Shire of Bridgetown-Greenbushes

*The heart and soul of the South West*

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# MINUTES

## Ordinary Council Meeting

## Thursday, 24 September 2026

**Date:** Thursday, 24 September 2026

**Time:** 5:30 PM

**Location:** Council Chambers

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*No matters for consideration*

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# SHIRE OF BRIDGETOWN GREENBUSHES

The Ordinary Council Meeting Minutes of Meeting held on 24 September 2026 commencing at 5:30pm.

## ITEM 1 OPENING OF MEETING

*The Presiding Member opened the meeting at 5:30 pm.*

## ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

## ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

### Councillors

| | |
|---|---|
| Councillor S Carstairs | President |
| Councillor R Redman | Deputy President |
| Councillor J Boyle | |
| Councillor M Fletcher | |
| Councillor L Pearce | |
| Councillor K Gillies | |
| 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

### Apologies

Councillor S Robinson

### Leave of Absence Previously Granted

Nil

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## ITEM 4 ATTENDANCE OF GALLERY

Brian Moore; Joanne Moore; James Murray; Richard Koch; Kath Wisken; Brian Slatter; Stephen Wisken; Cathy Slatter; Suzy Roberts; Tim Pugh; Fiona Roberts; Adeline Pugh; Paul Roberts; John Birks; George Karafilis; Shelley Karafilis; Lisa Burgess

## ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

*No matters for consideration*

## ITEM 6 PUBLIC QUESTION TIME

**Question 1: Mr Richard Avard**
Application completeness under LUP 11 - Section 3.4 of LUP 11 requires a Standard Large extractive industry application to address a Works and Extraction Plan, Resource Haulage Plan, Community Impact Assessment and Environmental Impact Assessment, together with the other information specified by the policy. A number of these requirements are not separately identified in the advertised documents and appear to be only partially addressed. Can the CEO explain why the application was accepted and advertised despite these apparent deficiencies in the information required under the Shire's policy?

**Officer Response - Mr Garry Adams, CEO**
The application was accepted and advertised following an assessment of the information provided against the applicable planning requirements and the information available at the time. LUP11 is a local planning policy and is given due regard as part of the assessment process. It does not mean that every requirement within the policy must be presented as a separate document or heading within the application.

The purpose of advertising is also to allow the community to review the information provided and identify matters requiring further clarification or consideration. Where additional information is considered necessary as the assessment progresses, the Shire can seek that information from the applicant before the application is determined.

The matters raised in this question are appropriate items to provide through a formal written submission on the development application as part of the public advertising process. They can then be considered by the Shire as part of the assessment and any further information or clarification considered necessary can be sought from the applicant before the application is determined.

**Question 2: Mr Richard Avard**
Pre-lodgement consultation - The Guidelines supporting State Planning Policy 2.4 expect proponents to demonstrate effective stakeholder and community engagement before lodging an extractive industry proposal. The application provides no specific evidence of consultation with neighbouring or affected landowners before lodgement. Can the CEO explain how the Shire was satisfied that appropriate pre-lodgement consultation had been undertaken before accepting the application?

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**Officer Response - Mr Garry Adams, CEO**
The Shire was aware that the community had already been engaged with the previous application for the same proposed land use at this site. A number of affected landowners and community members made extensive submissions on that application before it was subsequently withdrawn by the applicant last year.

The current application has now been lodged following technical work by the applicant and is again being formally advertised. While this is a new application, the nature and proposed land use remains substantially the same, and the community is therefore already familiar with the proposal and has previously had an opportunity to raise concerns.

The Shire considers the current advertising process provides the appropriate opportunity for affected landowners and the wider community to make submissions on this application. Any issues raised, including those relating to the public advertising, will be considered as part of the assessment.

**Question 3: Mr Richard Avard**
Newspaper advertising - Section 3.5.1 of LUP 11 requires the Shire to publish notice of the application in a local newspaper circulating in the area of the proposed extraction site. Can the CEO confirm which newspaper the notice was published in and the date or dates on which it was published?

**Officer Response - Mr Garry Adams, CEO**
The application has been advertised in accordance with the current planning framework, including publication on the Shire's website and through the Shire's usual communication channels.

LUP11 is a local planning policy and is given due regard in the assessment of the application. However, it was adopted some time ago and its advertising provisions need to be considered alongside the current statutory planning framework.

