



Shire of

**Bridgetown-Greenbushes**

*The heart and soul of the South West*

# MINUTES

## Ordinary Council Meeting Thursday, 26 February 2026

**Date:** Thursday, 26 February 2026

**Time:** 5:30 PM

**Location:** Council Chambers

Shire President  
Cr Stephen Carstairs

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## SHIRE OF BRIDGETOWN GREENBUSHES

The Ordinary Council Meeting Minutes of Meeting held on 26th February 2026 commencing at 5:30 PM.

### ITEM 1 OPENING OF MEETING

*The Presiding Member opened the meeting at 5:31 pm.*

### ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

### ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

#### Councillors

Councillor S Carstairs	President
Councillor R Redman	Deputy President
Councillor J Boyle	
Councillor M Fletcher	
Councillor 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

Councillor L Pearce

#### Leave of Absence Previously Granted

Nil

**ITEM 4 ATTENDANCE OF GALLERY**

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

**Mr Bruce Bebbington:** Question taken from the Annual Electors Meeting requesting clarity on how the contingent liabilities note in the annual report was structured.

**Answer: Casey Radford – Director Corporate, Economic and Community Development**

I have reviewed the comment and have the following update to the comment on the timing deficit for employee costs in December. I'm happy to amend this comment in the report and the attachment for the minutes if it suits.

I am currently deep diving into the employee costs as part of the mid-year budget review, with more detailed commentary to be provided to council through the mid-year adoption process. The below figures are rounded for ease as a summary.

<b>Employee Costs - December Accounts</b>	
70,000	Workers Compensation Insurance
5,000	Fringe Benefits Tax
(25,000)	Training Course Expenses
50,000	Explained Balance
58,000	Accrual(Employee Provisions)
<b>108,000</b>	<b>Corrected Balance</b>

<b>Expenditure from operating activities</b>					
Employee costs	(108,726)	(2.72%)	q	Timing	Workers Compensation Insurance for 26/27 25/26 has come in higher than last year and budget by 70k, FBT accrual year to date is over budget by 5k. In addition, training course expenses are 25k below budget year to date, this is likely to be expended by the end of the financial year. There is also a budget timing variance of 58k year to date for an employee leave provision accrual that will be reviewed at mid year budget review.

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

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

Regarding the response on page 23 under section 18.1 stating that current officers are not aware of the redevelopment project for Steer Street, Stuart Lane, and the civic car park, could you clarify the process for a project to be included in the budget?

**Response: Mr Morgan Gillham – Director Projects and Environment**

Through the Chair, I haven't answered any questions relating to Steere Street works. I haven't received any questions on it either.

**Response: Mr Garry Adams – Chief Executive Officer**

So, if there's an item in the budget then it would have been flagged as a project. I'm not sure I'm not certain how much was allocated in this year's budget, and it may not relate to the works you are referring to as part of the previously flagged project. Some time ago a project was identified and funding was included in the budget, but I do not believe it was ever fully scoped or costed. I'm also not sure which specific budget item you are referring to, but Mr Gillham may be able to assist.

**Response: Mr Morgan Gillham – Director Projects and Environment**

Through the Chair, there is in fact \$40,000 in the materials and contracts budget for Steere street improvements.

**Question 2.: Mr Bruce Bebbington**

In relation to the new document on the website that has replaced the Rolling Action Sheet of Council resolutions, apparently prepared by the Governance Officer, could you explain why the December 2024 section shows every Council resolution as completed, with none listed as in progress?

**Response: Mr Garry Adams – Chief Executive Officer**

If it has been published showing all items as complete, then that is clearly not correct. Some resolutions were listed as in progress, and additional detail was to be included outlining the actions taken and any further actions required. If it has been uploaded in that form, we will review it and ensure it is corrected accordingly.

**Question 3.: Mr Bruce Bebbington**

In relation to the item in the Electors meeting which I think is 18.1, is it possible for each of those resolutions to be referred to rather than being en bloc for the whole report so that each item could be discussed?

**Response: Mr Garry Adams – Chief Executive Officer**

The recommendation is for Councillors to note the decisions made at the 2026 General Electors Meeting held on Thursday, 5 February, as outlined in the report. Councillors do not vote on each individual motion from the meeting. Instead, they are required to consider them.

If Councillors wish to take action on any motion, a separate motion must be moved—typically through a notice of motion at a future meeting. Motions are moved, seconded, and passed at the Electors Meeting, then referred to Council for consideration. The Administration provides advice on whether any action is recommended, and Council then decides whether to take the matter further.

**Question 4.: Mr Bruce Bebbington**

Why is there no reference in the officer report to the question taken on notice, given it was not included in the minutes or the officer comments?

Specifically, why is there no reference to the contaminated sites mentioned in the motion, including the civic area developments such as the Tourist Bureau, car parks, camping area, and the children's landscaping project? Additionally, why is there no mention of the contamination risk on the hill related to the 2022 fire and the former timber yard site-matters raised during the debate and addressed by Mr Gillham? Despite these omissions, Council is being asked to accept the officer comments.

**Response: Mr Garry Adams – Chief Executive Officer**

Mr Bebbington, some of the matters you raised may have been included in your statements at the Electors Meeting. However, the motion itself requested that, in relation to the contingent liabilities noted in the Annual Report and in the interest of public safety and WorkSafe requirements, the Shire undertake testing of all sites accessed by the public and Shire staff, with a report to be presented to Council by the June 26 Ordinary Council Meeting.

Our response to Council was therefore structured around the wording and intent of that motion. We provided advice on how contingent liabilities are managed, consistent with other local governments and in accordance with the Department of Water and Environmental Regulation. If there are concerns about specific sites, those can be raised and addressed separately through the normal process.

**Question 5.: Mr Bruce Bebbington**

The motion states that, in the interest of public safety and WorkSafe requirements, the Shire should undertake testing of all sites accessed by the public and Shire staff that are listed as contingent liabilities. It refers to all sites, not only those the Shire has chosen to investigate.

Can an officer report therefore be presented to Council that directly addresses the motion and provides a report on all contaminated sites? I had noted that Sunnyside Reserve was of less concern due to vegetation cover - although it was still referenced - while the Yornup tip site was also mentioned despite not being an area accessed by the public.

Why can the motion not be addressed as written, by reporting on all sites, rather than only those the Shire has chosen to include?

**Response: Mr Garry Adams – Chief Executive Officer**

I believe my previous answer addressed that. Our response outlines how these sites are currently managed, which is consistent with how other local governments manage similar sites.

If there are specific questions about particular developments - such as the visitor centre on the railway corridor - we can respond to those, but they would need to be taken on notice and addressed separately.

**ITEM 7      PETITIONS/DEPUTATIONS/PRESENTATIONS****ITEM 8      COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST****Mr Bruce Bebbington:****Comment on Item 18.1**

The first item on the agenda, 18.1, concerns motions from the Annual Electors Meeting, of which I am the mover of four motions. My first motion, on page 20, relates to Local Planning Scheme 6. I specifically requested that certain actions be taken during consultation, as required under the Town Planning and Development Act, but these were not done previously. The September 3rd motion only called for the scheme to be re-advertised according to the Act.

The current response states that affected individuals in the water catchment area will now be notified, but there is no Council resolution supporting this additional step. There is no explanation for why the community is not informed about changes to their properties, even though these changes are administrative. I also requested full maps showing current schemes 3 and 4 for comparison, but the Shire indicates it will only provide standard documents, which is insufficient. This is why I urge Councillors to support my motion—compliance with the Act should not require a separate motion.

Regarding contaminated sites, the response outlines that land must be cleared of contaminants before development. However, for projects like the car parks, the crossover, the community organic garden, and the newly approved shed, this has not been done. All sites should have been addressed, not just those the Shire has chosen to highlight.

Additionally, there is no reference to the 2022 fire or the memorial, which impacted the Shire depot development, even though Mr Gillham acknowledged this. The report instead refers only to historical contamination from 1966, ignoring the actual risk highlighted in 2022. The Shire has also redeveloped land requiring approval and clearance but has not completed this. My motion calls for all sites to be properly considered, not just the ones the Shire selectively discloses.

**Mr Bruce Bebbington****Comment on Item 19.3**

It's good that they've noticed another mistake in the document and want to fix it. However, the Act does **not** allow a second round of advertising. The process under the Act is specific: the scheme is advertised, presented to Council within a set timeframe (which they did not meet), and Council then determines whether it should be advertised. No additional advertising is permitted without extensions from the Department, which were not obtained. Yet the current action suggests otherwise, and the Rolling Action Sheet now incorrectly shows the Local Planning Scheme as complete after a second advertisement. This inaccuracy is serious given it's the Shire's most important planning document.

Regarding the water catchment area and changes in the commercial zone discussed at the September 3 Council meeting - despite acknowledging the need to individually notify affected residents, no action has been taken.

