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, 25 June 2026** in Council Chambers, commencing at 5:30 PM

AGENDA

Ordinary Council Meeting

Thursday, 25 June 2026

Garry Adams

Chief Executive Officer
Date: 19 June 2026

CONTENTS

ITEM 1 OPENING OF MEETING 4
ITEM 2 ACKNOWLEDGEMENT OF COUNTRY 4
ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE 4
ITEM 4 ATTENDANCE OF GALLERY 5
ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE 5
ITEM 6 PUBLIC QUESTION TIME 5
ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS 5
ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST 5
ITEM 9 APPLICATION FOR LEAVE OF ABSENCE 5
ITEM 10 CONFIRMATION OF MINUTES 5
10.1 OCM Minutes 28 May 2026 5
10.2 Concept Briefings and Workshops 5
ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION 6
ITEM 12 NOTIFICATION OF DISCLOSURE OF INTEREST 6
ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS 6
ITEM 14 CONSIDERATIONS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 6
REPORTS OF OFFICERS 7
ITEM 15 CEO'S OFFICE 7
15.1 Projects for potential 2026 Talison CIP Funding 7
ITEM 16 CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT 10
16.1 List of Accounts for May 2026 10
16.2 Operational Review of the Bridgetown Leisure Centre 13
16.3 Monthly Financial Report - April 2026 20
16.4 Reserves at 30 June 2026 24
16.5 2026/27 Differential Rates Submissions 28
ITEM 17 EXECUTIVE SERVICES UNIT 34
17.1 DRAFT Policy - Acting Chief Executive Officer 34
17.2 Traffic Movements Through Bridgetown 37
17.3 Delegations 42
17.4 Advocacy Strategy 46
ITEM 18 DEVELOPMENT AND REGULATORY SERVICES 49
18.1 Application for Garage, Workshop, Lean-to, 2 x Water Tanks & Associated Site Works - Lot 33 (No. 52) Spencer Street, Bridgetown 49

18.2 Endorsement of the 2026/2027 Firebreak and Fuel Hazard Reduction Notice..... 54
18.3 Appointment of the Bush Fire Control Officers for the 2026/2027 Fire Season 58
18.4 Development Application for Cattery - Lot 32 (No. 133) Henderson Road, Kangaroo Gully 61
18.5 Application for Outbuilding - Lot 27 (No. 4) Rowan Close, Bridgetown 69
ITEM 19 PROJECT MANAGEMENT AND ENVIRONMENT 75
ITEM 20 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES 75
20.1 Bush Fire Advisory Committee Minutes 9 June 2026 75
ITEM 21 URGENT BUSINESS APPROVED BY DECISION 75
ITEM 22 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE 75
ITEM 23 ELECTED MEMBERS QUESTIONS WITH NOTICE 75
ITEM 24 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING 75
ITEM 25 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS) 75
ITEM 26 CLOSURE 75

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 J Boyle	
Councillor L Pearce	
Councillor T Pratico	
Councillor K Gillies	
Councillor S Robinson	
Councillor A McRae	

Council Officers

Chief Executive Officer, G Adams
Director Corporate, Economic and Community Development, C Radford
Director, Development and Regulatory Services, L Guthridge
Director Projects & Environment, M Gillham
Manager, Executive Services Unit, M Morrell
Executive Assistant, K Durbin

Observers/Visitor

Apologies

Approved Leave of Absence

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

ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

ITEM 9 APPLICATION FOR LEAVE OF ABSENCE

That Council grants Councillor M Fletcher a leave of absence for the July Ordinary Council Meeting 23 July 2026.

ITEM 10 CONFIRMATION OF MINUTES

10.1 OCM Minutes 28 May 2026

OFFICER RECOMMENDATION

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 28 May 2026 be confirmed.

10.2 CONCEPT Briefings and Workshops

Officers of the Shire, consultants and third party guests provided Council with an overview of the following matters at Concept Briefings and Workshops:

Date	Subject	Attendees
10 June 2026	Workshop: Budget Fees & Charges Grants Talison Projects	Cr Redman; Cr McRae; Cr Robinson; Cr Boyle; Cr Fletcher **Via Teams:** Cr Carstairs; Cr Gillies
11 June 2026	Concept Forum: 1. 118 Roe Street. 2. Reserve 36240 (Lots 743, 883, 884 and 919) Orchard Close Bridgetown. 3. New Policy - CEO Recruitment, Performance and Termination.	Cr Redman; Cr Boyle; Cr Pratico; Cr Pearce Jenni Oliver **Via Teams:** Cr Carstairs; Cr Gillies; Cr Fletcher

	4. Revoke old Policy - Adoption New Policy - Acting Chief Executive Officer (CEO) Arrangements. 5. Place Planning Scope. 6. Advocacy Strategy. 7. Geegeelup Mountain Bike Trail Network – Feasibility Study. 8. Delegations Register.	
18 June 2026	Place Planning Scope – Presentation **Via Teams**	**Via Teams:** Cr Carstairs; Cr Redman; Cr Gillies; Cr Boyle; Cr Fletcher; Cr Pearce; Cr Robinson

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
- Development and Regulatory Services
- Project Management and Environment

ITEM 15 CEO'S OFFICE

15.1 Projects for potential 2026 Talison CIP Funding

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Morgan Gillham, Director of Project Management and Environment
Attachments	1. Projects for potential 2026 Talison CIP funding
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council endorses the proposed nominated projects as described in the Attachment 1and instructs the CEO to seek funding from Talison Lithium as part of its 2026 Community Investment Program (CIP).

IN BRIEF

The Shire President and CEO met with Talison Lithium's CEO in May 2026 and in that meeting discussed CIP funding opportunities for the 2026 calendar year. Given that the previously funded projects have now been completed, it was proposed that the Shire put forward a suite of projects . for consideration from the 2026 CIP funding program.

MATTER FOR CONSIDERATION

Officers have nominated a suite of projects that they believe will be of significant benefit to the Community as follows:

1. Upgrade of the emergency visual control systems at the Bridgetown Incident Control Centre (ICC)
2. Completion of the Civic Centre refurbishment – foyer, toilets and laundry facilities.
3. Contribution towards the upcoming Place Planning
4. Conversion of pool chlorination system away from chlorine gas

5. Refurbishment of the Hampton Street toilets.

Council is requested to consider these projects for funding by Talison Lithium for delivery in the 2026 calendar year.

BACKGROUND

The Shire received Talison approval of $2,254,000 CIP grant funding for projects in the 2024 calendar year. These projects were part of a Partnering for the Future document prepared in 2023 and were considered to provide a significant community benefit. They included an upgrade to footpaths along Blackwood Rd in Greenbushes, the implementation of solar panels, batteries and heat pumps at the Bridgetown Leisure Centre, Audio Visual and Air Conditioning to the Town Hall, fit out of the Visitor Centre, resurfacing of the Greenbushes Hard Courts, installation of the Greenbushes Pump Track and road resurfacing in Greenbushes.

Due to delays in Western Power upgrades at the Leisure Centre and delays delivering the Greenbushes Footpath project, the completion of the 2024 projects was not possible until 2026. No further funding was available until these projects had been completed.

All 2024 projects have now been completed and acquitted. The Shire is now in a position to seek further funding for the 2026 calendar year.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

CM 3 - Asset Management

CM 4 - Asset Management – Project Management Framework

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

All new and upgraded assets will be included in the Shires asset register.

All projects will be delivered using the Shires Project Management Framework

All procurement will be undertaken in line with the Shires FM4 policy.

FINANCIAL IMPLICATIONS

Given the Shire's small revenue base and large asset base, the receival of grant funds has a significant positive effect on the Shire's financial position particularly when such funding is applied to the renewal of existing assets.

All facility upgrades to aging infrastructure will reduce current maintenance requirements.

COUNCIL PLAN

1.3 Improve universal access and inclusion across all services and facilities

3.1 Maintain high levels of community safety

4.4 Develop community readiness and resilience to cope with natural disasters and emergencies

5.2.1 Engage with community and local businesses to develop place plans for Bridgetown and Greenbushes with consideration of ideas to improve land use, connectivity, infrastructure, aesthetics and environmental sustainability.

5.2.2 Renovate internal and external public toilets at Bridgetown Civic Centre.

5.2.3 Renovate the public toilets and family room at the Bridgetown Community Kiosk

LONG TERM FINANCIAL PLAN

Refurbishment of existing assets will reduce repair and maintenance costs into the near future.

ASSET MANAGEMENT PLANS

Asset Management Plans will be updated.

WORKFORCE PLAN

Nil

RISK MANAGEMENT

There are no foreseen risks to the proposed projects.

COMMENT

Delivering the proposed projects through CIP funding will see a number of Council Plan items realised without the need to municipal expenditure.

ITEM 16 CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT

16.1 List of Accounts for May 2026

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	1. List of Accounts May 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receives the May 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 May 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	$85,123.58
Municipal EFT Payments	$2,432,211.68
Corporate Credit Card Payments	$8,659.18
Fuel Card Payments	$6,588.85
BPAY Payments	$9,011.81
Licencing Direct Debit Payments	$100,318.80
Trust Payments	$0.00
Cheques	$0.00
Total Payments for April 2026	**$2,641,913.90**

BACKGROUND

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

a) the payee's name; and

b) the amount of the payment; and

c) the date of the payment; and

d) sufficient information to identify the transaction.

The list of accounts is to be:

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

b) recorded in the minutes of that meeting.

Regulation 13A states If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the same information as above.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

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

FM 7 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

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

STRATEGIC COMMUNITY PLAN

Proactive, visionary Leadership and effective governance.

CORPORATE BUSINESS PLAN

Proactive, visionary Leadership and effective governance.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

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

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

COMMENT

Nil.

16.2 Operational Review of the Bridgetown Leisure Centre

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	1. Bridgetown Leisure Center - Confidential Attachment (under separate cover) Confidential reason: 5.23(2) b) the personal affairs of any person
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. **Receives the Operational Review of the Bridgetown Leisure Centre report; and**
2. **Endorses the officer recommendations in relation to the operational review of the Bridgetown Leisure Centre as outlined in the confidential attachment of this report; and**
3. **Requests the Chief Executive Officer to provide quarterly reports of progress to Council.**

IN BRIEF

This report presents the outcomes of the Bridgetown Leisure Centre operational review and seeks Council endorsement of a preferred pathway to improve financial sustainability, governance and community access. The review has identified a recommended operating model, while the attached confidential interim officer recommendations present the proposed pathway for the implementation of the model.

MATTER FOR CONSIDERATION

Council is requested to consider the findings of the operational review, and the preferred service model put forward in the final report together with the proposed confidential interim actions intended to support transition planning, further consultation with user groups and mitigation of risks prior to determination of the final long term operating model..

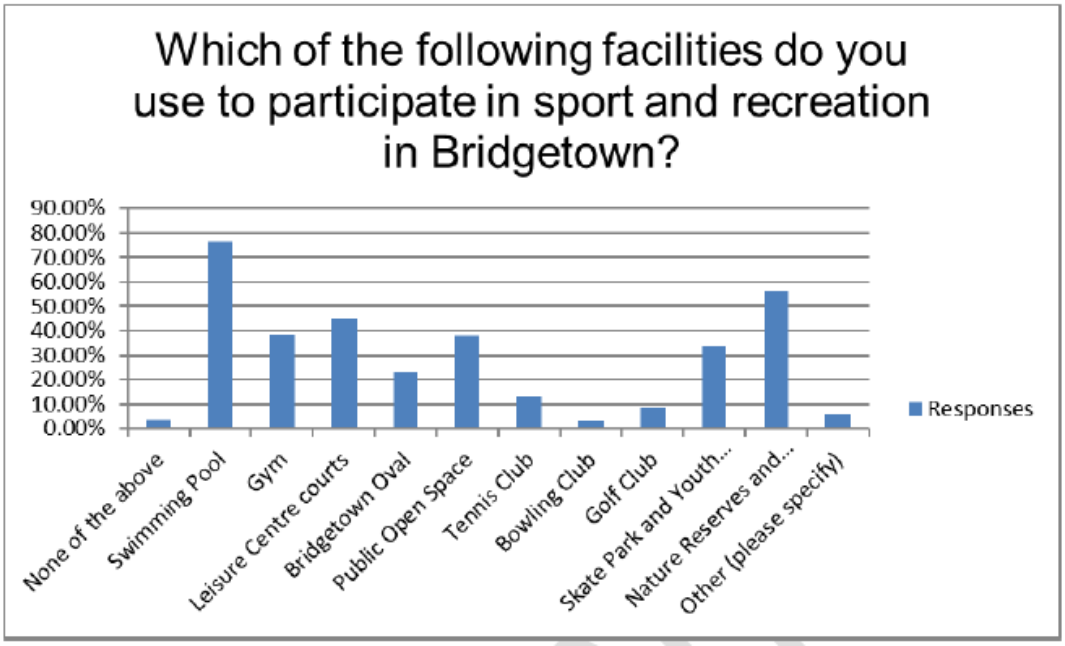
BACKGROUND

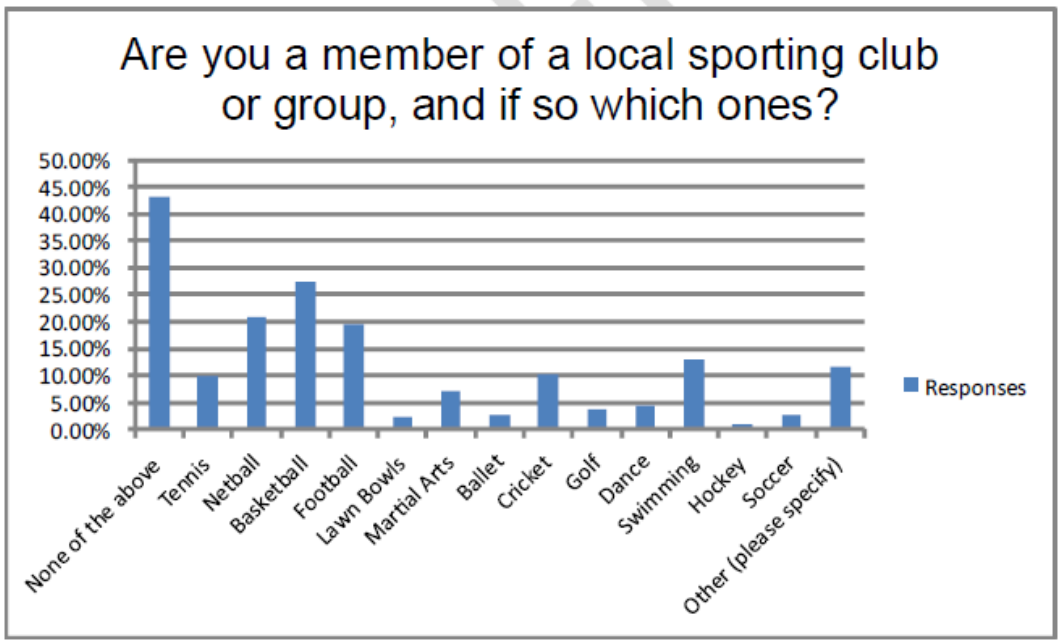
The Bridgetown Leisure Centre provides aquatic, fitness, indoor sport, recreation and community services for residents, visitors and schools. The facility is a significant community asset, but it currently operates at a substantial annual deficit. The operational review commissioned by the Shire examined service delivery, financial performance, community expectations, comparative local government practice, risk and asset considerations.