The purpose of public consultation and advertising is to provide the community with a reasonable opportunity to become aware of the proposal and make submissions. The significant number of submissions received to date demonstrates that the advertising undertaken has effectively brought the application to the attention of the community.

Accordingly, the Shire considers that the advertising undertaken has provided an appropriate opportunity for public participation in the development assessment process.

**Question 4: Ms Kathleen Wisken**
Identification and notification of affected owners - Section 3.5.1 of LUP 11 requires notification of adjoining owners and occupiers and those within any wider area determined by the CEO as likely to be affected. Can the CEO explain how the affected area was determined for this application and confirm which owners and occupiers were notified?

**Officer Response - Mr Garry Adams, CEO**
The affected area was determined in accordance with the applicable planning requirements and the Shire's assessment of those properties considered likely to be affected by the proposal.

The Shire has undertaken notification of relevant owners, however details identifying individual owners or occupiers will not be disclosed, as this would involve the release of personal information.

In addition to direct notification, the application has been publicly advertised on the Shire's website and through the Shire's communication channels. The significant number of submissions received to date demonstrates that the advertising has successfully brought the proposal to the attention of interested members of the community.

The Shire considers that the advertising undertaken has provided an appropriate opportunity for affected parties and the wider community to make submissions.

**Question 5: Ms Kathleen Wisken**
Hester Conservation Park and agency referrals - Given that the proposal directly adjoins Hester Conservation Park, can the CEO confirm whether the application was specifically referred to the Conservation and Parks Commission, formerly the Conservation Commission of Western Australia, DBCA and the Forest Products Commission, and if not, why not?

**Officer Response - Mr Garry Adams, CEO**
The application was referred to the Department of Biodiversity, Conservation and Attractions (DBCA) as part of the external referral process. The Shire will consider the advice received from DBCA as part of its assessment of the application. I note it has also been referred to the EPA, Department of Aboriginal Affairs and it will also go to the Department of Environment and Water Regulation as well.

The Shire is not aware of a statutory requirement under the applicable planning framework for an extractive industry development application to be referred to the Forest Products Commission.

Referral agencies are determined having regard to the nature and circumstances of the proposal and the relevant statutory requirements.

**Question 6: Ms Kathleen Wisken**
Extent of the referral area - Section 3.5.1 requires referral to every authority or person having control or jurisdiction over land or infrastructure within 500 metres, or within any wider area determined by the CEO as likely to be affected. Can the CEO confirm whether 500 metres was considered a sufficient referral area for this proposal and, if so, how that was determined having regard to the identified noise, vibration and traffic impacts?

**Officer Response - Mr Garry Adams, CEO**
The referral area for this application extended beyond the 500m area specified in LUP11. Relevant authorities and landowners within the area identified by the Shire as potentially affected were notified using the information available to the Shire.

In addition, the application has been publicly advertised on the Shire's website, providing a broader opportunity for the community to become aware of the proposal and make submissions.

The extent of submissions received to date, including submissions from outside the immediate referral area, demonstrates that the advertising has reached a wider community.

The Shire is therefore satisfied that the referral and advertising undertaken has provided an appropriate opportunity for potentially affected parties to comment on the proposal.

**Question 7: Mr Stephen Wisken**
Resource haulage information - Clause 3.4.5 of LUP 11 requires the Resource Haulage Plan and Traffic Impact Assessment to identify haulage routes, main destinations for extracted material, existing road conditions, roadside vegetation impacts and recommended road upgrades. The lodged Traffic Impact Assessment does not identify the main destinations for the extracted material and therefore does not establish the full haulage task. Can the CEO explain how the Shire and affected landowners are expected to properly assess the proposal without this information?

**Officer Response - Mr Garry Adams, CEO**
This is a valid matter to raise as part of the public advertising process by lodging a formal written submission. The purpose of advertising is to allow the community to review the information provided and identify matters or concerns that may need further consideration as part of the assessment.

The absence of information or clarification on a particular aspect of the proposal can be raised through a submission, and the Shire welcomes submissions that identify their concerns and issues including haulage routes, destinations and the potential impacts of increased heavy vehicle movements.

All submissions received will be considered as part of the assessment and where further information or clarification is required, the Shire can seek this from the applicant as part of their response to the submissions received.