At that meeting, even a consultant town planner argued that these rules only applied to major developments, but the amendment clearly applies to **all developments**. The wording of the

motion and amendment should reflect that any development requiring planning approval in these areas must go to Council, not be left to officer discretion. Currently, the policy could allow exemptions for minor developments like a single house or shed, which undermines the intent of the scheme.

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**ITEM 9 APPLICATION FOR LEAVE OF ABSENCE**

*No matters for consideration*

**Shire President, Cr Stephen Carstairs moved a motion.**

**RESOLUTION: OCM 003-25/26**

Moved: Councillor S Carstairs

Seconded: Councillor K Gillies

**That Council:**

- 1. Suspends the operation of Clause 9.1 of the *Shire of Bridgetown-Greenbushes Standing Orders Local Law 2011*, specifically the requirement for members to rise when invited to speak; and**
- 2. Determines that for the duration of this meeting, any member wishing to speak, is to indicate by raising a hand and, when invited by the Presiding Member, may remain seated while addressing the Council through the Chair.**

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

**AGAINST:** Nil

**CARRIED 8/0**

**ITEM 10 CONFIRMATION OF MINUTES****10.1 Confirmation of Minutes: Ordinary Council Meeting – 17 December 2025****RESOLUTION: OCM 004-25/26**

Moved: Councillor T Pratico

Seconded: Councillor K Gillies

**That the Minutes of the Ordinary Council Meeting held on the 17 December 2025 be confirmed as a true and accurate record.**

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

**AGAINST:** Nil

**CARRIED 8/0**

**10.2 Confirmation of Minutes: Special Council Meeting – 10 February 2026****RESOLUTION: OCM 005-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor T Pratico

**That the Minutes of the Special Council Meeting held on the 10 February 2026 be confirmed as a true and accurate record.**

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

**AGAINST:** Nil

**CARRIED 8/0****ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

**14 January 2026:** meeting with Shadow Minister for Forestry & Aged Care Mr Bevan Eatts. The shire's CEO was also in attendance.

Key matters for consideration included:

- Scarcity of 'safe housing' accommodation for those at risk of domestic violence; and
- Proliferation of 'air-bnb' in Mr Eatts' electorate e.g. 2000+ in Busselton & 100+ in Bridgetown.

**20 January 2026:** Talison Stakeholder Committee meeting, also attended by Rob Telford (Talison CEO).

Key matters for discussion included:

- The 120 decibel mine blast that occurred on Sunday 11 Jan '25: the cause; community impacts & response; and mitigation steps going forward;
- Talison's 'Collaborative Long Term Planning priorities e.g. community liveability and well being; land use compatibility; and inclusive collaboration.

**26 January 2026:** Australia Day Celebrations. Several councillors participated in making the breakfast a pleasant one for the community, along with the shire's CEO and several of his staff.

We celebrated the citizenship ceremony of some 9 new Australians; the shire's very wonderful 2025 citizen of the year - Dr Sarah Youngson; and the active citizen group of the year – the Rotary Club of Bridgetown. Once again, congratulations to those very worthy 2025 recipients.

**4 February 2026:** we attended the Bridgetown Historical Society's 'Orchard Museum' opening, Attendees at the opening included Crs Gillies, Boyle and Lansdell, and was also attended by the shire's CEO. The opening was very well attended, and the new exhibits were curious to say the least.

**10 February 2026:** the shire's CEO and I attended the Warren Blackwood Alliance of Councils (WBAC) board meeting in Manjimup. A focus of the meeting being the impact of the Forest Product Commission council rates expense transferring to the Office of State Revenue, rather than being paid to the respective shires that raise the rates. During December 2025 & January 2026, members of the alliance prepared for and attended a meeting with Minister Jackie Jarvis (Minister for Agriculture and Food, Forestry, Fisheries, Small Business and Mid West), to address the rates matter. Consequently, the alliance determined to take the matter up in a number of media press releases you may have seen.

**17 February 2025:** Cr Fletcher and I attended a Local Emergency Management Committee (LEMC) meeting at the Incident Control Centre (ICC) in Bridgetown. At the meeting Cr Fletcher was nominated for presiding committee member, and presided over the meeting. Chris Clelland (WAPol) nominated for deputy presiding member.

**20 February 2026:** the shire's CEO and I attended WALGA's south west zone meeting in Busselton, of which there were a number of interesting presentations. The Mayor of Busselton Mr Phil Cronin provided updates on:

- Key initiatives e.g. a newly proposed indoor sports centre;
- The airport's positive impacts on the region; and
- That some 35%+ of rates notices are sent out to post office boxes outside of the district of Busselton – which is very interesting.

WA Police Superintendent Mr Paul Van Noort gave a very detailed overview of 2024-25 crime statistics for the south-west relative to other police zones, and year to date stats for 2025-26. On a positive note, the stats showed some decline in crime committed, domestic violence crime excepted.

Cr Karen Chappel (WALGA State President) concluded her president's report with saying " ... (Karen) felt that it was time for councils to have some serious conversations ...". I take this to mean that Cr Chappel believes that 'amalgamations of councils' may be back on the state government's agenda.

**23 February 2026:** there was a follow up meeting to WBAC's 10 Feb 2025 board meeting, which was again attended by the shire's CEO & I. The meeting dealt with some 'general housekeeping' issues, and then did some priority setting for administering the alliance going forward.

**25 February 2026:** Crs Pratico, Pearce, Fletcher, McRae, Robinson and I, along with the shire's CEO and a number of his staff, attended a Talison mine site tour in Greenbushes.

## **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 Services
- Development, Community and Infrastructure

**ITEM 15 CEO'S OFFICE**

*No matters for consideration*

UNOFFICIAL

**ITEM 16 CORPORATE ECONOMIC AND COMMUNITY SERVICES**

17.1 List of Accounts for December 2025

**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 - December 2025

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

**RESOLUTION: OCM 006-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor T Pratico

**That Council Receives the December 2025 List of Accounts.**

**FOR:** Crs S Carstairs, R Redman, J Boyle, M Fletcher, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**ABSTAINED:** Cr T Pratico

**CARRIED 7/0**

**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

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

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

In December 2025 the list of accounts is summarised below:

Municipal Direct Debits Payments	86,329.57
Municipal EFT Payments	2,181,608.39
Municipal Cheque Payments	320.60

Corporate Credit Card Payments	5,165.77
Fuel Card Payments	3,948.75
BPAY Payments	111,308.34
Licencing Direct Debit Payments (DoT Agent)	74,572.20
Trust Payments	4,507.35
<b>Total Payments for December 2025</b>	<b>\$ 2,467,760.97</b>

## BACKGROUND

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

- a) the payee's name; and
- b) the amount of the payment; and
- c) the date of the payment; and
- d) sufficient information to identify the transaction.

The list of accounts is to be:

- a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b) recorded in the minutes of that meeting.

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

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

## POLICY IMPLICATIONS

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

FM 7 - Corporate Credit Cards

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

## CORPORATE BUSINESS PLAN

Nil

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

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

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

**COMMENT**

Nil.

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17.2 List of Accounts for January 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 January 2026

**Voting Requirements** Simple Majority

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

At 5:55pm, Cr Tony Pratico declared a financial interest in the matter, as he supplied ice creams for Australia Day.

Cr Pratico left the meeting at 5:55pm and did not participate in discussion or voting on the item.

**RESOLUTION: OCM 007-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor K Gillies

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

**FOR:** Crs S Carstairs, R Redman, J Boyle, M Fletcher, K Gillies, S Robinson and A McRae

**AGAINST:** Nil

**ABSTAINED:** Cr T Pratico

**CARRIED 7/0**

At 6:04 pm, Cr Tony Pratico returned to the meeting.

**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

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

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

In January 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	86,807.82
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Municipal EFT Payments	1,533,692.33
Municipal Cheque Payments	1,293.90
Corporate Credit Card Payments	1,701.30
Fuel Card Payments	4,654.65
BPAY Payments	4,236.59
Licencing Direct Debit Payments (DoT Agent)	95,107.00
Trust Payments	2,427.00
<b>Total Payments for January 2026</b>	<b>\$1,729,920.59</b>

## BACKGROUND

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

- a) the payee's name; and
- b) the amount of the payment; and
- c) the date of the payment; and
- d) sufficient information to identify the transaction.

The list of accounts is to be:

- a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b) recorded in the minutes of that meeting.

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

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

## POLICY IMPLICATIONS

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

FM 7 - Corporate Credit Cards

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

**CORPORATE BUSINESS PLAN**

Nil

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

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

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

**COMMENT**

Nil.

## 17.3 Monthly Financial Report December 2025

**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 December 2025

**Voting Requirements** Simple Majority

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

**RESOLUTION: OCM 008-25/26**

Moved: Councillor R Redman

Seconded: Councillor M Fletcher

**That Council receives the December 2025 Financial Activity Statements**

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

**AGAINST:** Nil

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

The purpose of the report is for Council to receive the December 2025 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 31 December 2025:

- Operating Income is under budget by 1.85%; and
- Operating Expenditure is under budget by 0.60%.