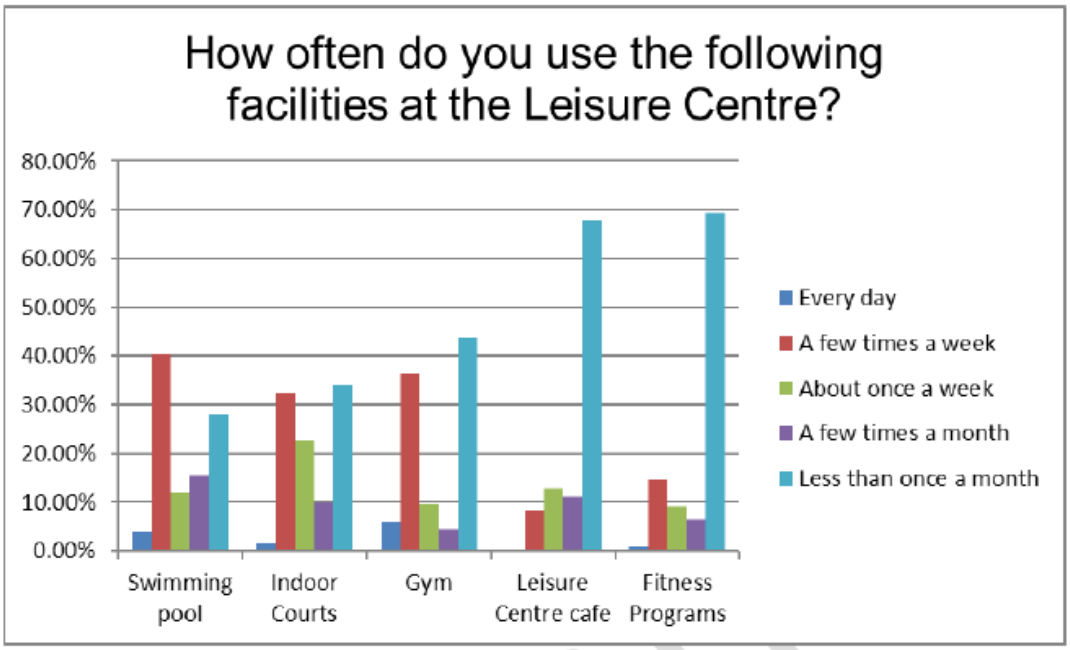
Consultation was undertaken with Elected Members, facility users, community members and Leisure Centre staff during November and December 2025. This included an online community

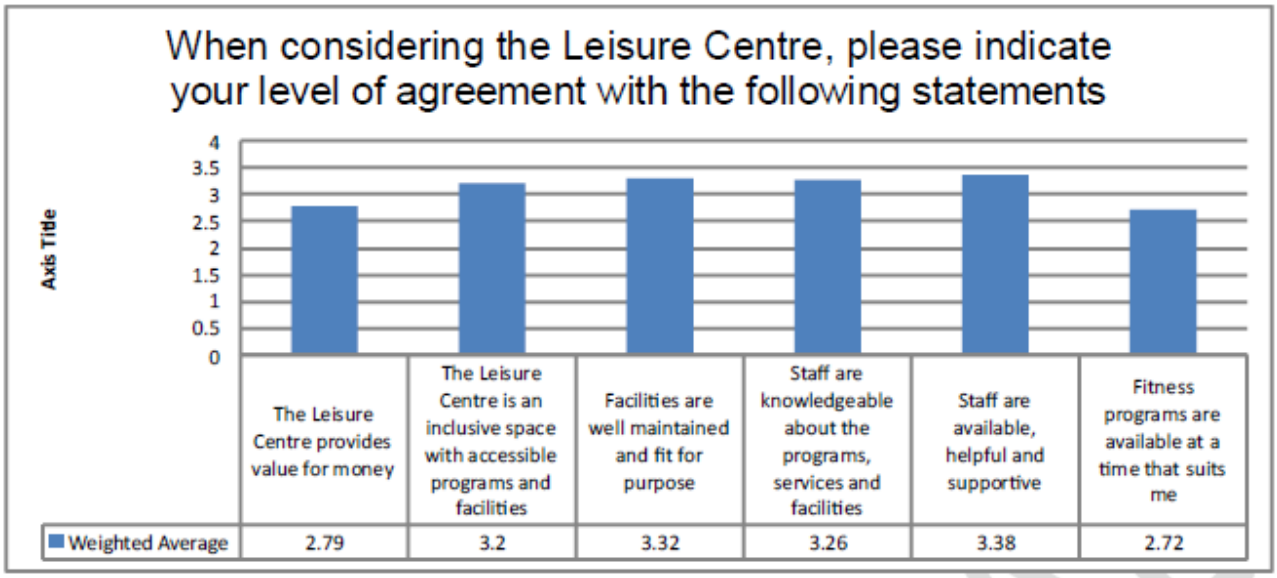
survey, an online staff survey, onsite meetings, an Elected Member workshop and an open community workshop. A total of 239 responses were received, with responses varying in completeness. The consultation process identified strong community support for the Leisure Centre as an important local asset, together with a clear expectation that service delivery and financial sustainability should be improved.

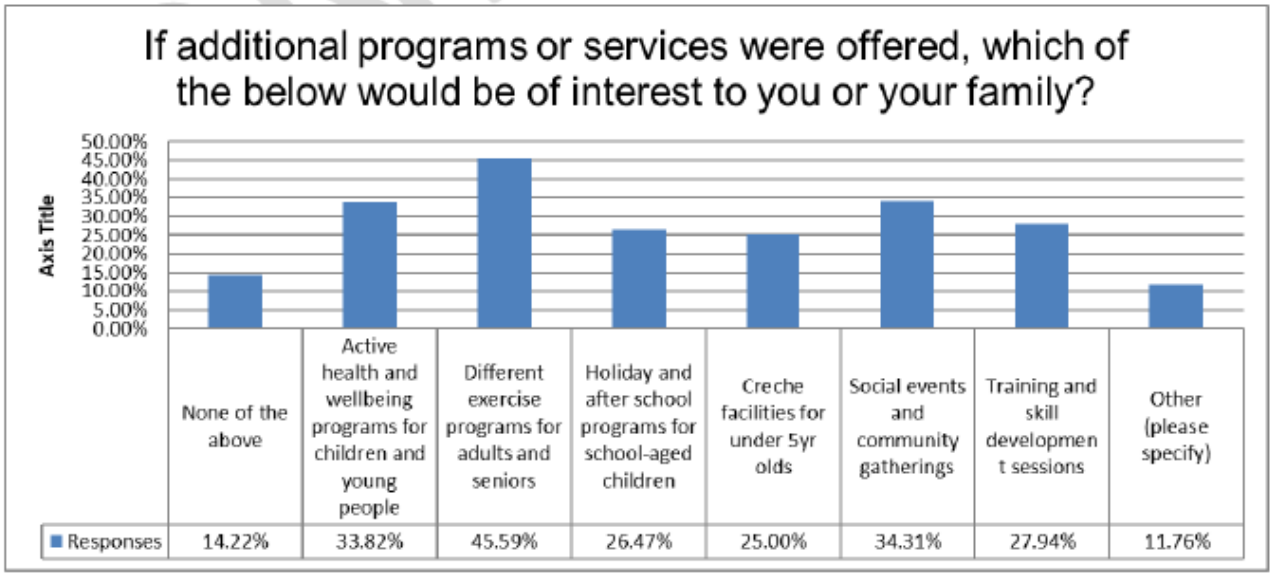
Key findings from the community consultation are outlined below;

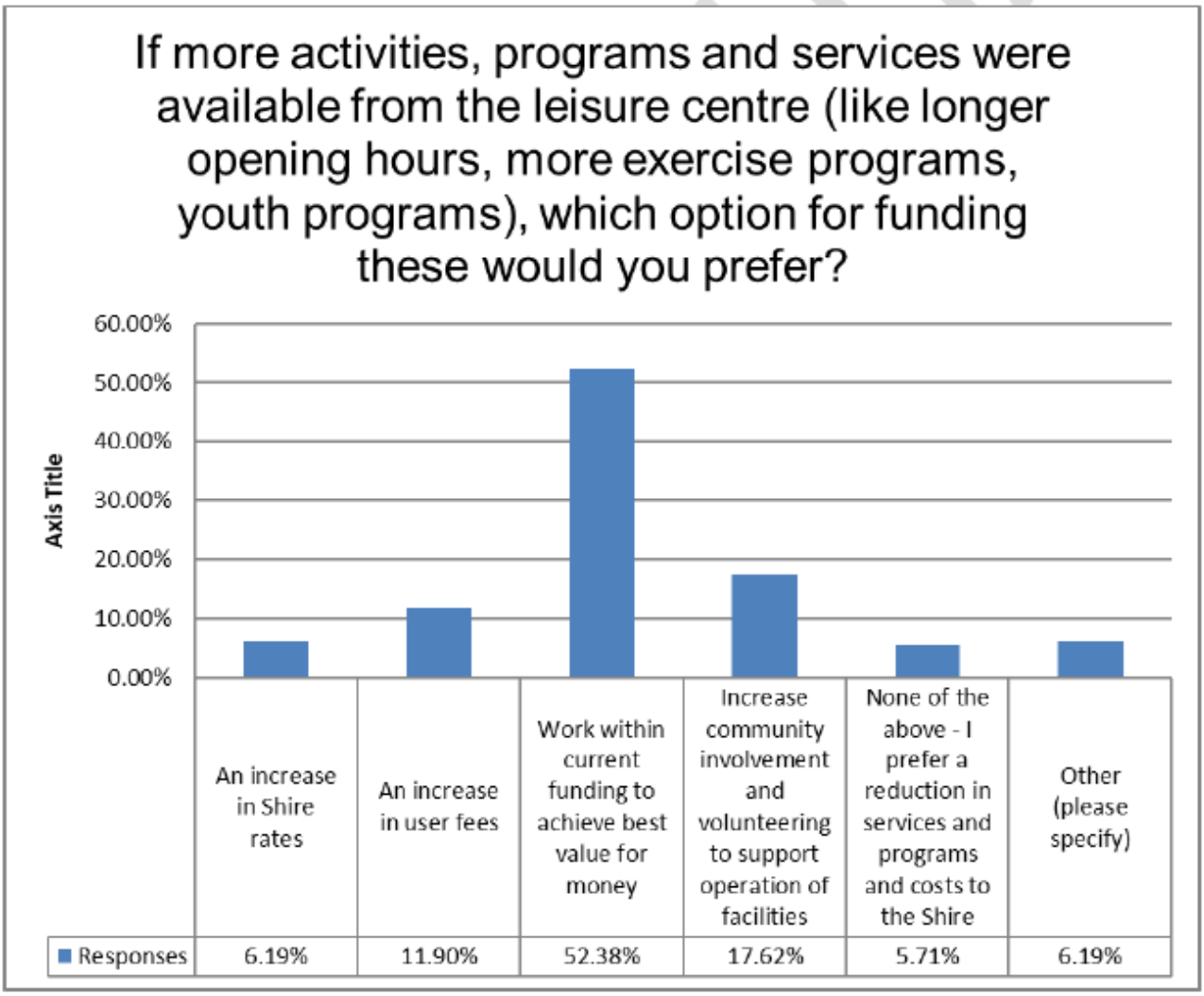





How often do you use the following facilities at the Leisure Centre?
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
Swimming pool
Indoor Courts
Gym
Leisure Centre cafe
Fitness Programs
Every day
A few times a week
About once a week
A few times a month
Less than once a month


When considering the Leisure Centre, please indicate your level of agreement with the following statements
Axis Title
4
3.5
3
2.5
2
1.5
1
0.5
0
The Leisure Centre provides value for money
The Leisure Centre is an inclusive space with accessible programs and facilities
Facilities are well maintained and fit for purpose
Staff are knowledgeable about the programs, services and facilities
Staff are available, helpful and supportive
Fitness programs are available at a time that suits me
Weighted Average
2.79
3.2
3.32
3.26
3.38
2.72


If additional programs or services were offered, which of the below would be of interest to you or your family?
Axis Title
50.00%
45.00%
40.00%
35.00%
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
None of the above
Active health and wellbeing programs for children and young people
Different exercise programs for adults and seniors
Holiday and after school programs for school-aged children
Creche facilities for under 5yr olds
Social events and community gatherings
Training and skill developmen t sessions
Other (please specify)
Responses
14.22%
33.82%
45.59%
26.47%
25.00%
34.31%
27.94%
11.76%



Community feedback highlighted the following ten (10) areas as key strengths; Initiatives and services that are working well and should continue to be supported:

- Facility quality and maintenance;
- Staff friendliness;
- Pool facilities and quality;
- Staff performance and management;
- Sports and recreation programs;
- Fitness activity variety;
- Facility and Gym cleanliness;
- Gym equipment quality;
- Youth and Senior programs; and
- Sports club support.

