



AGENDA

Ordinary Council Meeting

21 May 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 21 May 2026 commencing at 4.30pm.**



**Karen Callaghan
Chief Executive Officer**

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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'



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**Agenda for the Ordinary Council Meeting to be held in the Council Chambers,
46-48 Norrish Street, Tambellup on 21 May 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
Cr ME White	
Cr CJ Letter	
Cr SH Penny	
Cr CM Dewar	
Cr CA Witham	

Staff

KP Callaghan	Chief Executive Officer
PA Hull	Strategic Support and Projects Officer
SM Miniter	Finance Coordinator
DG Sweeney	Deputy CEO

Leave of Absence

Nil

Apologies

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 16 APRIL 2026

Recommendation:

That the minutes of the Ordinary Meeting of Council held on 16 April 2026 be confirmed as a true and accurate record of proceedings.

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

10.1 BUSHFIRE RISK MANAGEMENT PLAN 2026-2028

ATTACHMENT(S)	10.1.1 Bushfire Risk Management Plan 2026-2028
FILE NO	ADM0450
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	10 May 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Actions
Key Pillar: BT Point of Difference	
2. A United Community 2.1 Well-being and safety The community and Shire working more boldly to provide advanced wellbeing programs for all ages. This also includes further development of neighbourhood safety programs, facilities and products and a Youth Centre upgrade.	No specific corporate initiative

SUMMARY

The purpose of this report is for the Council to consider the reviewed Bushfire Risk Management Plan 2026-2028 and endorse it, if appropriate.

BACKGROUND

The Bushfire Risk Management Plan 2024-2026 (BRMP) was adopted by the Council in May 2024. The plan provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring, and treating bushfire risk.

The BRMP is a living document that local governments are required to produce under the State Hazard Plan for Fire. The BRMP follows the principles of the international risk management standard ISO 31000:2018 Risk Management Guidelines and is consistent with the standards outlined in the Guidelines for Preparing a Bushfire Risk Management Plan, published by the Office of Bushfire Risk Management (OBRM).

The objective of the bushfire risk management planning program is as follows:

- Guiding and coordinating a cross-tenure, multi-stakeholder approach to BRM planning;
- Effective use of financial and physical resources available for BRM activities;
- Supporting integration between risk owners, strategic objectives, and tactical outcomes; and
- Documenting processes used to monitor and review the implementation of the treatment plans to ensure they are adaptable, and that risk is managed to an acceptable level.

Four asset categories are identified in the BRMP: Human Settlement, Economic, Environmental and Cultural. The assets were assessed by the Bushfire Risk Planning Coordinator employed by the Shire and the Department of Fire and Emergency Services (DFES) to complete the initial BRMP. The assessment took into consideration the bushfire risk based on vegetation classification, separation distance, and slope of the topography. The areas that rate High, Very High, and Extreme will require treatment if they are currently not being managed under section 33 of the *Bush Fires Act 1954*.

Following endorsement by the Council and OBRM, the BRMP qualified the Shire to be eligible for funding under the Mitigation Activity Fund (MAF). In 2025/2026, the Shire received \$35,200 through the MAF to implement treatments on identified areas of Crown land in the Broomehill and Tambellup townsites.

OBRM requires that the BRMP, and the associated data held in the online DFES Bushfire Risk Management System (BRMS), be reviewed every two years to ensure continued relevance, to report against progress of scheduled mitigation activities, and to update proposed activity.

COMMENT

The review of the BRMP document was completed by the Community Emergency Services Manager and the Strategic Support and Projects Officer. Minimal changes to the information contained in the document were required.

Following the development of the BRMP, the Shire partnered with DFES and WALGA to engage the services of a shared Bushfire Risk Mitigation Coordinator on a short-term contract for the development of the initial treatment program for 2025/2026 and 2026/2027. The officer is no longer in the role, and delivery of 2025/2026 actions has halted.

Management of the mitigation treatment program and program delivery would normally sit with the Bushfire Risk Mitigation Coordinator, who would possess the technical knowledge and expertise to undertake these activities. The Shire does not currently have the resourcing, knowledge or capacity to manage this.