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

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Operating grants, subsidies and contributions	(206,184)	(18.19%)	▼	Timing	Variance due to Talison operating funding estimated to be received before 31st December.
Interest revenue	(27,450)	(16.32%)	▼	Timing	Delay in placing funds into term deposits due to the delay in budget adoption and the subsequent late release of rates notices. To be reforecast and adjusted at mid-year review.
Other revenue	46,364	41.83%	▲	Timing	Income is higher than budget due to increased workers compensation and insurance claim reimbursements of 37k and other minor reimbursements from third parties.
<b>Expenditure from operating activities</b>					
Employee costs	(108,726)	(2.72%)	▼	Timing	Workers Compensation Insurance for 26/27 has come in higher than last year and budget by 70k, FBT accrual year to date is over budget by 5k. In addition, training course expenses are 25k below budget year to date, this is likely to be expended by the end of the financial year.
Materials and contracts	161,052	7.02%	▲	Timing	There is a timing difference due to a delay in receiving domestic refuse and general recycling invoices for December. There are also timing differences in several accounts year to date due to projects that will be started in the new year.
Utility charges	44,488	24.26%	▲	Timing	Utility charges accounts are currently under budget due to the natural timing of bill cycles over different shire assets, and the timing of the use of water over the season. This is expected to even out over the warmer months. In addition standpipe usage is lower than expected ytd, but this is also expected to increase as the year progresses.

Insurance	(33,228)	(8.87%)	▼	Timing	Variance is due to the timing of budgeted insurance instalments not matching the receipt of invoices. This is expected to even out over the rest of the financial year.
<b>INVESTING ACTIVITIES</b>					
Capital grants, subsidies and contributions	(443,832)	(47.45%)	▼	Timing	Mostly relates to the payment for the EV charger, which will not be recognised until installation is complete
Proceeds from disposal of assets	(165,159)	(98.31%)	▼	Timing	Sale of disposal of assets coming in lower than budget year to date.
Purchase of property, plant and equipment	170,824	8.27%	▼	Timing	Refer to Note 8 for tracking of individual projects
Purchase and construction of infrastructure	534,594	51.45%	▼	Timing	Refer to Note 8 for tracking of individual projects
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	41,261	36.99%	▲	Timing	Variance due to phasing of Loan Principal on loans budget not being aligned with loan repayment schedules. This will be adjusted at mid-year budget review
Payments for principal portion of lease liabilities	10,786	19.89%	▲	Timing	Phasing of lease principal repayments are ahead of actual expenditure to date. Refer to Note 5 for more details.
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**

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

### **FINANCIAL IMPLICATIONS**

The operating budget is broadly in line with budget, with an overall operating surplus of \$3.37m, marginally below the YTD budget of \$3.48m (approx. 3% variance). A review of employment costs is currently underway to ensure wages that are attributable to capital works are costed to the relevant capital budget.

Delays in the capital program are reflective of project timing and procurement scheduling, with many projects currently in planning phases. Works for these jobs will commence in the second half of the year.

### **STRATEGIC COMMUNITY PLAN**

14 Effective governance and financial management.

### **CORPORATE BUSINESS PLAN**

Nil

### **LONG TERM FINANCIAL PLAN**

Nil

### **ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

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

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

**COMMENT**

Nil

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**ITEM 17 EXECUTIVE SERVICES UNIT**

## 18.1 Motions from Electors Meeting

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments** 1. General Electors Meeting Minutes**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 009-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor R Redman

This report allows Council to consider the outcome of the Elector's General Meeting held Thursday, 5 February 2026.

**Officer Recommendation**

1. **That the Minutes of the 2026 General Electors Meeting held on Thursday, 5 February 2026 and contained in the Attachments be received.**
2. **That Council notes the decisions made at the 2026 General Electors Meeting held Thursday, 5 February 2026 as outlined in the body of this report and requests that each motion be brought to a future Concept Forum.**

**FOR:** Crs S Carstairs, R Redman, J Boyle, M Fletcher, T Pratico, K Gillies, S Robinson and A McRae**AGAINST:** Nil**CARRIED 8/0****SUSPENSION OF STANDING ORDERS**

Moved: Councillor R Redman

Seconded: Councillor K Gillies

**A motion was moved that Council suspend standing orders to allow for informal discussion.****CARRIED 8/0**

**RESUMPTION OF STANDING ORDERS**

Moved: Councillor M Fletcher

Seconded: Councillor K Gillies

**A motion was moved that Council resume standing orders.**

**CARRIED 8/0**

**BACKGROUND**

Section 5.26 of *The Local Government Act 1995* requires every local government to hold an Annual General Meeting of Electors. The Electors Meeting for the Shire of Bridgetown-Greenbushes was held on Thursday, 5 February 2026 in the Shire Chambers. It was attended by 8 Shire Councillors and 7 other Electors.

The meeting allows for Electors of the district to move and vote on motions which are then required (under Section 5.33 (1)) of the Act “to be considered at the next ordinary Council meeting or if that is not practicable – (a) at the first ordinary council meeting after that meeting or (b) at a special council meeting called for that purpose, whichever happens first.”

**MOTION 1**

***“Moved: Mr Nick Maxfield***

***Seconded: Ms Ingrid Barker***

*That the 2024/25 Shire of Bridgetown-Greenbushes Annual Report, the 2024/25 Annual Financial Statements and the 2024/25 Auditor’s Report, be RECEIVED.*

***The Motion was put and declared CARRIED”***

**MOTION 2**

***“Moved: Ms Ingrid Barker***

***Seconded: Ms Tessa Dittrich***

*That the Shire consults with the community about whether Australia Day should be celebrated and the citizenship awards should be given out on January 26 every year.*

***The Motion was put and declared CARRIED”***

**OFFICER COMMENT:**

The motion seeks community consultation rather than an immediate change to current arrangements.

Australia Day (26 January) has been determined by the Federal Government as the nationally recognised date for Australia Day celebrations. Council currently holds its community celebration on this date, consistent with national practice. Whilst some local governments have determined not to hold celebrations on that day, most local governments still do. Whilst it is recognised that many First Nations people have long seen this date as a day of mourning and believe that the date should be changed, the Federal Government has so far resisted requests to change the date. Regardless of any Council decisions, the date of Australia Day will remain unchanged until such time as the Federal Government determines otherwise.

While the Shire also conducts a citizenship ceremony as part of the event, these ceremonies are subject to Commonwealth guidelines and approved arrangements. Any change to the timing of citizenship ceremonies would need to align with the requirement to hold a citizenship ceremony on Australia day, or the three days prior or three days after Australia Day.

The celebration of Australia Day is acknowledged as one that may generate differing views within the community and is likely to be divisive whilst also unlikely to provide Council with a clear way forward. Should Council resolve to consult, it would need to determine:

- The objectives of the consultation;
- The scope of consultation (celebration event only, citizenship ceremony only, or both);
- The method of consultation (survey, community forum, online engagement, etc.);
- Budget allocation and officer resources required; and
- How the results would inform a future Council decision.

Given the low level of community participation, Council should also be mindful that participation at an Electors Meeting does not necessarily reflect the broader community view.

Given that any decision of Council will not change the date of Australia Day, it is not recommended that Council undertakes consultation on this matter.

Alternatively, if Council does wish to undertake consultation, the following motion could be moved:

*“That Council requests the CEO to prepare and present a report outlining the proposed scope, methodology, resource implications, timeline, and estimated cost of undertaking community consultation regarding the Shire’s Australia Day celebrations, for Council’s consideration prior to any consultation proceeding.”*

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### **MOTION 3:**

**“Moved:** Mr Bruce Bebbington

**Seconded:** Brian Moore

*That in line with the Shire President’s announcement of 6 May 2025 regarding the “perception the Shire has lost touch with the community” and in accordance with the schedule presented in the agenda attachments for the 26 November 2025 council meeting that stated the Shire conducts community forums and information sessions, precinct and township meetings, budget and strategic workshops, and local events designed to strengthen participation and transparency in council decision-making, Council no later than the March 2026 Ordinary Council Meeting determines:*

- A) The date of the 2026 budget planning workshop*
- B) A strategic planning workshop before the presentation of draft LPS6 to Council*

- C) *The dates of precinct or town meetings to be held quarterly*

***The Motion was put and declared CARRIED***

**OFFICER COMMENT:**

The motion requests that Council schedule a budget planning workshop, a strategic planning workshop prior to draft LPS6, and quarterly precinct or township meetings. The mover of this motion referred to a November 2025 report that related to the matter of Council Question and Answer sessions and listed a number of options that Council has for undertaking community engagement. It was not intended that Council would be undertaking all of these methods of engagement.

The Shire may conduct community forums, information sessions, precinct or township meetings, or workshops when a specific need arises. These activities are not routine and are not part of ongoing Council engagement. Consultation for specific projects, such as draft Local Planning Scheme 6 (LPS6), is already underway and being managed in accordance with legislative and project requirements as outlined in the response to Motion 4 below.

