
d. 4th instalment due date 09 April 2027 or 2 months after the third instalment, whichever is later.

10. Section 6.16(3) of the *Local Government Act 1995* provides that fees and charges are to be imposed when adopting the draft Budget; and

11. Section 6.19 of the *Local Government Act 1995* requires local public notice of any fees or charges imposed after adoption of the draft Budget.

FINANCIAL IMPLICATIONS

Adoption of the draft Budget sets the financial framework for the ensuing financial year. The draft Budget is balanced, with a nil surplus or deficit projected on 30 June 2027.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

The risk in relation to this matter is assessed as “Moderate”. If the Council does not adopt the draft Budget by 31 August 2026, the Shire will be non-compliant with section 6.2 of the *Local Government Act 1995.* The inability to levy rates would constrain cash flow and inhibit the Shire’s ability to deliver services to the community.

ASSET MANAGEMENT IMPLICATIONS

The draft Budget details the allocation of funds for the upgrade and renewal of existing assets and the development of new assets.

VOTING REQUIREMENTS
Absolute majority

OFFICER RECOMMENDATION
That Council:

1. Pursuant to section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Shire of Broomehill-Tambellup 2026/27 Statutory Annual Budget as presented at Attachment 13.1.1.

2. Pursuant to sections 6.32 and 6.35 of the *Local Government Act 1995*, imposes the following general rates and minimum payments on rateable property for the 2026/27 financial year:

Valuation	Rate cents/dollar	Minimum Payment $
Gross Rental Value	8.5130	660
Unimproved Value	0.3664	660

3. Pursuant to sections 6.45 and 6.50 of the *Local Government Act 1995* and Regulation 64 of the *Local Government (Financial Management) Regulations 1996*, adopts the following payment options and due dates for rates and service charges:

   <u>Option 1 – Full payment</u>
   Full payment is due on 09 October 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later.

   <u>Option 2 – Two instalments</u>
   a. The first instalment is due on 09 October 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later.
   b. The second instalment is due on 05 February 2027 or 2 months after the first instalment, whichever is later.

   <u>Option 3 – Four instalments</u>
   a. The first instalment is due on 09 October 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later.
   b. The second instalment is due on 04 December 2026 or 2 months after the first instalment, whichever is later.
   c. The third instalment is due on 05 February 2027 or 2 months after the second instalment, whichever is later.
   d. The fourth instalment is due on 09 April 2027 or 2 months after the third instalment, whichever is later.

4. Pursuant to section 6.45 of the *Local Government Act 1995* and Regulations 67 to 69 of the *Local Government (Financial Management) Regulations 1996*, imposes the following charges where an owner elects to pay rates by instalments, subject to the *Rates and Charges (Rebates and Deferments) Act 1992*:
   a. Instalment interest of 5.5% per annum.
   b. An administration charge of $10 for each instalment after the first instalment.

5. Pursuant to section 6.51 of the *Local Government Act 1995* and Regulations 70 and 71 of the *Local Government (Financial Management) Regulations 1996*, imposes interest at the rate of 11% per annum, calculated daily, on rates, service charges and the costs of proceedings to recover outstanding rates and service charges that remain unpaid after becoming due and payable, subject to the *Rates and Charges (Rebates and Deferments) Act 1992*.

6. Notes that, pursuant to section 36S of the *Fire and Emergency Services Act 1998*, interest accrues on unpaid Emergency Services Levy amounts from the time they become due and payable, and that the Department of Fire and Emergency Services advises the maximum penalty interest rate for 2026/27 is 11%.

7. Pursuant to section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, imposes the following annual waste and recycling collection charges for the 2026/27 financial year:

Description	Charge $
Refuse & recycling collection	303.00
Additional refuse collection	178.00
Additional recycling collection	147.00

8. Approves the distribution of an annual Transfer Station pass with the 2026/27 rates notices based on one pass per property ownership.

9. Pursuant to section 6.16 of the *Local Government Act 1995*, adopts the amended Fees and Charges included in Attachment 13.1.1, 2026/27 Statutory Annual Budget.

10. Pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, adopts $10,000 or 10%, whichever is greater, as the threshold for reporting material variances for the 2026/27 financial year.

13.2 WATER INFRASTRUCTURE FOR SUSTAINABLE AND EFFICIENT REGIONS (WISER) GRANT – PROJECT AND BUDGET AMENDMENT

ATTACHMENT(S)	Nil
FILE NO	CP.PR.94/ADM0121
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	7 August 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

The Shire has recently acquired the former Water Corporation No. 1 Dam (No. 1 Dam), providing a significant opportunity to improve the Shire's long-term water security through the restoration and maintenance of the dam catchment.

To maximise the benefits of the funding received through the Water Infrastructure for Sustainable and Efficient Regions (WISER) grant, it is proposed that $40,000 currently allocated to bitumen sealing works at the Broomehill Recreational Complex catchment be reallocated to maintenance and rehabilitation works at the No. 1 Dam catchment. The total project budget remains unchanged, and no additional funding is required.