The CEO is liaising with DFES to engage a suitably qualified and experienced person to provide the required support in a short-term capacity, however consideration will need to be given as to how to manage the requirements in the longer term.

Assistance from OBRM was required to access the asset register and mitigation treatment program data held in the online BRMS. At this time, this has not been reviewed or updated.

The BRMP is presented for the Council's consideration and endorsement.

CONSULTATION

Chief Executive Officer
Community Emergency Services Manager
Office of Bushfire Risk Management

STATUTORY ENVIRONMENT

Aboriginal Heritage Act 2021

Biodiversity Conservation Act 2016

Biodiversity Conservation Act of 1999 (Cth)

Bush Fires Act 1954

Bush Fires Regulations 1954

Shire of Broomehill Town Planning Scheme No. 1

Shire of Tambellup Town Planning Scheme No. 2

FINANCIAL IMPLICATIONS

Mitigation Activity Funding is the primary source of funding for treatments to assist in reducing the risk of fire to the community. As noted, \$35,200 in funding was awarded for actions to be completed in 2025/2026. No application has been submitted for 2026/2027 funding.

The Shire is responsible for the ongoing maintenance of the treatments undertaken in previous years.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

The lack of suitably qualified or experienced personnel to manage the requirements of the BRMP and BRMS impacts the Shire's ability to meet legislative obligations, maintain compliance with OBRM requirements, and secure ongoing Mitigation Activity Funding.

Inadequate management of the program may also result in mitigation works not being delivered within required timeframes or to the appropriate standard.

ASSET MANAGEMENT IMPLICATIONS

Assets at risk from bushfire in the Shire are recorded in the Asset Risk Register in the BRMS. Assets are divided into four categories: human settlement, economic, climate, and cultural. Each asset has been assigned a bushfire risk rating between low and extreme and is provided as a summary in the BRMP.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council endorses the reviewed Bushfire Risk Management Plan 2026-2028 as presented.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

11.1 PROPOSED COUNCIL POLICY – CAMPING AND TEMPORARY ACCOMMODATION

ATTACHMENT(S)	11.1.1 - Draft Policy – Camping and Temporary Accommodation 11.1.2 - Extract from the Caravan Parks and Camping Grounds Regulations 1997 – ‘Part 2: Caravanning and camping generally’ 11.1.3 - Media Release by Minister for Local Government (22 August 2024)
FILE NO	ADM0165
AUTHOR	Tash Korthuis, Development & Regulatory Services Coordinator
DATE	12 May 2026
DISCLOSURE OF INTEREST	

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

SUMMARY

This report proposes the adoption of a new Council Policy to establish a clear and consistent framework for the assessment and approval of camping and temporary accommodation on private land within the Shire of Broomehill-Tambellup.

The proposed Policy responds to recent amendments to the *Caravan Parks and Camping Grounds Regulations 1997* which now permit local governments to approve camping on private land for periods of up to 24 months. The Policy is intended to provide transparency for the community, support consistent decision making, and ensure appropriate consideration is given to health, safety, bushfire risk, environmental impacts and amenity.

BACKGROUND

As well as regulating commercial operators, the *Caravan Parks and Camping Grounds Regulations 1997* (Regulations) also govern camping on private land outside of licensed facilities.

In August 2024, the State Government announced changes to the Regulations, including the ability for local governments to grant permits for camping on private land for up to 24 months (Attachment 11.1.3).

The intent of these changes was to enable the use of Tiny Homes on Wheels (THOWs) as a form of temporary accommodation.

These reforms were introduced by the State Government to reduce red tape associated with temporary accommodation arrangements, including the use of THOWs, particularly in regional areas experiencing housing and accommodation pressures.

Regulation 11(1)(a) of the Regulations (Attachment 11.1.2) allows a person to camp on land they own or have a legal right to occupy without approval for a maximum of 5 nights in any period of 28 consecutive days. Regulation 11(1)(aa) allows camping on that land for more than 5 nights in any period of 28 consecutive days, subject to the written approval of the local government.

