Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

MINUTES

Ordinary Council Meeting

Thursday, 22 October 2026

Date: **Thursday, 22 October 2026**

Time: **5:30 PM**

Location: **Council Chambers**

CONTENTS

ITEM 1 OPENING OF MEETING 4
ITEM 2 ACKNOWLEDGEMENT OF COUNTRY 4
ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE 4
ITEM 4 ATTENDANCE OF GALLERY 5
ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE 5
No matters for consideration
ITEM 6 PUBLIC QUESTION TIME 5
ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS 7
ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST 12
ITEM 9 APPLICATION FOR LEAVE OF ABSENCE 12
No matters for consideration
ITEM 10 CONFIRMATION OF MINUTES 12
10.1 Ordinary Council Meeting Minutes 24 September 2026 12
10.2 Concept Forums and Workshops 12
ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION 13
ITEM 12 NOTIFICATION OF DISCLOSURE OF INTEREST 13
ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS 13
ITEM 14 CONSIDERATIONS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 13
No matters for consideration
REPORTS OF OFFICERS 14
ITEM 15 CEO'S OFFICE 14
15.1 Recieval of Petition 7
15.2 Development Application for Relocated Dwelling - Lot 146 (No. 37) Manor Ridge, Bridgetown 14
15.3 Bush Fires Advisory Committee – Terms of Reference 23
ITEM 16 CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT 27
16.1 Transition of Department of Transport Services to the Bridgetown Community Resource Centre 27
16.2 Monthly Financial Report - August 2026 31
16.3 List of Accounts for September 2026 36
ITEM 17 EXECUTIVE SERVICES UNIT 39
No matters for consideration
ITEM 18 PROJECT MANAGEMENT AND ENVIRONMENT 39

UNCONFIRMED

No matters for consideration

ITEM 19 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES 39

19.1 Bush Fire Advisory Committee Meeting Minutes 23 September 2026 39

ITEM 20 URGENT BUSINESS APPROVED BY DECISION 40

ITEM 21 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE 40

No matters for consideration

ITEM 22 ELECTED MEMBERS QUESTIONS WITH NOTICE 40

ITEM 23 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING 40

No matters for consideration

ITEM 24 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS) 40

No matters for consideration

ITEM 25 CLOSURE 40

UNCONFIRMED

SHIRE OF BRIDGETOWN GREENBUSHES

The Ordinary Council Meeting Minutes of Meeting held on 22nd October 2026 commencing at 5:30pm.

ITEM 1 OPENING OF MEETING

The Presiding Member opened the meeting at 5.30pm.

ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the cultural custodians of the land, the Kaneang, Pibelmen and Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

Councillor S Carstairs	President
Councillor R Redman	Deputy President
Councillor J Boyle	
Councillor M Fletcher	
Councillor L Pearce	
Councillor T Pratico	
Councillor K Gillies	

Council Officers

Chief Executive Officer, G Adams
Director Corporate, Economic and Community Development, C Radford
Director Projects & Environment, M Gillham
Manager, Executive Services Unit, M Morrell

Observers/Visitor

Apologies

Councillor A McRae

Leave of Absence Previously Granted

Councillor A McRae

UNCONFIRMED

ITEM 4 ATTENDANCE OF GALLERY

Dylan Barker, Casey Crisp, Fiona Roberts, Paul Roberts, Kath Wisken, Stephen Wisken, Janine Pierre, Sophia Pierre

ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

No matters for consideration

SUSPEND STANDING ORDER 3.9

RESOLUTION: OCM 165-26/27

Moved: Councillor S Carstairs
Seconded: Councillor R Redman

MOTION:
That Council moves to suspend Standing Order 3.9 to allow for full debate and consideration of all agenda items

CARRIED 7/0

SUSPEND STANDING ORDER 9.1

RESOLUTION: OCM 166-26/27

Moved: Councillor S Carstairs
Seconded: Councillor M Fletcher

MOTION:

That Council moves to suspend Standing Order 9.1 regarding the requirement to stand when addressing the Council.

CARRIED 7/0

ITEM 6 PUBLIC QUESTION TIME

Question 1: Cath Whiskin
I refer to the question raised at the Council meeting on 24 September regarding the proposed extractive industry application on Catterick road., specifically to the fact that the proposed quarry directly adjoins Hester conservation park. In response to the CEO advice that the application had been referred to the Department of Biodiversity , Conservation and attractions, and that advice received would be considered as part of the assessment process. It was also noted that the application had been referred to the EPA, the Department of Aboriginal Affairs and the Department of Water and Environmental Regulation. Can the CEO please confirm and clarify the following; will the advice and recommendations provided by all the relevant external agencies be incorporated

into the Shire Officers report prepared for the Regional Development Application Panel hearing? Will the full reports received from each of the agencies be provided to the RDAP as part of the documentation informing the Shire's assessment and recommendation so that the panel can fully consider their findings when determining the application?

Response: Chief Executive Officer
Yes I can confirm that all of the submissions received including the submissions from the public and from Government agencies will be included with the responsible authority report.

Question 2: Paul Roberts
Is the Shire aware of any demonstrated current or forecast shortage of basic raw materials within the Shire of Bridgetown-Greenbushes or adjoining local government areas that is constraining residential, commercial, agricultural or infrastructure development excluding demand associated with large scale open pit mining operations. If so what evidence supports the assessment including consideration of existing approved extraction operations and available sources of supply?

Response: Chief Executive Officer
No we are not aware of any shortage of materials.

Question 3: Paul Roberts
How will the Shire ensure that the matters raised in the Community petition and the public submissions are properly considered and communicated to the RDAP before it determines application P078/2026?

Response: Chief Executive Officer
The responsible authority report takes into consideration all of the submissions received. That report along with all of the submissions are forwarded to the RDAP for consideration. So they get the whole lot. They also get our planners professional opinions on top of the submissions and concerns raised by the community.

Question 4: Paul Roberts
Has the Shire undertaken or commissioned an independent technical assessment to determine whether Catterick road and its intersection with South Western highway can safely accommodate the heavy vehicle movements proposed for the quarry?

Response: Chief Executive Officer
It's been referred to Mainroads, I think we are still waiting for their response on that one. Our own technical staff have provided some information to the planning department and their professional opinions on it. Once we receive the Mainroads report, we will determine whether we need any further information other than that.

Question 5: Paul Roberts
What additional information does the Shire consider necessary to establish that the proposed quarry's heavy vehicle haulage arrangements comply with local planning policy LUP11 before the responsible authority report is finalised?

Response: Chief Executive Officer
I will have to take that one on notice as it's with the planner and I'm not sure where he is with regards to getting all of the information he needs. I can take that one on notice and get back to you.