BACKGROUND

At the Ordinary Council Meeting held on 18 September 2025, the Council endorsed (resolution 089/25) an expanded scope for the WISER-funded project. The revised project included water infrastructure upgrades in both Tambellup and Broomehill, as follows:

Work Description	WISER Program Funding ($)	Council in-kind Contribution ($)	Total ($)
Tambellup Oval - Water Management System	34,559.79		34,559.79
Tambellup Oval – full controller/cabling replacement	67,552.70		67,552.70
Broomehill Town Dam pump upgrade	38,200.00		38,200.00
Broomehill Bignell Dam pump	24,685.71		24,685.71
Broomehill Town Dam Fencing	39,548.00		39,548.00
Bitumen works – Broomehill Complex Dam sealing	30,000.00	10,000.00	40,000.00
Admin - contractor management, reporting		5,000.00	5,000.00
Total Project Cost	$ 234,546.20	$ 15,000.00	$ 249,546.20

The Shire has recently acquired the former No. 1 Dam. The acquisition of the No. 1 Dam provides the Shire with access to an established water storage asset and associated catchment that was previously outside Council's control.

COMMENT

While this water source has been available for Shire use, the Shire has been unable to undertake maintenance or improve the effectiveness of the catchment because it did not own or manage the land. Ownership of the No. 1 Dam now provides an opportunity to rehabilitate the catchment, improve its ability to harvest runoff, and increase the reliability of the Shire's water supply.

Following discussions with the Department of Water and Environmental Regulation, the proposed works have been confirmed as consistent with the objectives of the WISER funding program, which seeks to improve water security and the sustainable management of water resources.

Accordingly, it is proposed to reallocate the $30,000 in WISER funding and $10,000 Council in-kind contribution currently identified for bitumen sealing works at the Broomehill Recreational Complex Dam catchment to maintenance and rehabilitation works at the No. 1 Dam catchment:

Work Description	WISER Program Funding ($)	Council in-kind Contribution ($)	Total ($)
Tambellup Oval Water Management System	34,559.79		34,559.79
Tambellup Oval full controller/cabling replacement	67,552.70		67,552.70
Broomehill Town Dam pump upgrade	38,200.00		38,200.00
Broomehill Bignell Dam pump	24,685.71		24,685.71
Broomehill Town Dam fencing	39,548.00		39,548.00
Tambellup No. 1 Dam – catchment maintenance	30,000.00	10,000.00	40,000.00
Admin - contractor management, reporting		5,000.00	5,000.00
Total Project Cost	**$ 234,546.20**	**$ 15,000.00**	**$ 249,546.20**

The overall project budget remains unchanged, with no increase in grant funding or Council contribution required.

CONSULTATION
Chief Executive Officer
Department of Water and Environmental Regulation

STATUTORY ENVIRONMENT
Section 6.8 of the *Local Government Act 1995* requires authorisation in advance by absolute majority to incur any expenditure not in the annual budget.

FINANCIAL IMPLICATIONS
While the proposed reallocation does not alter the overall WISER project budget or the Council contribution previously approved, an amendment to the 2026-2027 budget is required to reallocate the funded component of $30,000 and ensure expenditure is allocated correctly:

GL/Job	Description	Current Budget ($)	Proposed Budget ($)	Variation ($)
CAP198	Broomehill Rec. Complex Water Security Plan	(130,367)	(100,367)	30,000
CAP225	Tambellup No. 1 Dam (Water Security Plan)	0.00	(30,000)	(30,000)
Impact on Budgeted Surplus				**$0**

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 proposed reallocation represents a strategic investment in the Shire's water infrastructure.

Maintenance and rehabilitation of the No. 1 Dam catchment will improve the efficiency of runoff capture into an existing high-capacity storage asset, supporting long-term water security for Council operations and community facilities.

As the No. 1 Dam has recently become a Shire-owned asset, investment in its catchment will protect the value of the asset, improve operational performance and reduce reliance on potable water sources. The works continue to align with the objectives of the WISER program and the Shire’s broader efforts in recent years to increase its capacity to harvest, store and manage water sustainably.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

That the Council:

1. **Endorses the reallocation of $40,000 within the Water Infrastructure for Sustainable and Efficient Regions (WISER) project, from:**
   - **Broomehill Recreational Complex catchment sealing works; to**
   - **Maintenance and rehabilitation works at the former Water Corporation No. 1 Dam catchment;**
2. **Notes that the overall project budget and the Council contribution remain unchanged; and**
3. **Authorises the Chief Executive Officer to implement the revised scope of works in accordance with the WISER funding agreement.**

13.3 MONTHLY LIST OF PAYMENTS – JULY 2026

ATTACHMENT(S)	13.3.1. Monthly Payments Listing July 2026
FILE NO	Nil
AUTHOR	Sharon Miniter - Finance Coordinator
DATE	5 August 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 and Trust Funds and via Purchasing Card, during July 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:

July 2026	**$**
Municipal Fund	889,761.12
Trust Fund	0.00
Purchasing Cards	2,530.89
TOTAL	**892,292.01**

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

CONSULTATION
Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996
r13. Lists of accounts
(1) If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared–
(a) the payee's name;
(b) the amount of the payment;
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

r13A. Payments by employees via purchasing cards
(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
(a) the payee's name;
(b) the amount of the payment;
(c) the date of the payment;
(d) sufficient information to identify the payment.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

