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

Notice of an Ordinary Meeting of Council

Dear Council Member

The next Ordinary Meeting of Shire of Bridgetown-Greenbushes will be held on **Thursday, 24 September 2026** in Council Chambers, commencing at 5:30 PM

AGENDA

Ordinary Council Meeting
Thursday, 24 September 2026

Garry Adams

Chief Executive Officer
Date: 18 September 2026

CONTENTS

SHIRE OF BRIDGETOWN GREENBUSHES

ITEM 1 OPENING OF MEETING

Meeting to be opened by the Presiding Member.

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 T Pratico	
Councillor J Boyle	
Councillor M Fletcher	
Councillor L Pearce	
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 Projects & Environment, M Gillham
Manager, Executive Services Unit, M Morrell
Executive Assistant, K Durbin

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 4 ATTENDANCE OF GALLERY

ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 6 PUBLIC QUESTION TIME

ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Council will receive a deputation from Mr. Paul Roberts regarding the proposed extractive industry (gravel/clay and hard rock) at Lots 3938 and 7971 Catterick Road, Catterick.

ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

ITEM 9 APPLICATION FOR LEAVE OF ABSENCE

That Council grants Councillor A McRae a leave of absence for the October Ordinary Council Meeting 22 October 2026.

ITEM 10 CONFIRMATION OF MINUTES

10.1 Confirmation of Minutes 27 August 2026 OCM

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Krystle Durbin, Executive Assistant
Attachments	1. 27 August 2026 OCM Minutes
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

The Minutes of the Ordinary Council Meeting held on 27 August 2026 be confirmed as a true and correct record.

10.2 Concept Forums and Workshops

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Krystle Durbin, Executive Assistant
Attachments	1. Concept Forums and Workshops
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council notes the following Concept Forums / Workshops were held:

1. **10 September 2026 Concept Forum**

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.

ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS

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

No matters for consideration

REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

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

ITEM 15 CEO'S OFFICE

15.1 WBAC Tourism & Trails Advisory Group Nomination of Representatives

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Krystle Durbin, Executive Assistant
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil
	Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. **Nominates Cr _____________ as Council's elected member representative to participate in the WBAC Tourism & Trails Advisory Group; and**
2. **Endorses the Chief Executive Officer to appoint up to two appropriate staff members with responsibilities or involvement in tourism, visitor servicing, and/or trails to complete the Shire's three-member representation.**

IN BRIEF

Following the adoption of the Warren-Blackwood Alliance of Councils (WBAC) Tourism & Trails Advisory Group Terms of Reference, this report seeks Council's formal nomination of an elected member and endorsement of the Chief Executive Officer to appoint two staff representatives. As a non-delegated advisory subcommittee focused on regional tourism, visitor servicing, and trails strategies, including the Southern Forests & Valleys program, the group will hold its inaugural meeting on Tuesday, 17 November 2026, in Manjimup, fostering crucial cross-shire collaboration and strategic alignment.

BACKGROUND

The Tourism & Trails Advisory Group has been established as an advisory subcommittee of the WBAC Board.

The purpose of the Group is to provide a regional forum for collaboration between the five member Shires and relevant tourism, trails, visitor servicing, land management, government, industry and community stakeholders.

Core membership may include up to three representatives from each of the five WBAC member Shires, up to two WBAC Board representatives, up to two representatives from the South West Development Commission, the WBAC Executive Officer and the WBAC project officer responsible for tourism and trails.

Additional organisations and stakeholders may be invited to participate where relevant, including Tourism Western Australia, Australia's South West, the Department of Biodiversity, Conservation and Attractions, visitor centres, Trails WA, State agencies, Traditional Owner organisations, industry bodies, community groups and subject-matter specialists.

Member organisations are responsible for nominating their representatives in writing. Appointments will generally apply from 1 July to 30 June and may be renewed, with member organisations able to nominate an alternate representative where required.

The Group will meet twice each year, approximately six months apart, with additional meetings, workshops or project sessions able to be convened as required. Meetings may be held in person, online or in a hybrid format and may rotate between member Shires. A quorum requires at least six members, including representatives from a minimum of three WBAC member Shires.