UNCONFIRMED

ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS

15.1 Receival of Petition

File Ref

Responsible Officer Garry Adams, Chief Executive Officer

Reporting Officer Merridith Morrell, Manager of Executive Services Unit

Attachments 1. Catterick Road Quarry Petition

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 167-26/27

Moved: Councillor K Gillies
Seconded: Councillor R Redman

That Council:

1. **Receives the petition lodged by Ms Kathleen Wisken on 30 September 2026 containing the names of 155 electors, objecting to the proposed Extractive Industry at Lots 3938 and 7971 Catterick Road, Catterick, and notes the community concerns summarised in the petition.**
2. **Requests the Chief Executive Officer to ensure the petition is provided to the Shire's Planning team so that it is considered, together with other submissions received during the advertising period..**
3. **Notes that there is no avenue available to Council to comply with the petitioners' request for the Shire to make a separate representation to the Regional Development Assessment Panel.**

CARRIED 7/0

IN BRIEF

- A petition containing 155 names, signatures and addresses of electors was lodged with the Shire on 30 September 2026, objecting to the proposed Extractive Industry at Lots 3938 and 7971 Catterick Road, Catterick.
- Clause 3.4.1(2) of the Shire's *Standing Orders Local Law 2008* requires the CEO to present any petition received to the next Ordinary Meeting of Council, together with an officer report and recommendation.
- The application is being determined by the Regional Development Assessment Panel (RDAP), not Council. The recommendation is therefore limited to receiving the petition, ensuring it is

UNCONFIRMED

considered in the assessment process, and seeking a further report on the petitioners' request for a separate Council representation to the RDAP.

MATTER FOR CONSIDERATION

For Council to formally receive the petition in accordance with clause 3.4.1 of the *Standing Orders Local Law 2008* and to determine how the petitioners' requests will be dealt with.

BACKGROUND

The Shire has received a development application for an Extractive Industry at Lots 3938 and 7971 Catterick Road, Catterick. The proposal involves gravel, clay and hard rock extraction, with haulage via Catterick Road and South Western Highway. The application was advertised for public comment, with submissions closing at close of business on Wednesday 30 September 2026. The application is to be determined by the Regional Development Assessment Panel.

On 30 September 2026 - the final day of the advertising period - Ms Kathleen Wisken of Catterick lodged a petition at the Shire's front counter. The petition is addressed to the Shire President and comprises a cover letter, a two-page petition document and 21 signature pages containing 155 names, signatures and addresses.

The petition asks Council to:

1. receive the petition and formally note the petitioners' objection to the proposed Extractive Industry;
2. note the community concerns summarised in the petition; and
3. resolve that the Shire seek to make a separate representation to the RDAP when the application is considered, drawing attention to the extent and nature of the community objections, in accordance with the applicable DAP procedures.

The cover letter also asks the Shire to confirm the Council meeting at which the petition will be presented.

The petition summarises the petitioners' reasons as:

- **Road and intersection safety** - traffic conflict and the adequacy of Catterick Road and its intersection with South Western Highway for regular heavy vehicle movements.
- **Road condition and suitability** - deterioration, dust and maintenance impacts on an unsealed rural road.
- **Residential and rural amenity** - truck movements, noise, dust, vibration and loss of rural character.
- **Environmental impacts** - vegetation, habitat, soil stability, drainage, groundwater and surface water.
- **Cumulative and long-term impacts** - effects of a staged operation over many years.
- **Adequacy of the assessment** - that the information provided does not demonstrate the impacts can be satisfactorily avoided or managed.

The petition itself acknowledges that Council does not determine the application and frames its requests around actions Council can lawfully take within the DAP pathway.

UNCONFIRMED

STATUTORY ENVIRONMENT

Local Government Act 1995

Shire of Bridgetown-Greenbushes Standing Orders Local Law 2008

Clause 3.2 sets the order of business for Ordinary Council Meetings, including *Petitions/Deputations/Presentations*.

Clause 3.4.1(1) sets out the requirements for a petition to be effective. An assessment of the petition against those requirements is below.

Clause 3.4.1(1) requirement		**Assessment**
(a)	Be addressed to the President	Complies - addressed to the Shire President (and CEO).
(b)	Be made by electors of the district	155 of the 205 names on the petition appear to be electors of the district.
(c)	State the request on each page	Complies
(d)	Contain the names, addresses and signatures of the electors, and the date each elector signed	Complies - Names, addresses and signatures provided.
(e)	Contain a summary of the reasons for the request	Complies - summary of reasons provided.
(f)	State the name of the person upon whom, and an address at which, notice can be given	Complies - Ms Kathleen Wisken, PO Box 237, Bridgetown WA 6255.
(g)	Be in the prescribed form for specified constitutional matters	Not applicable.

Clause 3.4.1(2) requires the CEO to present any petition received to the next Ordinary Meeting of Council, together with an appropriate officer report and recommendation(s).

Planning and Development Act 2005 and Planning* and *Development (Development Assessment Panels) Regulations 2011

The application is determined by the RDAP. The Shire's role is to prepare the Responsible Authority Report (RAR) under the DAP framework. Local government members of the DAP must exercise independent judgement when determining an application, and are bound by the DAP Code of Conduct.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

UNCONFIRMED

COUNCIL PLAN

11 A well-informed and engaged community.

10 Proactive, visionary leadership and effective governance.

11 - A well-informed and engaged community. Formally receiving the petition and advising the lead petitioner of the outcome supports transparent engagement with the community on a matter of significant local interest.

10 - Proactive, visionary leadership and effective governance. Dealing with the petition in accordance with the Standing Orders, and within the limits of Council's role in the DAP process, supports sound governance.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

UNCONFIRMED

RISK MANAGEMENT

RISK	RATING	MITIGATION
Governance / compliance - a Council position on the merits of the application could be seen as seeking to influence the RDAP determination, or compromise the independence of the Shire's local government DAP members.	Moderate	The recommendation is limited to receiving and noting the petition. Any representation to the RDAP is to be the subject of a further report with advice on the applicable DAP procedures.
Reputational - petitioners may expect Council to formally oppose the application and may be disappointed if the limits of Council's role are not clearly explained.	Low	Clear written advice to the lead petitioner on Council's decision, Council's role, and how the petition will be considered in the assessment.
Privacy - the signature pages contain the personal information of 155 electors.	Low	Signature pages are withheld from the public agenda and made available to councillors for inspection on request.

COMMENT

The petition demonstrates a significant level of community concern about the proposed Extractive Industry and correctly recognises that Council does not determine the application.