Community feedback identified the following seven (7) areas at the facility that should be reviewed or reconsidered:

- High pricing and fees;
- Poor staff professionalism;
- Poor staff management practices;
- Inefficient space allocation;
- Lack of food and beverage options;
- Lack of facility maintenance and cleaning; and
- Reduced flexibility in membership.

The community identified the following six (6) areas for further exploration:

- Crèche and school holiday activities;
- Increased pool access – length of season and hours of opening;
- Wider variety of programs for children;
- Increased inclusivity through generalised programs, as opposed to specialised programs;
- Coffee and healthy food options from the kiosk; and
- Increased and improved communication with the community.

Key themes arising from the consultation included support for reviewing fee structures and membership options, improving communication and engagement with user groups and the broader community, exploring options to increase access and participation, improving programming and service responsiveness, and ensuring the Leisure Centre operates in a financially responsible manner.

This community engagement and the findings were presented to council in late January, with Council asked to support a deep dive potential changes that could be made to reduce the operating cost of the centre as well as engaging the users of the facility. Recommendations made as a result of the deep dive include:

- the development of a user group engagement model where regular user group meetings are facilitated to inform the future of the centre to meet the needs of the community as well as the update to policies and procedures to support shared use and responsibility of the facility;
- update of internal policies and procedures, roles and responsibilities and job descriptions to support staff and management of the centre;
- Investigate provision of healthy food and beverage options through vending machines, which will assist with reception area bottlenecks on busy nights;
- a review of pricing structures and user fees to increase community access and participation; and
- Exploring further funding arrangements, potential grants and contributions

Whilst part-time crèche facilities were raised as a service improvement during community consultation, further analysis determined that a creche is not currently feasible within the existing building due to regulatory requirements for ablutions, space per child, hygiene and safety. A creche facility would require significant capital works to construct a suitable facility on site which is currently cost prohibitive considering the current operational loss at the centre. To improve access for parents with young children, it is recommended that parent and child classes, where parents can

exercise in a group environment, whilst maintaining direct supervision of their children at the centre are explored.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The review identifies a current annual operating deficit of approximately $1.32 million for 25/26. The preferred option outlined in the report model projects a materially reduced deficit.

Budget provision is expected to be required for a replacement chlorine system and related operational changes. Any final implementation measures, funding agreements and capital allocations will require further assessment and consideration through the annual budget process

The preferred interim options presented to council are expected to reduce this deficit in the coming financial year and further in the years beyond.

STRATEGIC COMMUNITY PLAN

2.2 Provide quality sport, leisure and recreation services.

2.4 Build community capacity by supporting community organisations and volunteers.

14.1 Achieve excellence in organisational performance and service delivery.

14.2 Improve real and perceived value for money from Council rates.

15.1 Engage the community in a meaningful and timely way using appropriate communication and consultation channels.

COUNCIL PLAN

The matters addressed in this report align with the Council Plan through improved service planning, governance, financial sustainability, community engagement and delivery of recreation services consistent with Council's strategic priorities.

LONG TERM FINANCIAL PLAN

The findings of the operational review should inform future updates to the Long Term Financial Plan, particularly in relation to the ongoing operating subsidy for the Bridgetown Leisure Centre, any negotiated external operational contributions, transition costs, and future capital investment requirements such as chlorine system replacement and access control infrastructure.

ASSET MANAGEMENT PLANS

The review confirms that the Bridgetown Leisure Centre is a significant community asset requiring structured maintenance, renewal planning and safe operational systems. Any new infrastructure, such as a chlorine system upgrade, will need to be integrated into the Shire's asset management planning and renewal programs.

WORKFORCE PLAN

Any workforce implications arising from the operational review are addressed separately through confidential processes and are not dealt with in detail in this public report.

RISK MANAGEMENT

Key risks identified in the review include reduced initial service levels, inability to secure external funding and adverse community sentiment during transition phase whist the recommendations are implemented. These will be managed with planned and structured communications with the community and affected stakeholders.

A further major safety concern identified through the officer review is the continued use of chlorine gas at a hilltop site, with potential health and operational consequences in the event of a significant leak. These matters require active risk controls, communication planning and staged implementation.

COMMENT

The operational review provides a sound basis for Council to progress reform of the Bridgetown Leisure Centre. The review confirms that the facility continues to provide important community benefit but is operating under financial and organisational pressure that is not sustainable in its current form. The preferred option outlined in the report seeks to pursue operational efficiencies stronger governance, improved user arrangements and potential external funding support.

The confidential interim officer recommendations take a more cautious short-term approach to implementation by deferring the crèche component and undertaking further work on service design, user agreements, access arrangements and operational settings before finalising a longer-term operating model. This staged approach is considered prudent given the safety, financial and community risks involved.

On balance, it is recommended that Council receive the operational review report, endorses the preferred option as the preferred strategic direction over the long term, and endorses the confidential interim recommendations as the basis for immediate implementation planning and further reporting back to Council.

16.3 Monthly Financial Report - April 2026

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	1. Monthly Financial Report April 26
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council receives the March 2026 Financial Activity Statements.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

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

In accordance with the Regulations, a report must be compiled on variances greater than the percentage agreed by Council which is currently plus (+) or minus (-) 10% or $20,000 whichever is the lesser amount, the exception being that any material variances of less than $10,000 are non-reportable.

For the period 1 July 2025 to 30 April 2026:

- Operating Income is under budget by 1.76%; and
- Operating Expenditure is over budget by 1.33%.

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					
Operating grants, subsidies and contributions	(129,010)	(7.56%)	▲	Timing	73k is a timing variance between the receipt of DFES grants and reimbursements from partner Shires for CESM and Bushfire Mitigation roles.18k is a permanent variance for Library grants that we will not receive this financial year.27k is a permanent variance for grant funding we did not receive for Community Sporting and Recreation Facilities Fund (CSRFF) funding as the funding round was suspended this year (100k total).11k is a timing variance for attributable to the 24/25 Talison partnering for the future funding which will be received when the final acquittal is submitted.
Fees and charges	(71,541)	(2.73%)	▲	Timing	Delay to the issuing of annual food business permits (Health Act licences) and outdoor traders permits due to staff resourcing (15k). Expected to be invoiced in June. Timing variation for user pays fees for the landfill site (17k), Landfill site maintenance concessions (13k), reduction in rates enquiry charges in March (7k), less fines issued than expected for animal control (4k) and fire prevention (3k). Building Licences are less than expected compared to budget (4k) and sale of water from standpipes is below budget YTD (4k). The remaining (5k) is a number of minor timing differences for other services
Profit on asset disposals	(8,878)	(19.70%)	▼	Timing	Profit on Vehicles sold year to date has come in below expectations. See note 7 for further information.
Expenditure from operating activities					
Employee costs	(244,933)	(3.68%)	▲	Timing / Permanent	Salaries and Wages is currently above budget by 239k year to date. This is partially due to the misalignment of the budget, split evenly over the 12 months, compared to the Shire's fortnightly pay cycles as there were 3 pay runs in April, rather than the usual 2. This is offset by a timing difference in training costs which was (43k) below budget, with training scheduled in for May and June. Superannuation was below year to date budget by (30k), Protective clothing at below budget by (20k) and FBT (8k) under budget. Labour overheads are currently (107k) below budget year to date and are currently being reviewed.

Loss on asset disposals	11,111	59.50%	▼	Timing	John Deere 4066R Tractor & Loader - Asset B577 was sold for more than expected, resulting in a lower than expected loss for this asset. Refer to note 7 for further information.
INVESTING ACTIVITIES					
Capital grants, subsidies and contributions	(206,898)	(7.65%)	▼	Timing	Capital grants are currently being held in the balance sheet until their corresponding capital project has met its milestones. The majority of these funds relate to DFES funding 148k and Road grants for works currently planned for future months.
Proceeds from disposal of assets	(75,272)	(34.37%)	▼	Timing	Refer to Note 7 for tracking of budgeted proceeds on sale
Purchase of property, plant and equipment	1,351,212	27.29%	▼	Timing	Refer to Note 8 for tracking of individual projects
Purchase and construction of infrastructure	2,150,269	59.27%	▼	Timing	Refer to Note 8 for tracking of individual projects

Council for the financial year ending 30 June 2025 adopted a percentage of plus or minus 10% or dollar value of $20,000 (whichever is the lesser amount) at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of $10,000 or less are non-reportable.

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

BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The budget is currently ahead of budget, with an overall surplus of $1.69m year to date.

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

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

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

COMMENT

A review of employment costs is continuing to ensure wages that are attributable to capital works are costed to the relevant capital budget. This will likely result in a year to date correction at year end.

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

16.4 Reserves at 30 June 2026

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Xandra Curnock, Finance Contractor
Attachments	1. 2026 Reserve Movements
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. **Notes the estimated reserve position; and**
2. **Authorises the CEO to make the proposed reserve transfers and interest components at 30 June 2026.**

IN BRIEF

This report has been prepared to provide Council with an update of the estimated closing position of cash backed reserves based on actual activities which occurred during the 2025/2026 financial year.

MATTER FOR CONSIDERATION

The estimated closing cash backed reserve position is noted below and within attachment 1, 2026 Reserve Movements. This shows an estimated closing reserve cash position of $1,450,065. This is $1,601,024 lower when compared to the budgeted closing position of $3,051,089. The main reason for this decrease in closing cash being the budget expected $1,500,000 of Talison funding budgeted to be transferred to reserves in 25/26.

This transfer was included in the budget on the understanding that advance funding would be received from Talison Lithium through the Partnering for the Future Fund, based on the information Shire Officers had during the preparation of the budget in August 2025. At the time, no specific projects had been identified for this funding, and it was therefore intended that the full $1,500,00 be transferred to a reserve for future allocation.

Talison has since advised the Shire to identify specific projects for consideration during the 2026 calendar year. As a result, the funding is no longer expected to be received within the 2025/2026 financial year, and the budgeted transfer to reserve will not occur as originally anticipated.

This is partially offset by amendments in transfers to and from reserves to match actual spend which occurred in the year and actual interest received.

Attachment 1 to this report accounts for estimated interest to be received on reserve funds invested in WA Treasury Corp. Interest is estimated to total $113,346. Any interest received over and above this figure will be transferred to municipal funds.

BACKGROUND

Cash backed reserves are linked to specific projects or commitments. These are noted within the below table.

Name of reserve account Restricted by legislation/agreement	Purpose of the reserve account
Subdivision Reserve	To be used for the construction of sub-division feeder roads and road upgrades where it is a condition of planning or development approval
Car Park Reserve	To hold contributions for funding car park construction
Unspent Grants and Loans Reserve	To be used for the recording of unspent grant and loan funds
Public Open Space Reserve	To comply with the Planning and Development Act 2005, s154
Restricted by council	
Leave Reserve	To be used to fund annual and long service leave requirements
Plant Reserve	To be used for the purchase of major plant
Land and Building Reserve	To be used for the future acquisition and development of land and buildings
Bushfire Reserve	To be used for the purchase of district fire fighting equipment, buildings and fire fighting plant
Mtce/Renewal of Mine Heavy Haulage Roads Reserve	To be used for road maintenance and renewal costs of Council roads associated with mine site heavy haulage traffic
Sanitation Reserve	To be used for the provision of waste management services and waste facilities
Recreation Centre Floor and Solar Reserve	To be used to fund future timber floor and solar equipment replacements at the Bridgetown Leisure Centre
Refuse Site Post Closure Reserve	To be used to rehabilitate the Shire's refuse sites
Drainage Reserve	To be used for drainage upgrade works
Community Bus Replacement Reserve	To be used to purchase a replacement community bus
SBS & Communications Tower Reserve	To be used for renewal works and replacement of the SBS and communications tower and associated infrastructure
Playground Equipment Reserve	To be used for replacement of playground equipment
Building Maintenance Reserve	To be used to fund the renewal of council buildings and facilities
Strategic Projects Reserve	To be used to fund strategic planning actions and other strategic initiatives as determined by the Council
Matched Grants Reserve	To provide a funding mechanism for grants that require a matched funding component
Aged Care Infrastructure Reserve	To contribute to the construction of non-council aged care buildings
Equipment Reserve	To be used to fund the purchase of gym and exercise equipment
Assets and GRV Valuation Reserve	To be used to fund future GRV rating revaluations, insurance valuations and asset fair value revaluations
Bridgetown Leisure Centre Reserve	To be used for the purpose of funding initiatives and improvements at the Bridgetown Leisure Centre
Trails Reserve	To be used for funding of new local trail initiatives and projects
Light Fleet Vehicle Reserve	To be used for the purchase of light fleet vehicles
Blackspot Works Reserve	To provide a funding mechanism for Blackspot Grant projects that require a matched funding component
Project Management Reserve	To be used for the purpose of funding planning and delivery of Shire projects
Sustainability Reserve	To provide environmental benefits to Council and the community, combat rising costs of energy and reduce the carbon footprint of corporate operations with energy-efficiency initiatives, implement water-wise and waste-reduction initiatives, and create future cost savings to be reinvested into the delivery of new sustainability projects
CCTV Infrastructure	To be used for the purchase and installation of new CCTV cameras or replacement of existing CCTV cameras
Talison Unfunded Projects Reserve	To be used to fund Talison unfunded projects.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

FM 14 – Sustainability Reserve Funding Policy

FINANCIAL IMPLICATIONS

Given the $1,500,000 of funds were not received in advance in line with budget expectations, the implications of not changing the reserve transfers would result in a $1,500,000 reduction in funds available at 30 June 2026. However, it should be noted that these funds would have been restricted and only able to be used for Talison approved projects.

STRATEGIC COMMUNITY PLAN

Nil

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Amending the reserve transfers at 30 June 2026 will assist with the preparation of the 2026/2027 budget and the long term financial plan.

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

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

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

COMMENT

A full review of reserve accounts is being undertaken as part of the 30 June 2027 Budget preparation process and the development of the Long Term Financial Plan. The review will consider the purpose, adequacy and ongoing relevance of existing reserves, together with opportunities to strengthen Council's long-term financial sustainability.

Maintaining appropriate reserve balances is recognised as a key component of prudent financial management. Setting aside funds for future asset renewal, strategic priorities and unforeseen circumstances enables Council to manage financial risks, reduce reliance on debt and ensure that future generations are not disproportionately burdened by the cost of current decisions.

