



# **MINUTES**

## **Ordinary Council Meeting Thursday, 23 April 2026**

**Date: Thursday, 23 April 2026**

**Time: 5:30 PM**

**Location: Council Chambers**

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## SHIRE OF BRIDGETOWN GREENBUSHES

The Ordinary Council Meeting Minutes of Meeting held on 23rd April 2026 commencing at 5:30 PM.

### 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 M Fletcher	
Councillor L Pearce	
Councillor T Pratico	
Councillor K Gillies	
Councillor S Robinson	
Councillor A McRae	

#### Council Officers

Chief Executive Officer, G Adams  
Director Corporate, Economic and Community Development, C Radford  
Director, Development and Regulatory Services, L Guthridge  
Director Projects & Environment, M Gillham

#### Observers/Visitor

#### Apologies

Councillor J Boyle  
Manager, Executive Services Unit, M Morrell  
Executive Assistant, K Durbin

#### Leave of Absence Previously Granted

Nil

**ITEM 4 ATTENDANCE OF GALLERY**

Jenny Dewing, Brian Slatter, Mike Christensen, Kylie Tizard, Nick Maxfield, Alexa Tummer, James Boyle and Bruce Bebbington.

**ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

*No matters for consideration*

**ITEM 6 PUBLIC QUESTION TIME****Question 1: Mr Bruce Bebbington**

Regarding item 17.4: Does the table for the proposed differential rates accurately reflect the total number of commercial and industrial properties affected? Also, what is the total expected revenue from these new rates?

Officer Response: Garry Adams - Chief Executive Officer

We know the new commercial rate will generate \$301,000 in additional revenue. However, calculating the exact difference for those specific properties, compared to if they had stayed in the residential category, is complex, so we will need to take that on notice.

If the change affects fewer than 30 owners, we will contact them directly to explain how their rates will change before the submission period ends. While the general rate increase is 5.04%, some properties face a higher jump (12.93%) to correct a past imbalance. The Reason for this is last year, many commercial properties actually saw a rate decrease due to valuation shifts. This new policy rebalances the 'rate burden' to where it was originally, ensuring these properties contribute their fair share moving forward.

**Question 2: Mr Bruce Bebbington**

Regarding item 20.1 (Policy PE 43): The current scope states it applies only to heavy vehicles (over 4.5 tonnes) and licensed vehicles on gazetted roads. Should this policy apply to all traffic?

Officer Response: Garry Adams - Chief Executive Officer

While the policy currently highlights heavy vehicles (over 4.5 tonnes) to prevent road damage during wet weather, the intent is for the policy to cover all traffic. The wording will be updated to make this clearer.

Local residents in light vehicles (under 4.5 tonnes), emergency services, and Shire machinery are automatically exempt and do not need a permit. The CEO can issue permits for vehicles that don't meet the automatic exemptions (such as heavy vehicles needing specific access). This specific policy is designed to manage road integrity by restricting heavy haulage. It does not currently give the CEO the power to lower the exemption limit (e.g., restricting a road to 1-tonne vehicles only) or to close a road to every single type of traffic. Those broader powers would fall under the Local Government Act rather than this specific policy.

**ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS**

A presentation was made by Jenny Dewing from the Blackwood Environmental Society seeking Council's support for a grant application.

**ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST****ITEM 9 APPLICATION FOR LEAVE OF ABSENCE**

*No matters for consideration*

**ITEM 10 CONFIRMATION OF MINUTES****10.1 Confirmation of Minutes: Ordinary Council Meeting – 26 March 2026****RESOLUTION: OCM 051-25/26**

Moved: Councillor K Gillies

Seconded: Councillor M Fletcher

That the Minutes of the Ordinary Council Meeting held on the 26 March 2026 be confirmed as a true and accurate record.

FOR: Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

AGAINST: Nil

**CARRIED 8/0**

**ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION****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.

Garry Adams declared a financial interest in **item 18.3** as it relates to his employment.

**ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS**

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

**SUSPENSION OF STANDING ORDERS**

**RESOLUTION: OCM 052-25/26**

Moved: Councillor S Carstairs

Seconded: Councillor R Redman

**That standing orders section 9.5 be suspended to allow for general discussion.**

FOR: Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

AGAINST: Nil

**CARRIED 8/0**

14.1 Notice of Motion - Acting CEO Policy

**File Ref**

**Responsible Officer** Garry Adams, Chief Executive Officer

**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit

**Attachments** Nil

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

**RESOLUTION: OCM 053-25/26**

Moved: Councillor S Carstairs

Seconded: Councillor K Gillies

**That Council directs the CEO, in consultation with Council, to review Policy P3 - Appointment of an Acting CEO / Senior Employees and the associated register(s), and to bring the reviewed policy and register(s) back to Council's June 2026 Ordinary Council Meeting.**

FOR: Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

AGAINST: Nil

**CARRIED 8/0**

**IN BRIEF**

Councillor Stephen Carstairs submitted a Notice of Motion in accordance with the Shire of Bridgetown-Greenbushes Standing Orders Local Law.

**MATTER FOR CONSIDERATION**

The Notice of Motion, once moved and seconded is required to be considered by Council.

**BACKGROUND**

Councillor Stephen Carstairs reasons for the motion are as follows:

Sections in item 3 in the 'Policy' section of policy P3 (excerpt shown), which reads as follows:

**3 Policy**

- (a) Section 5.39C of the *Local Government Act 1995* (the Act) requires the adoption of a policy regarding the employment of an Acting Chief Executive Officer (CEO).
- (b) Section 5.37 of the Act enables Council to designate senior employees. For this purpose, senior employees are designated as the Executive Managers in the organisation. Specifically:
  - I. Executive Manager, Corporate Services
  - II. Executive Manager, Infrastructure
  - III. Executive Manager, Economic & Community Development
  - IV. Executive Manager, Planning & Development
- (c) Council delegates (Delegation A.1) to the CEO when the CEO is on periods of annual leave, personal leave or long-service leave for a duration of no greater than 25 consecutive working days in length.
- (d) This policy is written in line with the current delegation.

Under this Policy:

- (a) The CEO is authorised to appoint an Executive Manager as Acting CEO when the CEO is on periods of annual leave, personal leave or long-service leave for a duration of no greater than 25 consecutive working days in length. The appointment of an Acting CEO for a period greater than 25 consecutive working days will require a Council decision.

no longer align with the shire's organisation structure. Further, while P3 as is, may have reflected the attitude of past councils, this could not necessarily be the case for the current council.

**STATUTORY ENVIRONMENT**

*Land Administration Act 1997*

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

- 1 A growing community that is diverse, welcoming and inclusive.

**CORPORATE BUSINESS PLAN**

Supports effective governance and leadership.

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

The Notice of Motion relates to a governance policy and carries minimal risk. Any potential risk relates to clarity around scope and timing of the review, which can be managed through established policy review and reporting processes.

**COMMENT**

Officers note that a review of Policy P3 - Appointment of an Acting CEO / Senior Employees is already underway as part of the Shire's planned governance and policy review program. The review responds to changes in organisational structure, contemporary governance expectations, and legislative and best-practice considerations.

The current review process is broader in scope than the matters identified in the Notice of Motion and will incorporate updated guidance on Acting CEO arrangements, senior employee appointments, delegation clarity and associated registers. The reviewed policy and register(s) are planned to be presented to Council within the next reporting cycle with comprehensive updates for consideration.

## 14.2 Notice of Motion - Rating Policy

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 054-25/26**

Moved: Councillor S Carstairs

Seconded: Councillor R Redman

**That Council directs the CEO to review Policy RV1 - Method of Valuation of Rateable Properties, and to bring the reviewed policy back to Council's May 2026 Ordinary Council Meeting.****FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae**AGAINST:** Nil**CARRIED 8/0****IN BRIEF**

Councillor Stephen Carstairs has submitted a Notice of Motion in accordance with the Shire of Bridgetown-Greenbushes Standing Orders Local Law requesting a review of Policy RV1 - Method of Valuation of Rateable Properties.

**MATTER FOR CONSIDERATION**

The Notice of Motion, once moved and seconded, is required to be considered by Council.

**BACKGROUND**

Councillor Stephen Carstairs' reasons for the Notice of Motion are as follows:

Policy RV1 includes a provision that split valuations of rateable properties will not generally be pursued. While this may have reflected the position or attitude of past Councils, it may not necessarily align with the preferences or expectations of the current Council.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

1 A growing community that is diverse, welcoming and inclusive.

**CORPORATE BUSINESS PLAN**

Supports sound financial governance and decision-making.

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

The Notice of Motion aligns with a scheduled policy review and carries minimal additional risk. Any potential risk associated with duplication or confusion regarding scope and timing can be mitigated by progressing the review through the established policy development and reporting process

**COMMENT**

Officers note that a review of Policy RV1 - Method of Valuation of Rateable Properties is already underway as part of the Shire's scheduled policy review program. The review has been initiated to ensure alignment with current legislative requirements, contemporary rating practices, and Council expectations.