The petition meets the requirements of clause 3.4.1(1) of the Standing Orders and is presented to Council in accordance with clause 3.4.1(2).

Consideration of the petition in the assessment

The petition was lodged on the final day of the advertising period. It is recommended that it be provided to Planning Services so the concerns raised are considered, alongside the individual submissions received, in the Responsible Authority Report prepared for the RDAP. This ensures the extent and nature of the community objection is before the Panel through the formal assessment process.

Request for a separate representation to the RDAP

The petitioners also ask that the Shire seek to make a separate representation to the RDAP. Two of the Shire’s Councillors are RDAP members and the Shire provides the Responsible Authority Report as part of the assessment process. Beyond this, there are no avenues for Council to resolve for the Shire to make separate representation to the RDAP.

The petition's organiser checklist also encourages petitioners to seek to address the RDAP directly once a meeting is scheduled. Members of the public, including submitters, can request to make a presentation to the Panel under the DAP procedures, and the lead petitioner will be advised of this.

UNCONFIRMED

ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

Casey Crisp spoke to Council regarding Item 15.2 Development Application for Relocated Dwelling – Lot 146 (No. 37) Manor Ridge, Bridgetown.

ITEM 9 APPLICATION FOR LEAVE OF ABSENCE

No matters for consideration

ITEM 10 CONFIRMATION OF MINUTES

10.1 Ordinary Council Meeting Minutes 24 September 2026

RESOLUTION: OCM 168-26/27

Moved: Councillor K Gillies
Seconded: Councillor T Pratico

That Council confirms the Minutes from the Ordinary Council Meeting held on 24 September 2026.

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

10.2 Concept Forums and Workshops

RESOLUTION: OCM 169-26/27

Moved: Councillor R Redman
Seconded: Councillor K Gillies

That council notes the following concept forums / workshops were held:

1) 15 October 2026 concept forum

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 12 NOTIFICATION OF DISCLOSURE OF INTEREST

Part 5, Division 6 of the Local Government Act 1995 requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

Councillor Michael Fletcher declared an impartiality interest in relation to items 15.3 and 19.1 – as he is a member of the Bush Fires Advisory Committee.

Councillor Lyndon Pearce declared an impartiality interest in relation to items 15.3 and 19.1 – as he is a member of the Bush Fires Advisory Committee.

ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS

Nil

ITEM 14 CONSIDERATIONS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

No matters for consideration

UNCONFIRMED

REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate, Economic and Community Development
- Executive Services
- Project Management and Environment

ITEM 15 CEO'S OFFICE

15.2 Development Application for Relocated Dwelling - Lot 146 (No. 37) Manor Ridge, Bridgetown

File Ref	A42971
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Mackenzie Walmsley, Principal Planner
Attachments	1. Attachment 1 - Aerial Plan 2. Attachment 2 - Development Plans 3. Attachment 3 - Applicant's Cover Letter & Written Justification 4. Attachment 4 - Summary of Submissions (Redacted)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 170-26/27

Moved: Councillor K Gillies
Seconded: Councillor R Redman

That Council grants development approval for the 'Relocated Dwelling' at Lot 146 (No. 37) Manor Ridge, Bridgetown in accordance with Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Shire's Town Planning Scheme No. 4 (TPS4), subject to the following conditions:

1. **The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.**
2. **All stormwater drainage from the development shall be contained and disposed of onsite unless otherwise approved by the Shire of Bridgetown-Greenbushes.**
3. **All works must be completed within 24 months of the dwelling being re-erected on the new site, and no more than 12 months from occupation of the dwelling, whichever is the lesser.**

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

CONFIRMED

IN BRIEF

To consider an application for a proposed Relocated Dwelling (Unlisted Use) at Lot 146 (No. 37) Manor Ridge, Bridgetown.

The application is presented to Council for determination for the following reasons:

1.The lack of a defined land use permissibility classification for the proposed land use within the Shire's Town Planning Scheme No. 4 (TPS4), necessitating assessment of the application on its own merits.

2. The proposal does not accord with the Shire's LUP2- Relocated Dwellings Policy and seeks consideration of an alternative outcome to the Policy provisions, which have not previously been challenged in this manner.

3. The application is considered to fall within the Shire's delegation provisions for development which, in the opinion of the delegated officer, is contentious and/or the subject of significant community interest.

BACKGROUND

The subject site is known as Lot 146 (No. 37) Manor Ridge, Bridgetown, located in the Highlands precinct and consisting of 8000sqm in size. The property is zoned Special Residential No. 2 (SRES2) under the Shire's Town Planning Scheme No. 4 (TPS4).

The Shire's Town Planning Scheme No. 4 (TPS4) makes reference to re-sited or transportable residence however no definition or use class in the zoning table is provided.

The Shire's LUP2 – Relocated Dwellings Policy states 'the use of relocated dwellings within the Special Residential Zone is not permitted as the use of second hand materials is prohibited pursuant to Clause 4.11.7 of Town Planning Scheme No. 4 (TPS4).'

The proposal includes one design principle assessment under Clause 5.4.1 – Visual Privacy of the R-Codes (Residential Design Codes) as it did not align with the Deemed-to-Comply provision.

Further detail of the proposal is outlined in Attachment 2 – Development Plans with the Applicant's Justification provided in Attachment 3.

PUBLIC CONSULTATION

Public advertising was undertaken to landowners for a period of 21 days to the eight closest properties to the subject site to ensure a reasonable level of notification to potentially affected parties was achieved. All submissions received during the advertising period have been considered in the assessment of the application.

Accordingly, four submissions were received during the advertising period:

- Three submissions of support
- One submission seeking clarification and providing comments.

The matters raised are summarised and addressed in the table below. Attachment 3 is a copy of the Summary of Submissions (redacted).

