Shire of Broomehill Tambellup

looking forward

AGENDA

Ordinary Council Meeting

23 July 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 23 July 2026 commencing at 4.30pm.

Karen Callaghan
Chief Executive Officer

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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'

Community Vision

a region driven by community spirit

Broomehill-Tambellup Point-of-Difference

By Dec 2026 we have;

1. A Distinct BT Brand
1.1 BT identity
1.2 BT brand spotlight
1.3 BT storytelling and communications
1.4 BT piggy-back brand

2. A United Community
2.1 BT well-being and safety
2.2 BT volunteering
2.3 BT community creativity

3. An Appreciated Culture
3.1 BT community reconciliation
3.2 BT history appreciation
3.3 BT 'Open to All' campaign
3.4 'Colour BT'
3.5 BT recreation

Broomehill-Tambellup Economy

By Dec 2026 we have;

4. Versatile Accommodation
4.1 Broomehill short-stay accommodation renewal
4.2 Tambellup short-stay accommodation development
4.3 BT quality house and land options
4.4 BT accommodation-of-the-future project

5. Healthy Existing Businesses
5.1 BT telecommunications
5.2 BT BEC activation
5.3 BT business support
5.4 T school maximisation

6. Attracted New Businesses
6.1 BT trade incentive
6.2 BT Noongar business development
6.3 BT visitation stopover services
6.4 BT new business

Broomehill-Tambellup Lifestyle

By Dec 2026 we have;

7. Celebrated Natural Environments
7.1 Gordon River advancement
7.2 Indigenous significance sites
7.3 Boot Rock Reserve
7.4 Tambellup Water Reserve

8. Enjoyed Built Environments
8.1.Broomehill Heritage Precinct renewal
8.2 Tambellup Railway Precinct development
8.3 Tambellup Civic and Community Precinct exploration

9. Unique BT Interactions
9.1 Anytime trails and adventure
9.2 Anytime gardens, parks and play
9.3 Community shared experiences

SoBT Shire Support

By Dec 2026 we have;

10. Grown Shire Leadership
10.1 SoBT community engagement program
10.2 SoBT community training and development
10.3 SoBT contribution to environment
10.4 SoBT workforce development

11. Delivered Shire Trust and Performance
11.1 SoBT monitoring and reporting
11.2 SoBT financial sharing
11.3 SoBT workforce satisfaction
11.4 SoBT community revenue

12. Collected Region-wide Knowledge
12.1 SoBT community data
12.2 SoBT Shire data
12.3 SoBT celebrating milestones
12.4 SoBT digital literacy

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Agenda for the Ordinary Council Meeting to be held in the Council Chambers, 46-48 Norrish Street, Tambellup on 23 July 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	via electronic means
Cr CA Witham	

Staff

KP Callaghan	Chief Executive Officer
DG Sweeney	Deputy Chief Executive
P Vlahov	Manager of Works
PA Hull	Strategic Support and Projects Officer
A Fernandez	Governance and Compliance Officer

Leave of Absence

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 18 JUNE 2026

Recommendation:
That the minutes of the Ordinary Meeting of Council held on 18 June 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 COUNCIL POLICY - CAMPING AND TEMPORARY ACCOMMODATION

ATTACHMENT(S)	11.1.1 – Proposed Council Policy – Camping and Temporary Accommodation
FILE NO	ADM0165
AUTHOR	Tash Korthuis, Development & Regulatory Services Coordinator
DATE	24 June 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
Public advertising of the proposed Council Policy – Camping and Temporary Accommodation (Policy) was recently completed. This report requests that the Council adopt a final version of the Policy (Attachment 11.1.1) following the recent public advertising with no amendments.

BACKGROUND
A report was presented to the May Ordinary Council Meeting proposing a new policy to provide guidelines for the granting of permits for camping and temporary accommodation on private land.

The proposed Policy aims to provide opportunities for camping and temporary accommodation while including appropriate safeguards that address the health and safety requirements of the *Caravan Parks and Camping Ground Regulations 1997* (Regulations).

The proposed Policy outlines the circumstances where the Shire will support a permit application and the conditions that will apply. Given that the proposed Policy affects the use of privately owned land, it was considered appropriate to advertise the draft Policy for public comment.

COMMENT
Public advertising of the draft Policy took place between 3 June and 24 June 2026. Public notification occurred via the following means:

- Notification and publication of the draft Policy on the Shire’s website;
- Notice in the Shire's social media forums; and
- Notice on the Shire's noticeboards in Tambellup and Broomehill.