While the Regulations provide broad parameters, local governments retain significant discretion regarding how camping approvals are assessed and managed, including consideration of local planning, public health, bushfire risk and community amenity matters.

COMMENT

The Shire has experienced an increasing number of enquiries and compliance matters relating to camping and temporary accommodation on private land, including the use of caravans, Tiny Homes on Wheels (THOWs) and other non-approved structures.

The proposed Policy establishes a consistent framework for the assessment and management of these requests, including matters relating to land use, health and safety, wastewater disposal, amenity and bushfire risk.

The Policy also provides greater clarity regarding the types of temporary accommodation that may be considered suitable for approval, the circumstances in which approvals may be granted, and the conditions that may apply.

Importantly, the proposed Policy adopts a precautionary approach to bushfire risk management and seeks to ensure temporary accommodation arrangements are appropriately regulated and managed within the Shire.

The proposed Policy will assist the Shire in providing a clear, transparent and defensible approach to the assessment of camping and temporary accommodation requests while supporting compliance with the Regulations and broader public safety obligations.

As the proposed Policy may materially impact the development and use of private property, it is recommended that the Policy be publicly advertised for a minimum period of 21 days to invite community feedback.

CONSULTATION

Chief Executive Officer
Town Planner
Environmental Health Officer

STATUTORY ENVIRONMENT

Local Government Act 1995
Caravan Parks and Camping Grounds Act 1995
Caravan Parks and Camping Grounds Regulations 1997
Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015
Building Act 2011
Public Health Act 2016
Bush Fires Act 1954

FINANCIAL IMPLICATIONS

It is proposed that the 2026/2027 Schedule of Fees and Charges include the following permit application fees:

- Short-term camping permit (5–28 days) – \$150
- Long-term camping permit (up to 24 months with a building permit in place) – \$300

POLICY IMPLICATIONS

If adopted, the proposed Council Policy will form part of the Shire’s ongoing Council Policy framework and review cycle.

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 “Moderate” due to the regulatory, reputational, public health and bushfire related considerations associated with temporary accommodation and camping approvals.

The proposed Policy assists in mitigating these risks through a structured assessment and approval framework.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

1. Endorses the proposed Council Policy – Camping and Temporary Accommodation for the purpose of public consultation.
2. Authorises the Chief Executive Officer to undertake public advertising of the proposed Council Policy – Camping and Temporary Accommodation for a minimum period of 21 days and invite public submissions.

11.2 BUDGET AMENDMENT – TRANSFERRING FUNDS FROM TAMBELLUP YOUTH CENTRE TO TAMBELLUP CARAVAN PARK

ATTACHMENT(S)	Nil
FILE NO	ADM0560
AUTHOR	Sharon Minter, Finance Coordinator
DATE	14 May 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 outcome	No specific corporate initiative

SUMMARY

This report seeks the Council’s approval to reallocate \$20,000 in Local Roads and Community Infrastructure Program (LRCIP) funding from the Tambellup Youth Centre project to the Tambellup Caravan Park Cabins project.

The proposed reallocation is recommended due to the Youth Centre project being unable to proceed within the current funding allocation and delivery timeframe while the Shire continues to investigate additional external funding opportunities. Reallocating the available funding will allow the Shire to maximise utilisation of LRCIP funding within required program timeframes while continuing to progress priority community infrastructure projects.

BACKGROUND

The Council previously allocated LRCIP funding toward the Tambellup Youth Centre project as part of the Shire’s capital works and community infrastructure program.

Following further project assessment and cost consideration, it has become apparent that the Youth Centre project cannot reasonably proceed within the current funding allocation or delivery timeframe without securing additional grant funding or external financial assistance. As a result, the project has been temporarily deferred pending further funding investigations.

To ensure the available LRCIP funding is utilised efficiently and in accordance with program requirements, it is proposed that \$20,000 be reallocated from the Tambellup Youth Centre project budget to the Tambellup Caravan Park cabins project, which is currently progressing and capable of delivery within the applicable funding timeframe.