Issues Raised	**Officer Assessment and Response**
Land Clearing Discrepancies	In response to the summary of submissions received, the applicant has advised that no tree

UNCONFIRMED

Significant land clearing has already taken place on-site, but it does not match the footprints or envelopes shown on the official development map. Condition: please review and ensure council compliance prior to approval.	clearing has been undertaken. The only vegetation they have removed was a blackberry and Sydney wattle as part of cleaning up the property and reducing the bushfire risk. The relevant scheme provision being cl4.11.12 under TPS4 notes '*no trees or other substantial vegetation shall be felled or removed from the site (including tree preservation areas) except where: (a) required for approval development works; (b) the establishment of a firebreak required by regulation or bylaw; (c) as otherwise approved by Council*'. Based on the information provided by the applicant and site visits conducted, the vegetation clearing is considered acceptable in this instance.
<u>Septic System Location</u> The septic system has already been installed, but its physical location completely deviates from where it is mapped on the application layout. Condition: I request that the Shire's Environmental Health Officer inspects this system. It must either be certified as fully compliant with health setbacks in its current position, or the applicant must relocate it to the legally mapped position as part of the approval.	While this is not a planning matter for determination under the current development application, the applicant has been working diligently with the Shire's Environmental Health Officer to install an appropriate septic system as part of the environmental health septic application avenue. The Shire's Environmental Health Officer has conducted a site visit and appropriate liaison is ongoing with the applicant to ensure an appropriate septic system is being installed under the relevant permit system.
<u>Bushfire Risk Mitigation for the Dwelling</u> Bringing an older, relocated home into this zone must not introduce any elevated bushfire risk to the surrounding neighbourhood. Condition: the Shire must ensure the dwelling undergoes a proper Bushfire Attack Level (BAL) assessment and is retrofitted to meet standard bushfire safety guidelines before anyone moves in.	The applicant submitted a Bushfire Attack Level (BAL) Report assessment as part of their development application lodgement. The BAL assessment is a technical document associated with the assessment of bushfire risk and is not generally included as part of the material provided for public consultation of a development application. Public notification is undertaken in accordance with the applicable statutory requirements and provides information regarding the proposed development, including the relevant development plans and supporting information considered appropriate for notification purposes. Accordingly, the proposal has been assessed against the relevant provisions of *State Planning Policy 3.7 – Planning in Bushfire Prone*

UNCONFIRMED

	Areas by appropriate technical staff with respect to the BAL assessment. A standard condition of adhering to the requirements of the BAL report will be included on the determination notice, as is standard practice with development applications of residential nature in bushfire prone areas.
Immediate Bushfire Hazard on South/South West Boundary There is currently flammable cleared material sitting directly against our shared south/south west boundary fence. Condition: this pile introduces an elevated, unmanaged fire risk to our property. Per the Shire's standard expectations for maintaining properties free of accumulated fuel loads, I request that the Shire require the relocation of this cleared debris away from the fence line as a condition of any approval.	In response to the summary of submissions received, the applicant has advised that the pile of cleared vegetation (Sydney wattle and black berry) along the boundary have already been burnt off. The applicant has also undertaken general clean up of accumulated leaf litter and dead limbs across the property to further reduce the bushfire risk. The applicant has also clarified that there is currently a small neat stack of Jarrah firewood near the fence at the top of the property. This is not a pile of cleared vegetation and is intended to be relocated once the house is in position (pending determination of the application). With respect to earthworks, the applicant has advised these are not completed yet. The house pad still needs to be levelled and finished as a flat pad. The intended area for earthworks is larger than the footprint of the house as it also allows for appropriate drainage and access around the dwelling. This is acceptable to Shire staff as it ensures unauthorised works are not being completed until the appropriate approvals have been issued. The applicant has also advised there is a levelled section at the top of the property along the south/southwestern boundary which is currently used for parking. This material was excess soil from the house pad. Once the development is complete, this area is intended to be incorporated into the property as either a lookout, garden beds or general landscaped/useable space.
Concerns with No. 31 Manor Ridge development	The matters raised in this submission regarding No. 31 Manor Ridge do not form part of the development application currently under

UNCONFIRMED

Five 3x3 outbuildings erected at 31 Manor Ridge are being used as dwellings in place of a house. There is no sewerage system, no running water and no mains electricity. These five 3x3 are occupied by a family of 6. This family has been living permanently on the block since 14 February 2023. There is still no sign of an actual house. I think it is odd that we have been given the chance to make comment on an application for a 'normal' house, that will look new from the outside, with sewerage, water and electricity, and yet we were not given the opportunity to make comment on 5 huts made of second hand materials, and without the basic facilities of sewerage, water and electricity. These five huts are being used as permanent, full-time residences, for which I believe, the Shire is not receiving rates. I urge Council to start adhering to their own planning policies.	consideration as they relate to a different property. The subject of the current application is No. 37 Manor Ridge. The concerns raised by the submitter relate to No. 31 Manor Ridge, a separate property that is not the subject of this current development application. Accordingly, the matters raised in the submission for No. 31 Manor Ridge are not relevant to the assessment of the development application for No. 37 Manor Ridge and cannot be addressed as part of the assessment of this application. The Shire is aware of the matters raised in relation to No. 31 Manor Ridge and these matters are being dealt with separately through the applicable ongoing compliance processes. No Development Application for the development at No. 31 Manor Ridge has been received by the Shire at this time as the Shire is still waiting on this information to be formally lodged by the landowner. The submitter's comments regarding the use of the development and the payment of rates likewise relate to No. 31 Manor Ridge and are separate from the planning assessment of this application. On this basis, no amendment to the assessment or additional condition is considered necessary in response to these matters.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Pursuant to clause 67(b) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* due regard to the requirements of orderly and proper planning, including a proposed local planning scheme or other proposed planning instrument that the local government is seriously considering adopting or approving. While the draft Local Planning Scheme No. 6 (LPS6) has not been endorsed and does not have statutory effect, it is considered relevant to the assessment of the application. In particular, LPS6 provides a contemporary definition and land use classification for a 'Second Hand Dwelling' which is relevant to the nature of the proposal and assists in informing its assessment under the current TPS4.

'Second hand dwelling' *means a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular home or transportable dwelling.*

UNCONFIRMED

Although the draft LPS6 has not been endorsed and does not have statutory effect, it is considered relevant to the assessment of the application. The draft Scheme provides an updated planning framework for the classification of land uses and specifically identifies a definition this proposal falls under. Under LPS6, the intended permissibility is a 'Discretionary' (D) use for this proposed zone. Having regard to the advanced status of the draft Scheme and its relevance to the proposed development, some weight is given to the proposed definition and land use classification for the purpose of informing the assessment of the application. This does not give the draft LPS6 statutory effect or replace the requirements of the current TPS4.

With respect to *Planning and Development (Local Planning Schemes) Regulations 2015* clause 84B-84D, the delegation referring to single dwelling development is not considered applicable to this proposal. While the development will ultimately provide a dwelling, this proposal is for a 'Relocated Dwelling', which is an unlisted use under TPS4 and does not have a corresponding land use classification or definition under the Scheme. Accordingly, the application cannot be treated as a single dwelling for the purposes of applying the delegation and is required to be determined by Council in this instance.

Town Planning Scheme No. 4 (TPS4)

The Shire's Town Planning Scheme No. 4 (TPS4) makes reference to re-sited or transportable residence however no definition or use class in the zoning table is provided. 1.The lack of a defined land use permissibility classification for the proposed land use within TPS4 triggered the necessity for an assessment of the application to be applied on its own merits.