The Group reports to the WBAC Board through the Executive Officer. Its meeting notes and recommendations are provided to the Board for noting or decision, as appropriate. The Group cannot bind WBAC, a member Shire or any participating organisation, and formal decisions and commitments remain subject to the relevant approval processes.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Member organisations are responsible for the attendance of their nominated representatives and associated costs.

WBAC will provide meeting coordination, agendas, records and action tracking. The Tourism & Trails Advisory Group has no delegated financial powers

COUNCIL PLAN

9 Bridgetown Greenbushes is a major tourist destination.

LONG TERM FINANCIAL PLAN

There are no specific implications identified in the Terms of Reference for the Long Term Financial Plan.

Any costs associated with Council representatives' participation are the responsibility of the member organisation and would be managed through existing Council budget processes.

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

ITEM 16 CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT

16.1 Draft Disability Access and Inclusion Plan 2026 - 2028

File Ref	
Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	1. SoBG Disability Action and Inclusion Plan 2026-28
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council adopts the Draft Disability Access and Inclusion Plan 2026 -2028.

IN BRIEF

The legal requirement for public authorities to develop and implement a Disability Access and Inclusion Plan (DAIP) is set out in the Disability Services Act 1993 (Part 5) and Disability Services Regulations 2004 (Schedules 1-3).

A review of the Shire of Bridgetown Greenbushes Disability Access and Inclusion Plan 2019-2024 has been completed and a new draft Disability Access and Inclusion Plan 2026-2028 is presented to Council for adoption.

MATTER FOR CONSIDERATION

A Disability Access and Inclusion Plan (DAIP) is a commitment to identify and address barriers to participation, be they physical, emotional, social and economic - to enhance the life choices for people with disability.

It is a plan that supports an accessible and inclusive shire in which all people feel valued and celebrated for who they are and confident that their human rights are respected. Disability, access and inclusion is critical to a sense of community.

The following 7 outcomes for a more accessible and inclusive Community have been determined by the Department of Communities. These 7 outcomes have been recognised to determine strategies and actions in the Draft 2026 – 2028 Disability Action and Inclusion Plan:

1. <u>Events and Services</u>: People with disability have the same opportunities as other people to access the services and events of a public authority.
2. <u>Buildings and Facilities</u>: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. <u>Information</u>: People with disability receive information from a public authority in a format that enables them to access the information as readily as other people.

4. Service Quality: People with disability receive the same level and quality of service from the staff of a public authority as other people receive.
5. Complaints: People with disability have the same opportunities as other people to make complaints to a public authority.
6. Consultation: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
7. Employment: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

BACKGROUND

An extensive community engagement and consultation process was undertaken to develop the 2019 – 2024 DAIP, with the requirement to review at least every 5 years. Whilst due for review in 2024, internal administration shifts and timing constraints in establishing working groups, advisory groups and committees caused delays. This impacted the timing of the review, resulting in it not commencing until late 2025.

The Department of Communities are aware of the status and urgently seek the adoption of the new DAIP to ensure that Council is in keeping with its statutory obligations.

Considering the extensive community engagement process undertaken to create the 2019 - 2024 DAIP, Council's current Access and Inclusion Advisory Group opted not to undertake a broad consultation process for its review, but to carry out a minimal internal review only, and once in draft, release it for public comment via the Shire's website and in a local newspaper, being the minimum requirement under the Act. The Group, with approval from The Department, also opted to create a 2-year plan rather than the traditional 5-year plan, so that the following review (that is planned to incorporate and extensive community consultation process) can coincide with the release of the next Australian Bureau of Statistics census results in 2028.

After a workshop with Councillors in July 2026, the Draft 2026 - 2028 DAIP was released for a public comment period of two weeks, opening Wednesday 5 August 2026 and closing Wednesday 19 August 2026. No feedback was received. The DAIP is now presented back to Council for endorsement.

An extensive review of the newly endorsed 2026-2028 DAIP is planned to be undertaken in 2028 to coincide with the outcomes of the next ABS census to create an eventual 2029 - 2034 DAIP (5-year Plan)

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no budget implication directly associated with the motion listed.

COUNCIL PLAN

1 A diverse, welcoming and inclusive community.

1.3.3 Review the Disability Access and Inclusion Plan 2019 and finalise and implement an updated plan

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

The Shire is currently non-compliant in our obligation to have a current Disability Action and Inclusion Plan. Adoption will ensure the Shire become compliant.