COMMENT

The proposed amendment will enable the Shire to maximise the use of existing LRCIP funding while minimising the risk of unspent grant allocations.

The Tambellup Youth Centre project remains an important community initiative for the Shire. However, the current project scope and estimated delivery costs exceed the funding

presently available. Officers will continue to investigate and pursue additional grant funding and partnership opportunities to support future delivery of the project.

The proposed reallocation does not remove the Youth Centre project from future consideration. Rather, it represents a temporary redistribution of funding toward an alternative eligible infrastructure project that can be delivered within the current LRCIP program timeframe.

The Tambellup Caravan Park cabins project continues to support local tourism, worker accommodation capacity and broader economic activity within the district. The additional funding allocation will assist in progressing associated infrastructure and project delivery requirements.

CONSULTATION

Consultation has occurred internally with relevant Shire officers and with the LRCIP funding body regarding project priorities, funding timelines, and LRCIP eligibility requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Roads and Community Infrastructure Program Guidelines

FINANCIAL IMPLICATIONS

The proposed amendment results in the transfer of \$20,000 in existing LRCIP funding allocation from the Tambellup Youth Centre project to the Tambellup Caravan Park Cabins project.

There is no net impact on the overall Shire budget, with the amendment representing a redistribution of existing external grant funding only.

Project		Amendment
LR302	Tambellup Youth Centre	(\$20,000)
LR309	Tambellup Caravan Park cabins	+\$20,000

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Failure to reallocate the funding may result in delays in expenditure and a potential risk of unspent LRCIP funds within the required program delivery timeframes.

The proposed amendment minimises this risk by allocating funding to a project that be completed within the applicable funding period.

There remains a low risk associated with the future delivery of the Youth Centre project should additional funding not be secured.

ASSET MANAGEMENT IMPLICATIONS

The proposed funding reallocation will support improvements to accommodation infrastructure at the Tambellup Caravan Park, contributing to the ongoing functionality and value of the Shire’s tourism assets.

There are no immediate asset management implications associated with the temporary reduction in funding to the Youth Centre project.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

That the Council:

1. Approves the reallocation of \$20,000 from the Tambellup Youth Centre project allocation under the Local Roads and Community Infrastructure Program to the Tambellup Caravan Park Cabins project.
2. Adopts the corresponding budget amendment for the 2025/2026 financial year.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 MONTHLY LIST OF PAYMENTS – APRIL 2026

ATTACHMENT(S)	13.1.1 Monthly Payments Listing April 2026
FILE NO	Nil
AUTHOR	Sharon Minitier, Finance Coordinator
DATE	11 May 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 is to consider the list of payments made from the Municipal and Trust Funds and via Purchasing Card, during April 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:

April 2026	\$
Municipal Fund	1,045,742.77
Trust Fund	0.00
Purchasing Cards	3,397.71
TOTAL	1,049,140.48

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

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r13. Lists of accounts

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

r13A. Payments by employees via purchasing cards

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

FINANCIAL IMPLICATIONS

The list of payments reports the payments made for the period ending April 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 April 2026 be endorsed, comprising:

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling \$1,045,742.77; and
- Credit/Purchasing Card payments totalling \$3,397.71

13.2 REQUEST FOR TENDER – WASTE COLLECTION, TRANSFER STATION AND LANDFILL MANAGEMENT SERVICES

ATTACHMENT(S)	13.2.1 Request for Tender Specification 13.2.2 CONFIDENTIAL Tender Response - Warren Blackwood Waste 13.2.3 CONFIDENTIAL Tender evaluation
FILE NO	ADM0715
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	10 May 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	
10. Grown Shire Leadership 10.3 Contribution to the Environment Contribution to the environment.	No specific corporate initiative

SUMMARY

The purpose of this report is for the Council to consider the response to the Waste Collection, Transfer Station and Landfill Management Services Tender (Tender) advertised recently.

The report recommends that the contract for these services be awarded to Warren Blackwood Waste.

BACKGROUND

The Shire’s contract for waste collection, transfer station and landfill management services expired in February 2025. Since that time, the current contractor has continued to provide services on a month-to-month basis while the Shire completed the procurement process for a replacement contract.