The policy review currently in progress will consider the matters identified in the Notice of Motion, including Council's approach to split valuations, and will incorporate a broader assessment of rating methodology, operational impacts, and governance considerations.

The reviewed policy is intended to be brought back to Council with updated content that addresses the matters raised and provides clarity for future rating decisions.

## RESUMPTION OF STANDING ORDERS

**Resolution: OCM 055-25/26**

Moved: Councillor S Carstairs

Seconded: Councillor A McRae

**That standing orders section 9.5 be reinstated.**FOR: Crs S Carstairs, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRaeAGAINST: Cr R Redman**CARRIED 7/1**

## 14.3 Notice of Motion - Car Park

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 056-25/26**

Moved: Councillor R Redman

Seconded: Councillor S Robinson

**That Council amend parking conditions for the Civic Centre Carpark on Civic Lane, as per the attached diagram, to require:**

- 1. A 20-minute time limit on the two parking bays oriented parallel to and located closest to Steere Street (marked A); and**
- 2. A 2-hour time limit on the five parking bays oriented perpendicular to Steere Street and located closest to Steere Street (marked B).**

FOR: Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRaeAGAINST: Nil**CARRIED 8/0**

**IN BRIEF**

Councillor Rebecca Redman has submitted a Notice of Motion in accordance with the Shire of Bridgetown-Greenbushes Standing Orders Local Law seeking to amend parking conditions at the Civic Centre carpark to introduce time-limited parking in selected bays.

**MATTER FOR CONSIDERATION**

The Notice of Motion, once moved and seconded, is required to be considered by Council.

**BACKGROUND**

Councillor Redman's reasons for the Notice of Motion are as follows:

The introduction of shorter timeframes for parking in key bays providing access to the Civic Centre is intended to encourage turnover during the workday. Restricting parking to shorter periods may increase the likelihood of customers being able to access the Shire administration office.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

1 A growing community that is diverse, welcoming and inclusive.

**CORPORATE BUSINESS PLAN**

Supports positive customer access and service delivery.

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

The introduction of time-limited parking may require consideration of how parking duration would be monitored and compliance encouraged in practice. In the absence of dedicated monitoring or enforcement arrangements, the effectiveness of time-limited parking may be limited, which may present some reputational risk.

**COMMENT**

Officers acknowledge and understand the intent of the Notice of Motion to improve customer access to the Civic Centre during business hours.

The proposed introduction of time-limited parking on selected bays may assist with increasing turnover and availability of short-stay parking for customers accessing the Shire administration office. While there are a number of time-limited bays within the town area, formal monitoring of compliance is limited due to resource constraints.

The installation of appropriate signage will generally promote compliance and allow enforcement to occur if required; however, enforcement action would normally be undertaken only where ongoing parking issues are identified.

**COMMENT**

Nil.

**REPORTS OF OFFICERS**

Reports of Officers have been divided into Departments as follows:

- Chief Executive Officers' Office
- Corporate, Economic and Community Development
- Executive Services Unit
- Development and Regulatory Services
- Project Management and Environment

**ITEM 15 CONFIRMATION OF MINUTES****ITEM 16 CEO'S OFFICE**

*No matters for consideration*

**ITEM 17 CORPORATE ECONOMIC AND COMMUNITY DEVELOPMENT**

17.1 List of Accounts for March 2026

**File Ref**

**Responsible Officer** Casey Radford, Director Corporate, Economic and Community Development

**Reporting Officer** Casey Radford, Director Corporate, Economic and Community Development

**Attachments** 1. List of Accounts March 2026

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 057-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor K Gillies

**That Council Receives the March 2026 List of Accounts.**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**CARRIED 8/0**

**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).

Payments have been in made in accordance with the Annual Budget adopted at the Special Council Meeting on 20 August 2025.

In March 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	85,720.79
Municipal EFT Payments	1,989,262.19
Corporate Credit Card Payments	2,733.34
Fuel Card Payments	4,339.29
BPAY Payments	3,324.58
Licencing Direct Debit Payments	100,283.00
Trust Payments	191.65
Cheques	-
<b>Total Payments for February 2026</b>	<b>\$2,185,854.84</b>

## 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 Act 1995*

*Local Government (Financial Management) Regulations 1996*

## POLICY IMPLICATIONS

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

FM 7 - Corporate Credit Cards

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

**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 Shires internal management processes.

**COMMENT**

Nil

UNCONFIRMED

17.2 Monthly Financial Report February 2026

**File Ref**

**Responsible Officer** Casey Radford, Director Corporate, Economic and Community Development

**Reporting Officer** Casey Radford, Director Corporate, Economic and Community Development

**Attachments** 1. Monthly Financial Report February 2026

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 058-25/26**

Moved: Councillor T Pratico  
Seconded: Councillor R Redman

**That Council receives the February 2026 Financial Activity Statements.**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**CARRIED 8/0**

**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

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 lesser amount, the exception being that any material variances of less than \$10,000 are non-reportable.

For the period 1 July 2025 to 28 February 2026:

- Operating Income is over budget by 0.72%; and
- Operating Expenditure is over budget by 0.49%.

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

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Operating grants, subsidies and contributions	150,437	11.14%	▼	Timing	Variance mainly due to a timing delay in acquitting DFES grants and invoicing of partner Shire contributions for the fire mitigation officer (150k).
Profit on asset disposals	(80,060)	(100.00%)	▼	Permanent	Vehicles and plant were sent to auction, sold in March 2026.
<b>Expenditure from operating activities</b>					
Employee costs	(154,786)	(2.99%)	▲	Timing / Permanent	Employee Costs are above YTD Budget Estimates. Variances include: Workers Compensation Insurance for 26/27 has come in higher budget by (62k) , this is a permanent variance. Salaries and Wages is (29k) over budget compared to YTD budget and is a timing variance. Other minor timing differences include FBT (6k) and recruitment costs (8k). Superannuation is lower than budget 45k, OHS costs is 17k below budget and training is also lower than budget 26k. These are expected to be spent by the end of the financial year. The main variance is a variation between budget and actuals of non-cash labour overhead of (138k). A review of labour overhead application is required.
Materials and contracts	83,904	2.61%	▲	Timing	Materials and Contracts are below budget YTD Estimates. Variances include: Materials and Contracts are currently 45k below budget due to the delayed timing of the place planning project. Consultants are below YTD budget 66k for other governance but are expected to be expended before the end of the year. Contractors are above budget due to an expense for specialised recruitment budgeted for last year received this year (27k).
Loss on asset disposals	6,225	100.00%	▲	Timing	Loss on disposal of assets is lower than budget year to date as they have only recently been sent to auction.
<b>INVESTING ACTIVITIES</b>					
Capital grants, subsidies and contributions	(1,141,096)	(43.50%)	▼	Timing	Capital grants are currently being held in the balance sheet until their corresponding capital project has met its milestones. The majority of these funds relate to Talison

					Partnering for the future funds projects, some of which have been completed in March 26.
Proceeds from disposal of assets	(201,999)	(100.00%)	▼	Timing	Sale of disposal of assets is lower than budget year to date vehicles and plant have only recently been sent to auction.
Purchase of property, plant and equipment	814,108	23.77%	▼	Timing	Refer to Note 8 for tracking of individual projects
Purchase and construction of infrastructure	992,422	43.40%	▼	Timing	Refer to Note 8 for tracking of individual projects
<p>Council for the financial year ending 30 June 2025 adopted a percentage of plus or minus 10% or dollar value of \$20,000 (whichever is the lesser amount) at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.</p> <p>▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual as per the adopted materiality threshold.</p>					

**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**

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

**FINANCIAL IMPLICATIONS**

The operating budget is broadly in line with budget, with an overall surplus of \$3.83m, marginally above the YTD budget of \$3.78m (approx. 1.65% variance). A review of employment costs is currently underway to ensure wages that are attributable to capital works are costed to the relevant capital budget.

delays in the capital program are reflective of project timing and procurement scheduling, with many projects in currently in planning phases, with work to continue throughout the rest of the year

**STRATEGIC COMMUNITY PLAN**

14 Effective governance and financial management.

**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.

**COMMENT**

A review of employment costs is currently underway to ensure wages that are attributable to capital works are costed to the relevant capital budget.

Delays in the capital program are reflective of project timing and procurement scheduling, with many projects in currently in planning phases, with work to continue throughout the rest of the year

A review of all labour and corporate overheads is planned to ensure that overhead costs are allocated appropriately and the rates are updated in preparation for the 26/27 budget.

**17.3 Adoption of Mid-Year Budget Review 2025-26****File Ref**

**Responsible Officer** Casey Radford, Director Corporate, Economic and Community Development

**Reporting Officer** Casey Radford, Director Corporate, Economic and Community Development

**Attachments** 1. Mid-Year Budget Review 2025/26

**Voting Requirements** Absolute Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**OFFICER RECOMMENDATION**

That Council adopts the budget review for the period 1 July 2025 to 31 January 2026 as presented in Attachment 1.