**Question 8: Mr Stephen Wisken**
Intended use and destination of the material - LUP 11 requires the main destinations for extracted material to be identified, however the lodged Traffic Impact Assessment does not establish those destinations. Can the CEO confirm whether the Shire knows the intended use and principal destinations of the extracted material, including whether any of that material is intended to be purchased or used by the Shire for its own works or operations?

**Officer Response - Mr Garry Adams, CEO**
This is another valid matter to raise through the advertising process and the Shire welcomes a submission identifying this. The Shire can then consider this matter as part of its assessment and forward onto the applicant to respond accordingly. Once again, this demonstrates the value of public advertising. Submissions can identify matters the community wish to seek clarification or further consideration on that can then be addressed as part of the assessment process.

The Shire has not been engaged or involved in any discussions with the applicant regarding the purchase or use of material from the proposed development.

UNCONFIRMED

**RESOLUTION: OCM 155-26/27**

Moved: Councillor M Fletcher
Seconded: Councillor K Gillies

**That Public Question Time be extended by 15 minutes to allow all members of the public the opportunity to present their questions.**

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

AGAINST: Nil

**CARRIED 8/0**

**Question 9: Mr Stephen Wisken**
Independent assessment of Catterick Road - Can the CEO confirm whether the Shire has independently assessed the existing condition, width and capability of Catterick Road to accommodate the proposed heavy vehicle movements while maintaining a safe and functional road environment for residents and other road users?

**Officer Response - Mr Garry Adams, CEO**
The condition, width and capacity of Catterick Road to accommodate the proposed heavy vehicle movements are technical matters that require assessment by appropriately qualified officers and technical advisors (where applicable). As part of the assessment process, the Shire will consider the relevant technical information received from its engineer and the responsible road authority, being Main Roads Western Australia.

**Question 10: Mr Paul Roberts**
Catterick Road / South Western Highway intersection - Based on my experience travelling this section of South Western Highway, do the Shire President and Councillors consider the existing Catterick Road intersection to be safe and capable of accommodating a substantial increase in fully laden heavy vehicles entering the highway?

**Officer Response - Mr Garry Adams, CEO**
The safety and capacity of the existing intersection is not a matter for officers or elected members to determine based on personal driving experience. The suitability of the intersection to accommodate additional heavy vehicle movements is a technical matter that will be assessed as part of the development application process, including consideration of the relevant traffic and road safety requirements and any advice received from the responsible road authority, being Main Roads Western Australia.

The technical information will then be considered as part of the Development Assessment Panel (DAP) members at their respective future meeting where they will make a determination on the proposal.

UNCONFIRMED

**Question 11: Mr Paul Roberts**
Technical capability to assess the application - The application relies on a number of specialist technical reports. Can the CEO identify the suitably qualified Shire officers or external advisers who will independently assess and interrogate those reports before the Shire completes its assessment of the application?

**Officer Response - Mr Garry Adams, CEO**
The specialist reports submitted with the application will be reviewed by appropriately qualified Shire officers as part of the assessment process.

Where specialist technical input is required beyond the Shire's internal expertise, the Shire may seek advice from suitably qualified external consultants or relevant government agencies.

The technical reports submitted by the applicant will be considered as part of the overall assessment and are assessed against the relevant planning framework, applicable technical standards and any advice received from specialist agencies (where relevant).

**Question 12: Mr Paul Roberts**
External specialist advice - Regulation 49 of the *Planning and Development Regulations 2009* allows the Shire to recover from an applicant the costs of specific assessments, technical resources and specialist advice required to assess an application. If the Shire does not have sufficient technical expertise internally to properly assess this proposal, can the CEO confirm whether the Shire will engage suitably qualified external specialists and recover those costs from the applicant?

**Officer Response - Mr Garry Adams, CEO**
The Shire will determine what technical expertise is required to properly assess the application as part of its assessment process.

Where specialist external advice is considered necessary, the Shire may engage appropriately qualified specialists or seek advice from the relevant government agency. Any costs associated with that advice will be dealt with in accordance with the applicable legislation and the Shire's processes.

**Question 13: Mr James Murray**
Extension of the advertising period - Section 3.5.1 of LUP 11 allows the CEO discretion to advertise an extractive industry application for longer than the minimum 21 days. Given the scale and complexity of this proposal and the level of community interest in the previous 2025 proposal, can the CEO exercise that discretion and extend the advertising period to at least 42 days to allow affected landowners sufficient time to review the application and make informed submissions?