Council meetings remain open to the public, and Councillors and the Chief Executive Officer are always available for community contact. The Council itself is the primary mechanism through which the community is represented and heard.

Accordingly, the motion is not practical and cannot be implemented as proposed.

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**MOTION 4**

***“Moved: Mr Bruce Bebbington***

***Seconded: Cr Lyndon Pearce***

*That when the modifications to draft Local Planning Scheme 6 are advertised, pursuant to the motion passed at the Special Council Meeting on 3 September 2025, the advertising and consultation is to:*

- A) *Include the maps with TPS3 and TPS4 and proposed changes under LPS6 to be displayed at the Shire Offices, Bridgetown Library, and Greenbushes CRC.*
- B) *The proposed text and maps remain on the Shire website until such time as Council makes a determination on draft LPS6.*
- C) *A public forum be held at least three weeks before the close of submissions.*
- D) *Be sent to every landowner affected by the changes, specifically but not limited to instances where:*
  - 1. *There is a change to the R code density, including the introduction of an R code density*
  - 2. *The introduction of restrictions for water catchment areas*
  - 3. *Flood-prone areas are introduced*
  - 4. *The deletion of special residential zones*
  - 5. *The removal of building envelopes*

***The Motion was put and declared CARRIED***

**OFFICER COMMENT:**

Council at a Special meeting on the 3 September 2025 considered a report from staff to support the Draft Local Planning Scheme for Final approval. Council resolved to advertise the proposed modifications for the draft LPS 6 in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*. The consultation will be for 60 days.

The consultation will include:

- Making a hard copy of the LPS 6 (Text and Maps) available at the Shire offices, library and Greenbushes CRC.
- Placing a notice in the Bridgetown – Manjimup Times, Mail Bag and Greenbushes Balingup newsletter.
- Shire Facebook page.
- Shire website.
- The Shire writing to every landowner who are within the Donnelly River Water Reserve (as depicted on the draft maps) to inform that the introduction of a special control area will apply relating to protection of the water within this water reserve.

The second round of consultation is already set by resolution of Council and staff are currently planning for its delivery and the expanded consultation as per motion 3 is not necessary.

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**MOTION 5**

***“Moved: Mr Bruce Bebbington***

***Seconded: Cr Rebecca Redman***

*That in relation to the contingent liabilities in the Annual Report, and in the interests of public safety and WorkSafe requirements, the Shire undertakes testing of all sites accessed by the public and Shire staff, with a report to be presented back to Council at or by the June 2026 Ordinary Council Meeting.*

***The Motion was put and declared CARRIED”***

**OFFICER COMMENT:**

These sites are memorialised by the Department of Water & Environmental Regulation (DWER) as ‘Possibly Contaminated’. Given that a memorial has been registered against the sites, under section 58(6) of the Act, the Western Australian Planning Commission may not approve the subdivision of the land under Section 35 of the Planning and Development Act 2005, or the amalgamation of that land with any other land without seeking, and taking into account, the advice of the department as to the suitability of the land for subdivision or amalgamation. Furthermore, a responsible authority (e.g. Local Government Authorities) may not grant approval under a scheme for any proposed development of the land without seeking, and taking into account, advice from the department as to the suitability of the proposed development.

This motion seeks to have the Shire undertake Preliminary Site Investigations (PSI) on publicly accessed sites across the Shire, including the Bridgetown Waste Facility, Bridgetown Sportsground, Bridgetown depot site and Sunnyside reserve.

A PSI is a significant piece of work developed by specialist environmental consultants in line with the DWER guidelines. It involves researching the full history of the entire area of a parcel of land that has the memorial over it. As the potential contaminant is not identified in a memorial, the PSI can then require hydrogeological investigations and potential ground water monitoring bores, surface and subsurface soil sampling and testing, noting it would be a requirement for this sampling and testing to occur across the memorialised lot.

A memorial registered under the Act has effect until it is formally withdrawn. It should be noted that the PSI undertaken on the new Depot Site to facilitate Lot subdivision and amalgamation included detailed historical investigations across that lot (that includes the Bridgetown Sportsground areas and surrounding bushland). This historical investigation dating back to before 1966 showed no landfilling in the area prior to the trotting track development and following playing fields. It can therefore reasonably be assumed that there is no immediate risk to the public given their current use. Further investigation of these sites would only usually be undertaken where there is a proposal to use the site for a different purpose and or subdivide the site. The reason for inclusion in the Annual Report is to flag that there is a future unquantified cost associated with undertaking work to remove the memorial or use the site in a different manner. As stated in the Annual Report the way these sites are being managed and reported on by the Shire is consistent with the DWER Guidelines.

The cost of undertaking PSI studies across all publicly accessible site would be significant, for example to undertake a PSI over the Bridgetown Sportsground with a view to remove the Memorial, the study would need to include the full extent of that lot, including bushland to the north-east. A fair estimate for the development of a PSI over this site would be in the vicinity of \$120,000, and this would be an informing document only.

A similar process and cost would be required for other sites, with the exception of the waste facility which will likely remain a contaminated site once closed.

**MOTION 6**

**“Moved:** Mr Bruce Bebbington  
**Seconded:** Cr Rebecca Redman

*That Council directs the Shire to review and re-advertise the proposal for Steere Street, Civic Place, and Stewart Street due to changes in the area, such as the Visitors Centre, with a report to be presented to Council by the April 2026 Council Meeting.*

***The Motion was put and declared CARRIED”***

**OFFICER COMMENT**

Current officers were not aware of this project, however existing documentation, Community Consultation material and previous motions have now been located for review and a report will be provided to Council upon completion of the review.

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**IN BRIEF**

At the Electors Meeting held on 5 February 2026, five motions were submitted by attendees requesting:

- Community consultation regarding Australia Day celebrations and citizenship awards (MOTION 1)
- Scheduling of budget, strategic planning workshops, and precinct/town meetings to enhance community engagement (MOTION 2)
- Public consultation and advertising requirements for modifications to draft Local Planning Scheme 6 (MOTION 3)
- Testing of sites accessed by the public and Shire staff, addressing contingent liabilities (MOTION 4)
- Review and re-advertisement of proposals for Steere Street, Civic Place, and Stewart Street due to changes in the area (MOTION 5)

Council is requested to note the motions and consider officer advice regarding implementation, consultation, and reporting.

**MATTER FOR CONSIDERATION**

To provide Council with the motions raised at the Electors Meeting and outline the legislative, operational, and governance implications, so that Council can determine appropriate actions.

**BACKGROUND**

The *Local Government Act 1995* allows electors to submit motions for consideration at Electors Meetings. The most recent Electors Meeting was held on 5 February 2026, during which five motions were received, covering community consultation, planning, public safety, and infrastructure matters.

Council is required to consider the motions and determine any required actions or responses in accordance with governance procedures.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

CR 3 - Community Engagement

## **FINANCIAL IMPLICATIONS**

Implementation of the motions may require:

- Costs associated with community consultation and advertising (MOTIONS 2 & 4)
- Workshops and precinct/town meetings (MOTION 3)
- Safety testing of sites (MOTION 5)
- Review and re-advertisement of street proposals (MOTION 6)

Specific financial implications will require officer assessment and reporting.

## **STRATEGIC COMMUNITY PLAN**

- 1 A growing community that is diverse, welcoming and inclusive.**
- 2 A well-governed and resilient organisation.**
- 3 A safe and sustainable environment**

## **CORPORATE BUSINESS PLAN**

Implementation of actions arising from the motions may impact operational planning in the following areas:

- Community engagement and communications
- Strategic and budget planning
- Planning and development approvals
- Infrastructure and asset management
- Occupational health and safety compliance

## **LONG TERM FINANCIAL PLAN**

Any budgetary requirements arising from the motions will be considered in line with the Long Term Financial Plan and reported through ordinary Council processes.

## **ASSET MANAGEMENT PLANS**

Motions relating to infrastructure and street planning (MOTION 6) may require review and updates to relevant asset management plans.

## **WORKFORCE PLAN**

Delivery of workshops, community forums, safety testing, and consultation processes will require allocation of staff resources.

**RISK MANAGEMENT**

- Failure to appropriately consider motions from electors may impact compliance with the Local Government Act and community trust.

**COMMENT**

Five motions from the Electors Meeting provide guidance on community expectations, strategic planning, and public safety. Officers have provided comment on each Motion for Council consideration.