**MOTION – AMENDED OFFICER RECOMMENDATION**

**MOVED:** Councillor S Carstairs

**SECONDED:** Councillor A McRae

**MOVED**

1. That Council adopts the mid-year budget review for the period 1 July 2025 to 31 January 2026, except for accounts:

**02301 Other General Purpose - grants commission (\$208,567)**

**02351 Local Road Funding - grants commission (\$639,162)**

As these amounts relate to financial assistance grants from the predicted 26/27 allocation from the WA Grants Commission.

2. That the Administration presents options for further budget adjustments to reduce the deficit created by 1 above, to Council, at a workshop scheduled prior to the April OCM.

**Resumption of Adjourned Debate**

Council resumed consideration of Item 17.3, which had been adjourned from the March 2026 Ordinary Council Meeting.

**MOTION - AMENDED OFFICER RECOMMENDATION**

Moved: Cr R Redman

Seconded: Cr A McRae

**AMENDMENT**

- 
2. That Council adopts the following further budget amendments to reduce the deficit created by 1 above, as presented to council at the workshop held on the 15th of April 2026:

GS80 Corbalup Road Gravel Sheeting (\$209,278)

RC55 Hester Cascades Road (\$ 73,844)

KB01 Kerbing (\$ 19,500)

DR16 Nelson Street Drainage (\$ 60,000)

DR42 Peninsula Road Drainage Works (\$ 60,000)

FP30 Steere St Footpath \$ 18,000

62BU Waste Recycle Shed (\$100,000)

PJ121 Biennial Councillor Study Tour (\$ 4,000)

36032 Bridgetown Regional Library Salaries & Staff Costs (\$ 86,000)

05612 Other Governance – Office of the CEO departments (\$123,107)

PJ161 Place Planning

FOR: Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

AGAINST: Nil

CARRIED 8/0

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**SUBSTANTIVE MOTION**

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**RESOLUTION: OCM 059-25/26**

Moved: Councillor S Carstairs

Seconded: Councillor A McRae

1. That Council adopts the mid-year budget review for the period 1 July 2025 to 31 January 2026, except for accounts:

<b>02301</b>	<b>Other General Purpose - grants commission (\$208,567)</b>
<b>02351</b>	<b>Local Road Funding - grants commission (\$639,162)</b>

As these amounts relate to financial assistance grants from the predicted 26/27 allocation from the WA Grants Commission.

2. That Council adopts the following further budget amendments to reduce the deficit created by 1 above, as presented to council at the workshop held on the 15<sup>th</sup> of April 2026:

<b>GS80 Corbalup Road Gravel Sheeting</b>	<b>(\$209,278)</b>
<b>RC55 Hester Cascades Road</b>	<b>(\$ 73,844)</b>
<b>KB01 Kerbing</b>	<b>(\$ 19,500)</b>
<b>DR16 Nelson Street Drainage</b>	<b>(\$ 60,000)</b>
<b>DR42 Peninsula Road Drainage Works</b>	<b>(\$ 60,000)</b>
<b>FP30 Steere St Footpath</b>	<b>\$18,000</b>
<b>62BU Waste Recycle Shed</b>	<b>(\$100,000)</b>
<b>PJ121 Biennial Councillor Study Tour</b>	<b>(\$ 4,000)</b>
<b>36032 Bridgetown Regional Library Salaries &amp; Staff Costs</b>	<b>(\$ 86,000)</b>
<b>05612 Other Governance – Office Of The Ceo Departments</b>	<b>(\$123,107)</b>
<b>PJ161 Place Planning</b>	<b>(\$130,000)</b>

FOR: Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

AGAINST: Nil

**CARRIED 8/0**

**IN BRIEF**

Between 1 January and 31 March each year a local government is to carry out a review of its annual budget for the year in accordance with Regulation 33A of the Local Government (*Financial Management*) Regulations 1996. The intention of the legislation is to ensure that the local government conducts at least one budget review between six and nine months into the financial year.

**MATTER FOR CONSIDERATION**

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (*Financial Management*) Regulations 1996 and Australian Accounting Standards. A budget review is a detailed comparison of the year-to-date (January 2026) actual

results with the adopted budget. The review process establishes whether a Local Government expects to meet its budget commitments i.e. if the Council is in receipt of income and incurs expenditure in accordance with the adopted budget.

Major items identified in the review:

- Increase in the budgeted amount for Financial Assistance Grants of \$847,729, as the amount budgeted for assumed a larger prepayment of this year's allocation was to be received in last financial year.
- Reduction in the budgeted target of interest revenue of \$140,000 as interest received in lower than expected
- Increase to the Shire Admin Building capital expense account of \$100,000 for the installation of AV equipment in the Council Chambers, fully offset by \$100,000 of funding for the Forrest Transition Grant.
- Increase to the Kangaroo Gully Fire Station Project of \$222,050, fully offset by a grant to be received from DFES.
- A \$134,632 increase to SES Equipment capital expenditure account for the supply of a new vehicle, offset by a contribution from DFES for the same amount
- A reduction of \$350,000 capital works for highland estate park, with a corresponding \$350,000 reduction in the grant for this project. A budget of \$50,000 is provided for in this account for preliminary design work this year.
- An increase in routine road maintenance to account for increased contractor maintenance works of \$70,000 and a further \$40,000 in salaries and wages to complete further works to ensure unsealed roads are safe as we head into autumn and winter.
- An increase to the IT Support & Costs account of \$108,000. The Shire's IT managed services contract costs were under budgeted in the original budget. Based on current service levels there is a requirement to increase this budget. An IT Systems review has been requested by council and will also be facilitated through budget line item.
- \$148,000 non-cash adjustment to depreciation to provide for a revision of useful life to the Visitors Centre as at 30 June 2025 as well as adjustments to assets over the first 6 months of the year.

## **BACKGROUND**

The budget review includes a statement of Financial Activity (Budget Review) by Nature or Type classification incorporating year-to-date budget variations and forecasts to 30 June 2026 for the period ended 31 January 2026.

## **STATUTORY ENVIRONMENT**

*Australian Accounting Standards*

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

## **POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

The budget review maintains a balanced forecast budget for the year ending 30 June 2026.

**STRATEGIC COMMUNITY PLAN**

14 Effective governance and financial management.

**CORPORATE BUSINESS PLAN**

Objective 14.1 Achieve excellence in organisational performance and service delivery.

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

The Mid-Year Budget Review has been prepared in accordance with the requirements of the Local Government Act 1995 and aligns with the Shire's Risk Management Policy and Framework. These risks are mitigated through:

- Detailed variance analysis and management review;
- Incorporation of known financial commitments and updated assumptions;
- Executive oversight and review by senior management;
- Transparent reporting to Council and the community through Monthly Financial Reports.

**COMMENT**

During the budget review in 2024/25 it was identified that a complete review of the Activity Based Costing methodology (the method of allocating internal costs between functions) needs to be undertaken to simplify the reporting process moving forward and that this work would be done as part of the budget preparations for 25/26.

Due to restructure and staff movement in early 2025 this work was not completed. This work is still required to be undertaken, with a plan to be developed to get this done in line with current resourcing in the finance team.

17.4 Notice of Intention to Levy Differential Rates

**File Ref**

**Responsible Officer** Casey Radford, Director Corporate, Economic and Community Development

**Reporting Officer** Xandra Curnock, Finance Contractor

**Attachments** 1. 2026/27 Statement of Objects and Reasons for Differential Rating

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 060-25/26**

Moved: Councillor S Carstairs

Seconded: Councillor M Fletcher

**That Council:**

- 1. Adopts the 2026/2027 Statement of Objects and Reasons for Differential Rating; and Endorses the proposed 2026/2027 differential general rates in the dollar and minimum payments for public comment, as required by section 6.36 of the *Local Government Act 1995*, as set out in the below table.**

Rate Category	Rate in the dollar (cents) \$	Minimum Payment \$
Residential GRV	0.076910	1,290
Mining GRV	0.232929	-
Commercial GRV	0.083391	1,310
Industrial GRV	0.080001	1,300
Shire Rural UV	0.004381	1,590
Mining UV	0.067928	280

- 2. Advertises and invites submissions from ratepayers and electors on the proposed differential rates in the dollar and minimum payments up to 5pm Thursday 28 May 2026 in accordance with section 6.36 of the *Local Government Act 1995*.**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson, and A McRae

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**IN BRIEF**

This matter is brought before Council to consider a proposal for the setting of differential rates for the 2026/27 budget.

**MATTER FOR CONSIDERATION****Rating Strategy**

The purpose of levying rates is to meet Council's annual budget requirements, ensuring the delivery of services and community infrastructure that enhance the liveability of the Shire.