**Officer Response - Mr Garry Adams, CEO**
The CEO has discretion to extent the advertising period, but that discretion does not mean an extension is required simply because the application is regarded as complex or there is community interest.

The 21 day advertising period is considered sufficient to allow affected landowners to review the application and make submissions.

UNCONFIRMED

The 90 day determination period and 42 day external referral timeframes are separate matters and should not be confused with the public advertising period. Referral agencies require time to undertake their own technical assessments.

On this basis, there is no identified planning or procedural reason to extend the advertising period to 42 days.

All public submissions received will be considered as part of the assessment of the application**.**

**Question 14: Mr James Murray**
Re-advertising following additional information - The advertised application omits or only partially addresses a number of matters required by LUP 11, meaning the community is being asked to comment without the full information ordinarily required to assess the proposal. Can the CEO confirm that, if substantive additional information is provided by the applicant, the Shire will re-advertise the application and provide the community with a further opportunity to comment?

**Officer Response - Mr Garry Adams, CEO**
LUP11 is a local planning policy and will be given due regard as part of the assessment of the application.

If further information is provided by the applicant at the conclusion of the public advertising period in response to the submissions received, the Shire will consider that information in accordance with the applicable planning framework. If the information materially changes the proposal or raises matters that require further public consultation, the Shire will consider whether re-advertising is appropriate.

However, the provision of additional information does not automatically require the application to be re-advertised. Any decision to re-advertise will depend on the nature and significance of the information provided.

**Question 15: Mr James Murray**
Notice displayed on the land **-** Section 3.5.1 requires the Shire to display a notice on the subject land in a prominent location and, where practicable, near the main entrance. Can the CEO confirm when the notice was installed, where it was located and the dimensions of the sign?

**Officer Response - Mr Garry Adams, CEO**
The application has been advertised in accordance with the current planning framework, including publication on the Shire's website and through the Shire's usual communication channels.

LUP11 is a local planning policy and is given due regard in the assessment of the application. However, it was adopted some time ago and its advertising provisions need to be considered alongside the current statutory planning framework.

The purpose of public consultation and advertising is to provide the community with a reasonable opportunity to become aware of the proposal and make submissions. The significant number of submissions received to date demonstrates that the advertising undertaken has effectively brought the application to the attention of the community.

UNCONFIRMED

Accordingly, the Shire considers that the advertising undertaken has provided an appropriate opportunity for public participation in the development assessment process.

I did want to point out that I think that people would like to know what the process actually is. Because this is a development assessment panel process once public advertising closes the Shire reviews the submissions we received and sends them to the applicant to respond including additional information requests. The responsible authority report commences with technical recommendation and relevant assessment material. And under regulation 12.3 the report must be provided to the DAP twelve days before the end of the ninety day period. We submit that report through DAP's planning online portal and then the DAP sets a meeting time and date, once that is set, they have to provide 7 days notice of that DAP meeting. They provide it to the Shire and we advertise that as well. We also write to everybody who has made a submission to let them know when that meeting has been scheduled for. The DAP meeting is open to the public and the DAP will determine the application at that meeting.

**Question 16: Mr Richard Avart**
We talk about the Shire having put it on their portal to look at, it's difficult to find, why is it so hard to find it. Most of this information got to people in the community because of Facebook which we put on. So, I want to know why the Shire has a portal there that is very difficult to navigate?

**Officer Response - Mr Garry Adams, CEO**
Thanks for that feedback, I thought that we had made it fairly easy to find and we put out communications that made it easy to find. But if you had problems doing that then we can certainly look at that and make it easier for people in the future.

**Question 17: Mr James Murray**
Is there another way that you can let people know because the first I have heard about this was a few days ago. I will be directly affected, I can see the mine lights at night from the main mine and hear the trucks. We were going to do something with retreats but we cant do that anymore because we cant have any serenity. But I didn't know anything about this until local people came and told me. Is there another way we can go to doors and gates and leave something on it?

**Officer Response - Mr Garry Adams, CEO**
We try to contact everybody in the area who are going to be impacted. We do that by email or mail where possible. If we didn't have an updated email address for you then it may not have gotten to you like it did to other people. We probably need to do some communication with community about getting their details up to date with the Shire so that we can contact them when we need to. I am sorry that you weren't contacted.