Any proposed changes to the establishment, use or funding of reserves arising from this review will be presented to Council for consideration as part of the 2026/2027 Budget adoption process.

16.5 2026/27 Differential Rates Submissions

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Xandra Curnock, Finance Contractor
Attachments	1. Submission Letter 1 (confidential) Confidential reason: 5.23(2) b) the personal affairs of any person 2. Response to Ratepayer (confidential) Confidential reason: 5.23(2) b) the personal affairs of any person 3. Statement of Objects and Reasons 2026/2027
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council

1. **Acknowledges the information contained in the one submission received in relation to the proposed 2026/27 differential rates and minimum payments;**
2. **Requests the Chief Executive Officer provide a formal response to the submitter as per the draft response within the confidential attachment;**
3. **Amends the proposed minimum payment for the UV Mining differential rating category from $280 to $200 to ensure compliance with the requirements of the *Local Government Act 1995*;**
4. **Reduces the advertised rate in the dollar for Shire Rural UV from 0.004381 to 0.003909 to retain a revenue yield increase of 5.04%;**
5. **Authorises the Chief Executive Officer to submit an application to the Minister for Local Government seeking approval under section 6.33(3B) of the *Local Government Act 1995* for those differential rates where the proposed rate in the dollar exceeds twice the lowest rate in the dollar proposed to be imposed by the Shire for the 2026/27 financial year, being Mining GRV and Mining UV; and**
6. **Requests the Chief Executive Officer to proceed with the preparation of the 2026/27 Budget using the advertised rates in the dollar, as outlined in the adopted 2026/27 Statement of Objects and Reasons, incorporating the amendment UV Mining minimum payment and updated Shire UV rate in the dollar. Summarised in the following table;**

Rate Category	Rate in the dollar $	Minimum Payment $
Residential GRV	0.076910	1,290.00
Mining GRV	0.232929	-
Commercial GRV	0.083391	1,310.00
Industrial GRV	0.080001	1,300.00
Shire Rural UV	0.003909	1,590.00
Mining UV	0.067928	200.00

IN BRIEF

Council is asked to consider the submissions received following the advertising of proposed 2026/27 differential rates, to authorise the Chief Executive Officer to seek Ministerial approval for Mining GRV and Mining UV rate in the dollar, and to proceed with the preparation of the 2026/27 budget.

MATTER FOR CONSIDERATION

Submissions

The proposed differential rates for the 2026/27 financial year and the corresponding Statement of Objects and Reasons (attached) were advertised in accordance with section 6.36 of the *Local Government Act 1995* (the Act), inviting submissions from electors and ratepayers.

The public notice of intention the impose differential rates was advertised on the Shire's website, social media accounts, public notice boards at the Shire Office, Community Kiosk and Bridgetown Regional Library on the 1st of May and in the Manjimup times on the 6th of May 2026. Copies of the proposed differential rates and Statement of Objects and Reasons were made available for public inspection on the Shire's website, at the Shire Administration Office and at the Bridgetown Regional Library.

The closing date for submissions was Thursday 28 May 2026. Council received one submission within the advertising period. The submission is provided in full as a Confidential Attachment for Council's consideration in accordance with section 6.36(4) of the Act.

The submission raised concerns regarding the introduction of the proposed Commercial GRV and Industrial GRV differential rating categories, including matters relating to consultation and notification requirements, the consistency of property classifications and whether the categories were justified given the limited additional revenue generated.

The Act does not require Council to make a determination in relation to individual submissions. However, Council is required to consider any submissions received before imposing differential rates.

Officers have reviewed the matters raised within the submission and prepared a detailed response, provided as Confidential Attachment Draft Response Letter.

In summary, officers consider that the proposed Commercial GRV and Industrial GRV categories remain appropriate and consistent with the objectives outlined within the Statement of Objects and Reasons.

The proposed categories do not result in any change to the valuation methodology applied to affected properties. The method of valuation applied to a property is determined by the Valuer General through Landgate in accordance with the *Valuation of Land Act 1978* and is not determined by the Shire through the differential rating process. The introduction of the Commercial GRV and Industrial GRV categories simply creates additional differential categories within the existing GRV valuation framework.

Furthermore, the purpose of introducing the new categories is not to generate an increase in revenue. Rather, the objective is to improve fairness, equity and transparency by more appropriately distributing the rates burden between residential, commercial and industrial ratepayers having regard to their differing predominant land uses and characteristics.

Accordingly, officers do not recommend any changes to the proposed Commercial GRV and Industrial GRV differential rating categories as a result of the submission received.

Updated Landgate Valuations

Following the Council endorsement of advertising, Landgate issued the updated Shire UV valuations. These revised valuations increased the total UV valuation base by approximately $50 million.

If the previously advertised UV rates in the dollar were retained an additional revenue of $189k would be achieved. To ensure consistency with the advertised overall rating strategy and maintain the previously proposed overall rates increase of 5.04%, it is proposed that the rate in the dollar applicable to the Shire UV category be reduced from the advertised amount of 0.004381 to 0.003909.

While the updated valuation information has required an adjustment to the Shire UV rate in the dollar, the proposed overall rates revenue and budget assumptions remain consistent with those presented to the community during the public advertising process.

Minimum Payment Compliance Adjustment – UV Mining

Subsequent to advertising, officers undertook a further review of the proposed minimum payments against the requirements of the *Local Government Act 1995* and associated guidance material.

This review identified that the advertised minimum payment of $280 for the UV Mining category would result in more than 50% of assessments within that category being subject to the minimum payment. To ensure compliance with legislative requirements, it is recommended that the minimum payment for the UV Mining category be reduced from the advertised amount of $280 to $200.

The proposed adjustment affects only the minimum payment applicable to the UV Mining category.

Revised Rate in the Dollar and Minimums

Rate Category	Rate in the dollar $	Minimum Payment $
Residential GRV	0.076910	1,290.00
Mining GRV	0.232929	-
Commercial GRV	0.083391	1,310.00
Industrial GRV	0.080001	1,300.00
Shire Rural UV	0.003909	1,590.00
Mining UV	0.067928	200.00

Ministerial Approval – Differential Rates Exceeding the Prescribed Threshold

Section 6.33(3B) of the *Local Government Act 1995* provides that, where the rate in the dollar for any differential rating category is more than twice the lowest rate in the dollar imposed by the local

government, the local government must first obtain the approval of the Minister for Local Government.

The proposed differential rates for the 2026/27 financial year include categories where the rate in the dollar exceeds twice the lowest proposed rate. Accordingly, Council is required to seek the Minister's approval before adopting the 2026/27 Budget and imposing the relevant differential rates.

The requirement to obtain Ministerial approval does not alter Council's proposed rating strategy. Rather, it is a statutory process intended to provide oversight where there is a significant variation between differential rating categories.

Should Council endorse the proposed differential rates, officers will prepare and submit an application to the Minister for Local Government seeking approval under section 6.33(3B) of the Local Government Act 1995. The application will include Council's Statement of Objects and Reasons, details of the advertising undertaken, submissions received during the public consultation period and Council's rationale for the proposed differential rates.

BACKGROUND

Section 6.33 of the *Local Government Act 1995* permits local governments to impose differential rates. Differential rating provides Council with the ability to raise revenue in a manner that reflects the characteristics and use of land, levels of service provided and the strategic objectives of the local government.

At its Ordinary Council Meeting held on 23 April 2026, Council resolved to advertise its intention to impose differential rates and minimum payments for the 2026/27 financial year in accordance with section 6.36 of the Act.

The proposed differential rates and Statement of Objects and Reasons were subsequently advertised for public comment.

That Council;

1. Adopts the 2026/2027 Statement of Objects and Reasons for Differential Rating; and

2. Endorses the proposed 2026/2027 differential general rates in the dollar and minimum payments for public comment, as required by section 6.36 of the Local Government Act 1995, as set out in the below table.

Rate Category	Rate in the dollar $	Minimum Payment $
Residential GRV	0.076910	1,290.00
Mining GRV	0.232929	-
Commercial GRV	0.083391	1,310.00
Industrial GRV	0.080001	1,300.00
Shire Rural UV	0.004381	1,590.00
Mining UV	0.067928	280.00

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

The 23 April 2026 report advised that updated mining Unimproved Value (UV) valuations were anticipated from Landgate by the end of April 2026. Following further clarification, it was the Shire UV valuations, as well as mining UV valuations, that were due to be issued during this period.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

RV 1 - Method of Valuation of Rateable Properties

FINANCIAL IMPLICATIONS

The adoption of the recommendation is essential to adopt the 2026/27 Budget during July 2026.

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

CORPORATE BUSINESS PLAN

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

LONG TERM FINANCIAL PLAN

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

ASSET MANAGEMENT PLANS

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

WORKFORCE PLAN

Staffing costs are included in the budget for the year.

RISK MANAGEMENT

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

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

COMMENT

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

ITEM 17 EXECUTIVE SERVICES UNIT

17.1 DRAFT Policy - Acting Chief Executive Officer

File Ref	
Responsible Officer	Merridith Morrell, Manager of Executive Services Unit
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. P3 - Appointment of CEO-Senior Employees 2. DRAFT Policy - Acting Chief Executive officer
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council:

1. **Revokes Policy P3 – Appointment of an Acting CEO / Senior Employees;**
2. **Adopts the Acting Chief Executive Officer Policy as the Shire's current policy governing the appointment of an Acting Chief Executive Officer; and**
3. **Authorises the Chief Executive Officer to make minor administrative updates to the adopted policy to ensure ongoing legislative compliance and clarity, provided no change is made to the intent or effect of the policy.**

IN BRIEF

Council is requested to consider adoption of a new Acting Chief Executive Officer Policy, replacing the existing Policy P3 - Appointment of an Acting CEO / Senior Employees.

The proposed policy represents a substantial governance update, providing clearer legislative alignment, stronger role clarity, and improved consistency with contemporary local government governance practice. Given the extent of changes, it is recommended that the existing policy be formally revoked and replaced.

MATTER FOR CONSIDERATION

Whether Council adopts a modernised, Council-level policy to govern Acting Chief Executive Officer arrangements and revoke the existing policy to ensure clarity, compliance and audit defensibility.

BACKGROUND

Policy P3 was adopted in November 2021 to meet the requirements of section 5.39C of the *Local Government Act 1995* regarding the appointment of an Acting Chief Executive Officer.

Since its adoption, governance expectations have evolved, including:

- Greater emphasis on role clarity between Council and Administration;

- The need for clear alignment with CEO recruitment, performance and termination governance; and
- Increased scrutiny of senior employee appointment arrangements**.**

The proposed Acting Chief Executive Officer Policy has been developed to replace Policy P3 and provide a clearer, more robust framework focused specifically on Acting CEO arrangements.

Policy Review - Key Changes

The proposed Acting Chief Executive Officer Policy introduces material changes, including:

- Separation of Acting CEO governance from senior employee designation matters;
- Clearer articulation of Council's authority and decision-making role;
- Alignment with broader CEO governance policies and statutory standards;
- Improved clarity regarding appointment thresholds, duration limits and approval requirements; and
- A simplified, Council-level policy structure supported by administrative procedures and delegations.

These changes represent a new policy framework, rather than a minor update to the existing policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

- section 2.7(2)(b) – Council's role to determine policies
- section 5.37 – Senior employees
- section 5.39C – Policy for temporary employment or appointment of CEO

POLICY IMPLICATIONS

P 3 - Appointment of an Acting CEO

Adoption of the new Acting Chief Executive Officer Policy will:

- Replace Policy P3 in full;
- Strengthen legislative compliance with section 5.39C of the Act;
- Improve governance clarity around Acting CEO appointments; and
- Support transparency, accountability and consistency in decision-making.

Supporting procedures and delegations will continue to be managed administratively by the Chief Executive Officer.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from adoption of this policy.

Any remuneration adjustments associated with Acting CEO appointments will continue to be managed within approved remuneration frameworks and delegated authority.

STRATEGIC COMMUNITY PLAN

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

16 An engaged and effective workforce.

14 Effective governance and financial management.

CORPORATE BUSINESS PLAN

Supports leadership continuity, governance integrity and organisational stability.

LONG TERM FINANCIAL PLAN

Not directly impacted.

ASSET MANAGEMENT PLANS

Not applicable.

WORKFORCE PLAN

Supports executive continuity and professional development within the senior leadership group.

RISK MANAGEMENT

Retaining an outdated or narrowly framed policy presents risk, including:

- Legislative non-compliance;
- Unclear authority for Acting CEO appointments; and
- Increased audit and governance risk.

Revoking Policy P3 and adopting the new Acting Chief Executive Officer Policy mitigates these risks by establishing a clear, contemporary governance framework.

COMMENT

The proposed policy strengthens the Shire's governance framework by providing Council with a clear, modern and legislatively compliant approach to Acting CEO appointments. Revocation of the existing policy and adoption of the new policy ensures clarity for Councillors, staff and regulators and supports consistent, defensible decision-making.

The proposed Acting Chief Executive Officer Policy was previously presented to Council at a Council Concept Forum prior to being brought forward for formal consideration at an Ordinary Council Meeting. Feedback from the Concept Forum has been incorporated into the document presented.

17.2 Traffic Movements Through Bridgetown

File Ref

Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. Deputation Bypass Report (J Birks March 2026) 2. Figure 1 Proposed HV Bypass (J Birks March 2026) 3. Letter Correspondence (J Birks 2018)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council

1. **Receives the deputation material presented by Mr John Birks at the March 2026 OCM regarding proposed transport infrastructure and road traffic arrangements within Bridgetown.**
2. **Notes the perceived issues raised in relation to increasing traffic volumes, heavy vehicle movements, and associated impacts on safety, congestion, and the heritage character of Hampton Street.**
3. **Requests the CEO to contact Main Roads WA in relation to the State's current position on any Bridgetown Bypass and advise Council of the outcome as early as possible.**

IN BRIEF

A deputation was presented to Council in March 2026 outlining continuing road traffic challenges in Bridgetown and proposing potential infrastructure responses, including bypass options and highway deviations. Council is now invited to consider the matters raised and determine an appropriate next step.

MATTER FOR CONSIDERATION

Council is asked to:

- Consider the issues raised by Mr Birks in relation to traffic volumes, safety, and infrastructure constraints within Bridgetown; and
- Determine whether further investigation, advocacy, or engagement with State Government agencies is warranted.