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## 18.2 Revocation of Superseded Policies and Adoption of New Council Policies

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments**

1. CR 1 - Public Relations - Press Releases
2. CR 9 - Social Media
3. CE 2 - Media and Public Relations Policy (27 June 2024)
4. DRAFT Communications and Media
5. DRAFT Execution of Documents

**Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**OFFICER RECOMMENDATION****That Council**

1. **Adopts the *Execution of Documents Policy*;**
2. **Revokes *CUS1 – Feedback*;**
3. **Revokes CR1 – Public Relations – Press Releases, CR9 – Social Media, and CE2 – Media and Public Relations Policy;**
4. **Adopts the *Communications and Media Policy*;**
5. **Authorises the Chief Executive Officer to make minor administrative updates to the adopted policies to ensure ongoing legislative compliance and clarity, provided no change is made to the intent or effect of the policies.**

**RESOLUTION: OCM 010-25/26**

Moved: Councillor K Gillies

Seconded: Councillor R Redman

**That Council:**

1. **Defers adoption of the Execution of Documents Policy until a Category 2 register of documents can be presented to Council.**
2. **Defers revocation of CUS1 – Feedback Policy until the Customer Service Charter has been reviewed.**
3. **Revokes CR1 – Public Relations – Press Releases, CR9 – Social Media, and CE2 – Media and Public Relations Policy.**
4. **Adopts the *Communications and Media Policy*.**

**5. Authorises the Chief Executive Officer to make minor administrative updates to the adopted policies to ensure ongoing legislative compliance and clarity, provided no change is made to the intent or effect of the policies.**

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

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 8/0**

### IN BRIEF

This report presents one new governance policy, one updated governance policy and the revocation of three existing policies for Council adoption and recommends the revocation of three existing policies that are outdated, fragmented or no longer legally compliant.

The proposed policies align with contemporary local government practice, current legislative requirements and governance expectations, and provide clearer authority, accountability and operational guidance. Revocation of the superseded policies will reduce legal, governance and reputational risk and ensure a coherent and modern policy framework.

### MATTER FOR CONSIDERATION

Council is asked to consider the adoption of one new governance policy, one updated governance policy and the revocation of four existing policies that no longer reflect current legislative, operational or governance requirements.

### BACKGROUND

Local government governance, accountability and communication practices have evolved significantly in recent years, including changes to legislative requirements relating to conduct, record keeping, freedom of information, media engagement and digital communications.

A review of the Shire's policy register identified several communication-related policies that were developed at different times, under earlier governance arrangements, and which now operate independently and inconsistently. In particular:

- Multiple policies address overlapping aspects of media, public relations and social media without a unified framework;
- Existing policies focus narrowly on specific communication channels rather than end-to-end accountability, authority and compliance; and
- The feedback policy reflects superseded complaint-handling arrangements and involvement of Council Members that is inconsistent with current legislation and guidelines.

The proposed policies address these deficiencies and help to modernise the Shire's governance framework.

Councillors attended a workshop at which the proposed policy and governance changes were presented and discussed in detail. Following the workshop, Councillors were invited to provide feedback; however, no feedback proposing any further changes was received.

**STATUTORY ENVIRONMENT**

*Local Government (Administration) Regulations 1996*

*Local Government Act 1995*

**POLICY IMPLICATIONS**

CR 9 – Social Media

CUS 1 - Complaints

CR 3 - Community Engagement

**Adoption - Communications and Media Policy**

The Communications and Media Policy establishes a single, consolidated framework governing:

- Official communications with the community;
- Media relations and spokesperson authority;
- Social media use, moderation and governance;
- Distinction between official and personal communications by Council Members and Officers; and
- Record keeping and freedom of information obligations.

The policy replaces and supersedes *CR1 – Public Relations – Press Releases*, *CR9 – Social Media*, and *CE2 – Media and Public Relations Policy*, removing duplication and inconsistency and aligning communication practices with contemporary governance and legislative requirements.

**Adoption - Execution of Documents Policy (P9)**

The Execution of Documents Policy provides clear guidance on how documents are executed on behalf of the Shire in compliance with section 9.49A of the *Local Government Act 1995*.

The policy establishes document categories, clarifies when the Common Seal is required, identifies authorised officers, and promotes consistency, accountability and legal compliance. This policy is consistent with model policies across the local government sector.

**Revocation - CUS1 Feedback Policy**

The CUS1 Feedback Policy is no longer fit for purpose. It is based on superseded legislation, combines multiple complaint types governed by different statutory frameworks, and permits Councillor involvement in complaint decision-making that is no longer lawful. Retaining this policy exposes the Shire to legal, governance and reputational risk.

**Revocation - CR1, CR9 and CE2**

CR1 - Public Relations - Press Releases, CR9 - Social Media, and CE2 - Media and Public Relations Policy are fragmented, outdated and inconsistent with contemporary communication, engagement and governance expectations. Maintaining multiple overlapping policies increases the risk of inconsistent messaging, unclear authority, non-compliance with record keeping obligations, and confusion regarding spokesperson roles.

These policies are replaced by the consolidated Communications and Media Policy.

**FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with the adoption or revocation of these policies.

**STRATEGIC COMMUNITY PLAN****15 A well informed and engaged community.**

The proposed policies support Strategic Community Plan objectives relating to:

- Ethical leadership and good governance;
- Community trust and confidence in Council; and
- Transparent and accountable decision-making.

**CORPORATE BUSINESS PLAN**

The adoption of the proposed policies supports Corporate Business Plan actions relating to governance reform, compliance, risk management and organisational accountability.

**LONG TERM FINANCIAL PLAN**

No impact identified.

**ASSET MANAGEMENT PLANS**

Not applicable.

**WORKFORCE PLAN**

The policies provide clear governance expectations for employees and contractors, supporting consistent decision-making, accountability and compliance with legislative obligations.

**RISK MANAGEMENT**

Failure to adopt updated governance policies and revoke outdated policies exposes the Shire to:

- Legislative non-compliance;
- Governance and reputational risk;
- Inconsistent or unauthorised communication practices; and
- Increased likelihood of regulatory scrutiny.

Adoption of the proposed policies and revocation of superseded policies mitigates these risks.

**COMMENT**

The proposed Communications and Media Policy and Execution of Documents Policy provide a modern, integrated and legally robust governance framework. Revocation of the CUS1, CR1, CR9 and CE2 policies removes outdated and inconsistent controls and reduces risk.

Together, these changes strengthen accountability, improve clarity and ensure the Shire's policy framework reflects current legislation, best practice and contemporary community expectations.

## 18.3 Council Concept Forums and Workshops

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments**  
1. DRAFT Policy - Council Concept Forums and Workshops  
2. G 23 - Concept Forums**Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 011-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor J Boyle

**That Council**

1. **Revokes the G23 – Concept Forums Policy;**
2. **Adopts the Council Concept Forums and Workshops Policy; and**
3. **Authorises the Chief Executive Officer to make minor administrative updates to the adopted policy to ensure ongoing legislative compliance and operational clarity, provided no change is made to the intent or effect of the policy.**
4. **Requests that up to 30 minutes be provided at the start of each Concept Forum or Workshop for Councillors to raise issues without having to put them on the agenda.**

**FOR:** Crs S Carstairs, R Redman, J Boyle, M Fletcher, T Pratico, K Gillies, S Robinson and A McRae**AGAINST:** Nil**CARRIED BY ABSOLUTE MAJORITY 8/0****IN BRIEF**

This report recommends the revocation of the existing G23 – Concept Forums Policy and the adoption of a new Council Concept Forums and Workshops Policy.

The new policy modernises the governance framework for Concept Forums and Workshops, clearly establishes their purpose as non-decision-making forums, and strengthens compliance with legislative, probity and governance requirements. The proposed approach supports informed, transparent and effective Council decision-making while reducing governance and reputational risk.

**MATTER FOR CONSIDERATION**

Council is required to consider whether to revoke the existing G23 Concept Forums Policy and adopt the new Council Concept Forums and Workshops Policy to ensure informal engagement forums are conducted in a manner consistent with legislative requirements and contemporary governance standards.

The proposed schedule for Concept Forums for 2026 is for meetings to be held on the second Thursday of each month, commencing at 5.30pm in the Council Chambers. Workshops may also be convened as required, subject to operational needs and Council direction.

The first Concept Forum is to be held on Thursday, 12 March 2026 commencing at 5.30pm.

## **BACKGROUND**

Concept Forums and Workshops are used by the Shire to facilitate early-stage discussion of ideas, strategies, initiatives and complex matters prior to formal consideration by Council.

The existing G23 Concept Forums Policy was developed under earlier governance arrangements and does not adequately reflect current legislative obligations, probity expectations or best practice principles regarding transparency, record keeping and the separation between engagement and decision-making.

A review of the policy identified the need for a clearer, more structured framework to ensure that Concept Forums and Workshops:

- Are clearly distinguished from Council meetings;
- Do not involve decision-making or testing of voting intentions; and
- Are conducted in a manner that supports, , formal Council decision-making processes.

Councillors attended a workshop at which the proposed policy and governance changes were presented and discussed in detail. Following the workshop, Councillors were invited to provide feedback; however, no feedback proposing any further changes was received.