The 'rates in the dollar' and 'minimum payments' being recommended will deliver an overall rate increase in keeping with the estimated budget requirements.

The required amount of rates is calculated by subtracting all other revenue sources from the total cost of providing Shire services and maintaining Shire assets. These other funding sources include user fees, statutory charges, lease revenue, grants, and loan funds for capital projects.

This is determined through a structured and strategic process, whereby Officers and Council consider the following;

- The outcomes from Council's annual assessment of the current Corporate Business Plan;
- The initiatives within the Shire's Strategic Community Plan;
- The review of the funding allocation included in Council's Forward Capital Works Plan;
- The review of the Plant Replacement Program; and
- Efficiency measures including organisational improvements and best practice service delivery.

As part of the 2026/27 rating strategy, Council is proposing to refine its differential rating framework to better align with land use and zoning under the Local Planning Scheme.

This includes:

- Renaming the existing "Shire" category to Residential; and
- Introducing two new Gross Rental Value (GRV) categories:
  - Commercial; and
  - Industrial.

The introduction of these categories represents a progression toward a more contemporary and equitable rating structure, ensuring that properties are rated in accordance with their predominant use and the relative demand they place on Shire infrastructure and services.

In particular:

- The Commercial category captures properties used for business and income-generating activities and ensures these contribute equitably in line with their economic function and service usage; and
- The Industrial category recognises the higher intensity of industrial activities, including manufacturing, processing and logistics operations, which typically generate increased heavy vehicle movements and place greater demand on road infrastructure and Shire services.

This refined structure improves transparency, strengthens alignment with planning frameworks, and supports a fairer distribution of the rating burden across all ratepayers.

Following consideration of the above items, Officers have determined the preliminary budget requirement for 2026/27 on the following basis:

- Review of all operational revenue sources and expenditure;
- All proposed Council Plan actions for 2026/27;
- Funding allocations identified in the Capital Works Plan;
- Increase in discretionary fees and charges as per estimates recommended; and
- Employee costs – 3 to 4% overall increase.

Council and staff will continue to work collaboratively throughout the budget process to identify and implement operational efficiencies and service improvements that contribute to sustainable financial outcomes.

### **Rates Modelling**

The proposed differential rates and minimum payments have been developed through detailed modelling, taking into account updated property valuations, projected revenue requirements and the introduction of revised rating categories,

- As part of the 2026/27 modelling process, Council has incorporated;
- The annual revaluation of Unimproved Value (UV) Properties
- Any updated Gross Rental Values (GRV) as provided by the Valuer General; and

The transition to a refined differential rating structure, including the introduction of Commercial and Industrial categories.

The introduction of these new categories has required redistribution of the existing GRV rate base to ensure that revenue is apportioned more accurately in accordance with land use, while maintaining overall revenue neutrality (subject to the adopted increase in rate yield).

The below table shows current valuations, noting Landgate are expecting to release an update to Mining UV valuations at the end of April 2026;

Rating Category	2025/26 Valuations	2026/27 Valuations	Change \$	Change %
Gross Rental Values	\$55,298,503	\$56,057,607	\$759,104	1.37%
Unimproved Values	\$428,062,538	\$428,327,514	264,976	0.06%
<b>TOTAL</b>	<b>\$483,361,041</b>	<b>\$484,385,121</b>	<b>\$1,024,080</b>	<b>0.21%</b>

Due to individual changes in property valuations, the rates levied per property will fluctuate each year, regardless of the percentage change adopted by the Council.

The proposed model has been developed to:

- Achieve the required overall rate yield to meet budget requirements;
- Maintain fairness and equity between rating categories;
- Gradually transition to the new rating structure to minimise abrupt impacts on ratepayers; and
- Ensure compliance with legislative requirements, including maintaining rate revenue within the permissible range of the budget deficiency.

In determining the relativities between categories, consideration has been given to:

- The differing levels of infrastructure demand generated by each land use;
- The cost of service provision across the district; and
- The capacity of each category to contribute to the shire’s revenue base.

Based on forecasts for the coming year, a proposed 5.04% increase in the rates revenue yield from the previous 2025/26 financial year (excluding interims) is necessary to meet the anticipated revenue requirements of the 2026/27 Budget, while addressing the changing economic conditions across the Shire. A 5.04% increase in rates revenue from the previous financial year (excluding interims) will result in a total rates revenue yield of \$7,379,452, compared to the current financial year revenue (excluding interims) of \$7,025,297, representing an increase of \$354,155. The proposed 2026/27 rates revenue yield is derived from the following rating categories as detailed in the table below:

Rating Category	2025/26 Budget Rates Revenue (excl interim)	2026/27 Proposed Rates Revenue	Change \$	Change %
Gross Rental Values	\$4,997,933	\$5,258,088	\$260,155	5.21%
Unimproved Values	\$2,027,364	\$2,121,364	\$94,000	4.64%
<b>TOTAL</b>	<b>\$7,025,297</b>	<b>\$7,379,452</b>	<b>\$354,155</b>	<b>5.04%</b>

Council will determine the final rates in the dollar and minimum payments as part of the adoption of the 2026/27 Budget, once the draft budget has been finalised and the Shire's funding requirements are confirmed. This determination could result in a lower rate in the dollar or minimum payment being set.

## **BACKGROUND**

There is provision under the Act to impose differential rates within the local government's boundaries and in considering this imposition, there are certain statutory obligations that the local government must comply with.

Before any consideration to its budget, the local government is required to give local public notice of its intention to impose differential rates.

The local government must provide information of each new rate in the dollar or minimum payment.

Electors and/or ratepayers are invited to make submissions in respect of the proposed rates in the dollar and/or minimum payments. The submission period must be for a minimum period of 21 days and advertising must not commence before 1 May 2026.

A document is required to be made available for inspection by electors and ratepayers that describes the objects of and reasons for each proposed rate and minimum payment. Attachment 1, Statement of Rating Objects and Reasons for the 2026/27 Year at 5.04% increase on the 2025/26 rates revenue yield.

Where the Shire imposes a differential general rate that is more than twice the lowest differential general Rating Strategy rate, the Shire must seek approval from Minister for Local Government. The rates model recommended in this report to council where the highest differential rates is more than twice the lowest differential rate, meaning Ministerial approval will be required.

Rates should not be increased by a fixed amount without consideration of the deficiency. Unless Ministerial approval is given, the amount expected to be raised through all types of local government rates must be within 90% to 110% of the deficiency of the budget (section 6.34 of the *Local Government Act*). This acts to limit the amount that may be raised by rates, but only in proportion to the expenditure requirement determined by the local government.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

RV 1 - Method of Valuation of Rateable Properties

## **FINANCIAL IMPLICATIONS**

The adoption of the recommendation is essential to adopt the Budget during July 2026.

## **STRATEGIC COMMUNITY PLAN**

14 Effective governance and financial management.

**CORPORATE BUSINESS PLAN**

The Corporate Business Plan is an informing document to the Budget.

**LONG TERM FINANCIAL PLAN**

The Budget is in alignment with the Long Term Financial Plan.

**ASSET MANAGEMENT PLANS**

The Asset Management Plan is dependent on funds being available for asset maintenance.

**WORKFORCE PLAN**

Staffing costs are included in the budget for the year.

**RISK 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 adoption of the 2026/27 Budget is essential to fund the operations of the Shire. Delays in adoption of the Budget, and the raising of rates, will have an adverse effect on cashflow.

**Item 18 Executive Services Unit**

18.1 Revocation CUS1 - Feedback

**File Ref**

**Responsible Officer** Garry Adams, Chief Executive Officer

**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit

**Attachments**

1. CUS1 - Feedback
2. Customer Service Plan
3. Customer Service Charter

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 061-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor K Gillies

**That Council:**

1. **Revokes Policy CUS1 – Feedback, effective immediately; and**
2. **Acknowledges that a Customer Service Charter and an internal complaints management process have been developed.**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**CARRIED 8/0**

**IN BRIEF**

Policy CUS1 - Feedback is outdated and no longer reflects contemporary legislation, governance standards, or local government best practice. The policy adopts an overly broad and outdated approach to feedback and complaints management, contains procedures that are no longer appropriate or capable of implementation, and does not align with the Shire’s current operational approach to customer service and complaints handling. The continued existence of the policy places the Shire at risk of non-compliance with its own governance framework. It is proposed that the policy be revoked and replaced with more appropriate, contemporary instruments.

**MATTER FOR CONSIDERATION**

Council is asked to consider the revocation of Policy CUS1 on the basis that it is outdated, no longer fit for purpose, and inconsistent with current legislative expectations, governance standards, and customer service practices.

Replacement instruments have now been fully developed, and staff training has been delivered to support their implementation.

The Customer Service Charter and Customer Service Plan are attached to this report for Council's information only and are not proposed for adoption by Council.