BACKGROUND

At the March 2026 Ordinary Council Meeting, Mr John Birks presented a deputation regarding transport infrastructure within Bridgetown, particularly in relation to traffic movements along Hampton Street.

The matters raised in the deputation are not new and reflect issues that have been considered by the State, Community and Council over an extended period.

In 2002, community consultation undertaken as part of the Bridgetown Road Planning Study identified strong concern regarding heavy vehicle movements through Hampton Street and supported further planning for a heavy haulage deviation.

In March 2005, Council formally endorsed a preferred alignment (Option 3), which proposed a deviation within the existing railway reserve, adjacent to the rail line. This approach was supported as it provided a contained corridor with reduced impact on surrounding landowners.

During 2005, Council undertook community engagement, including a public meeting attended by approximately 150 residents. Feedback at that time indicated general support for removing heavy haulage from Hampton Street, with requests for refinement to the proposed alignment, including extension of northern and southern entry points.

Subsequent investigations by Main Roads WA introduced an alternative approach involving relocation of the rail line and establishment of a wider transport corridor requiring additional land acquisition. This represented a significant departure from Council's preferred position.

At a Special Council Meeting in August 2005, Council reaffirmed its opposition to rail relocation and resolved that any deviation should remain within the existing railway reserve. This position was based on concerns regarding landowner impacts, potential effects on commercial areas, and the lack of justification for an expanded corridor.

In 2006, the project was re-presented with updated concepts and progressed to formal public consultation. Whilst there was strong interest and engagement, community feedback was divided, with a significant proportion of submissions expressing concern regarding the proposal.

As a result, Council resolved to conduct a postal referendum to determine community support. The referendum, held in September 2006, returned a majority "No" vote. Council subsequently resolved to accept the outcome, and the project did not proceed.

The historical context demonstrates that while there has been longstanding recognition of traffic and safety issues within Bridgetown, large-scale infrastructure solutions such as highway deviations have faced challenges relating to feasibility, community impact and funding.

STATUTORY ENVIRONMENT

Local Government Act 1995

Council has the ability to:

- Consider deputations and community submissions;
- Advocate to State Government agencies on matters impacting local infrastructure and planning; and
- Undertake strategic planning in relation to local road networks and community safety.

Primary responsibility for the South Western Highway and major transport infrastructure rests with the State Government (Main Roads WA).

POLICY IMPLICATIONS

CR 3 - Community Engagement

This matter reflects community interest and engagement through deputation to Council. Further consultation may be required should Council pursue any formal position or advocacy.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report.

However:

- Any future infrastructure projects or studies may have significant financial implications; and
- Major road infrastructure works of the scale described would require Government funding and support.

STRATEGIC COMMUNITY PLAN

The issues raised relate directly to long-term planning for growth, safety, and transport movement within the Shire.

CORPORATE BUSINESS PLAN

This matter aligns with:

- Strategic planning and advocacy functions of the Shire;
- Infrastructure planning and coordination with external agencies.

LONG TERM FINANCIAL PLAN

No direct impact at this stage.

Future financial implications may arise should Council pursue detailed studies or infrastructure contributions.

ASSET MANAGEMENT PLANS

No direct impact at this stage.

Future transport planning decisions may influence local road networks and associated asset management considerations.

WORKFORCE PLAN

No direct impact identified

RISK MANAGEMENT

Key risks associated with this matter include:

Community safety risk:

- Heavy vehicle movements through Hampton Street present risks to pedestrians, cyclists and general road users, particularly within a constrained town centre environment.

Amenity and heritage risk:

- Continued traffic volumes and heavy vehicle activity may impact the amenity and heritage character of Hampton Street, including vibration impacts on buildings and overall streetscape experience.

Financial risk to Council:

- Large-scale infrastructure solutions, such as a highway deviation or bypass, would involve significant capital cost and are unlikely to be deliverable without substantial State Government funding. There is also a risk of financial exposure to Council if expectations arise for local contributions, investigations or supporting works.

Local economic impact risk:

- Changes to traffic arrangements, particularly the diversion of through-traffic away from the town centre, may have unintended economic impacts on local businesses that rely on passing trade.

Strategic and delivery risk:

- There is a risk of community expectation that large-scale infrastructure solutions (such as a highway deviation) can be progressed in the short term, despite significant cost, planning complexity and reliance on State Government funding.

Reputational risk:

- Failure to acknowledge or appropriately respond to traffic concerns may impact community confidence in Council. Conversely, pursuing options that are not feasible may also create reputational risk.

Stakeholder / advocacy risk:

- As responsibility for the South Western Highway rests with Main Roads WA, there is a risk that advocacy efforts may not align with State priorities or funding availability, limiting Council's ability to influence outcomes.

Community division risk:

- Historical consideration of deviation alignments has demonstrated the potential for divergent community views, particularly where proposals impact private land or residential areas.

Mitigation Strategies

- Continued engagement with Main Roads WA and State Government regarding long-term planning opportunities
- Adoption of a staged approach, balancing longer-term advocacy with shorter-term operational measures
- Investigation of practical traffic management options within existing infrastructure
- Ensuring clear communication with the community regarding feasibility, constraints and timelines
- Utilising evidence-based data to support decision-making and advocacy positions

COMMENT

Councillors noted that similar infrastructure options have been considered previously, including alignments along the railway corridor, Geegeelup Brook and Spencer Street, with associated concerns regarding impacts on residents, land acquisition and the constraint of traffic ultimately returning to the existing bridge crossing.

There was a consistent view that large-scale infrastructure solutions would involve significant cost and are unlikely to be feasible without substantial State Government funding.

Councillors also recognised that the primary issue relates to heavy vehicle movements through the town centre, and that alternative or broader regional approaches may warrant consideration.

In this context, there was support for exploring more practical, shorter-term measures focused on managing heavy vehicle impacts within existing infrastructure. Suggested options included traffic calming, targeted restrictions on heavy vehicle movements during peak periods, and consideration of time-based controls, noting interactions with school bus routes and pedestrian activity.

Overall, the discussion highlights the tension between the scale and cost of long-term infrastructure solutions and the need for immediate, practical responses. At this stage, it is appropriate for Council to acknowledge the issues raised, note the historical context and feasibility constraints, and consider both longer-term advocacy, initially via CEO / MRWA meeting and shorter-term management options.

Councillors have also been invited to provide feedback to the deputation author regarding their consideration of the report, support for the proposed approach, and any further actions Council may wish to pursue.

17.3 Delegations

File Ref	
Responsible Officer	Merridith Morrell, Manager of Executive Services Unit
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council Adopts the revised Delegations Register as at 25 June 2026.

IN BRIEF

The draft Council to CEO Delegations Register has been reviewed in accordance with legislative requirements. The review includes one new delegation, a number of targeted amendments, removal of outdated delegations, and confirmation that the majority of delegations remain unchanged in substance. The updated Register ensures alignment with current legislation, organisational structure, and best practice governance.

MATTER FOR CONSIDERATION

Council is required to review its delegations to the Chief Executive Officer at least once each financial year. The updated Delegations Register reflects the 2025–2026 annual review and is presented for Council endorsement.

The Register supports efficient administrative decision-making while maintaining appropriate Council oversight, and ensures clear separation between Council's strategic role and the operational functions of the administration.

BACKGROUND

The Delegations Register is maintained to ensure that all delegations of authority from Council to the CEO are current, documented and compliant with legislation.

This annual review has included:

- statutory reference validation and updates;
- formatting and usability improvements;
- position title updates to reflect organisational changes;
- benchmarking against comparable local governments; and
- integration into the Shire's Integrity Attain Governance system.

The Register has been updated to reflect operational requirements, remove outdated or irrelevant delegations, and improve clarity for officers exercising delegated authority.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 1996

Local Government Act 1995

- *Section 5.42(1) – Council may delegate powers or duties to the CEO by absolute majority.*
- *Section 5.46(2) – Council must review delegations at least once each financial year.*

Additional legislation relevant to specific delegation updates includes:

- *Dog Act 1976*
- *Cat Act 2011*

Any amendment or revocation of delegations requires an absolute majority decision of Council.

POLICY IMPLICATIONS

Nil

The Delegations Register supports implementation of Council-adopted policies by assigning appropriate authority for operational decision-making.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the review and update of the Delegations Register.

Any costs associated with system configuration and maintenance are managed within existing operational budgets.

STRATEGIC COMMUNITY PLAN

16 An engaged and effective workforce.

Outcome 14 – Effective governance and financial management
Objective 14.1 – Achieve excellence in organisational performance and service delivery

The Delegations Register supports effective governance by ensuring clear authority, accountability and efficient decision-making processes.

CORPORATE BUSINESS PLAN

Supports delivery of governance and organisational effectiveness objectives through clear delegation of authority and improved administrative efficiency.

LONG TERM FINANCIAL PLAN

No direct impact**.**

ASSET MANAGEMENT PLANS

No direct impact.

WORKFORCE PLAN

Supports workforce efficiency by ensuring officers have appropriate delegated authority to perform their roles effectively.

RISK MANAGEMENT

The Delegations Register is a key governance control. Maintaining an accurate and current Register mitigates risks including:

- decisions being made without lawful authority;
- inconsistent decision-making due to unclear delegations;
- service delays where appropriate delegates are unavailable; and
- audit and compliance risks associated with outdated references or structures.

Updates to sub-delegations within Cat and Dog Act delegations improve operational resilience and reduce the risk of service delays.

COMMENT

The 2025–2026 review of the Delegations Register includes one new delegation, several targeted amendments, removal of outdated delegations, and confirmation that the majority remain unchanged in substance.

Change Type	Delegation	Description of Change	Reason
New	1.1.38 – Minor Amendments to Delegations and Policies	Introduces authority for the CEO to make minor administrative updates to delegations and policies where there is no change to intent.	Improves efficiency and ensures governance documents remain current without requiring full Council review for minor changes.
Amended	1.1.2 – Compensation for Damage Incurred	Monetary threshold increased from $500 to $1,000.	Enables quicker resolution of minor claims and reduces administrative delays.
Amended	1.1.22 – Disposing of Property	Updated to strengthen alignment with statutory requirements and clarify process.	Improves compliance and consistency with legislative requirements.
Amended	5.1.1 – Appointment of Registration Officers (Dog Act 1976)	Consolidated delegation, clarified legislative authority, and introduced express power to sub-delegate.	Enhances operational clarity and supports appropriate authorisation of officers.
Amended	9.1.8 – Structure Plans	Removed obsolete planning references and corrected legislative alignment.	Ensures accuracy and relevance of statutory references.

Change Type	Delegation	Description of Change	Reason
Amended (Minor)	04.1 (Cat Act delegations) and 05.1 (Dog Act delegations)	Addition of sub-delegates.	Improves operational resilience and reduces risk of service delays.
Removed	Section 10 – Statutory State Authorisations (multiple items)	Removal of delegations relating to Metropolitan, Bunbury, Peel region schemes and other irrelevant instruments.	Eliminates outdated or geographically irrelevant delegations to maintain an accurate register.
Unchanged (Substantive)	Majority of delegations	No material changes to scope or authority. Minor updates limited to formatting, position titles, and legislative referencing.	Ensures continuity of existing authority while improving clarity and compliance.

In addition to these changes, the Register has been incorporated into the Shire's Integrity Attain Governance system to support improved accessibility, version control and ongoing maintenance.

The draft Delegations Register was presented to Council at a Concept Forum held on 11 June 2026, providing an opportunity for Elected Members to review the document in advance of formal consideration. Councillors were invited to raise any questions or seek clarification to support a clear understanding of the proposed changes prior to the June Ordinary Council Meeting.

Council is now requested to formally consider and endorse the updated Delegations Register.

17.4 Advocacy Strategy

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. Draft Advocacy Strategy
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council:

1. **Adopts the Shire of Bridgetown-Greenbushes Advocacy Strategy as attached; and**
2. **Notes that a draft Advocacy Agenda will be developed with Council for consideration at the July Ordinary Council Meeting.**

IN BRIEF

The purpose of this report is to present the draft Shire of Bridgetown-Greenbushes Advocacy Strategy for Council consideration. The Strategy provides a structured and coordinated approach to advocating for funding, policy support, and partnerships to deliver key community priorities.

MATTER FOR CONSIDERATION

Council is requested to consider the adoption of the Shire's Advocacy Strategy, which establishes a coordinated and evidence-based approach to advocating for funding, policy outcomes, and strategic partnerships that support the delivery of Council's priorities.

BACKGROUND

The development of an Advocacy Strategy responds to the need for a clear, consistent, and evidence-based approach to engaging with State and Federal Governments, key agencies, and other stakeholders.

The proposed strategy aligns with the Shire's integrated planning and reporting framework and identifies the need for a coordinated approach to advocacy in priority areas priority areas of focus including:

- Infrastructure and facilities
- Support for local business
- Transport networks
- Vibrant hubs and neighbourhoods
- Enhanced open and green spaces

- Improved waste management

It outlines the guiding principles that the Shire will apply to its advocacy efforts as well as a framework for Council to determine the advocacy agenda on an annual basis. It also mandates that the Shire takes a pro-active approach to seeking election commitments through its advocacy activities.

The proposed strategy was previously circulated to Councillors, and minor changes have been made based on feedback received prior to being brought forward for formal consideration.

STATUTORY ENVIRONMENT

There are no specific statutory requirements mandating the adoption of an advocacy strategy. However, the Strategy supports Council's role in representing the interests of the community and aligns with the principles of good governance under the *Local Government Act 1995.*

POLICY IMPLICATIONS

The Strategy supports the implementation of Council's existing strategic framework, including:

- Council Plan (Strategic Community Plan)
- Long Term Financial Plan
- Asset Management Plans

It does not require the creation or amendment of any specific policy.

FINANCIAL IMPLICATIONS

The Strategy itself does not create a direct financial commitment.

However, it is intended to support the attraction of external funding and investment to assist in delivering priority projects and to reduce reliance on the Shire's limited rates base.

COUNCIL PLAN

This report aligns with the following Strategic Community Plan objectives:

- Effective governance and financial management
- A sustainable and thriving community

CORPORATE BUSINESS PLAN

The Strategy will inform advocacy actions and priorities identified within the Corporate Business Plan.

