



AGENDA

Special Council Meeting

30 January 2026

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

**A Special Council Meeting of the Shire of Broomehill-Tambellup
will be held in the Council Chambers, 46-48 Norrish Street, Tambellup
on 30 January 2026 commencing at 4.00pm.**



**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 30 January 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 CJ Letter	
Cr SH Penny	
Cr ME White	
Cr CA Witham	

Staff

KP Callaghan	Chief Executive Officer (via electronic means)
PA Hull	Strategic Support and Projects Officer

Leave of Absence

Apologies

Cr CM Dewar

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

Nil.

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

Nil.

11. KEY PILLAR 2: BROOMEHILL-TAMBELLUP ECONOMY**11.1 TENDER 01/2025 - SUPPLY AND INSTALLATION OF MODULAR ACCOMMODATION UNITS AT TAMBELLUP CARAVAN PARK**

ATTACHMENT(S)	11.1.1 Tender 01/2025 Request 11.1.2 CONFIDENTIAL: Tender Assessment 11.1.3 CONFIDENTIAL: Tender Response Evoke Living Homes 11.1.4 CONFIDENTIAL: Tender Response BRK Techs Pty Ltd: 11.1.5 CONFIDENTIAL: Tender Response PB Constructions 11.1.6 CONFIDENTIAL: Tender Response ModularWA
FILE NO	ADM0699
AUTHOR	Pam Hull, Strategic Support and Projects Officer
DATE	23 January 2026
DISCLOSURE OF INTEREST	

STRATEGIC IMPLICATIONS	
Strategic Community Plan 2023-2033	Corporate Business Plan 2024-2028
Community Outcomes	Corporate Initiative
Key Pillar: Broomehill-Tambellup Economy	
4. Versatile Accommodation 4.2 Tambellup Short Stay Accommodation Development Developing the Tambellup Caravan Park and creating cabin style accommodation for workers and visitors. This also requires exploring further RV and camping options.	No specific corporate initiative.

SUMMARY

The purpose of this report is for the Council to consider the assessment of quotes received for Tender 01/2025 'Supply and installation of modular accommodation units at the Tambellup Caravan Park' and select a suitable response.

BACKGROUND

In response to the demand for short term worker and visitor accommodation in the Shire of Broomehill – Tambellup (the Shire), and following a significant planning process, the Shire commenced development of Stage 1 of the Tambellup Caravan Park in 2025. Development to date has included site works, connection of services, completion of internal roads, site lighting, the installation of three one bedroom, one bathroom modular accommodation units, and construction of a stand-alone guest laundry/store. It is anticipated that perimeter fencing, paving of car parks to the existing three units and partial landscaping of the site will be completed in February 2026.

In November 2025, the Tambellup Community Cropping Group Inc. (TCCG) confirmed a cash contribution of \$426,000 ex GST towards the ongoing development of the facility, with a stated preference that the next stage of work includes the installation of the planned four-bedroom building and one single, self-contained cabin.

Following this advice, tenders were called for the supply and installation of modular or prefabricated accommodation units at the Tambellup Caravan Park:

- One accommodation unit to be fully self-contained, with one bedroom and one bathroom.
- The second accommodation unit to be a single modular building comprising four separate bedrooms with ensuites.

The Tender request included the following requirements:

- Budget - \$430,000 ex GST
- Practical Completion date – 30 June 2026 (22 week construction period from awarding of contract at the end of January 2026)
- Detailed specifications aligned to those of the existing cabins.

The Tender was advertised for a period of six weeks, between 5 November 2025 and 18 December 2025. A non-mandatory site inspection was offered to all respondents, on 19 November 2025. The site inspection offered the opportunity for respondents to not only get an understanding of the work that had been completed to date in terms of location of services and the proposed buildings, but also to view the existing cabins. Representatives of three companies attended the site inspection, with one making a submission.

COMMENT

The administration responded to 18 requests for tender documentation. At the close of the tender period, four responses had been received:

- Evoke Living Homes
- BRK Techs Pty Ltd:
- PB Constructions
- ModularWA

All submissions presented as compliant tenders and progressed to the compliance and qualitative assessment stage.

The full assessment report is provided at Confidential Attachment 11.1.2. Should the Council wish to discuss the confidential information during the Special Meeting of Council, the Council should resolve to move behind closed doors

Compliance Assessment

The tenders were assessed against the following compliance criteria:

Compliance Criteria	
1	Compliance with Conditions of Tender
2	Building Licence & Registration Details
3	Compliance with Specifications in the Request
4	Compliance with Quality Assurance
5	Compliance with Delivery Date
6	Provision of Risk Assessment Information

All submissions broadly met the requirements of the compliance criteria however it was noted that the level of detail provided in relation to 3. Compliance with Specifications. This variation was factored into the assessment and has had a bearing on the final recommendation.