## **STATUTORY ENVIRONMENT**

*Local Government (Rules of Conduct) Regulations 2007*

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*State Records Act 2000*

*Freedom of Information Act 1992*

*Shire of Bridgetown-Greenbushes Standing Orders Local Law*

*Shire of Bridgetown-Greenbushes Code of Conduct*

Under the Act, Council must ensure that informal engagement forums do not circumvent statutory meeting procedures, decision-making requirements or accountability obligations.

## **POLICY IMPLICATIONS**

G 23 - Concept Forums

### **Revocation – G23 Concept Forums Policy**

The existing G23 policy does not provide sufficient clarity regarding the purpose, conduct and limitations of Concept Forums and does not adequately address governance, probity and record-keeping requirements. Retention of the policy creates governance and reputational risk and potential confusion regarding Council's decision-making processes.

### **Adoption – Council Concept Forums and Workshops Policy**

The new policy:

- Clearly defines Concept Forums and Workshops as non-decision-making forums;
- Establishes clear objectives, scope and governance controls;
- Clarifies roles and responsibilities of the Shire President, Councillors, CEO and officers;
- Sets out procedures for calling meetings, agenda preparation, notice, conduct and records;
- Reinforces compliance with the Local Government Act 1995, Code of Conduct and conflict of interest requirements; and
- Improves transparency by requiring reporting of attendance and matters discussed to Council.

Adoption of the new policy provides a contemporary, structured and defensible framework for informal Council engagement.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with revoking the existing policy and adopting the new Council Concept Forums and Workshops Policy.

### **STRATEGIC COMMUNITY PLAN**

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

The policy supports Strategic Community Plan objectives relating to:

- Strong and ethical leadership;
- Informed and effective decision-making; and
- Transparent and accountable governance.

### **CORPORATE BUSINESS PLAN**

Adoption of the policy supports Corporate Business Plan actions relating to governance improvement, risk management and effective collaboration between Council and administration.

### **LONG TERM FINANCIAL PLAN**

No impact identified.

### **ASSET MANAGEMENT PLANS**

Not applicable.

### **WORKFORCE PLAN**

The policy provides clear guidance for officers involved in planning and facilitating Concept Forums and Workshops, supporting consistent, compliant and professional engagement practices.

### **RISK MANAGEMENT**

Failure to update the Concept Forums governance framework exposes the Shire to:

- Governance and compliance risk;
- Perceived or actual circumvention of Council meeting procedures;
- Reduced transparency and accountability; and

- Reputational risk.

Revocation of the existing policy and adoption of the new policy mitigates these risks by establishing clear controls and expectations.

#### **COMMENT**

The Council Concept Forums and Workshops Policy provides a modern, structured and legally robust framework for informal engagement forums that support, but do not replace, formal Council decision-making.

Revoking the existing G23 Concept Forums Policy and adopting the new policy will improve clarity, strengthen governance, reduce risk and support informed and effective Council decision-making.

DRAFT

18.4 DRAFT Policy - Advisory and Working Groups

**File Ref**

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

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

**Attachments** 1. DRAFT Policy - Advisory and Working Groups  
2. CR 8 - Advisory Committees

**Voting Requirements** Absolute Majority

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

**RESOLUTION: OCM 012-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor T Pratico

**That Council:**

1. **Revokes CR8 - Advisory Committees Policy;**
2. **Disbands the following committees established under section 5.8 of the *Local Government Act 1995*:**
  - **Access and Inclusion Advisory Committee;**
  - **Youth Services Advisory Committee; and**
  - **RoadWise Working Group.**
3. **Adopts the Advisory and Working Groups Policy.**
4. **Establishes the Access and Inclusion Advisory Group, Youth Services Advisory Group and RoadWise Working Group as non-statutory advisory / working groups under the adopted policy.**
5. **Confirms that existing councillor members of the disbanded section 5.8 committees continue as members of the corresponding advisory or working groups; and**
6. **Authorises the Chief Executive Officer to make minor administrative updates to the adopted policies to ensure ongoing legislative compliance and clarity, provided no change is made to the intent or effect of the policies.**

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

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**IN BRIEF**

This report recommends the revocation of the existing CR8 - Advisory Committees Policy, the formal disbanding of three statutory committees established under section 5.8 of the *Local Government Act 1995*, and the adoption of a new Advisory and Working Groups Policy.

The proposed policy establishes a contemporary and flexible governance framework for Council-established advisory and working groups that are non-statutory in nature, while maintaining transparency, accountability and effective community engagement.

### **MATTER FOR CONSIDERATION**

Council is asked to determine whether to revoke the CR8 – Advisory Committees Policy, disband the existing section 5.8 committees, and adopt the Advisory and Working Groups Policy to ensure Council-established groups operate within a clear, contemporary and legally appropriate governance framework.

### **BACKGROUND**

Council has historically utilised advisory committees to support decision-making and community engagement. The existing CR8 – Advisory Committees Policy was developed under earlier governance practices and relies on formal committee structures established under section 5.8 of the *Local Government Act 1995*, including Instruments of Appointment and Standing Orders-based procedures.

The following Council-established groups were formed as section 5.8 committees under this framework:

- Access and Inclusion Advisory Committee;
- Youth Services Advisory Committee; and
- RoadWise Working Group.

A review of the policy and current governance arrangements identified that these groups are intended to operate as advisory or project-focused bodies, rather than as statutory committees.

The proposed Advisory and Working Groups Policy has been developed to clearly reflect this intent and to provide a fit-for-purpose framework for advisory and working groups that support Council without the additional burden of operating as section 5.8 committees, which require them to adhere to the Shire's Standing Orders Local Law.

To remove ambiguity regarding authority, governance and legislative compliance, it is necessary to formally disband the existing statutory committees and re-establish them under the new policy framework as non-statutory advisory or working groups. This transition will not disrupt the work of the groups and will retain councillor involvement, promote a less formal meeting environment and allow better engagement by members appointed from the Community. It is envisaged that this will allow these groups to better achieve the desired objectives.

Councillors attended a workshop at which the proposed policy and governance changes were presented and discussed in detail. Following the workshop, Councillors were invited to provide feedback; however, no feedback was received.

### **STATUTORY ENVIRONMENT**

*Local Government (Administration) Regulations 1996*

*Local Government Act 1995*

### **POLICY IMPLICATIONS**

CR 3 - Community Engagement

CR 8 – Advisory Committee

- Is structured around section 5.8 committee arrangements and Standing Orders.
- Is administratively complex and prescriptive.
- Does not clearly distinguish between advisory-only groups and statutory committees; and
- Limits flexibility in community engagement and project-based collaboration.

Retaining the policy increases governance risk and confusion regarding authority and process.

### **Adoption – Advisory and Working Groups Policy**

The Advisory and Working Groups Policy establishes that:

- Advisory Groups and Working Groups are created by Council resolution but are not established under section 5.8 of the *Local Government Act 1995*.
- These groups are not Council committees and do not operate under Standing Orders.
- Groups have no delegated authority and cannot make decisions on behalf of Council.
- Their role is to advise Council, support strategic outcomes and report back to Council through minutes, reports or presentations.
- Groups operate as stand-alone, purpose-specific bodies aligned with Council's strategic direction.

### **Membership and Continuity**

The policy allows for controlled flexibility in membership while maintaining Council oversight. Existing councillor members of the Access and Inclusion Advisory Committee, Youth Services Advisory Committee and RoadWise Working Group will continue as members of the corresponding advisory or working groups established under the new policy.

Any variation to membership numbers or composition must be approved by Council and documented in the relevant Terms of Reference.

### **FINANCIAL IMPLICATIONS**

Nil.

### **STRATEGIC COMMUNITY PLAN**

- 1 A growing community that is diverse, welcoming and inclusive.
- 14 Effective governance and financial management.
- 15 A well informed and engaged community.

### **CORPORATE BUSINESS PLAN**

Supports governance improvement, risk management and consistent engagement practices.

### **LONG TERM FINANCIAL PLAN**

Nil.

### **ASSET MANAGEMENT PLANS**

Nil.

**WORKFORCE PLAN**

Nil.

**RISK MANAGEMENT**

Failure to clearly distinguish advisory and working groups from statutory committees may result in:

- Governance and compliance risk.
- Misapplication of Standing Orders.
- Confusion regarding authority and decision-making; and
- Reputational risk.

The proposed policy mitigates these risks by clearly defining scope, authority, membership and reporting arrangements and by formally disbanding the existing section 5.8 committees.

**COMMENT**

The Advisory and Working Groups Policy provides a clear, contemporary and flexible framework for Council-established groups that are advisory in nature.

Revocation of the CR8 – Advisory Committees Policy, disbanding of the Access and Inclusion Advisory Committee, Youth Services Advisory Committee and RoadWise Working Group as section 5.8 committees, and adoption of the new policy will improve governance clarity, reduce administrative burden and support effective and transparent community engagement, while retaining full Council authority and continuity of councillor involvement.