LONG TERM FINANCIAL PLAN

Advocacy priorities will support the long-term financial sustainability of the Shire by seeking external funding contributions for key infrastructure and service delivery

ASSET MANAGEMENT PLANS

The Strategy supports the delivery and renewal of infrastructure assets by advocating for funding and partnerships aligned to asset priorities.

WORKFORCE PLAN

Implementation of the Strategy will be coordinated within existing staff resources.

RISK MANAGEMENT

Key risks include:

- Failure to secure external funding or support
- Misalignment between advocacy priorities and government priorities
- Reputational risk if advocacy efforts are not well-coordinated

These risks are mitigated through a structured, evidence-based approach and alignment with Council-adopted priorities.

COMMENT

The Advocacy Strategy provides a coordinated and transparent framework for engaging with key stakeholders and pursuing funding and policy outcomes that benefit the Shire.

It formalises the roles of Council, the CEO, and Elected Members in advocacy and ensures that activities are aligned with Council-endorsed priorities and community needs.

Adopting the Strategy should strengthen the Shire’s ability to influence decision-makers, secure external investment, and deliver improved outcomes for the community.

ITEM 18 DEVELOPMENT AND REGULATORY SERVICES

18.1 Application for Garage, Workshop, Lean-to, 2 x Water Tanks & Associated Site Works - Lot 33 (No. 52) Spencer Street, Bridgetown

File Ref	A2301
Responsible Officer	Leigh Guthridge, Director of Development and Regulatory Services
Reporting Officer	Mackenzie Walmsley, Principal Planner
Attachments	1. \Attachment 1 - Development Plans.pdf 2. Attachment 2 - Site Photos of Subject Site.pdf 3. Attachment 3 - Applicant Justification.pdf 4. Attachment 4 - Aerial Streetscape Context Plan.pdf 5. Attachment 5 - Summary of Submissions (Redacted).pdf
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council Refuse Development Approval for the proposed garage, workshop, lean-to, 2 x water tanks and associated site works and adopt the following reasons for refusal:

1. The proposed development does not satisfy the relevant design principles of the Residential Design Codes relating to streetscape character, building scale and built form hierarchy.
2. The proposed garage and workshop, by reason of their scale, height, forward siting and limited separation, would become the dominant built form on the site and are not considered subordinate to the dwelling.
3. The proposal includes a combined outbuilding area significantly exceeding the deemed-to-comply standard, resulting in an excessive built form for the R12.5 residential context.
4. The cumulative effect of the proposed variations results in a development that is inconsistent with the established streetscape pattern and character of the locality.
5. The proposal is not considered to represent orderly and proper planning.

IN BRIEF

The subject site is zoned Residential R12.5 under Town Planning Scheme No. 3 (TPS3) and has an area of approximately 1,034sqm.

The application seeks Development Approval for a garage, workshop, lean-to, 2 x water tanks and associated site works. The proposal does not comply with multiple deemed-to-comply provisions of the Residential Design Codes (R-Codes), including provisions relating to:

- Outbuilding area
- Wall and ridge height
- Street setbacks

- Garage setbacks, and
- Retaining structures within the street setback area

For the reasons discussed in the report, it is considered that the proposal is inconsistent with the objectives of TPS3 and the Residential Design Codes and it is therefore recommended that the application is refused.

MATTER FOR CONSIDERATION

The proposal includes:

Deemed-to-Comply Standard under the R-Codes		**Proposed Development**
5.1.2 Street Setback		
Buildings setback 6m from primary street setback boundary for properties zoned R12.5		Lean-to located at approximately 0.5m from primary street boundary
5.2.1 Setback of Garages		
Garages setback 4.5m from primary street boundary		Garage setback at 3m from primary street boundary
5.3.7 Site Works		
Maximum 0.5m above natural ground level within setback area. Height of retaining wall at 1m to be setback a minimum of 1m from street setback		Retaining wall approximate maximum height of 1m above natural ground level within primary street setback area. Retaining wall seeks a nil setback.
5.4.3 Outbuildings		
Wall height maximum of 2.4m (above natural ground level)	Garage	Maximum 3m above natural ground level
	Workshop	Maximum 5m above natural ground level
Ridge height maximum of 4.2m (above natural ground level)	Garage	Maximum 5m above natural ground level
	Workshop	Maximum 6.5m above natural ground level
Total combined outbuilding area:	60sqm	150.5sqm

BACKGROUND

The application was advertised in accordance with the Shire's Town Planning Scheme No. 3 (TPS3). One submission was objecting to the proposal and one submission in support were received.

The application is presented to Council as Officers do not have delegated authority to determine development applications where an objection is received on valid planning grounds which cannot be reasonably addressed by negotiated minor variations to the application.

The objection raised concerns regarding:

- Excessive outbuilding scale and departures from deemed-to-comply provisions;
- Building bulk, height and streetscape dominance;
- Visual privacy impacts;

- Cumulative development intensity;
- Potential amenity impacts including noise; and
- Uncertainty regarding the incidental nature of the development.

All submissions have been considered and addressed within this report. Attachment 5 is a copy of the Summary of Submissions (redacted).

Statutory Framework

The application has been assessed against:

- Town Planning Scheme No. 3 (TPS3)
- Residential Design Codes State Planning Policy 7.3 Volume 1 (R-Codes)
- Relevant Local Planning Policies (where applicable)

Compliance with deemed-to-comply provisions of the R-Codes is not mandatory. However, the onus rests with the applicant to demonstrate that the relevant design principles are satisfied.

Officer Assessment

Outbuilding Scale and Form

The proposal includes a combined outbuilding area of approximately 150.5sqm, compared to a deemed-to-comply standard of 60sqm.

Administration considers this represents a significant exceedance of the intended scale of ancillary development within a Residential R12.5 context.

The garage and workshop are separated by approximately 0.46m. Due to this limited separation, the structures are likely to be perceived as a single continuous built form when viewed from the street and the adjoining properties.

Administration also notes that the proposed lean-to structures form part of the overall outbuilding development and contribute to its built form scale, bulk and visual massing. While portions of these structures are open in nature, they remain physically and visually integrated with the outbuilding complex and are read as part of the overall built form. Accordingly, they are included in the assessment of cumulative outbuilding impact. When considered collectively, the scale, configuration and layout of development results in a dominant built form outcome rather than ancillary development subordinate to the dwelling.

Streetscape and Built Form Hierarchy

The garage and workshop are located forward of the dwelling and would constitute the dominant built form elements when viewed from the primary street frontage.

Administration notes that the dwelling isn't easily visible from the street due to site topography; however, the outbuildings would form the primary visual reference within the streetscape.

This outcome is not consistent with the Residential Design Codes expectation that:

- The dwelling remains the primary building on the site; and
- Outbuildings remain secondary and visually subordinate.

Street Setback Context

The proposal includes reduced street setbacks for the garage and lean-to.

Administration notes that no comparable examples of similar outbuilding reductions were identified within the immediate streetscape.

The reduced setback contributes to increased visual prominence of built form and is inconsistent with the established development pattern of the locality.

Height and Topography

Administration acknowledges that the site's sloping topography contributes to wall and ridge height variations and reduces apparent height when viewed from the street.

However, the assessment must consider overall built form outcomes, including siting, bulk, scale and streetscape presentation.

Cumulative Impact

Whilst individual variations may be considered in isolation, Administration considers that the cumulative effect of:

- Excessive outbuilding area;
- Height variations;
- Reduced setbacks;
- Retaining structures within the street setback; and
- Limited separation between buildings,

Results in a development that presents as a dominant built form rather than ancillary development subordinate to the dwelling.

Site Works and Retaining Structures

The application includes a series of retaining structures ranging from approximately 0.5m to 2m in height above natural ground level, associated with site works required to accommodate the proposed development on a sloping site.

Administration acknowledges that some level of earthworks and retaining is anticipated given the site topography.

However, it is noted that the extent of retaining is required to facilitate the siting of substantial outbuildings as a forward and elevated portion of the lot, where natural ground levels present a steeper fall.

In this context, the retaining structures contribute to the artificial elevation of the development platform and increase the perceived height, bulk and visual prominence of the built form when viewed from the street and adjoining properties.

When considered in conjunction with the scale and forward siting of the garage and lean-to, the site works contribute to the overall cumulative built form impact of the proposal.

The water tanks are considered ancillary development and, due to the siting and limited visibility from the street, are not determinative to the assessment outcome.

Conclusion

Administration is not satisfied that the applicant has demonstrated that the proposal achieves the relevant design principles of the Residential Design Codes.

In particular, the proposal does not:

- Maintain appropriate streetscape character,
- Maintain an appropriate relationship between dwelling and ancillary development, or
- Achieve an acceptable cumulative built form outcome.

Accordingly, the application is not supported.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

LUP 19 – Exemptions From Development Approval Requirements

FINANCIAL IMPLICATIONS

Income: Development Application fees received – $320.05

STRATEGIC COMMUNITY PLAN

7. Responsible and attractive growth and development.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Should the applicant seek review of Council's decision at the State Administrative Tribunal, the Shire may incur officer time and legal representation costs associated with defending the decision.

No direct capital or operational costs are associated with the recommendation.

18.2 Endorsement of the 2026/2027 Firebreak and Fuel Hazard Reduction Notice

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Conor Mcgregor, Community Emergency Services Manager
Attachments	1. Firebreak and Fuel Hazard Reduction Notice 2026-27
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. **Endorses the Shire of Bridgetown-Greenbushes 2026/2027 Firebreak and Fuel Hazard Reduction Notice as drafted by officers as shown in attachment 1.**
2. **Authorises the publication of the Notice in the Government Gazette and in a local newspaper circulating within the district.**

IN BRIEF

This report includes a recommendation from the relevant officer (CESM) of the Shire and an alternate recommendation from the Bush Fire Advisory Committee (BFAC), made at its meeting on 9 June 2026, for Council to endorse and publish the Annual "Firebreak and Fuel Hazard Reduction Notice" for the 2026/2027 fire season in accordance with statutory requirements.

If Council wishes to proceed with implementation of the recommendation of the Bush Fire Advisory Committee, the following alternate motion should be moved:

That Council:

1. **Endorses the Shire of Bridgetown-Greenbushes 2026/2027 Firebreak and Fuel Hazard Reduction Notice incorporating the amendment to Section 3.5 recommended by the Bush Fire Advisory Committee at its meeting held on 9 June 2026.**
2. **Authorises the publication of the Notice in the Government Gazette and in a local newspaper circulating within the district.**

BACKGROUND

Each year, the Shire of Bridgetown-Greenbushes is required to issue a "Firebreak and Hazard Reduction Notice" under Section 33 of *the Bush Fires Act 1954*, informing landowners and occupiers of their obligations to establish and maintain firebreaks and undertake fuel hazard reduction measures. This endorsement supports the Shire's preparedness and fire mitigation strategies ahead

of the upcoming fire season.

The notice also allows the Local Government under Section 25 (1a) to prohibit the lighting of fires in the open air in its district for the purpose of camping or cooking for such period during the prohibited burning times as is specified in the notice.

Section 3.5 of the previous notice states:

"*Open wood camp fires, wood fuelled barbecues, solid fuel pizza ovens, and spit style rotisseries require a permit in the restricted burning period if the Fire Danger Rating (AFDRS) is "High" or above and are not allowed in the Prohibited Burning Period. Use of a gas barbecue is permitted subject to a perimeter with a 5 metre radius around the barbecue being cleared of bush and flammable materials."*

This becomes confusing for Shire staff and residents as all permits are cancelled if the Fire Danger Rating is "High" or above.

At the Bush Fire Advisory Committee meeting held on 9 June 2026, the following recommendation was made:

THE BUSH FIRE ADVISORY COMMITTEE RECOMMEND TO COUNCIL TO ENDORSE THE SHIRE OF BRIDGETOWN – GREENBUSHES FIREBREAK NOTICE AS NAMED "2026/2027 FIREBREAK AND FUEL HAZARD REDUCTION NOTICE" AS DRAFTED IN (ATTACHMENT 7.1) WITH AMENDMENT TO SECTION 3.5 CAMP FIRES TO READ AS BELOW:

"Open wood camp fires, wood fuelled barbecues, solid fuel pizza ovens, and spit style rotisseries are permitted with a permit during the restricted burning period except when the Fire Danger Rating (AFDRS) is "High" or above and are NOT allowed in the Prohibited Burning Period at any time. Use of a gas barbecue is permitted subject to a perimeter with a 5 metre radius around the barbecue being cleared of bush and flammable materials."

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Emergency Management Act 2005

Fire and Emergency Services Act 1998

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs associated with advertising the notice will be met within the approved Emergency Services operational budget for the 2026/2027 financial year.

STRATEGIC COMMUNITY PLAN

Nil

CORPORATE BUSINESS PLAN

This action aligns with emergency management priorities and statutory compliance tasks outlined in the Corporate Business Plan.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Failure to publish an endorsed Firebreak Notice may result in legal non-compliance and reduced bushfire mitigation across the district. Endorsing and publishing the 2026/2027 notice provides clarity to landowners and ensures the Shire meets its statutory obligations.

The BFAC recommendation is based on the level of risk posed to the community and the significant burden placed on volunteer resources when responding to escaped burns originating from campfires during the Restricted Burning Times.

However, should the Shire proceed with publishing a notice that requires landowners to obtain a permit for camping and cooking fires within the Restricted Burning Times, it may expose the Shire to reputation risk. This is due to the potential for such notice to be interpreted as inconsistent with the legislative framework, thereby creating confusion or conveying misleading information to the public.

COMMENT

The “Firebreak and Fuel Hazard Reduction Notice” is a critical annual requirement that supports fire prevention and response efforts across the Shire. Endorsing the 2026/2027 Firebreak and Fuel Hazard Reduction Notice and authorising its publication allows the Shire to continue enforcing compliance and promoting hazard reduction strategies for the upcoming fire season.

The Bush Fires Act 1954 allows under *Section 25 (1) (a)* a fire for the purpose of camping or cooking to be lit during the Restricted and Prohibited Times providing certain conditions are met. This does not require a permit.