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

COMMENT

Nil.

16.2 List of Accounts August 2026

File Ref	
Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Nathan Gilfellon, Manager Finance and Administration
Attachments	1. List of Accounts August 26
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council receives the August 2026 List of Accounts.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

In August 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	$81,475.49
Municipal EFT Payments	$1,866,840.67
Corporate Credit Card Payments	$4,522.11
Fuel Card Payments	$3,973.49
BPAY Payments	$69,985.11
Licencing Direct Debit Payments	$103,089.80
Trust Payments	$1,770.60
Cheques	$
Total Payments for June 2026	$2,131,657.27

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 (Functions and General) Regulations 1996

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

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

COUNCIL PLAN

10 Proactive, visionary leadership and effective governance.

CORPORATE BUSINESS PLAN

Nil.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

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

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

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

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

COMMENT

Nil.

16.3 Monthly Financial Report - July 2026

File Ref	
Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Nathan Gilfellon, Manager Finance and Administration
Attachments	1. 2025/26 Monthly Financial Statement for July
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council:

1. Receives the July 2026 Financial Activity Statements;

2. Approves a budget amendment of $50,000 for a Waste Facility final landform and post closure study to be funded from the Refuse Site Post Closure Reserve;

3. Approves a budget amendment of $12,000 for a shelter for the construction of a children's crossing traffic warden on Steere St to be funded from Future Projects Reserve.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

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

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

For the period 1 July 2026 to 31 July 2026:

- Operating Income is over budget by 3,595.51%; and
- Operating Expenditure is under budget by 6.26%.

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

Nature of Income/ Expenditure	Variance $	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates	7,379,425	N/A	▲	Timing	Rates raised in system in July however are to be issued in August.
Grants, subsidies and contributions	(35,384)	(33.42)	▼	Timing	Multiple grants not raised in July as per budget ($62,217) LGGS Fire Brigade grant - First instalment is underbudgeted and over budgeted for next three instalments $29,633
Fees and charges	1,821,872	1832.89	▲	Timing	Waste fees raised in system in July however are to be issued in August $1,844,498 Timing of BLC Pool entry fees as season has not yet commenced ($8,878) Bridgetown sporting clubs rental not yet charged ($4,306) Waste general fees lower than budget ($4,975) Multiple other minor variance $4,467
Other revenue	(20,133)	(92.65)	▼	Timing	Timing of Workers Compensation reimbursements ($6,250) Timing of Fire Mitigation reimbursements only charged quarterly ($6,250) Timing of fuel tax credits ($2,708) Multiple other minor variances ($4,925)
Expenditure from operating activities					
Employee costs	(106,812)	(18.41%)	▼	Timing	Payout of leave expected to be accrued into 25/26 as part of the year end process ($112,513) Timing of staff wages $5,701
Materials and contracts	115,056	26.58%	▲	Timing	The following projects are underspent compared to the budget: - Parks and Gardens materials $15,457 - Place Planning $22,833 - Road Maintenance $13,251 - Verge Maintenance $35,166 - Fuel purchase $18,185 - IT Support costs $14,814 - Consultant costs $12,000 - WBAC project $6,086 - Audit Fees $4,333 - Plant parts and repairs $4,960 - Fire prevention non-recurring projects $4,491 The following projects are underspent compared to the budget:

					- Waste services ($27,612) - Shire website ($13,873) Multiple other minor variances $4,965
Depreciation	53,826	10.67	▲	Timing	Depreciation lower than budget as 2025/26 additions still being finalised as part of year end process
Insurance	35,763	100.00%	▲	Timing	Insurance budgeted evenly over 12 months. First of two instalment payments expected in August.
INVESTING ACTIVITIES					
Capital grants, subsidies and contributions	(57,324)	(15.00%)	▼	Timing	Timing of the recognition of capital grants as many capital projects have not yet commenced ($334,068) DFES - Bridgetown Shire Depot Construction $276,744
Acquisition of property, plant and equipment	(165,599)	(39.62)	▼	Timing	Depot Construction ahead of budget ($179,173) Multiple other minor variances noted in note 5 $13,574
Acquisition of infrastructure	27,412	73.72	▲	Timing	Talison Greenbushes footpath and Pipe Drainage Easement Between Gleneagles and Aberdeen Ave behind budget
Council for the financial year ending 30 June 2027 adopted a percentage of plus or minus 10% or dollar value of $20,000 (whichever is the greater amount) at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. ▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual as per the adopted materiality threshold.					