The Shire received no submissions or comments of feedback on the proposed policy.

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 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.

CONSULTATION
Chief Executive Officer
Town Planner
Environmental Health Officer
Public of the Shire of Broomehill Tambellup

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 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 adopts the Council Policy – Camping and Temporary Accommodation, as presented.

11.2 INTERIM AUDIT MANAGEMENT LETTER AND SIGNIFICANT MATTER FOR THE YEAR ENDED 30 JUNE 2026

ATTACHMENT(S)	11.2.1 - Interim Audit Management Letter – 30 June 2026 11.2.2 - Report to the Minister for Local Government – Significant Matter
FILE NO	ADM0302
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	13 July 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 outcome.	No specific corporate action.

SUMMARY

The Audit Risk and Improvement Committee considered the Shire of Broomehill-Tambellup's Interim Audit Management Letter for the year ending 30 June 2026, including the matter identified as significant by the auditor pursuant to Section 7.12A of the *Local Government Act 1995*, and made a recommendation to Council for adoption.

BACKGROUND

Armada Audit Services, contracted on behalf of the Office of the Auditor General, visited the Shire of Broomehill-Tambellup from 12 to 15 May 2026, to conduct the Interim Audit for the year ending 30 June 2026.

As a result of their review, three matters were raised in the 2026 Interim Audit Management Letter, included at Attachment 11.2.1.

Section 7.2 of the *Local Government Act 1995* requires that the accounts and annual financial reports of a local government for each financial year be audited by an auditor appointed by the local government.

Of the three matters raised, the matter relating to Procurement and Purchases has been identified as significant by the auditor. The Independent Interim Auditor's Report for the year ending 30 June 2026 was received on 22 June 2026.

Section 7.12A(4) of the *Local Government Act 1995* requires that a local government must:
"(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government."

Section 7.12A(5) further requires that:
"Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website."

As the audit report was received on 22 June 2026, the report to the Minister addressing the significant matter is required to be provided by 22 September 2026, with a copy published on the Shire's official website within 14 days of that report being given to the Minister.

COMMENT
The following matters were noted during the interim audit –

1. **Procurement and purchases**

   The Shire's Purchasing Policy requires them to obtain at least three (3) written quotations from a suitable supplier for purchases between $20,001 and $50,000 and obtain at least three (3) written quotations containing price and specification of goods and service for purchases between $50,001 and $250,000.

   We noted 5 instances (out of 20 samples) where the number of quotes obtained were not in line with the Purchasing Policy. We also noted 2 instances where the purchase order was raised after the invoice was received.

   This finding was initially raised in 2024, and since then, management has consistently reminded all staff of the requirement to adhere to the established policy. Management has also committed to continuing these reminders and reinforcing the importance of compliance through ongoing discussions.

   Recommendation
   There is an increased risk that the Shire may not be receiving the best value for money for intended goods purchased or services.

   Purchases made without appropriate and timely purchase orders increase the risk of unauthorised expenditure occurring and going undetected.

   Management comment
   Non-compliance is noted and accepted. Following recent staff changes, several improvements have been implemented.

   An electronic purchase order (PO) system has been introduced, incorporating key policy
   requirements, including quotation thresholds. Staff are required to complete the PO and attach all required quotes and supporting documentation in a single record. Where a PO is raised after an invoice, staff must complete a Creditor File Note form outlining the reason, ensuring these instances are documented and reviewed.

   All POs will be reviewed by the DCEO prior to payment to ensure compliance.

   Monthly reporting is also being implemented to monitor expenditure and procurement activity, improving oversight and identifying any issues early. Targeted staff training is being rolled out to reinforce understanding of the Purchasing Policy and individual responsibilities.

Management will continue to monitor and reinforce compliance through ongoing oversight.

2. Masterfile Changes
We noted one instance (out of 10 samples) where there was no evidence of an independent review of the logs for changes in the supplier masterfile in the system, via the Audit Trail Report. We also noted another instance where this independent review was not performed in adding a new supplier to the supplier masterfile.

We however acknowledge that there are adequate controls in place to verify suppliers' information before payments are processed.

Recommendation
We recommend staff be reminded of the importance of performing an independent review of additions and changes to the supplier masterfile on a regular basis.

Management comment
Non-compliance is noted and accepted.