Authority is given to the Local Government to prohibit the lighting of fires in the open air in its district for the purpose of camping or cooking during the Prohibited Burning Times in accordance

with section 25 (1a) however, the act does not give authority to the Local Government to prohibit a fire to be lit for the purpose of camping or cooking during the Restricted Burning Times (as below).

(1a) Notwithstanding anything contained in subsection (1) a local government may, by notice published in the *Gazette* and in a newspaper circulating in its district, prohibit the lighting of fires in the open air in its district for the purpose of camping or cooking for such period during the prohibited burning times as is specified in the notice.

18.3 Appointment of the Bush Fire Control Officers for the 2026/2027 Fire Season

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Conor Mcgregor, Community Emergency Services Manager
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. **Appoints the following persons as Bush Fire Control Officers for the 2026/2027 Fire Season under delegated authority, as recommended by the Bush Fire Advisory Committee:**
    - **Bridgetown BFB: Kevin Wrightson**
    - **Bridgetown VFRS: Peter Taylor**
    - **Catterick: Keith Clothier**
    - **Greenbushes: Greg Kennedy, Lyndon Pearce**
    - **Hester Brook: Keith Clothier**
    - **Kangaroo Gully: Chris Doherty, Mike Fletcher**
    - **Maranup: Andrew Browne**
    - **Sunnyside: Martin Winchcombe**
    - **Wandillup: Robert Moyes**
    - **Winnejup: Shane Glancy**
    - **Yornup: Lyndon Pearce**
2. **Removes the following individuals from their roles as Bush Fire Control Officers, as they are no longer serving in those positions:**
    - **Aaron McKnight**
    - **Hugh Wheatley**

IN BRIEF

This report seeks Council's endorsement of the appointments and removals of Bush Fire Control Officers (BFCOs) for the 2026/2027 fire season, as recommended by the Bush Fire Advisory

Committee at its meeting held on 9 June 2026. It also includes the appointment of relevant Shire staff to support bushfire administration and operations.

BACKGROUND

In accordance with Section 38 of the Bush Fires Act 1954, local governments must appoint Bush Fire Control Officers (BFCOs) each fire season. These appointments are based on the recommendations of the Bush Fire Advisory Committee (BFAC), which represents all bushfire brigades operating within the Shire.

At its meeting on 9 June 2026, the BFAC reviewed and endorsed a revised list of Bush Fire Control Officers for the 2026/2027 fire season, considering current brigade leadership, availability, and operational capacity.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Emergency Management Act 2005

Fire and Emergency Services Act 1998

POLICY IMPLICATIONS

CR 8 – Advisory Committee

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Nil

CORPORATE BUSINESS PLAN

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

The risk associated with this recommendation is considered low. The appointment of Bush Fire Control Officers is a statutory requirement under Section 38 of the *Bush Fires Act 1954*, and is essential to ensuring effective bushfire preparedness and response across the Shire. The individuals recommended have been endorsed by the Bush Fire Advisory Committee based on their experience, operational capacity, and current roles within the brigades. Failure to make these appointments may result in operational gaps, reduced coordination during

emergencies, and non-compliance with legislation, which could expose the Shire to legal, safety, and reputational risks.

COMMENT

The proposed list reflects both continuity and necessary changes in brigade leadership. Several experienced BFCOs have been reappointed, while others have stepped down or are no longer active in their roles.

In addition, Shire staff (Community Emergency Services Manager and Senior Ranger and Emergency Services Officer) have previously been appointed ensuring the Shire continues to provide operational oversight and administrative support to bushfire response efforts.

Removal of former officers ensures the Shire's records remain accurate and complies with statutory obligations.

18.4 Development Application for Cattery - Lot 32 (No. 133) Henderson Road, Kangaroo Gully

File Ref	
Responsible Officer	Leigh Guthridge, Director of Development and Regulatory Services
Reporting Officer	Mackenzie Walmsley, Principal Planner
Attachments	1. Attachment 1 - Recommendation 2. Attachment 2 - Development Plans 3. Attachment 3 - Windy Hollow Building Envelope Plan 4. Attachment 4 - Summary of Submissions (Redacted) 5. Attachment 5 - Site Photos of Subject Site
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer:

OFFICER RECOMMENDATION

That Council approves the proposed Cattery and associated variation to the approved building envelope at Lot 32 (No. 133) Henderson Road, Kangaroo Gully, subject to conditions contained in Attachment 1.

IN BRIEF

To consider an application for a proposed Cattery and associated building envelope variation at Lot 32 (No. 133) Henderson Road, Kangaroo Gully.

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

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

2. The proposal seeks a variation to the approved building envelope. The extent of the building envelope variation is not considered minor in nature and therefore falls outside officer delegation under Council's adopted delegations for building envelope modification.

3. An objection was received during the public advertising period and the concerns raised cannot be fully addressed through amendments or conditions of approval.

MATTER FOR CONSIDERATION

The application seeks approval for:

- Development of a Cattery comprising of 7 enclosures located outside the prescribed building envelope, with a minimum setback of 5m from the eastern side lot boundary.
- Accommodation for up to 15 cats on the site at any one time.
- Animals will be housed in purpose-built enclosures. The facility will operate year-round, with limited pick-up and drop-off times between 8:30am-10:00am and 2:30pm-3:30pm.

Further detail of the proposal is outlined in Attachment 2 Development Plans.

BACKGROUND

The subject site is known as Lot 32 (No. 133) Henderson Road, Kangaroo Gully, an irregular shaped lot consisting of 30,834sqm. The property is zoned Special Use No. 3 (SU3) under the Shire's Town Planning Scheme No. 4 (TPS4).

Attachment 3 is the SU3 Windy Hollow Building Envelope Plan.

The approved building envelope for the subject site comprises of an existing single dwelling, water tanks and an outbuilding.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Town Planning Scheme No. 4 (TPS4)

Land Use Classification

The Shire's Town Planning Scheme No. 4 (TPS4) contains a land use definition for 'Cattery'; however, the definition references historical health legislation and does not adequately contemplate the nature and operation of contemporary animal boarding establishments. The definition is:

> *"means the use of an approved outbuilding constructed in accordance with the Health Act Model By-Laws Series 'A' Part One – General Sanitary Provisions (as amended) for the purpose of keeping more than three (3) cats over the age of three (3 months)."*

For guidance, the proposed use broadly aligns with the definition of 'Animal Establishment' contained with the *Planning and Development (Local Planning Schemes) Regulations 2015*, being:

> *"premises used for the breeding, boarding, training or keeping of animals for commercial purposes and includes a veterinary centre."*

Notwithstanding the above, TPS4 predates the model land use definitions and permissibility framework established under the *Planning and Development (Local Planning Schemes) Regulations 2015*. Within the subject zone, land use permissibility is determined by reference to Schedule 6 of TPS4, which contains a limited list of nominated land uses. Neither a Cattery nor a comparable animal boarding use is identified within the Schedule, and the Scheme does not provide a clear permissibility classification for the proposed development.

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

PUBLIC CONSULTATION

Public advertising was undertaken to landowners for a period of 21 days within a 100m radius of the subject site to ensure a reasonable level of notification to potentially affected parties. All submissions received during the advertising period have been considered in the assessment of the application.

Accordingly, two submissions were received during the advertising period:

- One objection
- One submission seeking clarification and providing comments in support of a low-impact development outcome.

The matters raised are summarised and addressed in the table below. Attachment 4 is a copy of the Summary of Submissions (redacted).

Issues Raised	**Officer Assessment and Response**
Potential noise impacts from cats and associated disturbance to neighbouring properties.	The proposed use is a cattery accommodating domestic cats within purpose-built enclosures. Unlike dog boarding facilities, cats are generally not associated with significant noise generation. While occasional vocalisation may occur, the scale of the proposal is not anticipated to create unreasonable noise impacts. The nearest sensitive land uses are separated by rural lifestyle lot sizes and the proposal is considered compatible with the surrounding locality.
Potential for increased dog barking triggered by cats within outdoor enclosures.	Existing noise generated by neighbouring animals is not directly attributable to the proposed development. The application has been assessed based on the likely impacts generated by the proposed use itself. No evidence has been provided to indicate the proposal would result in unreasonable amenity impacts.
Visual impact of the development due to its location forward of the dwelling and visible from the road.	The proposed location has been selected to utilise an already disturbed area of the site, avoiding the need for vegetation clearing and minimising additional site works. The siting also enables connection to existing services and infrastructure. While the development is located forward of the dwelling, the scale of the buildings and proposed materials are considered appropriate for this streetscape locality.
Suggestion that the cattery be relocated behind the dwelling.	Alternative siting options were considered by the applicant, with further explanation provided in the Building Envelope technical assessment in the following section.
Concern that the proposal may reduce surrounding property values.	Potential impacts on property values are not a planning consideration and cannot be given weight in the determination of the application. The assessment is required to focus on planning matters as prescribed under Clause 67 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to the extent those matters are relevant to the proposal.
Clarification regarding the purpose of the proposed second cabin/chalet building.	The applicant has advised that the two cabins serve different functions associated with the operation of the Cattery. One cabin is proposed to accommodate the boarding and housing of cats, while the second cabin is intended to function as a reception and administration area for customer arrivals, departures and associated business activities. The provision of a separate reception facility is considered ancillary to and supportive of the proposed cattery use. The

	operational arrangement of the business, including the allocation of buildings to specific functions, is not considered to raise any planning concerns.
Concerns regarding use of cedar construction materials in a bushfire-prone area.	The specific building materials and construction methods proposed as matters addressed through the building approval process rather than the planning assessment of the development application. Any future building permit application would be required to demonstrate compliance with the applicable building and bushfire construction requirements. The proposal has been assessed against the relevant provisions of *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* and is not considered to trigger the requirement for a Bushfire Management Plan. As such, concerns regarding the use of cedar construction materials are not considered to be a determinative planning consideration in the assessment of this application.
Concerns regarding vehicle movements associated with customer drop-off and collection times, particularly during school peak periods.	The scale of the proposal is anticipated to generate a low volume of vehicle movements. The additional traffic generated is not considered likely to adversely impact local road function or safety. Should the proposal be supported by Council, the applicant's nominated drop-off and pick-up hours are identified as a condition in the technical recommendation provided under Attachment 1.
Concerns regarding wastewater disposal, drainage and potential impacts on a nearby seasonal watercourse.	The management of wastewater, drainage and effluent disposal is not a matter for determination under the current development application. Such matters are assessed through separate building and health environmental approval processes, which require compliance with the relevant legislative and technical standards. Any necessary approvals relating to wastewater treatment and disposal systems would be required independently of any planning approval issued for the development. The proposed location has been selected within an already cleared portion of the property and maintains a greater separation from the water course than would be achieved by locating the development behind the existing dwelling. On this basis, the proposed siting is considered appropriate and does not give rise to any concerns in relation to the proximity of the seasonal watercourse.
Concerns regarding odour, flies and general amenity impacts.	Based on the scale of the proposal and the operational details provided, significant off-site amenity impacts are not anticipated. Appropriate management practices will be required as part of the operation of the facility.

Request for clarification regarding external colours and finishes.	External colours and finishes are considered capable of being appropriately managed through the imposition of planning conditions. A condition is recommended requiring external wall and roof colours to consist of muted, natural or earthy tones that are compatible with the Special Use character of the locality.
Clarification regarding future expansion of the operation.	The application has been assessed based on the plans and supporting information submitted. Any future proposal to expand the development of increase the scale of the operation would be considered on its own merits through the relevant planning approval process with extent of advertising determined upon assessment stage.
Clarification regarding building location and site plan accuracy.	The proposal has been assessed based on the plans submitted with the application, which utilise existing site plan information with the proposed development overlaid and include nominated setbacks. While the level of detail on the site plan reflects the minimum requirements for assessment, the plans are considered sufficient to enable an assessment of the proposal.
Clarification regarding landscaping, screening and boundary treatment and storage of equipment and materials.	A site inspected was conducted at the premises and confirmed that existing mature vegetation is present along the eastern side lot boundary, providing a degree of visual screening of the development from adjoining properties. A substantial tree toward the front of the site also provides partial screening from the street. While no formal landscaping or screening works are proposed as part of the application, the existing vegetation assists in reducing broader visual impacts associated with the development. Matters relating to ongoing site presentation, including storage of ancillary items are addressed in a recommended condition of approval included as part of the attached draft conditions for Council's consideration (Attachment 1).

PLANNING ASSESSMENT

Principles of Land Use

TPS4 does not specify objectives for SU3 and does not clearly identify the permissibility classification for the proposed use. In the absence of specific objectives, the proposal has been assessed having regard to the matters set out in Clause 67 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, together with the intent of the Special use designation and broader Scheme considerations where relevant.

Having regard to Clause 67 matters, the following is noted:

Land Use Compatibility: The proposal represents a small-scale enterprise which can reasonably coexist with the SU3 character of the locality, subject to appropriate management and operational controls.

Traffic Impacts: The proposed cattery is expected to generate a low volume of vehicle movements associated with customer drop-off and collection of cats. The scale of the operation is not anticipated to result in a material impact on the local road network and is substantially below the traffic generation levels typically requiring detailed transport assessment under the WAPC *Transport Impact Assessment Guidelines*.

Amenity Impacts: With respect to visual impact, while the development is proposed forward of the existing dwelling, the buildings are modest in scale and utilise materials appropriate to the locality and Special Use zone. In relation to noise, significant off-site noise impacts are not anticipated and it is considered the nominated separation distances assist in reducing impacts. Odour and waste management will be subject to Environmental Health requirements and the scale of operation is unlikely to generate unreasonable impacts.

Building Envelope Variation

The application seeks approval to vary the approved building envelope requirements, as follows:

Boundary Description	Provision	Proposed
Side Eastern Boundary	26m	5m
Front Southern Boundary	20m	10m

The proposed location has been selected following consideration of alternative siting options.

The applicant has proposed the chosen location for the following reasons:

- Maximum separation from existing neighbouring dwellings.
- Avoids locating the cattery closer to the surrounding residences.
- Utilises an already cleared area of the site.
- Avoids vegetation clearing.
- Minimises earthworks.
- Enables use of existing services and infrastructure.

Alternative locations behind the building envelope would likely result in the development being situated closer to neighbouring dwellings and could increase potential amenity impacts.