Item 2 - The Bridgetown Waste Facility Post Closure Plan is a critical regulatory project that will determine the future direction of waste management within the Shire.

This work is highly time-sensitive from a regulatory perspective, and the outcomes will determine how the Shire manages waste in both the short and longer term.

The current Post Closure Plan extension granted by the regulator expires in August 2027 following multiple previous extension requests and these funds are required to complete that plan.

Any delay in progressing the project risks limiting the Shire's ability to make informed decisions about future waste management, meet regulatory requirements, and develop a financially achievable plan for the facility moving forward.

Item 3 - A shelter for the children's crossing traffic warden on Steere St was raised at the August concept forum by Council. It is a project that has been considered by Council in the past and is proposed to be progressed in this financial year at Councillor request. The funds will be utilised to design and construct a weather shelter for the cross-walk attendant. This will be funded by the Future Projects Reserve.

BACKGROUND

In its monthly Financial Activity Statement, a local government is to provide the following detail:

a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act;

b) budget estimates to the end of the month to which the statement relates;

c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates.

d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

e) the net current assets at the end of the month to which the statement relates.

Each of the Financial Activity Statements is to be accompanied by documents containing:

a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;

b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The budget is currently ahead of budget, with an overall surplus of $10.724m year to date. This is mostly attributable to the timing of rates being raised in July 2026 in the accounting system with the matching budget allocated to August 2026.

STRATEGIC COMMUNITY PLAN

10 Proactive, visionary leadership and effective governance.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

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

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

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

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

COMMENT

Nil.

16.4 Bridgetown Leisure Centre Pool Season 2026/27

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

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OFFICER RECOMMENDATION

1. **That Council: Endorses the opening hours for the Bridgetown Aquatic Complex for the 2026-27 summer season (1 November 2026 to 31 April 2027) as detailed in the report;**
2. **Delegates to the CEO the ability to waive the pool entry fee for one day of each month of the 2026-27 season as a trial to encourage community use and reduce barriers to use of the facility;**
3. **Notes that the Chief Executive Officer may vary the opening hours from time to time due to operational requirements; and**
4. **Notes that the Chief Executive Officer will report attendance, participation and cost outcomes to Council at the conclusion of the 2026-27 season, to inform opening hours and free entry arrangements for 2027-28.**

IN BRIEF

Council is asked to endorse the proposed Bridgetown Aquatic Complex opening hours for the 2026-27 summer season and approve a trial of one free pool entry day each month, to be held on the last Saturday of each month.

The proposal retains 6.00am openings on Monday, Wednesday and Friday, provides later access on Tuesday and Thursday with a 9.00am opening and 7.00pm close during the peak December and January period, and sets weekend hours from 10.00am to 4.00pm. The trial responds to two interim recommendations adopted by Council on 25 June 2026 and is consistent with attendance data and feedback from staff, members and the Bridgetown Swimming Club.

MATTER FOR CONSIDERATION

Council is asked to consider revised opening hours for the swimming pool for the 2026-27 summer season and approves a monthly free pool entry day on the last Saturday of each month. The pool opening hours should consider the communities expected use of the facility to ensure that the Community’s use of the facility is maximised.

Swimming Pool Opening Hours

It is proposed that the Bridgetown Leisure Centre's operating hour for the season are:

November 1 to 30

Monday	6am to 6pm
Tuesday	9am to 6pm
Wednesday	6am to 6pm
Thursday	9am to 6pm
Friday	6am to 6pm
Saturday	10am to 4pm
Sunday	10am to 4pm

December 1 to January 31

Monday	6am to 6pm
Tuesday	9am to 7pm
Wednesday	6am to 6pm
Thursday	9am to 7pm
Friday	6am to 6pm
Saturday	10am to 4pm
Sunday	10am to 4pm

February 1 to March 31

Monday	7am to 6pm
Tuesday	9am to 6pm
Wednesday	7am to 6pm
Thursday	9am to 6pm
Friday	7am to 7pm
Saturday	10am to 4pm
Sunday	10am to 4pm