## **BACKGROUND**

Council previously considered the revocation of Policy CUS1 – Feedback but resolved to defer the recommendation pending the further development of a Customer Service Charter and an internal complaints management process.

Since that time, both replacement instruments have been developed, and implementation is now imminent. The Customer Service Charter and Customer Service Plan are provided as attachments for information only, to demonstrate the contemporary framework that will operate following revocation of the policy. In addition, customer service training for all staff was delivered at the All Staff Meeting on 16 April 2026, providing practical guidance to support consistent and appropriate interactions with the community and customers.

Policy CUS1 – Feedback was originally adopted on 28 August 2008, at a time when customer service and complaints management frameworks were more limited in scope and formality. Since then, legislative expectations, integrity frameworks, community standards, and best-practice approaches to customer service and complaints handling within local government have evolved significantly.

A detailed review of Policy CUS1 demonstrates that it no longer provides an accurate, contemporary, or effective framework to guide staff or inform the community. In practice, the Shire has moved beyond the policy, resulting in a disconnect between the adopted policy framework and current operational practice.

### **RESOLUTION: OCM 001-25/26**

Moved: Councillor K Gillies

Seconded: Councillor R Redman

#### **That Council:**

- 1. Defers adoption of the Execution of Documents Policy until a Category 2 register of documents can be presented to Council.**
- 2. Defers revocation of CUS1 – Feedback Policy until the Customer Service Charter has been reviewed.**
- 3. Revokes CR1 – Public Relations – Press Releases, CR9 – Social Media, and CE2 – Media and Public Relations Policy.**
- 4. Adopts the *Communications and Media Policy*.**
- 5. Authorises the Chief Executive Officer to make minor administrative updates to the adopted policies to ensure ongoing legislative compliance and clarity, provided no change is made to**

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

While the Act does not prescribe a specific complaints policy format, it requires local governments to conduct their affairs in a transparent, accountable, and responsible manner. Maintaining outdated or inaccurate policies undermines these principles and exposes the Shire to governance and reputational risk.

## **POLICY IMPLICATIONS**

### **CUS 1 - Complaints**

Policy CUS1 is no longer fit for purpose. The policy adopts an overly broad definition of “feedback”, attempting to regulate a wide range of matters including customer feedback, service requests, employee grievances, Councillor conduct, statutory appeals, corruption and crime allegations, and public interest disclosures within a single policy framework.

Contemporary best practice clearly distinguishes between these matters, each of which is now governed by specific legislation, codes of conduct, integrity frameworks, or statutory review processes. As drafted, Policy CUS1 duplicates, overlaps with, or conflicts with other adopted policies and external regulatory mechanisms.

The policy also establishes a Complaints Panel model involving elected members, appointed by the Shire President or Deputy President, to determine complaint outcomes. This approach is inconsistent with contemporary governance standards, blurs the separation between Council and administration, and exposes the Shire to governance and procedural risk. Importantly, this model is no longer reflected in current operational practice and is not capable of being implemented without creating further risk.

The accountability framework set out in the policy no longer reflects how complaints and feedback are managed within the organisation. The Shire has since moved to a customer service-led approach supported by a Customer Service Charter, an internal complaints management process, and organisation-wide staff training.

The policy also exhibits indicators of age and lack of effective review, including internal inconsistencies, repeated and overlapping provisions, and document quality issues. These factors further demonstrate that the policy is outdated and unsuitable for continued reliance.

As a result, the Shire is currently not operating in accordance with its own adopted policy framework, creating a governance and compliance risk. Revocation of Policy CUS1 is therefore necessary to remove this inconsistency and enable the implementation of contemporary, fit-for-purpose customer service and complaints management arrangements.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with the revocation of Policy CUS1. Replacement instruments have been developed internally, and staff training has already been delivered.

## **STRATEGIC COMMUNITY PLAN**

- 1 A growing community that is diverse, welcoming and inclusive.
- 3 A safe community for people and animals.
- 15 A well informed and engaged community.

The revocation of an outdated complaints policy and the introduction of clearer, contemporary customer service and complaints management arrangements support improved community engagement, trust, and transparency.

#### **CORPORATE BUSINESS PLAN**

Revoking Policy CUS1 supports improved governance, organisational clarity, and service delivery consistency, aligning with the Corporate Business Plan's focus on effective, customer-focused operations.

#### **LONG TERM FINANCIAL PLAN**

Not applicable.

#### **ASSET MANAGEMENT PLANS**

Not applicable.

#### **WORKFORCE PLAN**

Customer service training for all staff was delivered at the All Staff Meeting on 16 April 2026. This training supports staff capability and confidence in dealing with customers and community members and underpins the practical implementation of the new Customer Service Charter and internal complaints management process.

#### **RISK MANAGEMENT**

Maintaining Policy CUS1 presents an ongoing governance, compliance, and reputational risk. The policy is outdated, misaligned with contemporary legislative and governance frameworks, and no longer reflects current operational practice.

Specific risks include:

- Confusion for staff and the community regarding appropriate feedback and complaint pathways
- Governance risk arising from outdated complaints panel arrangements involving elected members
- Increased exposure to procedural challenge due to misalignment with integrity and statutory review frameworks
- Audit and compliance risk associated with operating outside the adopted policy framework

Revocation of Policy CUS1 mitigates these risks and supports a clearer, more defensible governance framework.

#### **COMMENT**

Revocation of Policy CUS1 is a necessary governance action to address an outdated and no longer workable policy. The development of a Customer Service Charter and an internal complaints management process, supported by staff training, reflects a contemporary and more effective approach to managing customer service and complaints. Council's endorsement of the revocation will enable the Shire to move forward with a clearer, compliant, and fit-for-purpose framework.

18.2 Privacy and Information Sharing Policy

**File Ref**

**Responsible Officer** Garry Adams, Chief Executive Officer

**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit

**Attachments** 1. DRAFT GC17 Privacy and Information Sharing Policy

**Voting Requirements** Absolute Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 062-25/26**

Moved: Councillor A McRae

Seconded: Councillor T Pratico

**That Council:**

1. **Adopts the Privacy and Information Sharing Policy as presented.**
2. **Authorises the Chief Executive Officer to make minor administrative updates to the adopted policy to ensure ongoing legislative compliance and clarity, provided no change is made to the intent or effect of the policy.**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**IN BRIEF**

This report seeks Council adoption of a Privacy and Information Sharing Policy to establish a clear governance framework for how the Shire collects, uses, protects and shares personal and government information. The Policy responds to the introduction of the *Privacy and Responsible Information Sharing Act 2024 (WA)* and supports the Shire’s readiness for new privacy and information-sharing obligations commencing from 1 July 2026.

**MATTER FOR CONSIDERATION**

Council is asked to consider and adopt a Privacy and Information Sharing Policy that:

- embeds the Information Privacy Principles into organisational practice;
- supports lawful and responsible information sharing in the public interest; and
- provides clarity to Council, staff and the community about how information is managed.

**BACKGROUND**

The Shire holds and manages a significant volume of personal, sensitive and operational information in delivering services, regulating activities and engaging with the community. Community

expectations and legislative reform have increased the need for a clear, consistent and transparent framework governing how this information is handled.

The *Privacy and Responsible Information Sharing Act 2024 (WA)* introduces, for the first time in Western Australia, a comprehensive privacy and information-sharing regime that applies to local governments. Adoption of a dedicated Privacy and Information Sharing Policy provides a governance foundation to support compliance, accountability and organisational readiness.

The proposed Privacy and Information Sharing Policy was previously presented to Council at a Council Concept Forum prior to being brought forward for formal consideration at an Ordinary Council Meeting. No further feedback or direction was received from Council following the Concept Forum discussion.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

The Act establishes the governance framework for local governments, including the respective roles of Council and the Chief Executive Officer, and the obligation to ensure sound governance and appropriate management of resources.

### ***Privacy and Responsible Information Sharing Act 2024 (WA)***

The PRIS Act establishes Information Privacy Principles (IPPs) that apply to “IPP entities”, including local governments. The IPPs regulate how personal information and, in some cases, de-identified information must be handled across its lifecycle.

In summary, the IPPs require that:

1. **Collection:** Personal information must only be collected where necessary, in a fair and reasonable manner, and not in an unreasonably intrusive way. Sensitive personal information may only be collected in limited circumstances, such as where required by law or with consent.
2. **Use and disclosure:** Personal information may generally only be used or disclosed for the purpose for which it was collected, unless a permitted secondary purpose applies (for example, consent, legal authority, or to prevent serious harm).
3. **Information quality:** Reasonable steps must be taken to ensure personal information is accurate, complete and up to date.
4. **Information security:** Personal information must be protected from misuse, loss or unauthorised access, and destroyed or permanently de-identified when no longer required, unless the law requires retention.
5. **Openness and transparency:** A clear, current and publicly available privacy policy must explain what information is collected, how it is used, and whether automated decision-making is employed.
6. **Access and correction:** Individuals have rights to access or correct personal information, with interaction between the PRIS Act and the *Freedom of Information Act 1992* applying on a “no wrong door” basis.
7. **Unique identifiers and anonymity:** The use of unique identifiers is restricted, and individuals should be given the option to interact anonymously where practicable.
8. **Overseas disclosures:** Personal and de-identified information must not be disclosed outside Australia unless strict conditions are met.
9. **Automated decision-making:** Where automated decision-making is used, risks of harm, bias or discrimination must be assessed and human review made available.