The approved building envelope is already largely developed with the existing dwelling, outbuilding, water tank and associated site infrastructure. Consequently, the proposed cattery cannot be reasonably accommodated within the remaining area of the building envelope.

Administration acknowledge that the proposed development represents a greater departure from the approved building envelope than has typically been supported within the SU3 precinct. As such, approval of the proposal may be cited in support of future requests to locate development outside approved building envelopes.

Notwithstanding this, each development application must be assessed on its individual merits, having regard to the specific characteristics and constraints of the subject site and the applicable planning framework. In this instance, the departure is considered justified having regard to the limited capacity available within the approved building envelope and the particular siting requirements and operational needs of the proposed cattery.

Accordingly, the variation is considered to meet the intention of the *Shire's LUP 5 Building Envelopes Policy* as the circumstances supporting the variation are considered site-specific and include:

- Existing development pattern.
- Existing service infrastructure.
- Avoidance of vegetation removed.
- Maximising separation from neighbouring dwellings.

CONCLUSION

The proposed cattery is considered compatible with the objectives of the SU3 area.

The development has been deliberately sited to:

- Maximise separation from neighbouring dwellings.
- Minimise potential amenity impacts.
- Avoid vegetation clearing.
- Utilise existing disturbed areas and services.

While the proposal requires a variation to the approved building envelope, the planning merits of the proposed location are considered to outweigh strict compliance with the building envelope provisions.

The proposal is not expected to generate unacceptable impacts in relation to noise, traffic, visual amenity or environmental considerations and is considered to represent orderly and proper planning.

Accordingly, the application is recommended for approval, subject to conditions as outlined in Attachment 1.

POLICY IMPLICATIONS

LUP 5 - Building Envelopes Policy

FINANCIAL IMPLICATIONS

Income: Development Application fees received - $381.50.

STRATEGIC COMMUNITY PLAN

7. Responsible and attractive growth and development.

CORPORATE BUSINESS PLAN

Nil.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

There are no anticipated risks to the Shire if the application is supported.

18.5 Application for Outbuilding - Lot 27 (No. 4) Rowan Close, Bridgetown

File Ref	A8763
Responsible Officer	Leigh Guthridge, Director of Development and Regulatory Services
Reporting Officer	Mackenzie Walmsley, Principal Planner
Attachments	1. Attachment 1 - Development Plans 2. Attachment 2 - Applicant Justification 3. Attachment 3 - Summary of Submissions (Redacted) 4. Attachment 4 - Site Visit Photos of Subject Site
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer:

OFFICER RECOMMENDATION

That Council grants development approval for the proposed outbuilding at Lot 27 (No. 4) Rowan Close, Bridgetown in accordance with Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Shire's Town Planning Scheme No. 3 (TPS3), subject to the following conditions:

1. **The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.**
2. **All stormwater discharge from the development shall be contained and disposed of onsite unless otherwise approved by the Shire of Bridgetown-Greenbushes.**
3. **The approved outbuilding shall not be used for human habitation, commercial or industrial uses.**

PURPOSE OF REPORT

The purpose of this report is for Council to consider a development application for a proposed outbuilding at Lot 27 (No. 4) Rowan Close, Bridgetown. The application proposes two variations to the Deemed-to-Comply provisions of the Residential Design Codes (R-Codes) by way of outbuilding dimensions.

During the public consultation period an objection was received in response to the variations sought. The application is presented to Council as Officers do not have delegated authority to determine development applications where an objection is received on valid planning grounds which cannot be reasonably addressed by negotiated minor variations to the application and/or which conditions of approval.

For the reasons discussed in the report, it is considered that the proposal is consistent with the objectives of TPS3 and the applicable Residential Design Codes Design Principles and it is therefore recommended that the application is approved subject to conditions.

BACKGROUND

The subject site is zoned Residential R12.5/R20 under the Shire's Town Planning Scheme No. 3 (TPS3), comprising of an existing dwelling on a 1,259sqm sized lot. Attachment 1 encloses a copy of the proposed Development Plans.

The proposal includes two variations to the deemed-to-comply provisions of Clause 5.4.3 – Outbuildings of the R-Codes. These variations are summarised in the table below and are required to be assessed against the corresponding Design Principles.

R-Codes Clause	Deemed-to-Comply Provision	Proposed Development	Applicable Design Principle
5.4.3 Outbuildings Maximum outbuilding size	Collectively, must not exceed 60sqm or 10% of site area, whichever is lesser	80sqm outbuilding	Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.
Wall Height	Maximum 2.4m wall height	3m wall height	

The proposed outbuilding is intended to provide secure storage for a vintage motor vehicle and associated residential storage needs. The existing dwelling does not contain a garage. The applicant did not construct the dwelling and purchased the property in its current form. While the intended use does not itself justify a variation to the R-Codes, it provides context regarding the reasonable need for ancillary storage and vehicle accommodation on the site. The Applicant has provided justification in support of their proposal as outlined in Attachment 2.

PUBLIC CONSULTATION

One submission was received objecting to the proposal. The concerns raised relate primarily to:

- Overshadowing of the adjoining property, impacting the existing solar panels and direct sunlight to the predominant living room major opening on the side/northern elevation.
- Visual amenity impacts arising from the scale and height of the outbuilding; and
- Whether the site levels had been altered to facilitate the development.

A copy of the Summary of Submissions (redacted) is available under Attachment 3.

The matters raised are addressed as follows:

Overshadowing

Concerns were raised regarding the potential overshadowing impacts of the proposed outbuilding on the adjoining property.

The proposal has been assessed against the relevant R-Codes overshadowing provisions and is compliant with the applicable deemed-to-comply standards. The extent of overshadowing generated by the outbuilding remains well within the limits prescribed by the R-Codes.

Notwithstanding compliance with the overshadowing provisions, Administration have given consideration to the concerns raised by the submitter and undertook site inspections of both properties to assess the relationship between the development and adjoining land. While the outbuilding will result in some additional shadowing, the extent of this impact is considered

consistent with that anticipated by the R-Codes framework and is not considered to unreasonably affect the amenity of the adjoining property.

It is also noted that alternative siting options on the lot were considered during the assessment process. Relocation of the outbuilding further west would likely result in increased overshadowing of the adjoining dwelling and solar panels. In this regard, the proposed location represents the most appropriate siting option from an overshadowing perspective.

Accordingly, Administration consider the proposal satisfies the objectives of the R-Codes with respect to overshadowing and that this matter does not warrant refusal of the application.

Visual Amenity

The submission also raised concerns regarding the visual impact of the outbuilding.

Building height for the purposes of assessment under the R-Codes is measured from the natural ground level of the subject site to the highest point of the building. It is not assessed from adjoining properties or from relative vantage points within neighbouring lots.

The subject site is elevated relative to the adjoining property, which contributes to the perception of the structure when viewed from the neighbouring lot. However, this relationship is largely a product of the natural landform rather than any deliberate alteration of site levels.

While it is acknowledged that the difference in site levels between properties may influence the perceived height of the structure when viewed from the adjoining property, this does not alter the applicable measurement methodology under the R-Codes.

The applicant has provided information demonstrating that the existing site levels have not been changed. Administration is satisfied that the proposal has been designed having regard to the site's existing topography and that the building height is not being artificially increased through earthworks.

While the outbuilding will be visible from the adjoining property, visibility alone does not constitute an unacceptable planning outcome. The structure is ancillary to the residential use of the land and is proposed within a location that responds appropriately to the site's physical constraints. Having regard to the Design Principles, the visual impact is considered acceptable and not out of character with what may reasonably be expected within the residential zone.

Site Levels

Following receipt of the submission, the applicant was requested to provide further information regarding the site's existing levels and the constraints influencing the location of the proposed outbuilding. The applicant subsequently provided survey and supporting information demonstrating that the existing site levels have not been altered.

In addition, site inspections were undertaken from both the subject site and the adjoining property. These inspections enabled officers to verify the sites topography, understand the relationship between the two properties and assess the concerns raised in the submission. Such inspections are a standard component of the assessment process where matters relating to site levels, topography and amenity impacts are in dispute.

Furthermore, historical aerial imagery and real estate photography of the subject site have been reviewed to assist in understanding the pre-existing landform. This material indicates that the site has historically exhibited an elevated mound-like topography consistent with current survey data, notwithstanding changes in surface appearance associated with subsequent site preparation works (i.e. grass removed and replaced with sand). While current site conditions include exposed ground

surfaces, comparison with historical imagery provides context regarding the underlying landform and assists in reconciling perceived differences in site appearance.

Having regard to the information provided and observations made during the site inspections, Administration are satisfied that the proposal has been assessed on the basis of the site's existing levels and that there is insufficient evidence to conclude that levels have been altered to facilitate the development.

Alternate Siting Options, Site Constraints and Design Response

A significant consideration in the assessment is the site's topography. The proposed outbuilding is proposed for the only relatively level portion behind the existing dwelling. During the assessment process, consideration was given to alternative locations for the proposed outbuilding within the subject site.

The applicant has demonstrated that relocating the structure further east would place it within a significantly sloping area of the site. This would necessitate substantial excavation, retaining walls and associated site works in order to create a suitable building platform.

Administration consider that the current location represents an appropriate response to the site's natural landform and minimises the extent of engineering works required. This outcome is consistent with sound planning and design principles, which generally seek to work with existing topography rather than require extensive modification of the natural landscape.

Relocating the shed further west would result in increased impacts on the adjoining property through additional overshadowing, including greater shadowing of solar panels and increased shadowing of the neighbouring dwelling.

Relocation of the outbuilding further north on the lot has also been considered.

The R-Codes acknowledge that there is a case for more relaxed standards for outbuildings where they do not detract from the essential functions of private open space, visual amenity of adjoining properties or streetscape outcomes. In this context, appropriate siting is a key consideration to ensure that outbuildings are integrated into the site in a manner that preserves useable open space and minimises amenity impacts.

A northern siting option was not supported due to site constraints associated with the existing retaining wall and the resulting impacts on site functionality. In addition, locating the outbuilding in this area would occupy a larger proportion of the site's remaining level and useable outdoor space, thereby reducing the availability of functional private open space for outdoor use and general amenity purposes. Furthermore, a northern location would likely necessitate additional stormwater management measures given the site's topography, increasing the extent of engineering works required.

Given the intended use of the outbuilding for vehicle storage, it is also desirable the structure be located on a suitably level and accessible portion of the site. Administration considers the proposed location achieves this outcome while minimising the extent of earthworks, retaining and drainage infrastructure that may otherwise be required.

Having regard to these factors, it is considered that the proposed location represents a more appropriate response as it is confined to the least disruptive portion of the site, preserves the primary areas of useable private open space and aligns with the intent of the R-Code guidance for outbuildings in association with balancing site constraints, functionality and amenity considerations.

TECHNICAL ASSESSMENT

Outbuilding Wall Height

While the proposed wall height of 3m exceeds the deemed-to-comply provision of 2.4m, the overall height of the outbuilding is 3.5m, which remains significantly below the maximum permitted building height of 4.2m under the R-Codes.

In assessing the variation, officers have considered the overall scale and appearance of the structure rather than the wall height in isolation. The proposed outbuilding incorporates a relatively modest roof form, resulting in an overall height that is substantially below the maximum height anticipated by the R-Codes.

Furthermore, the outbuilding maintains compliant setbacks to the relevant boundaries and satisfies the applicable overshadowing requirements. Having regard to the site's topography and the limited opportunities for alternative siting, the proposed wall height is not considered to result in unacceptable visual bulk or adverse amenity impacts on adjoining properties.

Outbuilding Area

The proposed outbuilding has a floor area of 80sqm, exceeding the deemed-to-comply maximum of 60sqm by 20sqm. In assessing the variation, Administration has considered whether the additional floor area results in adverse impacts on adjoining properties or the residential character of the locality. The proposal remains ancillary to the residential use of the land and does not alter the residential function of the site.

Administration also notes that outbuildings of a similar or greater size exist within the surrounding locality, including an outbuilding greater than 100sqm on the adjoining property to the north and other outbuildings of approximately 80sqm and 60sqm on nearby properties. While each development application must be assessed on its own merits, these examples demonstrate that larger outbuildings are an established component of the local built form.

Given that the amenity impacts associated with the siting, height, overshadowing and visual bulk of the development have been separately assessed and found to be acceptable, Administration considers the additional floor area does not, of itself, give rise to unreasonable planning impacts. The proposal is therefore considered to satisfy the intent of the relevant Design Principles.

CONCLUSION

The proposal has been assessed against the relevant R-Code Design Principles and is considered to satisfy their intent notwithstanding the departures from the deemed-to-comply provisions.

Administration acknowledge the concerns raised by the adjoining landowner regarding overshadowing and visual amenity. However, it is considered that the proposal represents a balance and reasonable planning outcome having regard to:

- The site's significant topographical constraints.
- The location of the only practical level building area behind the dwelling.
- The avoidance of extensive excavation and retaining works.
- The compliant setback to all lot boundaries.
- The evidence demonstrating that site levels have not been altered.
- The fact that alternative locations would likely result in greater impacts on the adjoining property.

- The ancillary residential nature and purpose of the outbuilding.

On balance, the proposal is considered to meet the objectives of the relevant R-Codes Design Principles and is recommended for approval.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

LUP 19 – Exemptions From Development Approval Requirements

FINANCIAL IMPLICATIONS

Income: Development Application fees received - $233.50

STRATEGIC COMMUNITY PLAN

7. Responsible and attractive growth and development

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

There are no anticipated risks to the Shire if the application is supported.

ITEM 19 PROJECT MANAGEMENT AND ENVIRONMENT

No matters for consideration

ITEM 20 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES

20.1 Bush Fire Advisory Committee Minutes 9 June 2026

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Krystle Durbin, Executive Assistant
Attachments	1. Bush Fire Advisory Committee Minutes 9 June 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council receive the minutes of the Bush Fire Advisory Committee for its meeting held on 9 June 2026.

ITEM 21 URGENT BUSINESS APPROVED BY DECISION

ITEM 22 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 23 ELECTED MEMBERS QUESTIONS WITH NOTICE

ITEM 24 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

No matters for consideration

ITEM 25 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)

No matters for consideration

ITEM 26 CLOSURE

The Presiding Member to close the meeting.