UNCONFIRMED

## ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Mr Paul Roberts presented a deputation to Council regarding the proposed extractive industry 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

**RESOLUTION: OCM 156-26/27**

Moved: Councillor M Fletcher
Seconded: Councillor T Pratico

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

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

AGAINST: Nil

**CARRIED 8/0**

## ITEM 10 CONFIRMATION OF MINUTES

10.1 Confirmation of Minutes 27 August 2026 OCM

**RESOLUTION: OCM 157-26/27**

Moved: Councillor A McRae
Seconded: Councillor T Pratico

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

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

AGAINST: Nil

**CARRIED 8/0**

10.2 Concept Forums and Workshops

**RESOLUTION: OCM 8-26/27**

Moved: Councillor M Fletcher
Seconded: Councillor A McRae

**THAT COUNCIL NOTES THE FOLLOWING CONCEPT FORUMS / WORKSHOPS WERE HELD:**

**1) 10 SEPTEMBER 2026 CONCEPT FORUM**

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

AGAINST: Nil

**CARRIED 8/0**

UNCONFIRMED

## ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Cr S Carstairs spoke about the Media Release: 17 September 2026 - Next phase of local government reforms to reduce voter fatigue.

Changes include amendments to the *Local Government Act 1995* and repeal of the *Local Government (Miscellaneous Provisions) Act 1960* to:

- introduce 'all up' four-year election cycles from 2031;
- remove barriers to voluntary local government boundary changes and amalgamations;

The Cook Labor Government will also introduce changes allowing technology-assistance to help people with disability to vote. The Cook Labor Government will also remove the 'Dadour poll' provision. Further reforms will modernise the legislation to improve governance and service delivery. The next phase of local government reforms is expected to be introduced into Parliament this year.

The full media release can be found here.

## 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*

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## REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

- CEO's 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

**RESOLUTION: OCM 159-26/27**

Moved: Councillor R Redman
Seconded: Councillor M Fletcher

**That Council:**

1. **Nominates Cr Boyle 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.**

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

AGAINST: Nil

**CARRIED 8/0**

**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 |

**L.1 Execution of Documents - Use of Common Seal**

**File Ref**

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

**Reporting Officer** Krystle Durbin, Executive Assistant

**Attachments**

1. AG 200711 (under separate cover)
2. Decision email from WAPC (under separate cover)
3. DP431357_v1_DESIGN_311225_0949 (under separate cover)
4. 95 Easement (Emergency Access) (under separate cover)
5. Section 70A (under separate cover)

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

**RESOLUTION: OCM 160-26/27**

Moved: Councillor R Redman
Seconded: Councillor A McRae

**That Council, pursuant to section 9.49A of the *Local Government Act 1995*, and in accordance with The Shire of Bridgetown-Greenbushes Standing Orders Local Law Clause 19.1, authorises the Shire President and Chief Executive Officer to execute, and affix the Common Seal of the Shire of Bridgetown-Greenbushes to:**

**1. The Deed of Grant of Easement (Emergency Access), as per Confidential Attachment 1; and**

**2. The Section 70A Notification giving effect to a change of subdivision conditions approved by the Western Australian Planning Commission, as per Confidential Attachment 5.**

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

AGAINST: Nil

**CARRIED 8/0**

**IN BRIEF**

This report seeks Council's authorisation to execute and affix the Common Seal to two unrelated documents:

- a Deed of Grant of Easement providing emergency access over a property subject to subdivision; and
- a Section 70A Notification required as a result of a WAPC-approved change of subdivision conditions for a separate property.

Property and landowner details are contained in the confidential attachments.

**MATTER FOR CONSIDERATION**

Council is requested to authorise the execution and sealing of the documents listed in the Officer Recommendation.

**BACKGROUND**

In accordance with Clause 19.1 of the *Shire of Bridgetown-Greenbushes Standing Orders Local Law*, Council authorisation is required prior to executing documents under the Common Seal. There is currently no delegation in place that allows the CEO to administer the Common Seal without Council authorisation. There is no Council decision required in relation to the content of the documents as both relate to the finalisation of a statutory process that does not require a Council decision.

**Deed of Grant of Easement (Emergency Access)**

As part of a subdivision within the Shire, an emergency access easement is required. The Shire must execute the deed. Once executed, the deed will be lodged with Landgate for registration. Details of the property and parties are provided in Confidential Attachments 1-3.

