



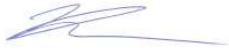
AGENDA

Special Council Meeting

5 November 2026

**SHIRE OF BROOMEHILL-TAMBELLUP
NOTICE OF SPECIAL MEETING**

**A Special Council Meeting of the Shire of Broomehill-Tambellup
will be held in the Council Chambers, 46-48 Norrish Street, Tambellup
on Thursday 5 November 2026 commencing at 1.00pm.**



**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)**

- ☐ Financial pursuant to Section 5.60A of the Local Government Act 1995
- ☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995
- ☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- ☐ 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 Special Council Meeting to be held in the Council Chambers,
46-48 Norrish Street, Tambellup on Thursday 5 November 2026 commencing at 1.00pm.**

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

Staff

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

Leave of Absence

Nil

Apologies

KP Callaghan	Chief Executive Officer
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3. DISCLOSURE OF INTEREST

4. PUBLIC QUESTION TIME

Questions must relate to the items listed on this agenda.

5. DEPUTATIONS

Deputations must relate to the items listed on this agenda.

6. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

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

Nil.

8. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY

Nil.

9. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

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

ATTACHMENT(S)	Nil
FILE NO	ADM0602
AUTHOR	Karen Callaghan, Chief Executive Officer
DATE	28 October 2026
DISCLOSURE OF INTEREST	Nil

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

SUMMARY

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

BACKGROUND

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

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

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

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

COMMENT

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

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

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

From an organisational perspective, key considerations include:

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

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

CONSULTATION

Tambellup Community Cropping Group

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council:

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

10. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT**10.1 AMENDMENT TO SCHEDULE OF FEES AND CHARGES 2026/2027**

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

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

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

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

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

CONSULTATION

Consultation was undertaken with the Chief Executive Officer.

STATUTORY ENVIRONMENT

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

6.16. Imposition of fees and charges

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

** Absolute majority required.*

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

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

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

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

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

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
 - (a) under section 5.96; or*
 - (b) under section 6.16(2)(d); or*
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) Regulations may —*
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) limit the amount of a fee or charge in prescribed circumstances.*

Local Government (Administration) Regulations 1996

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

- (1) For the purposes of section 1.7(a), notice of a matter must be published on the local government's official website for —*
 - (a) the period specified in or under the Act in relation to the notice; or*
 - (b) if no period is specified in relation to the notice — a period of not less than 7 days.*
- (2) For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed —*
 - (a) publication in a newspaper circulating generally in the State;*
 - (b) publication in a newspaper circulating generally in the district;*
 - (c) publication in 1 or more newsletters circulating generally in the district;*
 - (d) publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the matter and the persons likely to be affected by it, for —*
 - (i) the period specified in or under the Act in relation to the notice; or*
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;*
 - (e) circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;*

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

That the Council, by an absolute majority:

1. Pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, adopts the Amended 2026/2027 Schedule of Fees and Charges contained in the attachment to this report, and;
2. In accordance with s.6.19 of the *Local Government Act 1995* directs the Chief Executive Officer to give local public notice of its intention to amend the 2026/2027 Fees and Charges below, effective from 13 November 2026.

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

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12. CLOSURE

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