April 1 to 30

Monday	7am to 5pm
Tuesday	9am to 5pm
Wednesday	7am to 5pm
Thursday	9am to 5pm

Friday	7am to 6pm
Saturday	10am to 4pm
Sunday	10am to 4pm

The reasoning for these hours is below:

- The pool has inadequate lighting to allow swimming after dark. Sunset and Sunrise times have been factored into the proposed opening and closing times.
- Facilitates the swimming clubs training sessions, on Monday mornings, Tuesday afternoons, Wednesday mornings and Friday afternoons,
- Extended hours will open up access to the pool after work hours, facilitating group fitness and casual swimming, including after school with families.
- Addition of an extra month into April 27 will expand the use of the facility now that the pool has heat pumps installed.

Public Holidays are proposed to be closed, but may open at CEO discretion, in consultation with senior leisure centre staff and predicted weather conditions. This will be advertised to the community with as much notice as possible in advance. The pool will be closed during unsafe weather conditions, such as lighting or during a severe weather event.

Free entry days

Council is asked to consider one free entry day each month, proposed to be the last Saturday in the Month, with the exception of December. The proposed entry would apply on five Saturdays across the season:

Month	**Date**
November 2026	Saturday 28 November
December 2026	Saturday 19 December (brought forward one week due to Christmas Public Holiday)
January 2027	Saturday 30 January
February 2027	Saturday 27 February
March 2027	Saturday 27 March

Saturday averages fewer visits per day, and For gone entry revenue on five Saturdays is therefore expected to be less than $1,500 for the season, based on 25/26 numbers.

The cost of accessing aquatic facilities can present a significant barrier to participation, particularly for families, concession card holders and residents experiencing financial hardship. Maintaining affordable entry fees at the Bridgetown Leisure Centre is therefore an important mechanism for promoting equitable access to recreation and physical activity.

Swimming delivers substantial public health benefits, including improved physical fitness, mental wellbeing and social connectedness, while also providing essential water safety skills. As a community hub, the Centre supports social inclusion and encourages active lifestyles across all age groups. Ensuring that cost does not prevent participation aligns with Council's objectives of fostering a healthy, connected and resilient community.

Additional costs may arise if the free days is attended by over 100 people at any one time. Once this threshold is met, an additional lifeguard is required to be rostered on those days to maintain supervision ratios. This will be managed by staff and monitored through the day.

BACKGROUND

Council’s June 2026 Decision

On 25 June 2026 Council adopted a set of interim recommendations arising from the Ascentive Consulting review of Bridgetown Leisure Centre operations. Two of those recommendations bear directly on this report. Council resolved to:

- investigate additional family-oriented and youth-oriented programming, online facility booking options with access control and potential free resident pool access on a sign-on basis; and
- investigate the use of the pool facility, including changes to operating hours over the summer period, extension into the winter months and a potential restricted use service model in consultation with the Swimming Club.

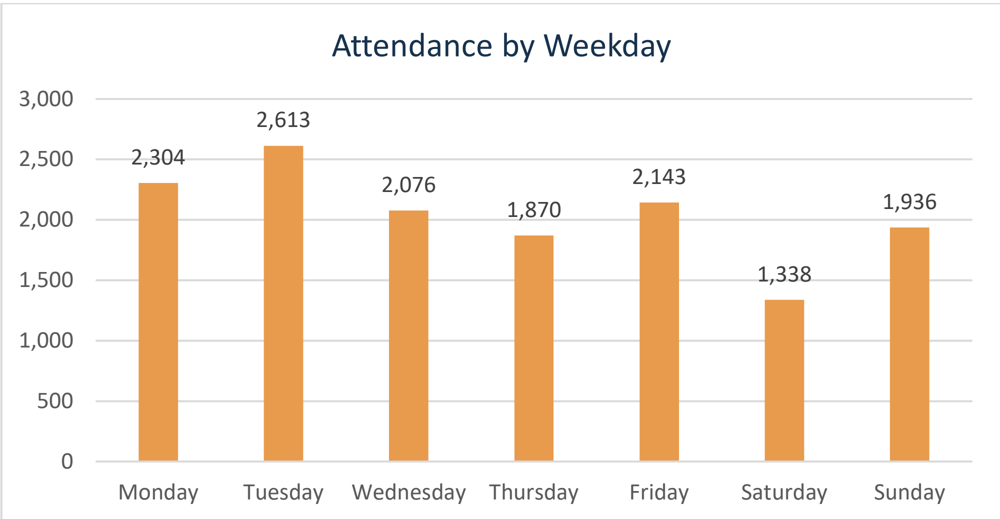
This report brings the opening hours and free entry elements of that work back to Council for decision ahead of the season opening on 1 November 2026.