Clause 4.11.7 of TPS4 advises that 'the use of second-hand materials for visible structures is prohibited'. The applicant has nominated new external façade materials that are visible from the street, being Manor Ridge in order to alleviate any concerns that may arise as result of this clause.

Accordingly, TPS4 does not expressly identify a permissibility classification for the proposed use. The application has therefore been treated as a complex proposal requiring assessment on its merits and is presented to Council for determination.

Residential Design Codes (R-Codes)

The R-Codes deemed-to-comply provision identifies a visual privacy setback of 7.5m from the eastern/side boundary for outdoor living areas and active habitable spaces, to which the proposed veranda meets this definition) under Clause 5.4.1 Visual Privacy. As the proposed outdoor living area is setback 4.132m from the eastern/side lot boundary, an assessment under the appropriate Design Principles is carried out accordingly:

Design Principle Assessment	***Consideration***
5.4.1 Visual Privacy	
P1.1 Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through: • Building layout and location; • Design of major openings; • Landscape screening of outdoor active habitable spaces; and/or • Location of screening devices	The variation is considered acceptable having regard to Design Principles P1.1 and P1.2 which seek to achieve minimum direct overlooking of active habitable spaces and outdoor living areas of adjoining dwellings. In this instance, the reduced setback does not result in overlooking of any existing dwelling, outdoor living area or other built form on the adjoining property. The area within the cone of vision is free of built

UNCONFIRMED

P1.2 Maximum visual privacy to side and rear boundaries through measures such as: • Offsetting the location of ground and first floor windows so that viewing is oblique rather than direct; • Building to the boundary where appropriate; • Setting back the first floor from the side boundary; • Providing higher or opaque and fixed windows; and/or • Screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters).	form or structures that would be subject to overlooking. The application was advertised to the affected adjoining landowner, who expressed support for the proposal and raised no concerns regarding visual privacy or overlooking. Accordingly, the reduced setback is not considered to result in an unreasonable loss of visual privacy or adverse overlooking impacts, and the proposal is considered to satisfy the relevant Design Principle.

LUP2 – Relocated Dwellings Policy

The proposal involves a departure from the requirements and intent of the Shire's LUP 2- Relocated Dwelling Policy, which generally provides for the assessment of relocated dwellings subject to specified requirements but identifies land within the Special Residential Zone No. 2 (SRes2) as an exception due to the Scheme provisions relating to the use of second-hand materials.

The Shire's LUP is a relevant policy consideration that is required to have regard pursuant to clause 3(5) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. However, the Policy does not operate as an inflexible statutory requirement. It is a policy instrument intended to guide the exercise of planning discretion. While the policy must be given a reasonable consideration as part of the assessment, discretion to depart from its provisions where the circumstances of the particular proposal and broader planning considerations provide a sound planning basis for doing so remains. The Department of Planning, Lands and Heritage making good planning decisions formal advice notes '*while policies provide important guidance, the individual merits of a planning proposal must be considered. As policies are flexible instruments, the purpose and intent of a policy needs to be applied to proposals that may vary from policy standards'*.

Although the Clause 2.2 Requirements are not directly applicable to the Special Residential No. 2 (SRes2) zone, they can still be applied as a benchmark assessment in this regard when assessing whether the proposal can achieve the desired streetscape outcomes for the locality.

LUP 2 – Relocated Dwellings Policy	
Clause 2.2 Requirements	Assessment & Comments
2.No dwellings containing asbestos products are permitted to be relocated into or within the Shire. All dwellings are to be inspected by an appropriately qualified contractor and any asbestos materials removed prior to transportation and replaced with suitable materials once the building has been relocated	The applicant has supplied a certified and qualified asbestos report as part of their pending building permit lodgement. The building permit lodgement is the appropriate avenue for asbestos documentation, not the development application. It is considered that

UNCONFIRMED

to the proposed site. Certification is required that the dwelling is asbestos free or will be asbestos free prior to transportation within or to the Shire. All asbestos is to be disposed of in accordance with the *Health Asbestos Regulations 1992* and the *Environmental Protection (Control of Waste Regulations) 2001.*	the applicant has addressed the requirements of this provision.
3.The subject dwelling is to be inspected by a practising structural engineer and a full report provided certifying that the building is in sound condition and can be transported to and re-erected on the proposed site. The report must also detail any internal or external defects and repairs necessary to bring the house up to an acceptable standard. The report is to include photographs of each elevation of the subject building.	The applicant has supplied a certified and qualified building permit that details the requested information. The building permit lodgement is considered the appropriate avenue to certify these requirements as these matters are addressed through the building approval process. The applicant supplied the relevant reports including the photographs of each elevation of the proposal as part of the development application lodgement. These photos were provided in the advertising notice.
4.The design, scale, standard and external appearance of the proposed building is to be compatible with the type of dwellings that exist in the locality in which it is to be located. Shire staff may, if practical and necessary, also elect to conduct an inspection of the dwelling as part of the development application assessment with inspection fees to be paid in accordance with the Shire's Fees & Charges.	The relocated dwelling is considered consistent and compatible in design, scale, standard and external appearance to those existing dwellings on Manor Ridge and the general locality of the Highlands precinct. As the applicant supplied relevant photographs of each elevation of the building and no concerns arose from the appearance of the dwelling, a site visit was not warranted in this instance, nor deemed practical especially due to the extensive distance (more than 100km from the Shire) of where the dwelling is currently located.
6.The external appearance of the dwelling is to be finished to a high standard including painting, treatment or replacement of wall cladding, gutters, downpipes, roof tiles and roof sheeting, ridge caps or flashing, or replacement of damaged external timber (i.e. architraves, fascias, barge boards etc).	The applicant supplied the relevant reports including the photographs of each elevation of the proposal as part of the development application lodgement. No concerns were raised regarding the proposed appearance of the dwelling, with the applicant notating on the elevation plan where painting, treatment of replacement to align with the second hand material provision requires addressing. It is considered that the applicant has addressed the requirements of this provision.
7.All works must be completed within 24 months of the dwelling being re-erected on the new site, and no more than 12 months from	The applicant has expressed and demonstrated they wish to commence required works immediately upon receiving the appropriate and necessary approvals. Regardless, a condition on the recommended development

UNCONFIRMED

occupation of the dwelling, whichever is the lesser.	approval reflecting this provision can be provided.

Accordingly, it is considered that the proposal be supported, subject to the recommended conditions outlined above.