To address this, an end-of-month process is being implemented which includes the generation and review of a detailed Audit Trail Report capturing all changes to the supplier masterfile. This report will be independently reviewed and formally signed off by two staff members to ensure appropriate oversight and segregation of duties.

In addition, an annual review of the creditor masterfile will be conducted to confirm the accuracy and currency of supplier information, identify any unauthorised changes to vendor details, and remove inactive creditors.

All changes to the supplier masterfile will be required to be supported by written documentation and authorised by appropriate personnel, ensuring a clear audit trail and accountability.

3. Excessive Super Users
We noted that there are five users that have super-user access, which is considered excessive.

Recommendation
We recommend that management implement regular review of super-user access and access be limited to only minimal staff that require this access consistent with their roles and responsibilities. Where this access is no longer required, this access should be immediately removed or updated.

Management comment
Non-compliance is noted and accepted. Management acknowledges the risks associated with excessive super-user access and the importance of maintaining appropriate segregation of duties.

During the period, remote contractors were engaged to undertake specific work activities, which required temporary super-user access to the system.

To strengthen controls, an end-of-month review process has been implemented to assess all user access, including super-user privileges. Any access that is no longer required will be removed to ensure permissions remain appropriate.

In addition, an annual review of user access will be conducted to confirm that all staff have the minimum level of access necessary to perform their roles.

CONSULTATION

Chief Executive Officer
Armada Audit Services
Office of the Auditor General
All staff regarding the purchasing procedures

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 6 Financial Management*; and*

Local Government (Financial Management) Regulations 1996

• Defines the processes and procedures that apply to the recording and reporting of financial matters.

Local Government Act 1995 – Part 7 Audit; and

Local Government (Audit) Regulations 1996

• Defines the audit of the financial accounts of local governments, including the appointment of auditors and the conduct of audits.

Local Government Act 1995 – Section 7.12A(4) and (5)

• Requires a report on any significant matter to be provided to the Minister within 3 months of the audit report being received, and a copy published on the Shire's official website within 14 days of the report being given to the Minister.

FINANCIAL IMPLICATIONS

The interim audit assesses risk, checks control systems and procedures, and provides reasonable assurance that the financial systems of the Council are functioning reliably.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

External audits and risk reviews are an integral part of ensuring that financial and compliance risks are minimised and legislative compliance is maintained.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

COMMITTEE RECOMMENDATION

That the Council:

1. Receives the Interim Audit Management Letter for the year ended 30 June 2026, as presented at Attachment 11.2.1;
2. Notes the actions taken and required by the Chief Executive Officer to address the matters raised;
3. Receives the report on the significant matter (Procurement and Purchases) at Attachment 11.2.2 raised in the 2025/2026 Interim Audit, pursuant to Section 7.12A of the *Local Government Act 1995*;
4. Authorises the Chief Executive Officer to submit the report required under Section 7.12A(4) of the *Local Government Act 1995* to the Minister for Local Government, as presented at Attachment 11.2.2; and
5. Notes that a copy of the report will be published on the Shire's official website within 14 days of it being given to the Minister, in accordance with Section 7.12A(5) of the *Local Government Act 1995*.

11.3 COMPLIANCE AUDIT RETURN 2025

ATTACHMENT(S)	11.3.1 – Compliance Audit Return 2025
FILE NO	ADM0302
AUTHOR	Deanne Sweeney, Deputy Chief Executive Officer
DATE	14 July 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 outcome	No specific corporate initiative

SUMMARY

The Audit and Risk Committee considered the annual Shire of Broomehill-Tambellup Compliance Audit Return (CAR) for the period 1 January 2025 to 31 December 2025 and made a recommendation to Council for adoption.

BACKGROUND

Local governments are required to complete the CAR annually in relation to the period 1 January to 31 December.

The CAR is a prepared checklist of some of the statutory requirements for local governments to comply with in the twelve months to 31 December 2025.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that a local government's Audit Risk and Improvement Committee review the CAR and report the results of that review to the Council before adoption by the Council and submission to the Local Government Inspectorate by 30 September 2026.

COMMENT

The CAR is an annual self-assessment that ensures local governments review their compliance with key legislative requirements under the *Local Government Act 1995* and associated regulations. This process promotes accountability, transparency, and good governance across the sector.