10. **De-identified information:** De-identified information must be protected and must not be re-identified except in limited circumstances.

The Policy is designed to give effect to these principles at an organisational level, supported by procedures and training.

#### **POLICY IMPLICATIONS**

Nil

The adoption of this Policy does not revoke or amend any existing Council policy. It establishes an overarching governance framework under which operational procedures will be developed and maintained.

#### **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from adoption of the Policy. Implementation will be managed within existing resources

#### **STRATEGIC COMMUNITY PLAN**

15 A well informed and engaged community.

The Policy supports transparent, ethical and responsible information management, strengthening community confidence in how the Shire protects personal information while sharing information appropriately in the public interest.

#### **CORPORATE BUSINESS PLAN**

The Policy aligns with corporate governance, compliance and risk management objectives by strengthening organisational controls around information handling and decision-making.

#### **LONG TERM FINANCIAL PLAN**

Nil

#### **ASSET MANAGEMENT PLANS**

Nil

#### **WORKFORCE PLAN**

The Policy supports workforce capability and accountability by providing staff with clear expectations regarding privacy obligations and responsible information sharing.

#### **RISK MANAGEMENT**

Failure to adopt a Privacy and Information Sharing Policy exposes the Shire to increased risk, including:

- inconsistent information handling practices;
- privacy breaches or unauthorised disclosures;
- regulatory non-compliance; and
- reputational damage and loss of community trust.

Adoption of the Policy mitigates these risks by embedding the Information Privacy Principles into governance and operational practice.

**COMMENT**

The Privacy and Information Sharing Policy provides a necessary governance framework to support compliance with new privacy and information-sharing obligations and to strengthen the Shire's information-handling culture. Adoption of the Policy positions the organisation to implement detailed procedures, training and systems in a structured and defensible manner.

UNCONFIRMED

**Chief Executive Officer Garry Adams declared a financial interest in relation to item 18.3 CEO Performance Review Committee – this item involves Mr Adams employment.**

**18.3 CEO Performance Review Committee**

**File Ref**

**Responsible Officer** Garry Adams, Chief Executive Officer

**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit

**Attachments**

1. Minutes - CEO Review Committee - 25 March 2026
2. CEO Review Process 2026-03-19
3. CEO KPI Progress Report - March 2026 (confidential) (under separate cover)
4. Terms of Reference - CEO Performance Review Committee 2025

**Voting Requirements** Absolute Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 063-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor T Pratico

**That Council:**

- 1. Receives the minutes of the CEO Performance Review Committee meeting held on 25 March 2026; and**
- 2. Adopts the recommendations of the Committee as set out in this report.**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**IN BRIEF**

The CEO Performance Review Committee met on 25 March 2026 to consider matters relating to the governance, capability and process for the 2026 CEO performance review.

This report presents the committee’s recommendations for Council consideration and acceptance.

**MATTER FOR CONSIDERATION**

Council is asked to accept and endorse the recommendations of the CEO Performance Review Committee, arising from its meeting of 25 March 2026.

## BACKGROUND

The CEO Performance Review Committee is established by Council to oversee matters relating to the review of the Chief Executive Officer's performance in accordance with legislative requirements and the CEO's employment contract.

At its meeting on 25 March 2026, the Committee considered governance and process matters to ensure the 2026 CEO performance review is conducted in a fair, transparent and compliant manner, including training requirements, review methodology, external facilitation, progress against current KPIs (for information only), and the adequacy of the Committee's governance framework.

## CEO PERFORMANCE REVIEW COMMITTEE – RECOMMENDATIONS

*At its meeting on 25 March 2026, the CEO Performance Review Committee resolved to:*

- 1. Require all members of the CEO Performance Review Committee to attend WALGA's CEO Performance Review Training to ensure legislative compliance and best-practice performance review capability.*
- 2. Endorse the proposed CEO performance review process for 2026, subject to final documentation being agreed with the CEO in accordance with the Local Government Administration Regulations 1996.*
- 3. Support the engagement of an independent consultant to facilitate the 2026 CEO performance review, with outcomes to be reported back to the CEO Performance Review Committee.*
- 4. Note the progress report against the current CEO Key Performance Indicators for information only, acknowledging this was considered by the Committee as part of its oversight role.*
- 5. Support the development of a CEO Recruitment, Performance and Termination Policy, to be progressed to a future Concept Forum prior to formal presentation to Council.*
- 6. Adopt the updated Terms of Reference for the CEO Performance Review Committee, replacing the previous Instrument of Appointment and Delegation.*

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

The Act establishes the respective roles of Council and the Chief Executive Officer and provides the overarching governance framework within which CEO performance reviews are conducted.

### *Local Government Administration Regulations 1996*

Division 3 – Standards for Review of Performance of CEOs requires that:

- the local government and the CEO agree on the process by which performance will be reviewed;
- any additional performance criteria are agreed; and
- the review is conducted in accordance with prescribed standards and documented in writing.

Council retains responsibility for endorsing the review framework and outcomes.

**POLICY IMPLICATIONS**

Nil

Development of a CEO Recruitment, Performance and Termination Policy is proposed and will be reported to Council separately for consideration and adoption.

**FINANCIAL IMPLICATIONS**

Training costs for WALGA CEO Performance Review Training are \$512 per member.

Costs associated with engaging an independent consultant for the CEO performance review will be subject to procurement and reported back to the Committee prior to any commitment.

**STRATEGIC COMMUNITY PLAN**

16 An engaged and effective workforce.

**CORPORATE BUSINESS PLAN**

The recommendations support good governance, leadership accountability and organisational performance.

**LONG TERM FINANCIAL PLAN**

NIL

**ASSET MANAGEMENT PLANS**

NIL

**WORKFORCE PLAN**

The recommendations support effective executive performance management, leadership development and succession planning.

**RISK MANAGEMENT**

Failure to implement a clear and compliant CEO performance review framework exposes the Shire to governance, legal and reputational risk. Adoption of the Committee's recommendations mitigates these risks by:

- ensuring compliance with legislative standards;
- reinforcing transparency and procedural fairness; and
- strengthening governance oversight of executive performance.

**COMMENT**

The CEO Performance Review Committee has undertaken its role in reviewing and strengthening the governance framework for CEO performance management. Council consideration and endorsement of the Committee's recommendations will ensure a compliant, objective and well-structured CEO performance review process is in place for 2026.

18.4 Family and Domestic Violence Support - Warren Blackwood Region

**File Ref**

**Responsible Officer** Garry Adams, Chief Executive Officer

**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit  
Garry Adams, Chief Executive Officer

**Attachments** Nil

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 064-25/26**

Moved: Councillor K Gillies

Seconded: Councillor M Fletcher

**That Council:**

1. **Supports, the development of family and domestic violence (FDV) accommodation and expansion of support services within the Warren-Blackwood region;**
2. **Endorses the identification and investigation of suitable sites within the Shire of Bridgetown-Greenbushes to support the development of FDV services in the region;**
3. **Commends the advocacy of the Member for Warren-Blackwood, Bevan Eatts MLA with regard to the need for FDV accommodation and expanded services in the Warren-Blackwood region; and**
4. **Notes that the Shire President and the Chief Executive Officer will attend future meetings of relevant stakeholders as required and provide Council with updates on progress subsequent to any meetings being held.**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**CARRIED 8/0**

**IN BRIEF**

Council is being asked to support a regional initiative to improve access to family and domestic violence (FDV) accommodation and support services within the Warren Blackwood region.

Following discussions with key stakeholders, the Hon Jessica Stojkovski MLA is the Minister for Child Protection; Prevention of Family and Domestic Violence; Minister Assisting the Minister for Transport; and Minister for Peel and Mr Bevan Eatts MLA, a key barrier identified is the availability of suitable land to enable State-supported infrastructure and service delivery.

Council’s support is sought to assist in identifying and facilitating land to enable this critical service.

## **MATTER FOR CONSIDERATION**

Council is requested to consider its role in supporting improved outcomes for individuals and families experiencing family and domestic violence through:

- Advocacy for increased services within the Warren Blackwood region;
- Identification of suitable land for potential development; and
- Participation in partnerships with State Government and service providers.

This report seeks endorsement to progress these actions.

## **BACKGROUND**

Family and domestic violence remains a significant issue across regional Western Australia, with rural and remote communities experiencing limited access to crisis accommodation and support services.