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

- **Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling $889,761.12; and**
- **Credit/Purchasing Card payments totalling $2,530.89.**

13.4 FINANCIAL STATEMENTS – JULY 2026

ATTACHMENT(S)	13.4.1 - Financial Statements July 2026
FILE NO	Nil
AUTHOR	Sharon Miniter – Finance Coordinator
DATE	11 August 2026
DISCLOSURE OF INTEREST	

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

SUMMARY
The Council to consider the monthly financial statements for July 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. The variance in the current monthly financial statement is due to the recent adoption of the budget that has not yet been uploaded to our SynergySoft system. Once this is complete, these will self-correct.

The Statement of Financial Activity for the period ending 31 July 2026 is now presented for the Council's information.

CONSULTATION
Chief Executive Officer

STATUTORY ENVIRONMENT
Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
- *(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- *(b) budget estimates to the end of the month to which the statement relates;*
- *(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- *(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- *(e) the net current assets at the end of the month to which the statement relates.*

(2) Each statement of financial activity is to be accompanied by documents containing –
- *(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- *(b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- *(c) such other supporting information as is considered relevant by the local government.*

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

POLICY IMPLICATIONS
Nil.

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

ASSET MANAGEMENT IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Simple majority

OFFICER RECOMMENDATION
That the monthly financial statements for the period ending 31 July 2026 be received.

13.5 CEO PERFORMANCE REVIEW COMMITTEE MEMBERSHIP

ATTACHMENT(S)	13.5.1 - Notice of Resignation – Cr Michael White 13.5.2 - Terms of Reference – CEO Performance Review Committee
FILE NO	ADM0226
AUTHOR	Ana Fernandez, Governance and Compliance Officer
DATE	12 August 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

Cr Michael White has resigned from the CEO Performance Review Committee. This report seeks Council's consideration of the Committee's membership following his resignation.

BACKGROUND

Establishment of the Committee

The Committee was established at the 15 August 2024 Ordinary Council Meeting (resolution 102/24), with the Terms of Reference stating: *The Committee will consist of the Shire President and three elected members.*

Appointments following the 2025 Local Government Election

At the 20 October 2025 Special Council Meeting, the Council was presented with the Terms of Reference which stated: *The Committee will consist of the Shire President and four elected members.*

The following elected members were appointed to the Committee (resolution 107/25):

- Presiding Member/Shire President Cr Barritt
- Cr Robinson
- Cr White
- Cr Dewar
- Cr Witham

The five-member composition adopted in October 2025 was permitted by the *Council Policy 1.1.5 CEO Performance Review Policy* (Policy), which allows the Council to determine the membership from time to time:

> *The composition of the Committee is to consist of:*
>
> *(a) the Shire President; and*
> *(b) three Councillors nominated by resolution of Council; or*
> *(c) as determined by Council from time to time.*

Following Cr White's resignation, the remaining composition now matches the membership specified in the Policy. If Council retains the current four members (including the Shire President), the Terms of Reference should be amended to reflect that composition, as follows:

> *Membership*
> *The Committee will consist of the Shire President and ~~four~~ **three** elected members, appointed by a resolution of the Council.*

COMMENT

It is recommended that the Committee return to the membership of four members (including the Shire President) as originally established on 15 August 2024. This composition aligns with the Policy, and no governance or operational need has been identified for a fifth member.

The Council could appoint an additional member and retain the current Terms of Reference. An appointment would incur additional CEO Performance Review training costs. Given the remaining term of the Council and the absence of an identified need for another member, this is not recommended.

Amending the Terms of Reference will provide clear alignment between the Committee's actual membership, the Terms of Reference and the Policy. The Policy still allows the Council to determine a different membership in the future if required.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Sections 5.8 to 5.25 of the *Local Government Act 1995* govern Council committees. Under section 5.10, appointing a committee member requires an absolute majority. The officer recommendation does not exercise that appointment power and therefore requires a simple majority. If the Council instead appoints a replacement member, that appointment would require an absolute majority.

FINANCIAL IMPLICATIONS

The officer recommendation has no additional financial implications. Appointing a replacement member would incur additional training costs.

POLICY IMPLICATIONS

The officer recommendation aligns the Committee membership and Terms of Reference with Council Policy 1.1.5 CEO Performance Review.

RISK MANAGEMENT IMPLICATIONS

This item is considered Low risk. The main governance risk is a mismatch between the Committee's actual membership and its Terms of Reference. The recommended amendment resolves that issue.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS
Absolute majority

OFFICER RECOMMENDATION
That the Council:
1. Notes the resignation of Cr Michael White from the CEO Performance Review Committee, received on 6 August 2026;
2. Does not appoint another member to the CEO Performance Review Committee; and
3. Amends the Membership provision of the CEO Performance Review Committee Terms of Reference to provide that the Committee will consist of the Shire President and three elected members, appointed by resolution of Council.

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

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

16. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

18. CLOSURE

The next Ordinary Council meeting will be held on 17 September 2026.