The 2025 CAR focuses on assessing local governments' compliance with the following legislation:

1. *Local Government Act 1995*
2. *Local Government (Administration) Regulations 1996*
3. *Local Government (Audit) Regulations 1996*
4. *Local Government (Constitution) Regulations 1998*
5. *Local Government (Elections) Regulations 1997*
6. *Local Government (Financial Management) Regulations 1996*
7. *Local Government (Functions and General) Regulations 1996*

The Audit, Risk and Improvement Committee (ARIC) considered the CAR and made a recommendation for the Council to adopt at the Ordinary Council Meeting scheduled for 23 July 2026. The draft Compliance Audit Return 2025 is provided in Attachment 11.3.1.

The CAR includes the following matters of non-compliance:

Legislative Reference	Question	Answer	Response	Comment
Local Government Act 1995				
s. 5.44(2)	Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?	No	Formal written instruments of delegation had not been issued to all staff	A Governance and Compliance Officer has commenced, with a compliance calendar now being implemented to strengthen oversight and monitoring
s. 5.75	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	One officer failed to lodge within the required timeframe	A Governance and Compliance Officer has commenced, with a compliance calendar now being implemented to strengthen oversight and monitoring
s. 5.76	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?	No	One officer failed to lodge by 31 August 2025	A Governance and Compliance Officer has commenced, with a compliance calendar now being implemented to strengthen oversight and monitoring
Local Government (Administration) Regulations 1996				
Reg 35	Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?	No	One councillor has not completed and passed the required Council Member Essentials training	Completion of the outstanding training will be arranged with an approved provider

CONSULTATION

Consultation has been undertaken with relevant officers regarding whether compliance requirements are being met or not.

STATUTORY ENVIRONMENT

Local Government Act 1995 s7.13(1)(i)

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A)The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation —

certified in relation to a compliance audit return means signed by —

(a) the mayor or president; and

(b) the CEO.

FINANCIAL IMPLICATIONS

This issue has no financial implications.

POLICY IMPLICATIONS

There is no policy applicable to this item.

RISK MANAGEMENT IMPLICATIONS

The Compliance Audit Return, external audits and risk reviews are an integral part of ensuring that financial and compliance risks are minimised and legislative compliance is maintained.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

COMMITTEE RECOMMENDATION

That the Council:

1. Adopts the completed Local Government Compliance Audit Return for the period 1 January 2025 to 31 December 2025 and the Shire President and Chief Executive Officer be authorised to sign the joint certification and return to the Local Government Inspectorate, Department of Local Government, Industry Regulation and Safety as required; and
2. Notes the non-compliance matter and requests that the Chief Executive Officer ensure the areas of non-compliance are addressed.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

12.1 BLOOM FESTIVAL EVENT – REQUEST TO WAIVE HALL HIRE FEES

ATTACHMENT(S)	Nil
FILE NO	ADM0066
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	14 July 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Lifestyle	
9. Unique interactions 9.3 Community Shared Experiences An internal events program, specifically designed to build community spirit (such as art experiences, quiz nights, dances, multicultural events, even social enterprise) where all and any community members come together to practice community spirit.	Support coordination and promotion of community driven events

SUMMARY

The purpose of this report is for the Council to consider a request for the waiving of hall hire fees for a community-led arts and crafts exhibition to be held at the Broomehill Hall during the 2026 Bloom Festival.

BACKGROUND

The Shire has received a request from an informal community group seeking a waiver of the Broomehill Hall hire fees for an art and crafts exhibition and workshop program to be held from 13 to 20 September 2026 as part of the Bloom Festival.

The organisers advise that the event has been included in the Bloom Festival program following confirmation that the Hall was available during the requested period. The exhibition aims to showcase the work of local artists and craftspeople while providing opportunities for community participation through workshops.

The organisers have advised that the event is not-for-profit, with no admittance fees or fundraising objectives. They are seeking financial support from other sources to engage a professional facilitator for an "Art Jam" workshop, and participating artists will cover minor event expenses.

COMMENT

The proposed exhibition aligns with the objectives of the Bloom Festival by encouraging community participation, celebrating local creativity and promoting Broomehill as a destination during the festival period. The event is expected to provide social and cultural benefits by bringing together local artists, residents and visitors.

The request is limited to a waiver of the Broomehill Hall hire fees. As the event is community-based, not-for-profit and forms part of the Shire-supported Bloom Festival, the Council may consider that waiving the venue hire fee is an appropriate contribution towards the event.