Currently, individuals within the Warren Blackwood region are often required to travel outside the area to access support, resulting in:

- Disconnection from family, employment, and community networks;
- Delays in accessing critical services; and
- Increased vulnerability for those affected.

Recent discussions with relevant stakeholders, the Hon Jessica Stojkovski and Mr Bevan Eatts highlighted the need for place-based solutions in regional areas.

A key enabler identified by relevant stakeholders is the availability of suitable land to support the development of accommodation and integrated services.

## **STATUTORY ENVIRONMENT**

### *Local Government Act 1995*

Local governments are not direct providers of family and domestic violence services; however, they have the capacity to:

- Advocate on behalf of their communities;
- Facilitate land use and development opportunities; and
- Support initiatives that enhance community safety and wellbeing.

Any future land allocation or development would be subject to relevant legislative and planning requirements.

## **POLICY IMPLICATIONS**

Nil

This initiative aligns with broader community safety, wellbeing, and social sustainability objectives.

## **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

Future considerations may include:

- Costs associated with land servicing or transfer (if applicable);

- In-kind contributions; and
- Staff resourcing to support project facilitation.

It is anticipated that capital and operational funding for any facility would be primarily the responsibility of the State Government and/or service providers.

**STRATEGIC COMMUNITY PLAN**

- 3 A safe community for people and animals.
- 13 Proactive, visionary leaders who respond to community needs.
- 15 A well informed and engaged community.

**CORPORATE BUSINESS PLAN**

Supports delivery of initiatives relating to:

- Community wellbeing and safety
- Advocacy and partnerships
- Strategic planning and service facilitation

**LONG TERM FINANCIAL PLAN**

No direct impact at this stage.

Any future financial implications will be considered as part of long-term financial planning processes.

**ASSET MANAGEMENT PLANS**

This report relates to the potential identification and use of Shire-owned land assets.

Any future allocation will be assessed in accordance with the Shire’s Asset Management Framework and relevant plans.

**WORKFORCE PLAN**

No direct workforce implications identified at this stage.

**RISK MANAGEMENT**

<b>RISK</b>	<b>MITIGATION</b>
Community expectation of service delivery	Clear communication of Council’s enabling and advocacy role
Unsuitable or unavailable land	Detailed assessment and staged investigation
Lack of external funding	Ongoing advocacy and partnership engagement
Reputational risk	Proactive leadership and demonstrated commitment

**COMMENT**

The lack of locally accessible family and domestic violence support services within the Warren Blackwood region represents a significant gap in community safety and wellbeing.

While service provision sits primarily with the State Government, the Shire has a role in enabling solutions through advocacy, land identification, and partnership facilitation.

Supporting this initiative, positions the Shire as a proactive contributor to addressing a complex social issue, while ensuring that future actions remain subject to Council consideration and alignment with strategic and financial capacity.

UNCONFIRMED

## 18.5 Grant Funding Support Request

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments**  
1. Fw\_ Support for grant application from Shire  
2. Project proposal 2026 for StateNRMO**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 065-25/26**

Moved: Councillor R Redman

Seconded: Councillor M Fletcher

**That Council:**

1. **Notes the presentation delivered to Council at its 26 March 2026 Ordinary Council Meeting regarding an externally funded community food security project proposal; and**
2. **Supports the proposal and requests the Chief Executive Officer to agree an appropriate level of in-kind support should the grant application be successful.**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae**AGAINST:** Nil**CARRIED 8/0****IN BRIEF**

Council received a presentation at its 26 March 2026 Ordinary Council Meeting outlining a proposal for an externally funded community food security project aimed at supporting increased local food production within the Shire.

The proposal seeks Council support for a potential grant application of up to \$50,000 over 18 months from the State Natural Resources Management Office, with no direct financial contribution sought from the Shire.

**MATTER FOR CONSIDERATION**

Following the presentation to Council on 26 March 2026, Council is asked to consider whether it wishes to provide in-principle support for the proposed community food security project.

Council's consideration relates to its role in supporting community-led initiatives through advocacy and limited in-kind assistance.

**BACKGROUND**

At its 26 March 2026 Ordinary Council Meeting, Council received a presentation outlining a proposal for an 18-month, externally funded project designed to encourage and facilitate local food production within the Shire.

The proposal has been developed in response to:

- rapidly increasing food costs and cost-of-living pressures; and
- recognition that there is capacity within both urban gardens and rural properties in the Shire to increase local food production.

The project concept involves engaging a consortium of local not-for-profit organisations to collaboratively deliver the project. Initial verbal support has been received from a number of local groups, including:

- Blackwood Environmental Society
- Blackwood Valley Small Landholders
- Transition Bridgetown
- Ashbil Community Garden

The project would be curated and managed by a local not-for-profit organisation and aligns with funding priorities relating to community engagement, sustainable agriculture and natural resource management.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

No direct financial contribution is sought from the Shire.

Support requested from Council includes:

- letters of support for a grant application;
- waiving hire fees for occasional use of the Lesser Hall (as an in-kind contribution); and
- limited promotional support through Shire communication channels.

Any in-kind support would be subject to Council approval and standard Shire processes.

**STRATEGIC COMMUNITY PLAN**

1 A growing community that is diverse, welcoming and inclusive.

**CORPORATE BUSINESS PLAN**

Supports community engagement, sustainability initiatives, and partnerships that deliver community benefit without pressure on core operating budgets.

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

The proposal is externally funded and intended to be managed by a local not-for-profit organisation, which limits financial and operational risk to the Shire.

Any risks relating to expectations of Council involvement beyond in-kind support can be mitigated through clear scoping of Council's role and conditions of support.

**COMMENT**

Officers note that Council has already been briefed on the proposal through a presentation delivered at the 26 March 2026 Ordinary Council Meeting.

The proposal identifies a range of potential community benefits, including improved food security, skill development, inter-generational collaboration, recognition of Aboriginal knowledge relating to native foods, and opportunities for local food sharing and donation.

Council's role at this stage is limited to considering whether it wishes to provide in-principle support for the proposal in the form of advocacy, and in-kind assistance, should the external funding opportunity proceed.

**ITEM 19 DEVELOPMENT AND REGULATORY SERVICES**

## 19.1 Appointment of Fire Control Officers

<b>File Ref</b>	752
<b>Responsible Officer</b>	Leigh Guthridge, Director of Development and Regulatory Services
<b>Reporting Officer</b>	Leigh Guthridge, Director of Development and Regulatory Services
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

**RESOLUTION: OCM 066-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor T Pratico

**That Council appoints the following officers as Fire Control Officers for the Shire of Bridgetown-Greenbushes in accordance with the *Bush Fires Act 1954*, effective immediately and until the 2026/27 Fire Prevention and Fire Control Officer Public Notice is adopted by Council and published:**

- Rosalyn Edwards – Acting Senior Ranger**
- Conor McGregor – Community Emergency Services Manager**

**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**CARRIED 8/0****IN BRIEF**

The purpose of this report is to seek Council approval for the appointment of two Interim Fire Control Officers to ensure statutory compliance under the *Bush Fires Act 1954* and to maintain continuity of fire control functions, including the authorisation and signing of Fire Permits during the Restricted Burning Period, until permanent appointments are confirmed through the 2026/27 annual public notice process.

**BACKGROUND**

Under the provisions of the *Bush Fires Act 1954*, local governments are required to appoint Fire Control Officers with authority and responsibility for the prevention, control, and extinguishment of bush fires within their district.

The Shire appoints Fire Control Officers annually through the adoption and publication of the Fire Prevention and Fire Control Officer Public Notice. Prior to the adoption of the 2026/27 Public Notice,

interim arrangements are required to ensure that authorised officers are in place to exercise statutory functions, particularly during the Restricted Burning Period when Fire Permits must be issued and managed.

### **COMMENT**

The appointment of Rosalyn Edwards (Acting Senior Ranger) and Conor McGregor (Community Emergency Services Manager) as Interim Fire Control Officers will:

- Ensure the Shire remains compliant with its legislative obligations under the *Bush Fires Act 1954*;
- Provide continuity of fire control governance and operational oversight during a transitional period; and
- Enable the timely and lawful issuing and signing of Fire Permits during the Restricted Burning Period.

Both officers possess relevant experience, qualifications, and organisational authority to perform the duties of Fire Control Officer. The appointments are temporary in nature and will cease upon adoption and publication of the 2026/27 Fire Prevention and Fire Control Officer Public Notice, anticipated in June/July 2026.

### **STATUTORY ENVIRONMENT**

*Bush Fires Act 1954*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC COMMUNITY PLAN**

3 A safe community for people and animals.

### **CORPORATE BUSINESS PLAN**

Nil

### **LONG TERM FINANCIAL PLAN**

Nil

### **ASSET MANAGEMENT PLANS**

Nil

### **WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

The appointment of the interim Fire Control Officers will reduce operational risk during the lead-up to and commencement of the 2026/27 bush fire season.