Current opening hours

The Aquatic Complex currently operates from 1 November to 31 March each year, Monday to Friday 6.00am to 6.00pm, Saturday & Sunday 10.00am to 6.00pm. These hours are adjusted in November and March to open later to account for sunrise and sunset, as the lighting at the pool does not meet the requirements to facilitate swimming in the dark.

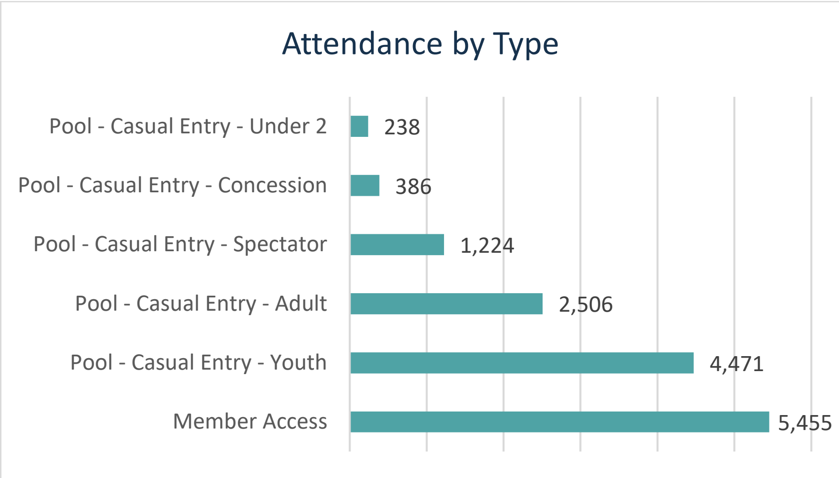
2025-26 attendance

Attendance across the 2025-26 season was 14,280 recorded visits with Tuesday being the most popular day. This can be attributed to school carnivals being held on Tuesdays in December as well as water based group fitness classes scheduled on Tuesdays.



AVERAGE ATTENDANCE PER WEEKDAY BY MONTH							
Month	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Nov 2025	67.0	111.3	31.3	17.8	49.3	21.2	80.0
Dec 2025	125.4	119.0	104.4	62.0	42.8	71.0	124.0
Jan 2026	166.0	192.5	196.3	199.6	177.8	90.4	119.8
Feb 2026	138.3	107.0	96.5	89.5	136.3	49.0	90.8
Mar 2026	38.4	75.0	64.5	48.8	85.3	75.0	39.6

Saturday is consistently the quietest day of the week, averaging approximately 60 visits per day across every month of the season. Officer observation is that Saturday competes with local junior and senior sporting fixtures. Sunday attendance is materially higher than Saturday.



Consultation to date

Staff observations, member feedback and discussions with the Bridgetown Swimming Club have all pointed to the same conclusion: opening 6.00am to 6.00pm on five weekdays is more than the community uses. The common suggestion was a 6.00am opening three days a week, a later opening on the other two days, and a later close to give patrons time to attend after work. The Swimming Club and other users have welcomed the idea of staying open until 7.00pm.

For comparison, Boyup Brook operates early morning swimming on Monday, Wednesday and Friday only. Donnybrook Recreation Centre alternates 6.00am and 7.30am starts across the week and closes on Sunday. Manjimup Regional AquaCentre opens at 9.00am on Saturday and Sunday and closes at 5.00pm.

School in-term swimming - Term 4 2026

The Term 4 2026 in-term swimming timetable was issued on 2 September 2026 and covers 262 students across four weeks, at an average of 23 students per session.