POLICY IMPLICATIONS

LUP 2 - Relocated Dwellings Policy

LUP 8 - Cut & Fill Policy

FINANCIAL IMPLICATIONS

Income: Development Application fees received - $744.64

COUNCIL PLAN

5 Responsible and attractive growth and development.

11 A well-informed and engaged community.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

Should Council determine not to support the development application, the applicant has a right to apply to the State Administrative Tribunal (SAT) for review of the decision, subject to the applicable provisions of the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015* and any applicable provisions under the planning framework.

SAT has jurisdiction to review decisions of local governments in relation to development applications, including refusals to grant development approval. An application for review is generally required to be lodged within 28 days of notice of the decision, subject to SAT's powers in relation to extensions of time.

UNCONFIRMED

15.3 Bush Fires Advisory Committee – Terms of Reference

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Conor McGregor, Community Emergency Services Manager
Attachments	1. Bush Fire Advisory Committee - Terms of Reference 2026 2. Bush Fire Advisory Committee - IoA
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 171-26/27

Moved: Councillor T Pratico
Seconded: Councillor J Boyle

1. **That Council Endorses the Bush Fires Advisory Committee Terms of Reference as attached.**

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

IN BRIEF

The Bush Fire Advisory Committee (BFAC) provides advice to Council on bush fire prevention, preparedness and mitigation within the Shire of Bridgetown-Greenbushes.

The Terms of Reference establish the Committee's purpose, membership, roles and responsibilities, meeting arrangements, voting provisions and other administrative requirements.

The Terms of Reference have been reviewed and updated to provide clear guidance for the operation of the Committee and to align with the requirements of the *Bush Fires Act 1954* and relevant local government legislation.

Council is requested to endorse the Bush Fire Advisory Committee Terms of Reference.

MATTER FOR CONSIDERATION

Council is requested to consider the updated Terms of Reference for the Bush Fires Advisory Committee.

The draft Terms of Reference establish the Committee as an advisory committee under section 67 of the *Bush Fires Act 1954*. The Committee's purpose is to provide advice and recommendations to Council on matters relating to bush fire control, prevention, preparedness and management within the Shire.

The Terms of Reference also clarify that the Committee does not have delegated authority to make decisions on behalf of Council and that recommendations requiring a decision, expenditure, commitment of Shire resources or the exercise of a statutory function or power are to be referred to Council or the appropriate officer.

BACKGROUND

The Bush Fires Advisory Committee previously operated under the Bush Fires Advisory Committee Instrument of Appointment & Delegation 2023–2025.

The previous Instrument provided for the Committee's membership, objectives, meeting arrangements, quorum and delegated powers. It identified the Committee as an advisory committee without delegated authority to make decisions on behalf of Council.

A new Terms of Reference has been prepared to provide an updated framework for the Committee and to reflect current legislative and governance requirements.

The draft Terms of Reference provide for:

- The Committee to provide advice to Council on bush fire control, prevention, preparedness, mitigation, response and recovery.
- Up to two elected members to be appointed by Council.
- The Chief Bush Fire Control Officer, all Deputy Chief Bush Fire Control Officers and a nominated representative from each of the Shire's Bush Fire Brigades to be members by virtue of their office.
- A representative from the Bridgetown Volunteer Fire & Rescue Service.
- Provision for other agency or organisation representatives to participate where determined by the Committee.
- At least three meetings per year.
- A quorum of at least 50% of the number of member positions.
- One vote for each member present and entitled to vote.
- The Committee to remain an advisory committee without delegated authority.

At its meeting on 23 September 2026, the Bush Fires Advisory Committee recommended that the following amendments be made to the draft Terms of Reference:

Item 5.2 – Membership

That Item 5.2 be updated to:

“The Chief Bush Fire Control Officer, all Deputy Chief Bush Fire Control Officers, and a nominated representative from each of the Shire’s Bush Fire Brigades shall, by virtue of their office, be appointed to the Committee”.

Item 9.4 – Voting

UNCONFIRMED

That Item 9.4 be updated to:

"Each recommendation arising at a meeting shall be decided by a simple majority of votes cast by members present and entitled to vote".

The Committee recommendation was:

Moved:	Greg	Kennedy
Seconded:	Mike	Fletcher

Motion Carried: YES

The amendments have been incorporated into the Terms of Reference presented to Council.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Local Government Act 1995

The Terms of Reference require the Committee and its members to comply with applicable legislation, regulations, local laws, policies and procedures and provide for the disclosure and management of interests.

POLICY IMPLICATIONS

CC5 - Advisory and Working Groups

The Terms of Reference provide that the Committee is to operate in accordance with relevant Shire policies and procedures.

FINANCIAL IMPLICATIONS

Nil

COUNCIL PLAN

3 A safe community.

11 A well-informed and engaged community.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Governance Risk: Without current Terms of Reference, there may be uncertainty regarding the Committee's membership, voting arrangements, responsibilities and relationship with Council.

UNCONFIRMED

Operational Risk: Clear Terms of Reference provide members and Officers with an agreed framework for the operation of the Committee.

Legislative and Compliance Risk: The Terms of Reference provide for the Committee and its members to operate in accordance with the *Local Government Act 1995*, *Bush Fires Act 1954* and other applicable requirements.

Community Resilience Risk: The BFAC provides an established mechanism for bush fire brigades and relevant representatives to provide advice to Council on bush fire control, prevention, preparedness and management.

Measures of Likelihood			
Rating	**Description**	**Frequency**	**Probability**
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	**1 Insignificant**	**2 Minor**	**3 Moderate**	**4 Major**	**5 Catastrophic**
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

COMMENT

The Bush Fires Advisory Committee considered the draft Terms of Reference at its meeting held on 23 September 2026 and recommended that Council adopt the Terms of Reference subject to amendments to Items 5.2 and 9.4.

The amendments recommended by the Committee clarify the membership of the Committee and the voting arrangements for recommendations arising from meetings.

The proposed Terms of Reference provide a current framework for the operation of the Bush Fires Advisory Committee and clarify the Committee's purpose, membership, meeting arrangements, quorum, voting, delegated powers and the process for making recommendations to Council.