**Section 70A Notification (Change of Conditions of Subdivision)**

The WAPC has approved a change to the conditions of a subdivision within the Shire (Confidential Attachment 4). The Shire must execute the notification before it can be lodged with Landgate. Details are provided in Confidential Attachment 5.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*, section 9.49A - A document is duly executed by the local government when the Common Seal is affixed in the presence of the Shire President and CEO, each of whom signs to attest that it was affixed. The Common Seal may only be affixed as authorised by the local government.

The Shire of Bridgetown-Greenbushes Standing Orders Local Law clause 19.1 requires that a decision of Council is required prior to the Common Seal being used.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**COUNCIL PLAN**

10 Proactive, visionary leadership and effective governance.

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

Medium. If the documents are not executed, the applicants will be unable to satisfy the WAPC conditions and the subdivision will be delayed, creating reputational risk for the Shire and potential financial loss for the applicant.

UNCONFIRMED

# 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<br>Responsible Officer: Nil |

**RESOLUTION: OCM 161-26/27**

Moved: Councillor K Gillies
Seconded: Councillor T Pratico

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

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

AGAINST: Nil

**CARRIED 8/0**

**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. Events and Services: People with disability have the same opportunities as other people to access the services and events of a public authority.
2. Buildings and Facilities: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. Information: 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 Concept Forum 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<br>Responsible Officer: Nil |

**RESOLUTION: OCM 162-26/27**

Moved: Councillor M Fletcher
Seconded: Councillor K Gillies

**That Council receives the August 2026 List of Accounts.**

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

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

UNCONFIRMED

**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

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<br>Responsible Officer: Nil |

**RESOLUTION: OCM 163-26/27**

Moved: Councillor R Redman
Seconded: Councillor K Gillies

**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 construction of a shelter for the children's crossing traffic warden on Steere St to be funded from Future Projects Reserve.**

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

AGAINST: Nil

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**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)<br>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<br>Timing of BLC Pool entry fees as season has not yet commenced ($8,878)<br>Bridgetown sporting clubs rental not yet charged ($4,306)<br>Waste general fees lower than budget ($4,975)<br>Multiple other minor variance $4,467 |
| Other revenue | (20,133) | (92.65) | ▼ | Timing | Timing of Workers Compensation reimbursements ($6,250)<br>Timing of Fire Mitigation reimbursements only charged quarterly ($6,250)<br>Timing of fuel tax credits ($2,708)<br>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)<br>Timing of staff wages $5,701 |
| Materials and contracts | 115,056 | 26.58% | ▲ | Timing | The following projects are underspent compared to the budget:<br>- Parks and Gardens materials $15,457<br>- Place Planning $22,833<br>- Road Maintenance $13,251<br>- Verge Maintenance $35,166<br>- Fuel purchase $18,185<br>- IT Support costs $14,814<br>- Consultant costs $12,000<br>- WBAC project $6,086 |

UNCONFIRMED

| | | | | | |
|---|---|---|---|---|---|
| | | | | | - Audit Fees $4,333<br>- Plant parts and repairs $4,960<br>- Fire prevention non-recurring projects $4,491<br>The following projects are underspent compared to the budget:<br>- Waste services ($27,612)<br>- Shire website ($13,873)<br>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)<br>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)<br>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.<br>▼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 crosswalk 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

UNCONFIRMED

**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<br>Responsible Officer: Nil |

**RESOLUTION: OCM 164-26/27**

Moved: Councillor K Gillies
Seconded: Councillor R Redman

1. **That Council: Endorses the opening hours for the Bridgetown Aquatic Complex for the 2026-27 summer season (1 November 2026 to 30 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.**

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

AGAINST: Nil

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**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 |

UNCONFIRMED

**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.

UNCONFIRMED

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.