Should the Council approve the request, the organisers will still be required to comply with the Shire's standard conditions of hire, including payment of relevant bonds.

CONSULTATION
Chief Executive Officer
Deputy Chief Executive Officer
Event organisers

STATUTORY ENVIRONMENT
Local Government Act 1995
6.12. Power to defer, grant discounts, waive or write off debts
(1) Subject to subsection (2) and any other written law, a local government may —
(a) when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money; or*
(b) waive or grant concessions in relation to any amount of money; or
(c) write off any amount of money, which is owed to the local government.

** Absolute majority required*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power

FINANCIAL IMPLICATIONS
The Shire's adopted Fees and Charges Schedule includes a standard Broomehill Hall hire fee of $262, however, the Schedule does not specify whether this fee applies per booking or per day for extended bookings. The organisers have requested the use of the Hall for the period 13 to 20 September 2026.

If considered a single hire period, the value of the fee waiver is $262, which is within the Chief Executive Officer's delegated authority. If the fee is applied on a daily basis, the value of the waiver, $2,096, exceeds the CEO's delegation and requires Council consideration.

Given the uncertainty regarding the application of the fee, the request has been referred to the Council for determination.

Concurrent with the Council's consideration and decision, the wording of the Fees and Charges Schedule will be reviewed to clarify the application of hall hire fees for extended bookings and amended as required through the budget adoption process.

POLICY IMPLICATIONS

Policy 4.1 Use of Shire Facilities notes community groups and organisations for which hire fees relating to the use of Shire facilities are waived. The policy does not apply in this case as the participating group does not comprise one of the organisations or events noted in the policy.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

That the Council:

1. **Approves the waiver of the Broomehill Hall hire fee for the community art and crafts exhibition and workshops to be held from 13 to 20 September 2026 as part of the 2026 Bloom Festival; and**
2. **Notes that, for the purpose of this event, the waiver is considered to apply to the full booking period of 13 to 20 September 2026; and**
3. **Notes the organisers are required to comply with the Shire's standard conditions of hire, including payment of applicable bonds.**

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

13.1 MONTHLY LIST OF PAYMENTS – JUNE 2026

ATTACHMENT(S)	13.1.1 - Monthly Payments Listing June 2026
FILE NO	Nil
AUTHOR	Sharon Miniter, Finance Coordinator
DATE	9 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 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 June 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:

June 2026	$
Municipal Fund	1,341,511.40
Trust Fund	0.00
Purchasing Cards	3,366.32
TOTAL	**1,344,877.72**

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 June 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 June 2026 be endorsed, comprising

- Municipal Fund cheque, electronic funds transfer (EFT) and direct debit payments totalling $1,341,511.40; and
- Credit/Purchasing Card payments totalling $3,366.32.

13.2 FINANCIAL STATEMENTS – JUNE 2026

ATTACHMENT(S)	13.2.1 Financial Statements June 2026
FILE NO	Nil
AUTHOR	Sharon Miniter, Finance Coordinator
DATE	15 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 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 June 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 June 2026 is now presented for 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 June 2026 be received.

13.3 CORPORATE BUSINESS PLAN 2024-2028 – QUARTERLY PROGRESS REPORT APRIL TO JUNE 2026

ATTACHMENT(S)	13.3.1 – Corporate Business Plan 2024-2028 Quarterly Progress Report – April to June 2026
FILE NO	ADM0382
AUTHOR	Pam Hull, Strategic Support & Projects Officer
DATE	14 July 2026
DISCLOSURE OF INTEREST	

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

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

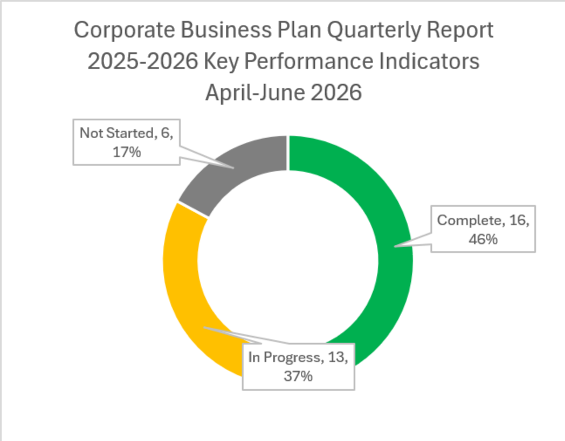
BACKGROUND
Section 5.56(1) of the *Local Government Act 1995* requires all local governments to prepare a plan for the future of the district.