Submissions were invited through the WALGA Preferred Supplier Vendor Panel for Waste Collection and Disposal Services on 27 March 2026, for the provision of the following services:

- General waste residential kerbside collection;
- Recycled residential kerbside collection and sorting;
- Commercial and public bin collection;
- Transfer station management – two locations;
- Landfill management – two locations in conjunction with the Shire; and
- Data collection.

The contract terms to be offered to the successful contractor were an initial term of three years, with an extension option of two years.

The following suppliers were invited to provide a response:

- Great Southern Waste Disposal
- Warren Blackwood Waste
- Cleanaway Pty Ltd
- Veolia Environmental Services

At the close of the tender period on 7 May 2026, one response had been received, from Warren Blackwood Waste.

COMMENT

The submission was evaluated against the compliance criteria identified in the tender request document and was assessed as a compliant tender.

The submission was also evaluated against the qualitative criteria identified within the request documentation, including:

- Relevant experience;
- Key personnel skills and experience;
- Tenderer’s resources;
- Demonstrated understanding of the request;
- Social and economic effects on the local community; and
- Price

Warren Blackwood Waste currently provides waste collection services to eight local governments in the Great Southern and manages landfill sites for three local governments. As the Shire’s existing contractor, they have a good understanding of this Shire’s requirements, and their submission indicates a good level of resourcing to ensure ongoing service delivery for the contract term.

Price

The tender submission indicates a price of \$243,245.28 ex GST per annum for delivery of the contract, as follows:

Collection Service	No. of Lifts	Price per lift ex GST	Frequency	Price per annum ex GST
General Waste Collection Service (240L, Weekly)	270	\$ 2.56	Weekly	\$ 35,942.40
Recycling Collection and Sorting Service (240L, Fortnightly)	270	\$ 4.32	Fortnightly	\$ 30,326.40
Public Bin Waste Collection Service (60L, weekly) General waste only, no recycling	24	\$ 2.56	Weekly	\$ 3,194.88
Management of Broomehill Waste Management Facility, Loc 7332 Tieline Road		\$ 7,240.90	Monthly	\$ 86,890.80
Management of Tambellup Waste Management Facility, Loc 3863 Hankinson Road		\$ 7,240.90	Monthly	\$ 86,890.80
Total contract per annum				\$ 243,245.28

Although only one submission was received, it is considered that the pricing is reasonable having regard to:

- historical contract costs;
- current market conditions;
- increasing operational costs within the waste industry; and
- the scope and standard of services required by the Shire.

It is considered that seeking further quotations is unlikely to result in a materially different outcome and may create unnecessary delays and potential risks to the continuity of waste services.

The assessment has determined that the submission from Warren Blackwood Waste is a conforming tender, and the business is capable of delivering the required services. The submission is considered to represent value for money and will ensure continuity of waste management services throughout the Shire.

It is therefore recommended that the Council award the contract to Warren Blackwood Waste.

CONSULTATION

Chief Executive Officer
Manager of Works

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

FINANCIAL IMPLICATIONS

The current budget includes provision of \$218,000 ex GST for refuse collection, including kerbside waste and recycling collections (\$58,000), and management of the Broomehill and Tambellup Waste transfer Stations (\$160,000).

The tendered price of \$243,245.28 ex GST indicates an overall increase of around 11.6% on the current budget.

Should the Council accept the tendered price, provision will be made in the 2026/2027 budget.

POLICY IMPLICATIONS

The procurement process has been undertaken in accordance with Policy 2.1 Purchasing.

RISK MANAGEMENT IMPLICATIONS

Failure to award the contract may result in:

- disruption to essential waste collection services;
- increased operational risk to the Shire; and
- uncertainty regarding future service delivery arrangements.