Qualitative Assessment

The qualitative weighting method of tender evaluation was selected to evaluate the offer. The qualitative criteria and weighting used in evaluating the submission received were as follows:

Qualitative Criteria

1	Price (ex GST)	60%
2	Construction Program	20%
3	Capacity	10%
4	Demonstrated Experience	10%

Each submission was evaluated against the qualitative criteria outlined in the Request for Tender. The highest focus was placed on price and timeframes, however the capacity to deliver and relevant experience is also important in achieving outcomes that are acceptable not only to the Shire, but also to the wider community.

Each submission was scored and ranked against the evaluation criteria, with the results reflecting the respondent's overall capability and capacity to deliver the project in line with the Shire's financial constraints and established timeframes.

The outcomes of the compliance and qualitative assessment are summarised below:

Tenderer	Total Compliance Score (30)	Total Qualitative Weighted Score (100)	Final Score	Ranking
Evoke Living Homes	17	55	72	4
BRK Techs Pty Ltd	13	77	90	2
PB Constructions	18	80	98	1
ModularWA	20	71	91	3

The submission from PB Constructions was well documented and ranked highest in both the final score and the qualitative criteria due to the price and stated construction program being well within the requirements of the tender. While a detailed design was provided in response to compliance criteria 3, the lack of detail in the specification supplied will require additional consultation and negotiation, with no certainty that the price will not increase through variation.

The submission from BRK Techs Pty Ltd ranked second overall, however it scored lowest in the compliance criteria due to the lack of an indicative design or detail of specification. The absence of this information presents the likelihood that the price and construction timeframe will increase through variation.

The submission from Evoke Living Homes was well documented and provided a quality solution but was ranked last due to both the construction program and submitted price exceeding the scope of the tender.

The submission from ModularWA ranked third overall due to a construction period which exceeded the scope of the request, which was clarified in the submission. The submission ranked first in the compliance criteria, demonstrating a thorough understanding of the request, and a well-documented design and specification which was reflected in a price

that was less than 1% above the tender scope. The level of detail in the specification provides confidence that the pricing is accurate and presents the best value.

It is noted that the Shire has previously sourced modular accommodation from ModularWA. The quality of the construction and professional service throughout that process supports the officer's recommendation that the response from ModularWA be accepted.

CONSULTATION

Chief Executive Officer
Manager of Works

The Tender was publicly advertised for a six-week period, from 5 November – 18 December 2025, through the following media:

- Advertisement in The West Australian newspaper – 5 November 2025
- Public notice on the Shire's noticeboards
- Advertisement on the Public Notices and Tenders page of the Shire's website

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996

Division 2 — Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited

(1A) In this regulation —

state of emergency declaration has the meaning given in the Emergency Management Act 2005 section 3.

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if -

(a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or

(aa) the supply of the goods or services is associated with a state of emergency;

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

(c) within the last 6 months —

(i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment;

FINANCIAL IMPLICATIONS

The 2025–2026 Budget (GL LR309) includes a provision of \$475,500 for the installation of cabins and a laundry/cleaner's store at the Tambellup Caravan Park. Expenditure of \$177,000 has been incurred against this allocation to date.

In December 2023, the Tambellup Community Cropping Group (TCCG) confirmed its intention to fund the purchase of cabins to the value of \$276,000 (excluding GST).

However, in March 2024, the Group advised that it was unable to proceed at that time due to the purchase of a parcel of land, and subsequently committed to funding the purchase of two cabins in the 2026–2027 financial year.

To support the continued progression of works at the Tambellup Caravan Park and avoid loss of project momentum, the 2025–2026 Budget was prepared on the basis of an anticipated contribution of \$250,000 later in the financial year, subject to confirmation by the TCCG. In November 2025, the TCCG confirmed it was prepared to commit \$426,000 (excluding GST) in the current financial year towards the purchase of a four-room modular building and one self-contained, one-bedroom cabin.

The TCCG contribution of \$426,000 will be recognised as unbudgeted revenue at the time of receipt.

POLICY IMPLICATIONS

Policy 3.1 (Purchasing)

RISK MANAGEMENT IMPLICATIONS

The submission from Respondent 4 as recommended has been assessed against the Shire’s Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be ‘Medium’ and can be managed by adequate controls, specific procedures and regular monitoring for the duration of the project.

ASSET MANAGEMENT IMPLICATIONS

The cabins to be purchased will be incorporated into the Shire’s Asset Register and managed in accordance with endorsed asset management processes.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Council awards the contract for Tender 01/2025: ‘Supply and Installation of Modular Accommodation Units at Tambellup Caravan Park’ to ModularWA (Modularis Pty Ltd) for the tendered price of \$431,821.82 excluding GST.

12. KEY PILLAR 3: BROOMEHILL-TAMBELLUP LIFESTYLE

Nil.

13. KEY PILLAR 4: BROOMEHILL-TAMBELLUP SHIRE SUPPORT

Nil.

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

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 will declare the meeting closed at _____pm.