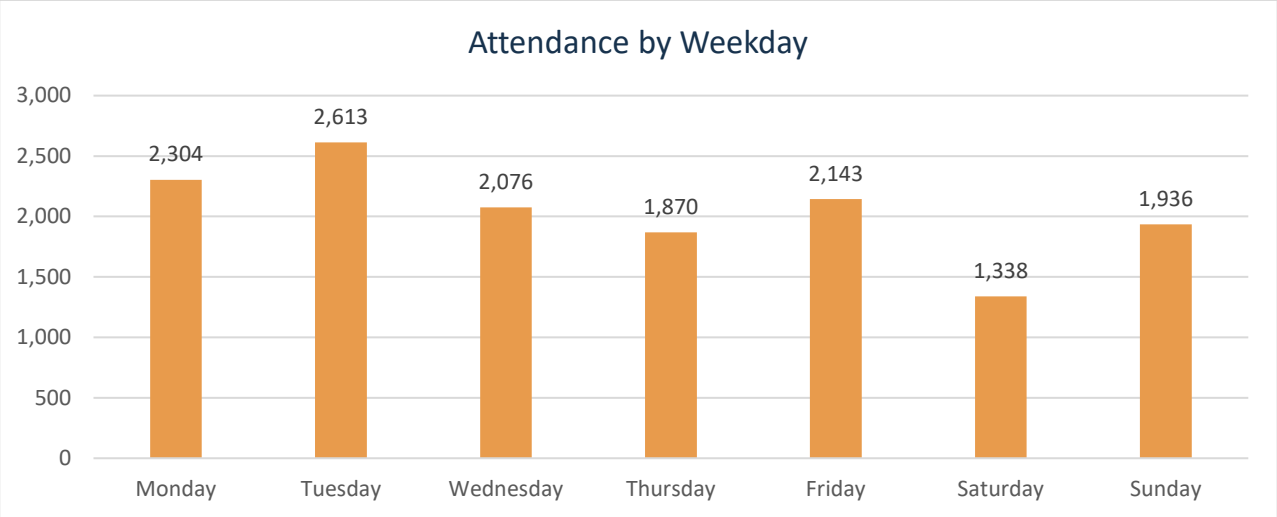
This report brings the opening hours and free entry elements of that work back to Council for decision ahead of the season opening on 1 November 2026.

### 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.

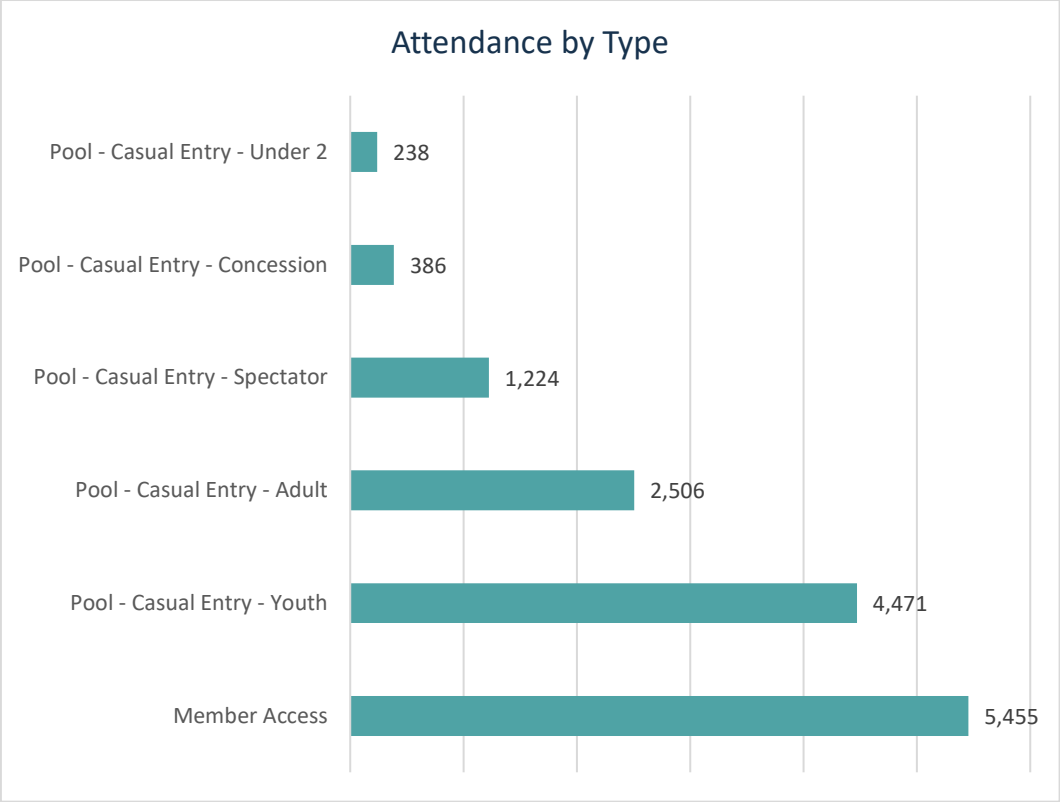
### 2025-26 attendance

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.

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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. |

**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 closed the meeting at 6:46pm*.

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