The risks associated with receiving a single submission have been considered during the evaluation process, however it is considered that the submission represents an acceptable outcome and value for money for the Shire.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

1. Awards the contract for the provision of Waste Collection, Transfer Station and Landfill Management Services to Warren Blackwood Waste in accordance with the submitted price, as follows:

Collection Service	No. of Lifts	Price per lift ex GST
General Waste Collection Service (240L, Weekly)	270	\$ 2.56
Recycling Collection and Sorting Service (240L, Fortnightly)	270	\$ 4.32
Public Bin Waste Collection Service (60L, weekly) General waste only, no recycling	24	\$ 2.56
Management of Broomehill Waste Management Facility, Loc 7332 Tieline Road		\$ 7,240.90
Management of Tambellup Waste Management Facility, Loc 3863 Hankinson Road		\$ 7,240.90

2. Notes the initial contract term of three years and extension option of two years; and
3. Authorises the Chief Executive Officer to execute the contract documentation and affix the Common Seal if required.

13.3 FINANCIAL STATEMENTS – APRIL 2026

ATTACHMENT(S)	13.3.1 Financial Statements April 2026
FILE NO	Nil
AUTHOR	Sharon Minitier – Finance Coordinator
DATE	7 May 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 April 2026.

BACKGROUND

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

COMMENT

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

As part of the 2025/26 budget adoption process, the Council endorsed a material variance threshold of 10% or \$10,000, whichever is the greater.

The Statement of Financial Activity for the period ending 30 April 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 30 April 2026, be received.

13.4 INCREASE IN CORPORATE CREDIT CARD LIMIT

ATTACHMENT(S)	13.4.1 Policy 2.10 Corporate Credit Cards - Amended
FILE NO	CLAF208 / ADM0165
AUTHOR	Sharon Minter – Finance Coordinator
DATE	7 May 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 outcome	No specific corporate initiative

SUMMARY

This report recommends a modest increase to the organisation’s corporate credit card facility to better align with current operational requirements, increasing supplier costs, and transactional efficiencies.

BACKGROUND

The current total corporate credit card limit of \$15,000 was established based on previous operational requirements and expenditure patterns. Over time, increases in supplier costs, accommodation and travel expenses, and the need for timely procurement have reduced the effectiveness of the existing facility.

Corporate credit cards are used strictly for legitimate business purposes in accordance with the organisation’s financial management policies and procedures, including minor procurement, travel-related expenditure, and urgent operational purchases where alternative procurement methods are impractical or inefficient.

A review of historical expenditure and transaction trends indicates that the existing limits can at times constrain operational efficiency, resulting in unnecessary administrative workarounds or delays in processing transactions. The proposed increase reflects current operational requirements and anticipated future business needs.

COMMENT

The proposed increase is considered reasonable, proportionate, and operationally appropriate. It will support efficient service delivery while maintaining a strong governance and internal control framework.

Individual cardholder limits have been structured to align with organisational roles, responsibilities, and operational requirements, ensuring purchasing authority remains appropriate and controlled.

To support the proposed changes, minor amendments to Policy 2.10, Corporate Credit Cards, have also been prepared and are set out in Attachment 13.4.1. The amendments primarily relate to the inclusion of approved individual cardholder limits within the policy framework to provide greater transparency, accountability, and governance oversight.

The proposed policy amendments do not substantially alter the intent or operation of the existing policy but rather formalise current practices and strengthen internal governance controls associated with the use and management of corporate credit cards.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

The use and management of corporate credit cards must comply with the *Local Government (Financial Management) Regulations 1996*.

In particular:

- Regulation 5 requires local governments to establish and maintain proper accounting records and systems of internal control.
- Regulation 11 outlines the responsibility for managing financial transactions in a manner that ensures accountability and transparency.

The proposed changes remain consistent with these regulatory requirements and will continue to be governed by the organisation's internal financial management policies and procedures.

FINANCIAL IMPLICATIONS

There is no direct budget impact arising from the proposed increase in the corporate credit card facility, as the adjustment relates to available credit capacity rather than additional expenditure.

Indirectly, the increase may improve cash flow management, operational responsiveness, and administrative efficiency by reducing reliance on alternative procurement processes and enabling timely payment of business-related expenses where required.