UNCONFIRMED

**ITEM 20 PROJECT MANAGEMENT AND ENVIRONMENT**

20.1 PE43 - Temporary Road Closures

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Morgan Gillham, Director of Project Management and Environment**Attachments** 1. DRAFT PE43 - Temporary Road Closure Policy**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

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**OFFICER RECOMMENDATION****That Council:**

- 1. Adopts Policy PE43 - Temporary Road Closures as presented;**
- 2. Authorises the Chief Executive Officer to implement and administer the policy, including the issuing of permits, exemptions and approvals in accordance with the policy; and**
- 3. Authorises the Chief Executive Officer to make minor administrative updates to the adopted policy to ensure ongoing legislative compliance and clarity, provided no change is made to the intent or effect of the policy.**

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**RESOLUTION: OCM 067-25/26**

Moved: Councillor S Carstairs

Seconded: Councillor K Gillies

**That Council:**

- 1. Adopts Policy PE43 - Temporary Road Closures as presented;**
- 2. Authorises the Chief Executive Officer to implement and administer the policy, including the issuing of permits, exemptions and approvals in accordance with the policy; and**
- 3. Authorises the Chief Executive Officer to make minor administrative updates to the adopted policy to ensure ongoing legislative compliance and clarity, provided no change is made to the intent or effect of the policy.**
- 4. Requests the Chief Executive Officer to provide a report to the November OCM detailing the number of road closures effected under this policy, the reasons for closure and the length of time of closures, together with any complaints, feedback or issues identified in relation to the operation of this Policy.**

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**FOR:** Crs S Carstairs, R Redman, M Fletcher, L Pearce, T Pratico, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**CARRIED 8/0**

### **IN BRIEF**

The Shire regularly experiences periods of inclement weather that impact the condition and safety of its road network, particularly unsealed roads. A clear and contemporary policy is required to support lawful, consistent and timely decision-making regarding temporary road closures, access arrangements and community notification.

Policy PE43 - Temporary Road Closures has been developed to provide a framework aligned with the *Local Government Act 1995*, ensuring road user safety, protection of the Shire's road assets and continuity of access for residents, businesses and emergency services where appropriate.

### **MATTER FOR CONSIDERATION**

Council is asked to consider the adoption of Policy PE43 - Temporary Road Closures to establish a lawful and transparent framework for the temporary closure of roads for up to 4 weeks in duration. The intent is for roads to only be closed to heavy haulage for short periods of time to minimise damage during significant periods of wet weather.

### **BACKGROUND**

The Shire holds responsibility for a large and geographically dispersed road network, a significant proportion of which is unsealed and vulnerable to damage during periods of inclement weather. Temporary road closures are sometimes necessary to mitigate safety risks to road users and to protect road infrastructure from avoidable damage.

Historically, decisions regarding temporary road closures and access arrangements have been managed operationally. However, increasing community expectations, asset management considerations and the need for consistent decision-making highlight the importance of a formal policy framework, in particular, but not only addressing heavy haulage on local unsealed roads.

Policy PE43 - Temporary Road Closures has been developed to articulate the circumstances under which roads may be temporarily closed, the authority of the Chief Executive Officer to make such determinations, access arrangements during closures, and communication requirements.

The proposed Policy PE43 - Temporary Road Closures was presented to Council at a Council Concept Forum held on 9 April 2026, prior to being brought forward for formal consideration at an Ordinary Council Meeting. At the Forum, the issue of whether road closures should apply to vehicles based on weight or other criteria. Officers believe that the 4.5t weight limit is appropriate given the CEO will have authority to permit heavier vehicles if required and this is consistent with policies in place at other local governments. No further feedback was received from Elected Members following the Concept Forum discussion.

If this policy is adopted, the Shire will use its usual communication channels to inform the Community of the road closure process and how to sign up for SMS messaging relating to road closures.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Section 3.50(1) of the *Local Government Act 1995* provides that a local government may close any road that it manages, wholly or partially, for a period not exceeding four weeks.

The Act supports the delegation of operational decision-making authority to the Chief Executive Officer, enabling timely and risk-based responses to changing conditions. Policy PE43 aligns with this legislative framework by clearly defining the scope and exercise of that authority.

### **POLICY IMPLICATIONS**

CM 3 - Asset Management

Adoption of Policy PE43 supports effective asset management by protecting the condition and service life of the Shire's road network during periods of heightened risk. The policy aligns with the Shire's asset management principles by balancing safety, access and infrastructure preservation.

### **FINANCIAL IMPLICATIONS**

Whilst there are no direct financial implications to the Shire associated with the adoption of Policy PE43, it is anticipated that there will be a positive financial effect from reduced maintenance/repair requirements.

The policy provides a framework for existing operational practices and may assist in reducing maintenance and rehabilitation costs by preventing avoidable damage to road assets.

### **STRATEGIC COMMUNITY PLAN**

9 Safe, affordable and efficient movement of people and vehicles.

Policy PE43 supports this objective by prioritising road user safety, ensuring clear communication during temporary road closures, and maintaining access for residents, businesses and emergency services where appropriate.

### **CORPORATE BUSINESS PLAN**

The policy supports the Corporate Business Plan's focus on safe service delivery, sound asset management and effective operational decision-making.

### **LONG TERM FINANCIAL PLAN**

Not applicable.

### **ASSET MANAGEMENT PLANS**

Policy PE43 supports the implementation of the Shire's asset management plans by reducing the risk of premature road deterioration and protecting investment in road infrastructure.

### **WORKFORCE PLAN**

The policy provides authority, roles and responsibilities for officers involved in managing temporary road closures, supporting safe work practices and consistent decision-making.

### **RISK MANAGEMENT**

Failure to implement a framework for temporary road closures exposes the Shire to safety, asset damage and reputational risks.

Policy PE43 mitigates these risks by:

- providing authority and decision criteria for road closures;
- supporting consistent, transparent permit and exemption arrangements.
- ensuring timely notification to the community and emergency services; and
- protecting the condition of the Shire's road assets during high-risk periods.

**COMMENT**

Policy PE43 - Temporary Road Closures provides a lawful and contemporary framework to guide the Shire's response to unforeseen circumstances impacting the road network. Adoption of the policy will support safer outcomes for road users, protect Shire assets and provide clarity for the community and staff.

UNCONFIRMED

**ITEM 18 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES**

*No matters for consideration*

**ITEM 19 URGENT BUSINESS APPROVED BY DECISION**

*No matters for consideration*

**ITEM 20 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE**

*No matters for consideration*

**ITEM 21 ELECTED MEMBERS QUESTIONS WITH NOTICE**

**ITEM 25 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING**

25.1 Notice of Motion - Road Re-sealing Projects

**File Ref**

<b>Responsible Officer</b>	Garry Adams, Chief Executive Officer
<b>Reporting Officer</b>	Morgan Gillham, Director of Project Management and Environment
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

**MOTION**

**That Council adopts as policy the requirement that any road re-sealing project within the Shire includes the requirement to undertake an assessment of whether shoulder widening on that road should be undertaken as part of the project.**

**IN BRIEF**

Councillor Tony Pratico has submitted a Notice of Motion in accordance with the Shire of Bridgetown-Greenbushes Standing Orders Local Law proposing the adoption of a policy requirement relating to the assessment of shoulder widening as part of road re-sealing projects.

**MATTER FOR CONSIDERATION**

The Notice of Motion, once moved and seconded, is required to be considered by Council.

**BACKGROUND**

The Notice of Motion proposes that, as part of road re-sealing projects undertaken by the Shire, an assessment be carried out to determine whether shoulder widening should also be undertaken.

The intent of the motion is to ensure that opportunities to improve road safety, functionality and long-term performance are considered at the time of re-sealing works.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

The Notice of Motion proposes the adoption of a new policy requirement relating to road re-sealing projects.

**FINANCIAL IMPLICATIONS**

Any financial implications would be subject to future project-specific assessments and Council consideration as part of capital works planning and budgeting processes.

**STRATEGIC COMMUNITY PLAN**

1 A growing community that is diverse, welcoming and inclusive.

**CORPORATE BUSINESS PLAN**

Supports safe and effective infrastructure planning and service delivery.

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

The Notice of Motion introduces a requirement to assess shoulder widening as part of re-sealing projects. Any risks associated with scope, cost or feasibility would be managed through existing project planning, assessment and approval processes.

**COMMENT**

Officers note the intent of the Notice of Motion to embed consideration of shoulder widening into the planning of road re-sealing projects.

The proposed approach would require an assessment to be undertaken as part of project planning; however, it does not mandate that shoulder widening be carried out in all cases. Any decision to

proceed with shoulder widening would remain subject to technical assessment, traffic counts, safety considerations, funding availability and Council approval.

**ITEM 22 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)**

*No matters for consideration*

**ITEM 23 CLOSURE**

*The Presiding Member closed the meeting at 7.45PM.*

UNCONFIRMED