ITEM 16 CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT

16.1 Transition of Department of Transport Services to the Bridgetown Community Resource Centre

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 172-26/27

Moved: Councillor R Redman
Seconded: Councillor T Pratico

That Council:

1. **Supports the permanent withdrawal from the provision of licensing services in Bridgetown and the early termination of the existing Agreement DOT960622;**
2. **Agrees that the Shire will continue services until a suitable alternative is in place;**
3. **Supports the delivery of services by the Bridgetown Community Resource Centre, declaring any actual, potential or perceived conflicts of interest that the Shire, Council or its officers may have with the CRC; and**
4. **Considers for the Shire to resume services again if alternative arrangements are unsuccessful or otherwise fail to meet the needs of the community, noting the Shire's and Department of Transport and Major infrastructure's commitment to licensing services not being compromised or diminished in the community.**

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

IN BRIEF

The Bridgetown Community Resource Centre (CRC) contacted the Shire to explore the possibility of transitioning the Department of Transport and Major Infrastructure's (DTMI) driver and vehicles licensing services contract to the CRC, adding to the government and community services they currently provide to the district. The DTMI has advised that the officer recommendation in this report is the first step toward investigating the transition of the service to an alternative provider, which will require a full procurement process to be conducted by the Department.

MATTER FOR CONSIDERATION

Council is asked to support the transition of DTMI's licensing services from the Shire to the Bridgetown Community Resource Centre, subject to suitable arrangements being in place to maintain service continuity for the community. The Shire's current agreement with the DTMI expires in December 2027.

BACKGROUND

The Bridgetown Community Resource Centre (CRC) approached the Shire in late 2025 to explore the possibility of the centre delivering driver and vehicle services on behalf of the Department of Transport and Major Infrastructure (DTMI). The CRC is an established community service provider with experience delivering State and Commonwealth government-related services and maintaining customer-facing service delivery. The organisation has demonstrated capability through its existing role as a Services Australia agent and community service hub, delivering assistance with Centrelink, NDIS, Medicare and My Aged Care services.

Historically, the Shire has provided Driver and Vehicle Licensing Services on behalf of the DTMI. However, these services are not a core local government function and are delivered through an agency arrangement for the State Government. Across regional Western Australia, the DMTI utilises a range of approved service providers, including local governments, Community Resource Centres, Australia Post outlets and community banking agencies, to ensure continued local access to licensing services. As an example, the Manjimup CRC delivers these services for the Manjimup community.

Driver and Vehicle Licensing services currently represent the majority of walk-in customer transactions undertaken by the Shire's Customer Service Team.

- Approximately 65% of front counter transactions relate to DTMI services, both walk in, via phone call or initiated by emails via the Shire's website.

- Approximately 1.3 FTE staff resources are required to deliver licensing services, including senior finance staff oversight.

The service is administered by the Shire's Customer Service Team (2 FTE), who are required to maintain specialised training and authorisation to access and operate the driver and vehicle licensing systems. As a result, the delivery of licensing services requires a considerable allocation of customer service resources to a function that is not a core statutory responsibility of local government.

Council was briefed on the request and the current contract arrangements at a briefing session held on 14 May 2026. Prior to this, discussions on the possibility of contact transfer occurred with the department, which has indicated it would consider an alternative service provider should a suitable organisation express interest and successfully complete the required procurement and approval processes.

Shire officers have met with the CRC post the Council workshop to discuss the practicalities of delivering the service from the CRC building, including customer parking and disability access to the building. The CRC is currently assessable from the front via stairs and an accessible entrance available from their rear carpark with an entrance via Civic Lane. The CRC has assured they have

UNCONFIRMED

capacity to deliver these services but will undergo assessment by DTMI as part of their procurement process, to ensure no loss of service to the Community.

The transfer of licensing services to the Bridgetown CRC supports the continued delivery of essential services while allowing the Shire to focus resources on core local government functions. Importantly, the proposal does not involve the removal of services from Bridgetown. Rather, it involves the relocation of service delivery within the town to another community-based provider, ensuring that they can continue to operate, with an additional income stream.

The department has indicated that any transfer would take at least 6 months and has requested the officer recommendations presented in the report as a starting point to the process.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If the contract is transferred to another provider, there will be a reduction in income to the Shire, which is based on a commission per driver or vehicle transaction. This is expected to be offset by a reduction in employee costs of 1 FTE.

COUNCIL PLAN

10 Proactive, visionary leadership and effective governance.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

There are several risks associated with the Shire's ongoing delivery of licensing services, including:

- Privacy risks associated with access to sensitive personal information.
- Fraud risks relating to identity and vehicle registration documentation.
- Workforce risks caused by specialised training requirements and limited qualified staff availability.

Should the service transfer proceed, these risks would largely transfer to the contracted service provider.

UNCONFIRMED

If the Bridgetown CRC is deemed unsuitable by the DTMI through their procurement processes and the contract remains with the Shire, these risks will continue to be mitigated through our current processes and procedures.

Measures of Likelihood			
Rating	**Description**	**Frequency**	**Probability**
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	**1 Insignificant**	**2 Minor**	**3 Moderate**	**4 Major**	**5 Catastrophic**
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

COMMENT

Shire Officers support the transfer of Driver and Vehicle Licensing Services from the Shire to the Bridgetown Community Resource Centre (CRC). The proposed transfer will enable the Shire's Customer Service Team to focus on and further develop expertise in core local government services, resulting in improved service delivery to the community.

The proposal also provides an opportunity to strengthen the long-term sustainability of the Bridgetown CRC through an additional income stream, supporting its ongoing role as an important community hub and service provider for the Bridgetown community.

The CRC already delivers a range of government and community services under existing agency arrangements and is well positioned to incorporate Driver and Vehicle Licensing Services into its operations. Co-locating these services with other State and Commonwealth Government services would create a convenient "one-stop-shop" for residents, improving accessibility and customer experience while maintaining local access to essential government services.

16.2 Monthly Financial Report - August 2026

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Nathan Gilfellon, Manager Finance and Administration
Attachments	1. Monthly Financial Report - August 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 173-26/27

Moved: Councillor T Pratico
Seconded: Councillor M Fletcher

That Council receives the August 2026 monthly financial report.

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

IN BRIEF

The purpose of the report is for Council to receive the August 2026 Financial Activity Statements.

MATTER FOR CONSIDERATION

Item 1 - Regulation 34 of the Local Government (Financial Management) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds.

The Statement of Financial Activity provides Elected Members with a high-level oversight of operating and capital revenues and expenditures. It is also intended to link operating results with balance sheet items and reconcile with the end of month balances.

In accordance with the Regulations, a report must be compiled on variances greater than the percentage agreed by Council which is currently plus (+) or minus (-) 10% or $20,000 whichever is the greater amount.

For the period 1 July 2026 to 31 August 2026:

- Operating Income is over budget by 2.34%; and
- Operating Expenditure is under budget by 0.86%.

Commentary in relation to the operating variances is provided at nature level below.