All expenditure incurred via corporate credit card will continue to be subject to existing approval, reconciliation, reporting, and audit processes.

POLICY IMPLICATIONS

Policy 2.10 Corporate Credit Cards has been amended to incorporate approved individual cardholder limits under Section 2.3 Management Oversight.

The proposed amendments improve clarity regarding delegated purchasing capacity, strengthen governance oversight, and ensure the policy remains contemporary and aligned with current operational requirements.

RISK MANAGEMENT IMPLICATIONS

Potential risks associated with increased credit limits include misuse, unauthorised expenditure, and reduced oversight. These risks are mitigated through:

- Clearly defined individual card limits
- Mandatory monthly reconciliations and approvals
- Supporting documentation requirements for all transactions
- Regular internal audits and compliance checks
- Adherence to established financial management policies

Given these controls, the residual risk is considered low.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

1. Approves an increase to the organisation's corporate credit card facility from \$15,000 to \$17,500.
2. Approves the following individual corporate credit card limits:
 - Chief Executive Officer — \$10,000
 - Deputy Chief Executive Officer — \$5,000
 - Finance Coordinator — \$2,500
3. Notes that all corporate credit card usage will continue to be managed in accordance with the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996*, and the Shire's adopted financial management policies and procedures.
4. Adopts the amended Policy 2.10 Corporate Credit Cards, as presented, incorporating approved individual cardholder limits and updated governance oversight provisions relating to the management and use of corporate credit cards.

13.5 GREAT SOUTHERN TREASURES AND THE FUTURE OF THE BLOOM FESTIVAL

ATTACHMENT(S)	13.5.1 Australia’s South West Bloom Festival Proposal 2026
FILE NO	ADM 0136
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	12 May 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	
1.4 Piggy-back Brand Working strongly with partnerships to piggy-back Broomehill - Tambellup on partners’ brands.	No specific corporate action

SUMMARY

The purpose of this report is for the Council to consider supporting a financial contribution toward the delivery of the 2026 Bloom Festival. The report also updates the Council regarding the cessation of the proposed Great Southern Treasures Memorandum of Understanding 2026–2029.

BACKGROUND

Great Southern Treasures has historically operated as a regional tourism collaboration representing inland towns and communities across the Great Southern region. The initiative has focused on strengthening regional tourism promotion, destination branding and collaborative visitor attraction initiatives across participating local governments.

One of the primary initiatives delivered through Great Southern Treasures has been the annual Bloom Festival, which attracts visitors from across Western Australia and contributes to economic activity across the Great Southern region.

At the Ordinary Council Meeting held in March 2026, the Council supported entering into a renewed Great Southern Treasures Memorandum of Understanding for the period 2026 to 2029 and endorsed an annual budget allocation of up to \$15,000 per annum as a Tier 2 member council.

Subsequent to this decision, several participating local governments advised that they would not continue within the proposed arrangement. As a result, Great Southern Treasures will not continue in its current form beyond the 2026 Bloom Festival period.

Australia’s South West has subsequently proposed facilitating and delivering the 2026 Bloom Festival directly to ensure continuity of the event while future regional tourism governance arrangements are considered.

COMMENT

Australia’s South West has advised that contributions from participating local governments are required to support the coordination, marketing and delivery of the 2026 Bloom Festival.

While the Council previously resolved to support the continuation of Great Southern Treasures through to 2029, the current report reflects a significant change in regional circumstances since that decision was made.

The proposed contribution from the Shire of Broomehill-Tambellup is \$5,000 ex. GST.

Under the Australia’s South West proposal, participating local governments may elect to contribute at varying partnership levels, with the Shire’s proposed contribution of \$5,000 ex. GST aligns with the “Community Bloom Partner” category. This level provides enhanced regional marketing exposure, event promotion and inclusion in targeted digital and media campaigns.

The Bloom Festival remains one of the region’s most recognised tourism campaigns and provides an opportunity to continue promoting the Great Southern during a key seasonal visitation period. Participation also supports broader regional collaboration and regional visitor attraction initiatives.