## 18.5 Presiding Member Appointment - CEO Performance Review Committee

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments** 1. Terms of Reference - CEO Performance Review Committee**Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 013-25/26**

Moved: Councillor K Gillies

Seconded: Councillor T Pratico

**That Council:**

1. **Notes the resignation of Cr Lansdell and the resulting vacancy on the CEO Performance Review Committee for the remainder of the 2025-2027 term.**
2. **Appoints Cr Redman as a member of the CEO Performance Review Committee for the remainder of the 2025-2027 term; and**
3. **Appoints Cr Fletcher as Presiding Member of the CEO Performance Review Committee.**

**FOR:** Crs S Carstairs, R Redman, J Boyle, M Fletcher, T Pratico, K Gillies, S Robinson and A McRae**AGAINST:** Nil**CARRIED BY ABSOLUTE MAJORITY 8/0****IN BRIEF**

Following the resignation of Cr Lansdell, a vacancy exists on the CEO Performance Review Committee.

Council is required to appoint a replacement Committee member and must appoint a Presiding Member (and may appoint a Deputy Presiding Member) in accordance with section 5.12 of the *Local Government Act 1995*.

Completion of WALGA CEO Performance Review training is recommended but not mandatory.

**MATTER FOR CONSIDERATION**

As a result of Cr Lansdell's resignation, the CEO Performance Review Committee now comprises:

- Cr S Carstairs
- Cr M Fletcher
- One (1) vacancy

Council is requested to:

- Appoint a replacement Councillor to the Committee; and
- Appoint a Presiding Member from the current Committee members.

Under section 5.12 of the Local Government Act 1995 (WA), the Presiding Member of a Committee must be appointed by Council.

While it is strongly recommended that Councillors undertaking these roles complete WALGA CEO Performance Review training, this is not a legislative requirement.

## **BACKGROUND**

At OCM 090-25/26, Council appointed Councillors to various Committees for the 2025-2027 term, including the CEO Performance Review Committee.

Subsequent to these appointments, Cr Lansdell resigned from Council, creating a vacancy on the Committee.

To ensure the Committee can continue to fulfil its role in overseeing and conducting the CEO's performance review in accordance with its Terms of Reference and legislative requirements, Council must appoint a replacement member and formally appoint a Presiding Member.

## **STATUTORY ENVIRONMENT**

*Local Government (Administration) Regulations 1996*

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

P 18 – Performance Management

## **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC COMMUNITY PLAN**

- 1 A growing community that is diverse, welcoming and inclusive.
- 14 Effective governance and financial management.

## **CORPORATE BUSINESS PLAN**

Maintaining full Committee representation supports effective governance and compliance with Council policies and legislative requirements.

## **LONG TERM FINANCIAL PLAN**

Nil impact.

## **ASSET MANAGEMENT PLANS**

Not applicable.

**WORKFORCE PLAN**

Encourages Councillors to undertake WALGA CEO Performance Review training to strengthen governance and capability, although this is not mandatory.

**RISK MANAGEMENT**

Failure to appoint a replacement member and Presiding Member may:

- Affect quorum capacity.
- Delay the CEO performance review process.
- Increase governance and compliance risk.

Appointments will ensure compliance with the *Local Government Act 1995 (WA)* and support sound governance oversight of the CEO performance review process.

**COMMENT**

It is important that the CEO Performance Review Committee maintains full membership and has an appointed Presiding Member to effectively conduct the CEO's performance review in accordance with legislative requirements and the Committee's Terms of Reference.

Council may determine appointments by nomination and, where required, secret ballot in accordance with the *Local Government (Administration) Regulations 1996* and Council's Standing Orders.

## 18.6 Model Code of Conduct for Council Members, Committee Members and Candidates

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

**Attachments**

1. Model Code of Conduct for Councillors, Committee Members and Candidates
2. Code of Conduct Behaviour Complaint Management Policy - January 2026
3. G 26 - Electoral Code of Conduct
4. 2024 - Code of Conduct for Councillors, Committee Members and Candidates (30 May 2024)

**Voting Requirements** Absolute Majority

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

**RESOLUTION: OCM 014-25/26**

Moved: Councillor R Redman

Seconded: Councillor M Fletcher

That Council

**1. Revokes:**

- a) Policy G26 – Electoral Code of Conduct; and
- b) 2024 - Code of Conduct for Councillors, Committee Members and Candidates (30 May 2024), effective immediately upon adoption of the new Code of Conduct.

**2. Adopts the Shire of Bridgetown-Greenbushes Code of Conduct for Council Members, Committee Members and Candidates in accordance with section 5.104 of the *Local Government Act 1995*, as amended by the *Local Government Amendment Act 2024*, and the *Local Government (Model Code of Conduct) Regulations 2021*.**

**3. Adopts the Code of Conduct Behaviour Complaint Policy as the procedure for dealing with complaints under Division 3 of the Code of Conduct.**

**4. Notes that, consistent with legislative reforms that commenced on 1 January 2026, complaints under Division 3 of the Code of Conduct will be dealt with by Council, and that a Behaviour Complaints Committee will not be established; and**

**5. Authorises the Chief Executive Officer to make administrative updates to the Code and Policy to ensure ongoing compliance with legislative amendments and regulatory guidance, provided that no change is made to the intent or effect of the documents.**

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

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**IN BRIEF**

Legislative reforms arising from the *Local Government Amendment Act 2024*, which commenced on 1 January 2026, introduced significant changes to governance, integrity and behavioural complaint processes across the local government sector.

Council is required to adopt a Code of Conduct and complaint handling procedures that align with the amended legislative framework and the updated Model Code of Conduct requirements. This report presents a revised Code of Conduct and Behaviour Complaint Policy for Council's consideration and adoption and recommends the revocation of the existing Policy G26 and 2024 - Code of Conduct for Councillors, Committee Members and Candidates (30 May 2024), which are no longer compliant with the current legislative framework.

A briefing was held with Council on January 2026, to advise Council of the changes in Regulations and to seek feedback on the draft Code of Conduct and the draft Policy. The feedback received resulted in further drafting of both documents which are now presented for Council consideration.

The Shire also consulted with WALGA and sought advice regarding the proposed amendments to the Code of Conduct and Behaviour Complaint framework. Advice received from WALGA indicated that the suggested changes were not supported, as they would not align with the amended legislative framework or the prescribed Model Code requirements. Accordingly, the documents presented to Council reflect compliance with the *Local Government Amendment Act 2024* and associated Regulations.

**MATTER FOR CONSIDERATION**

Council must consider whether to revoke the existing Code of Conduct and adopt a revised Code of Conduct and Behaviour Complaint Policy that comply with the *Local Government Act 1995*, as amended by the *Local Government Amendment Act 2024*, and the reforms effective from 1 January 2026.

**BACKGROUND**

The *Local Government Amendment Act 2024* implemented a broad program of governance reform, including significant amendments to the behavioural complaint framework under Parts 5 and 8A of the *Local Government Act 1995*.

Amendments that commenced on 1 January 2026:

- clarified Council's role as the primary decision-maker for behavioural complaints;
- strengthened procedural fairness and transparency requirements;
- expanded the oversight role of the Local Government Inspector, including powers to appoint monitors; and
- modernised the operation of the Model Code of Conduct framework.

The Shire's existing Policies G26, and 2024 - Code of Conduct for Councillors, Committee Members and Candidates (30 May 2024), do not fully reflect these reforms and must be revoked to avoid duplication and legislative inconsistency.

Councillors attended a workshop at which the proposed policy and governance changes were presented and discussed in detail. Following the workshop, Councillors were invited to provide feedback; however, no feedback proposing any further changes was received.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*Local Government Amendment Act 2024*

*Local Government (Model Code of Conduct) Regulations 2021*

*Local Government (Local Government Inspector) Regulations 2025*

**POLICY IMPLICATIONS**

G 26 - Electoral Code of Conduct

2024 - Code of Conduct for Councillors, Committee Members and Candidates (30 May 2024)

- Revocation is required to ensure a single, current and legislatively compliant behavioural framework applies.

Adoption of the new Code of Conduct and Behaviour Complaint Policy will:

- align the Shire's governance framework with the amended legislation;
- reflect the reforms effective from 1 January 2026;
- clearly identify Council as the decision-maker for behavioural complaints;
- acknowledge the expanded oversight role of the Local Government Inspector; and
- provide a consistent, transparent and legally robust complaints process.

**FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from the adoption of the Code of Conduct and Behaviour Complaint Policy.

Any potential costs associated with external complaint assessors, mediators or monitors appointed under the amended legislation can be managed within existing operational budgets, as required.

**STRATEGIC COMMUNITY PLAN**

14 Effective governance and financial management.

16 An engaged and effective workforce

**CORPORATE BUSINESS PLAN**

Adoption of the Code and Policy supports Corporate Business Plan actions relating to governance reform, legislative compliance and risk management arising from the *Local Government Amendment Act 2024*.

**LONG TERM FINANCIAL PLAN**

No impact identified.

**ASSET MANAGEMENT PLANS**

Not applicable.