Nature of Income/ Expenditure	Variance $	Variance %	Var.	Reason	Explanation of Variance

OPERATING ACTIVITIES					
Revenue from operating activities					
Grants, subsidies and contributions	(352,097)	(140.63)	▼	Timing	Multiple grants not raised in July as per budget $5,210 DFES mitigation activity fund received ahead of budget ($139,312) Regional Road Group direct grant received ahead of budget ($217,995)
Other revenue	(40,881)	(83.28)	▼	Timing	Timing of Workers Compensation reimbursements ($12,500) Timing of Fire Mitigation reimbursements only charged quarterly ($12,500) Timing of rate legal fees reimbursements ($7,205) Timing of fuel tax credits ($5,416) Multiple other minor variances ($3,260)
Expenditure from operating activities					
Materials and contracts	333,505	38.00%	▲	Timing	The following projects are underspent compared to the budget: - Parks and Gardens materials $26,480 - Place Planning $43,221 - Road Maintenance $40,378 - Verge Maintenance $65,555 - Fuel purchase $33,439 - IT Support costs $23,929 - Consultant costs $24,000 - WBAC project $12,166 - Audit Fees $8,666 - Waste Service $46,375 The following projects are overspent compared to the budget: - Subscriptions ($36,891) - Shire website ($12,206) Multiple other minor variances $21,502
Depreciation	107,652	10.67	▲	Timing	Depreciation lower than budget as 2025/26 additions still being finalised as part of year end process
Insurance	(143,057)	200.00%	▼	Timing	Insurance budgeted evenly over 12 months. First of two instalment payments made in August.
INVESTING ACTIVITIES					
Capital grants, subsidies and contributions	(105,325)	(13.78%)	▼	Timing	Timing of the recognition of capital grants as many capital projects have not yet commenced as detailed in supplementary information 10 ($469,820) DFES - Bridgetown Shire Depot Construction $229,244 Roads to recovery received for 2025/26 $135,251

UNCONFIRMED

Acquisition of property, plant and equipment	(180,095)	(19.97)	▼	Timing	Depot Construction ahead of budget ($259,440) Multiple other minor variance noted in supplementary information 4 $13,574
Acquisition of infrastructure	359,486	94.43	▲	Timing	Multiple infrastructure projects behind budget as noted in supplementary information 4

Council for the financial year ending 30 June 2027 adopted a percentage of plus or minus 10% or dollar value of $20,000 (whichever is the greater amount) at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports.

▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual as per the adopted materiality threshold.

BACKGROUND

In its monthly Financial Activity Statement, a local government is to provide 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) of the Local Government Act;

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.

Each of the Financial Activity Statements 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 sub-regulation (1)(d); and

c) such other supporting information as is considered relevant by the Local Government.

The information in a statement of financial activity is to be shown according to nature and type classification.

The Financial Activity Statement and accompanying documents referred to in sub- regulation 34(2) are to be:

a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

b) recorded in the minutes of the meeting at which it is presented.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

UNCONFIRMED

FINANCIAL IMPLICATIONS

The budget is currently ahead of budget, with an overall surplus of $58,178 year to date or 0.56%.

STRATEGIC COMMUNITY PLAN

10 Proactive, visionary leadership and effective governance.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

Council's decision to receive this report is considered a low risk due to:

1. Segregation of duties;
2. Varying levels of delegated financial authority dependent on level and role; and
3. The Shire's internal control processes.

Measures of Likelihood			
Rating	**Description**	**Frequency**	**Probability**
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	**1 Insignificant**	**2 Minor**	**3 Moderate**	**4 Major**	**5 Catastrophic**
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

UNCONFIRMED

COMMENT

Nil.

UNCONFIRMED

16.3 List of Accounts for September 2026

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Nathan Gilfellon, Manager Finance and Administration
Attachments	1. List of Accounts - September 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 174-26/27

Moved: Councillor K Gillies
Seconded: Councillor J Boyle

That Council receives the September 2026 List of Accounts.

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

IN BRIEF

Council is asked to receive the list of payments made from the Municipal and Trust funds including a summary report of the corporate credit card transactions and other purchasing cards incurred by authorised card holders

MATTER FOR CONSIDERATION

The Local Government (Financial Management) Regulations 1996 (the Regulations) require that where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal, trust funds or via purchasing cards, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (Regulation 13 and 13A).

In September 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	$ 113,824.44
Municipal EFT Payments	$ 1,674,662.47
Corporate Credit Card Payments	$ 7,325.15
Fuel Card Payments	$ 6,545.72
BPAY Payments	$ 7,332.41
Licencing Direct Debit Payments	$ 74,345.10
Trust Payments	$ 306.15

Cheques	$ 0
Total Payments for September 2026	$1,884,341.44

BACKGROUND

Where the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

a) the payee's name; and

b) the amount of the payment; and

c) the date of the payment; and

d) sufficient information to identify the transaction.

The list of accounts is to be:

a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

b) recorded in the minutes of that meeting.

Regulation 13A states 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 same information as above.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

FM 4 – Procurement, Budget Management and Supporting Local Business Policy

FM 7 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Payments have been in made in accordance with the Annual Budget adopted at the Ordinary Council Meeting on 23 July 2026.

COUNCIL PLAN

11 A well-informed and engaged community.

10 Proactive, visionary leadership and effective governance.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

UNCONFIRMED

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

Council's decision to receive this report is considered a low risk due to:

1. Segregation of duties;
2. Varying levels of delegated financial authority dependent on level and role; and
3. The Shires internal management processes.

Measures of Likelihood			
Rating	**Description**	**Frequency**	**Probability**
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	**1 Insignificant**	**2 Minor**	**3 Moderate**	**4 Major**	**5 Catastrophic**
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

COMMENT

Nil.

ITEM 17 EXECUTIVE SERVICES UNIT

No matters for consideration

ITEM 18 PROJECT MANAGEMENT AND ENVIRONMENT

No matters for consideration

ITEM 19 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES

19.1 Bush Fire Advisory Committee Meeting Minutes 23 September 2026

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Krystle Durbin, Executive Assistant
Attachments	1. BFAC Minutes 23 September 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 175-26/27

Moved: Councillor R Redman
Seconded: Councillor J Boyle

That Council receive the minutes of the Bush Fire Advisory Committee for its meeting on 23 September 2026.

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

UNCONFIRMED

ITEM 20 URGENT BUSINESS APPROVED BY DECISION

ITEM 21 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 22 ELECTED MEMBERS QUESTIONS WITH NOTICE

ITEM 23 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

No matters for consideration

ITEM 24 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)

No matters for consideration

ITEM 25 CLOSURE

The Presiding Member closed the meeting at 6.09pm.

UNCONFIRMED