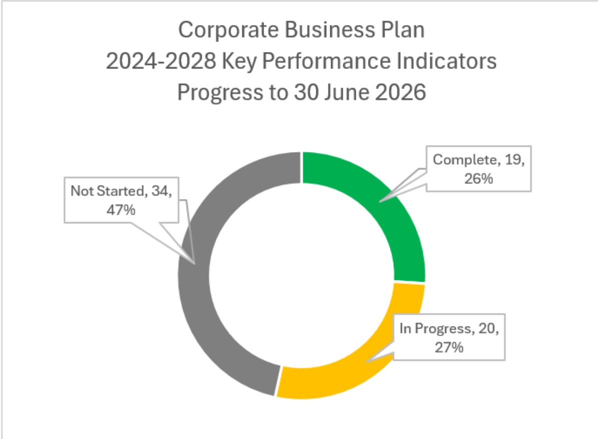
The *Local Government (Administration) Regulations 1996* requires all local governments to adopt two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These documents are supported by informing plans, strategies, and other documents. Together these documents drive the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

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

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

Status	Definition	2025-2026		2024-2028 to date	
		Number of initiatives	%	Number of initiatives	%
Complete	Action has been completed	16	46	19	26
In progress	Action has commenced	13	37	20	27
Not started	Action has not commenced	6	17	34	47
TOTAL		35	100	73	100





The reporting template at Attachment 13.3.1 provides detail on the progress of individual actions. It should be noted that many of the actions noted as ‘Not Started’ or ‘In Progress’ have elements that are scheduled to be delivered over successive financial years, and this progress will be reflected in future reports.

CONSULTATION

Senior Management Team

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996

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

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

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

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

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

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

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

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

FINANCIAL IMPLICATIONS
Nil.

POLICY IMPLICATIONS
Nil.

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

ASSET MANAGEMENT IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Simple majority

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

13.4 AMENDED WORKFORCE PLAN – 2026-2030

ATTACHMENT(S)	13.4.1 - Workforce Plan 2026-2030 Amended
FILE NO	ADM0383
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	16 July 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: BT Support	
10. Grown Shire Leadership **10.4 Workforce Development** The Shire and local businesses supporting traineeships and work experience programs.	Review, adopt and implement a new Workforce Plan.

SUMMARY

The Council adopted the Workforce Plan 2026-2030 (Version 1) at the Ordinary Council Meeting held on 16 April 2026 (Resolution 42/2026). Since adoption, two material amendments have been developed, together with consequential updates to the implementation plan, performance measures and supporting sections.

This report presents the amended Workforce Plan 2026-2030 (Version 2) for adoption. The two material amendments are the transition of senior management positions to fixed-term, performance-based contracts as they become vacant, and the replacement of the hybrid Works service delivery model with an independent functional review of the Shire's Works operations.

BACKGROUND

The Workforce Plan is an informing strategy within the Shire's Integrated Planning and Reporting framework. It sets out how the Shire will attract, develop and retain the workforce required to deliver its Strategic Community Plan and Corporate Business Plan. Version 1 was the product of an extensive organisational review and was adopted by the Council in April 2026.

Two matters have arisen since adoption that warrant amendment before the Plan is relied upon through the 2026/27 budget year and beyond.

First, the Shire's position on senior employment arrangements. Version 1 recorded all positions, including senior management, as permanent. The amendment provides that senior management positions, being those that report directly to the CEO and carry divisional leadership responsibility (the Deputy CEO and the Manager of Works), will move to fixed-term, performance-based contracts of up to five years as and when they become vacant.

This aligns the accountability of the Shire's most senior roles with the contract model that already applies to the CEO under the *Local Government Act 1995* (WA), and creates defined points for performance review, succession and structural renewal. The change applies prospectively only and does not affect the employment of any current employee.

Second, the Works service delivery model. Version 1 described a hybrid model progressively shifting construction capacity to contractors through natural attrition. The amendment removes the hybrid model and provides instead for an independent functional review of Works operations, covering parks and gardens, building maintenance, cleaning services, road construction and road maintenance, including the financial sustainability of the operating model.

COMMENT

The material and consequential amendments made between Version 1 and Version 2 are summarised in the schedule below.