Weeks	**School**
Week 5–6 (9–20 Nov)	Bridgetown Primary School
Week 7–8 (23 Nov – 4 Dec)	St Brigid's School

The earliest lesson on any day starts at 9.20am. The proposed 9.00am opening on Tuesday and Thursday therefore accommodates the in-term program without amendment, with twenty minutes in hand. Monday, Wednesday and Friday open at 6.00am and are unaffected. Across Term 4 the program falls on eight Tuesdays and Thursdays: 10, 12, 17 and 19 November, and 24 and 26 November and 1 and 3 December.

On lesson days the pool is occupied by school groups from 9.20am until approximately 2.15pm, with up to 27 students plus instructors and supervising teachers in the water at once during the St Brigid’s weeks.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.16 — fees and charges are to be imposed when adopting the annual budget, but may be imposed or amended during a financial year. An absolute majority is required.

Section 6.12(1)(b) — a local government may waive or grant concessions in relation to any amount of money. An absolute majority is required

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Although some hours have been reduced, and this is expected to reduce staffing costs, the extension of the pool season into April will increase the need for the required staff to be on rostered on to ensure the Shire is compliant with the requirements of the Aquatic facilities code of practice. The April extension is a trial for this year and will be reviewed after the pool season ends.

COUNCIL PLAN

2 Good health and community wellbeing.

Retaining early morning access 3 days a week protects lap swimming and fitness use, which is the pool’s most consistent health and wellbeing contribution. Extending to 7.00pm on two weeknights opens the facility to people who cannot attend during working hours. A monthly free entry day lowers the cost barrier for families and supports water familiarity and swimming skills in the community, which is directly relevant to a safe community.

LONG TERM FINANCIAL PLAN

The Bridgetown Leisure Centre operating loss for 2025-26 is projected at $1.32 million, equivalent to approximately $398 per ratepayer and 18% of projected rates revenue.

The hours change proposed here does not by itself materially shift that position. It is one of a series of incremental measures - reduced rostering during non-peak periods, unstaffed access for inducted user groups, the access control system, and energy cost management - which together are intended to bring the Centre closer to a sustainable operating position.

ASSET MANAGEMENT PLANS

The new heat pumps allow pool water to be held at a higher temperature, which improves the viability of both shoulder-season operation and a possible extension of the season into the cooler months. The granulated chlorine system being installed ahead of the 1 November 2026 opening replaces the existing chlorine gas system and removes the associated permit and safety exposure.

Reducing public opening hours does not proportionally reduce plant running costs. Filtration, circulation and water treatment must continue outside opening hours to maintain water quality, so the plant and energy saving from shorter public hours is marginal. The saving in this proposal is a staffing saving, not an operating plant saving. Solar has been installed at the BLC and will offset utilities operating costs.

WORKFORCE PLAN

The proposed hours will require the summer roster to be rebuilt. The pool workforce is predominantly casual, and rostered hours for individual staff will change. This will be managed by staff through the rostering and normal consultation processes.

RISK MANAGEMENT

Risk	Rating	Treatment
Community reaction to reduced weekend hours, particularly the 4.00pm close on hot afternoons	Medium	Communicate the change and the reasons for it well before 1 November. Monitor weekend attendance through the season and report back. CEO to retain the ability to extend hours as needed.
Loss of service to early morning users on Tuesday and Thursday	Low	Three 6.00am mornings are retained. The change was suggested by users themselves and is supported by the Swimming Club.
Supervision ratios exceeded on free entry days	Medium	Roster an additional lifeguard on free entry days. Apply the Guidelines for Safe Pool Operation bather load limits and close entry if capacity is reached.
Forgone revenue and additional staffing cost of free entry days exceed budget	Low	Cost the five days in the seasonal budget. Monitor attendance and cost on each free day and report at season end.
Expectation that free entry becomes permanent	Medium	The free days are a trial for the 2026-27 season, with continuation subject to Council decision after the season review. Communication should be clear to the community.

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

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

COMMENT

Nil.

ITEM 17 EXECUTIVE SERVICES UNIT

No matters for consideration

ITEM 18 PROJECT MANAGEMENT AND ENVIRONMENT

No matters for consideration

ITEM 19 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES

No matters for consideration

ITEM 20 URGENT BUSINESS APPROVED BY DECISION

ITEM 21 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 22 ELECTED MEMBERS QUESTIONS WITH NOTICE

ITEM 23 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

No matters for consideration

ITEM 24 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)

No matters for consideration

ITEM 25 CLOSURE

The Presiding Member to close the meeting.