The proposal also notes that Tourism Western Australia has already committed Regional Event Scheme funding toward Bloom Festival 2026 as part of an existing three-year funding agreement.

Australia’s South West has advised that continuation of the 2026 Bloom Festival remains subject to sufficient collective local government financial commitment and final Australia’s South West Board endorsement.

The proposed contribution is lower than the amount previously endorsed by the Council under the proposed Great Southern Treasures Memorandum of Understanding arrangements.

Participation in Bloom Festival 2026 does not commit the Shire to any future regional tourism funding model beyond the current financial year.

At this stage, longer-term regional tourism governance and funding arrangements remain under consideration through regional local government discussions.

CONSULTATION

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

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

A contribution of \$5,000 ex GST is proposed toward the delivery of the 2026 Bloom Festival.

The Council previously endorsed provision for up to \$15,000 per annum within the draft 2026/27 budget as part of the proposed Great Southern Treasures Memorandum of Understanding arrangements.

The proposed contribution, therefore, represents a reduced financial commitment compared with the previously endorsed allocation.

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. Note that the previously proposed Great Southern Treasures Memorandum of Understanding arrangement for 2026 to 2029 will not proceed in its current form due to the withdrawal of participating member local governments.
2. Note that Australia's South West will facilitate and deliver the 2026 Bloom Festival as an interim regional tourism arrangement.
3. Approve a contribution of \$5,000 ex. GST toward the delivery of the 2026 Bloom Festival as a Community Bloom Partner, with provision to be included in the 2026/2027 annual budget.

13.6 BUDGET AMENDMENT PAPAS TANDEM AXLE TRAILER

ATTACHMENT(S)	Nil	
FILE NO	P644	
AUTHOR	Deanne Sweeney – Deputy Chief Executive Officer	
DATE	13 May 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 outcome	No specific corporate initiative	

SUMMARY

This report seeks Council approval for a 2025/26 budget amendment relating to the purchase of a Papas Tandem Axle 8 x 5 Boxtop trailer.

BACKGROUND

This proposal outlines the reallocation of identified savings of \$7,643, excluding GST, from account 14251.13 Expense – Plant Operation – Minor Equipment to cover the unbudgeted expenditure associated with the purchase of a Papas Tandem Axle 8 x 5 Boxtop trailer (registration 1UBM550).

The trailer was purchased to support operational maintenance activities and improve service delivery efficiencies associated with the Shire’s gardening and maintenance functions. While operationally required, the expenditure was not specifically included within the adopted 2025/26 budget at the time of purchase.

COMMENT

The trailer purchase was undertaken to support ongoing operational requirements associated with the delivery of maintenance services across the Shire.

While the expenditure can be fully accommodated through identified savings within the existing budget, formal Council approval is required to incorporate the expenditure into the adopted 2025/26 budget in accordance with the requirements of the *Local Government Act 1995*.

The proposed amendment regularises the expenditure within the Shire’s adopted budget framework and ensures the asset is appropriately reflected within the Shire’s financial and asset management records.

As part of ongoing financial management practices, internal processes will continue to be reinforced to ensure future plant and capital purchases are appropriately budgeted and approved prior to commitment, where practicable.

CONSULTATION

Chief Executive Officer
Finance Coordinator

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

There are no additional financial implications for the 2025/26 budget, as identified savings within account 14251.13 Expense – Plant Operation – Minor Equipment will offset the expenditure associated with the purchase.

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”.

The proposed amendment ensures the expenditure is appropriately reflected within the adopted budget framework and supports ongoing compliance with the Shire’s financial management processes

ASSET MANAGEMENT IMPLICATIONS

The trailer will be recorded within the Shire’s asset register and managed in accordance with the Shire’s asset management practices. Ongoing maintenance, depreciation and lifecycle costs will be managed within existing operational budgets.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

That the Council approves a 2025/26 budget amendment to reallocate \$7,643 from account 14251.13 Expense – Plant Operation – Minor Equipment to account 12300.40 to accommodate the purchase of the Papas Tandem Axle 8 x 5 Boxtop trailer (registration 1UBM550).

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

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