Plan Section	Amendment	Reason
3.1 (new sub-section) Senior Employment Arrangements	Senior management positions (Deputy CEO and Manager of Works) to be employed on fixed-term, performance-based contracts of up to five years. Applied prospectively as positions become vacant. Previously all were permanent. No current employee is affected.	Accountability, alignment of the leadership structure to the Shire's needs, and planned succession.
3.2 Workforce Snapshot	Snapshot date updated from April 2026 to July 2026 to reflect Version 2.	Currency of the Plan at the point of re-adoption.
4.9 Works	The Hybrid Service Delivery Model section was removed and replaced with the Independent Functional Review of Works Operations. No delivery model is presumed.	A delivery model should follow a properly costed and funded assessment, not precede it.
4.11 Building Maintenance Officer	Cross-reference to the hybrid model removed; the position was folded into the functional review scope.	Consistency with the removal of the hybrid model.
5.1 Performance Agreements	The Chief Executive Officer is named as the owner of the Performance Agreement Framework.	Clear accountability for the framework.
5.3 HR Policy Development Program	New Senior Employment and Contracts Policy added (Critical priority).	Instrument to give effect to the senior employment arrangements.
8.1 Implementation Plan	New actions: commission the functional review (Q3 2026); consider findings and determine the future model, fully costed and funded (Q4 2026); establish the senior employment framework (Q4 2026).	Sequences and resources of the two amendments.
8.2 Implementation Plan	The contractor pre-qualification panel is now informed by the review; new action to implement the Council-endorsed model (Q4 2027).	Aligns downstream Works actions with the review.
9. Performance Measurement	New indicators: senior management contracts (100%); Works functional review (complete by Q4 2026).	Measures the outcomes of both amendments.

Plan Section	Amendment	Reason
Appendix C	Version control updated to Version 2 (this amendment).	Record of amendment.
General	Minor editorial and formatting corrections, including consistent table shading.	Presentation and consistency.

CONSULTATION
Senior Management Team
Various staff

STATUTORY ENVIRONMENT
Local Government Act 1995 (WA)
- Section 5.41 - functions of the CEO, including managing the day-to-day operations of the local government and employing, managing and dismissing other employees.
- Section 5.37 - senior employees; a local government may designate employees (other than the CEO) as senior employees, and the CEO is to inform Council of proposals to employ or dismiss a senior employee.
- Section 5.38 - annual review of the performance of the CEO and of employees.
- Section 5.39 - the employment of the CEO and of senior employees is to be governed by a written contract that specifies performance criteria; the contract is renewable and, in the case of senior employees, is a fixed-term arrangement.
- Section 5.56 - planning for the future; the Workforce Plan is an informing strategy supporting the Strategic Community Plan and Corporate Business Plan prepared under this section and the *Local Government (Administration) Regulations 1996* (WA).

Work Health and Safety Act 2020 - relevant to the Works operating environment and to the functional review's assessment of supervisory arrangements, plant and safety.

FINANCIAL IMPLICATIONS
The amendments have no direct financial impact on the current adopted budget.

The functional review, however, will be undertaken by an independent contractor. Quotations will be sought, and the cost will be met from the relevant operating budget.

The future Works service delivery model, once determined, will be fully costed and funded through the Long Term Financial Plan and the annual budget process.

The senior employment arrangements apply to vacancies and are accommodated within existing salary provisions; any performance-based remuneration structures will be considered at the point of each appointment.

POLICY IMPLICATIONS
Supported by Policy 1.2.1 Workforce Planning and Management.

A new Senior Employment and Contracts Policy (identified as a Critical priority in the Plan's HR Policy Development Program) will be developed to give effect to the senior employment arrangements. The findings of the functional review may inform future Works-related policies and procedures in due course.

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 "High" risk that can be managed with interventions which may include appropriate levels of planning, development of and adherence to specific procedures, seeking external advice and support, and will potentially requiring additional resources.

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

1. **Adopts the amended Workforce Plan 2026-2030 as presented;**
2. **Notes the amendments made to the Plan since its adoption on 16 April 2026, comprising the transition of senior management positions to fixed-term, performance-based contracts applied prospectively as positions become vacant, the replacement of the hybrid Works service delivery model with an independent functional review of Works operations, and the associated consequential amendments outlined in this report;**
3. **Notes that the amended senior employment arrangements apply prospectively and do not affect the employment of any current employee; and**
4. **Notes that the future Works service delivery model will be determined by the Council on the evidence of the independent functional review.**

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.