**WORKFORCE PLAN**

The Code of Conduct and Behaviour Complaint Policy support a respectful, safe and professional working environment for employees and contractors, consistent with contemporary governance expectations under the reformed legislative framework.

**RISK MANAGEMENT**

Failure to revoke the existing Code of Conduct and adopt documents aligned with the amended legislation exposes the Shire to:

- legislative non-compliance;
- governance and reputational risk; and
- increased likelihood of external intervention by the Local Government Inspector.

Adoption of the proposed Code of Conduct and Behaviour Complaint Policy mitigates these risks.

**COMMENT**

The proposed Code of Conduct and Behaviour Complaint Policy give effect to the *Local Government Amendment Act 2024* and the local government legislative reforms that commenced on 1 January 2026.

The documents incorporate the Model Code of Conduct requirements, clarify Council's role in determining behavioural complaints, acknowledge the expanded powers of the Local Government Inspector (including the appointment of monitors), and provide a modern, transparent and defensible framework for managing behavioural standards.

The explicit revocation of Policy G26 and the current Code of Conduct for Councillors, Committee Members and Candidates (30 May 2024) ensures clarity, avoids duplication, and confirms that a single, legislatively compliant Code of Conduct applies moving forward.

## 18.7 Replacement Councillors for Committees and Working Groups

**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 015-25/26**

Moved: Councillor M Fletcher

Seconded: Councillor A McRae

That Council:

1. **Notes the resignation of Cr Lansdell and Cr Butler and the resulting vacancies on the following Committees and Working Groups for the remainder of the 2025-2027 term; and**
2. **Makes the following appointments:**

**1. Bush Fires Advisory Committee (BFAC)**

- Current Member: Cr Fletcher
- Vacancies: Two (2)

**Recommendation:****That Council appoints Cr Robinson and Cr McRae to the Bush Fires Advisory Committee for the 2025-2027 term.****2. Youth Services Advisory Committee**

- Current Members: Cr Fletcher and Cr Boyle
- Vacancy: One (1)

**Recommendation:****That Council appoints and Cr Gillies to the Youth Services Advisory Committee for the 2025-2027 term.****3. Warren Blackwood Alliance of Councils (WBAC)**

- Current Member: Cr Carstairs
- Vacancy: One (1)

**Recommendation:****That Council appoints Cr McRae to the Warren Blackwood Alliance of Councils for the 2025-2027 term.**

**4. WBAC Climate Change Reference Group**

- Current Member: Cr Boyle
- Vacancy: One (1)

**Recommendation:**

**That Council appoints Cr Redman to the WBAC Climate Change Reference Group for the 2025-2027 term.**

**5. Trails Development Working Group**

- Vacancy: One (1)

**Recommendation:**

**That Council appoints Cr Robinson to the Trails Development Working Group for the 2025-2027 term.**

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

**AGAINST:** Nil

**CARRIED 8/0**

**IN BRIEF**

Following the resignation of Cr Lansdell and Cr Butler, a number of Councillor appointments to Committees, Working Groups and Advisory Groups have become vacant.

Council is requested to formally acknowledge the vacancies and appoint replacement representatives for the remainder of the 2025-2027 term.

**MATTER FOR CONSIDERATION**

As a result of the resignation of Cr Lansdell and Cr Butler, the following Committee and Working Group positions are now vacant:

**Previously held by Cr Lansdell:**

- Bush Fires Advisory Committee
- CEO Performance Review Committee - included in separate report
- Youth Services Advisory Committee
- Warren Blackwood Alliance of Councils (WBAC)
- WBAC Climate Change Reference Group
- Sustainability Working Group
- Trails Development Working Group

**Previously held by Cr Butler:**

- Bush Fires Advisory Committee
- Local Emergency Management Committee

Council is requested to determine replacement appointments to ensure continued representation and governance oversight across these Committees and Groups.

## **BACKGROUND**

At the Ordinary Council Meeting (OCM 090-25/26), Council resolved to appoint Councillors to various Committees and Working Groups for the 2025-2027 term.

Subsequent to these appointments, Cr Lansdell and Cr Butler tendered their resignations from Council. Their resignations have resulted in vacancies on a number of Committees and Working Groups to which they had been appointed.

To ensure the effective functioning of these Committees and compliance with adopted Terms of Reference, Council is required to appoint replacement representatives.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

CR 3 - Community Engagement

Councillor representation on Committees and Advisory Groups supports structured community engagement and stakeholder participation in Council decision-making processes.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with appointing replacement Councillors to existing Committees and Working Groups.

## **STRATEGIC COMMUNITY PLAN**

### **15 A well informed and engaged community.**

Councillor participation on Committees and Working Groups supports transparent governance and informed decision-making.

## **CORPORATE BUSINESS PLAN**

Maintaining full Committee representation supports effective governance and delivery of Council's operational objectives.

## **LONG TERM FINANCIAL PLAN**

There are no implications for the Long Term Financial Plan.

## **ASSET MANAGEMENT PLANS**

Not applicable.

## **WORKFORCE PLAN**

Not applicable.

## **RISK MANAGEMENT**

Failure to appoint replacement Councillors may:

- Limit quorum capacity for certain Committees;
- Impact governance oversight and reporting structures;
- Delay Committee business and strategic initiatives.

Appointing replacement members mitigates governance and operational risk.

#### **COMMENT**

It is important that Council maintains full representation across its Committees and Working Groups to ensure continuity of governance, stakeholder engagement and strategic oversight.

Council may determine appointments by nomination and, where required, secret ballot in accordance with the *Local Government (Administration) Regulations 1996* and Council's Standing Orders.

CONFIDENTIAL

**ITEM 18 DEVELOPMENT AND REGULATORY SERVICES**

19.1 Proposed Road Dedication - Portion of State Forest to Provide Legal Access to 149 Seaton Ross Road, Yornup

**File Ref**

**Responsible Officer** Leigh Guthridge, Director of Development and Regulatory Services

**Reporting Officer** Mackenzie Walmsley, Principal Planner

**Attachments**

1. Attachment 1 - Aerial Plan - Seaton Ross Road OCM Item
2. Attachment 2 - Site Photos

**Voting Requirements** Simple Majority

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

**RESOLUTION: OCM 016-25/26**

Moved: Councillor K Gillies

Seconded: Councillor T Pratico

**That Council:**

1. Pursuant to Section 56 of the *Land Administration Act 1997*, supports the dedication of a portion of State Forest land as a public road, generally following the alignment of the existing unnamed access track (locally known as Sawyer Road) providing access to Lot 5247 (No. 149) Seaton Ross Road, Yornup as shown on Attachment 1.
2. Supports the proposed road reserve being 12 metres in width, which is considered sufficient to accommodate safe access, drainage requirements and ongoing low-level maintenance consistent with a rural access road.
3. Acknowledges and advises the applicant that all survey costs associated with the road dedication process, including the preparation of any Deposited Plan required by the Department of Planning, Lands and Heritage, are the responsibility of the applicant, noting that the final costs are currently unknown as they are subject to engagement of third-party consultants.
4. Confirms that the proposed road dedication does not give rise to any expectation by the applicant or future landowners that the Shire will upgrade, seal or otherwise improve the road beyond its existing condition and standard, and that the road will remain a low-standard gravel access track.
5. Notes that the proposed road dedication is subject to any conditions imposed by the Department of Planning, Lands and Heritage and/or the Minister for Lands as part of the statutory approval process.

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

**AGAINST:** Nil

**CARRIED 8/0**

**IN BRIEF**

The property owner of Lot 5247 (No. 149) Seaton Ross Road, Yornup has requested that Council initiates the road dedication process for a portion of State Forest land, locally and informally known as Sawyer Road for the last 70 years. A resolution of Council is required to initiate the road dedication process in this instance.

**BACKGROUND**

The proposed dedication seeks to formalise an existing unnamed formation (locally known as Sawyer Road) that has historically provided physical access to the rural property at Lot 5247 (No. 149) Seaton Ross Road, Yornup for more than 70 years. The access track traverses land vested as State Forest Reserve, managed by the Department of Biodiversity, Conservation and Attractions (DBCA). DBCA periodically utilises and permits use of the track when notifying the public of seasonal firewood collection areas. DBCA have already provided in-principle support for the proposed road dedication.

**COMMENT**Proposed Road Alignment

The dedication would excise a portion of State Forest, generally following the alignment of the existing formation used historically for access and by DBCA for firewood resource notifications. As the land is currently forest reserve, the dedication process will require:

- Consent/support from DBCA as the responsible agency (already acquired);
- Assessment by Department of Lands;
- Preparation of a Deposited Plan (following preliminary support); and
- Final approval by the Minister for Lands.

The landowner has considered alternative access arrangements, including seeking access through adjoining properties. These discussions were not successful due to the ongoing agricultural use of neighbouring land, with potential access alignments intersecting areas utilised for agricultural pursuits and associated structures. Such arrangements would result in unnecessary fragmentation of productive rural land, particularly in circumstances where an established access track already exists.

Statutory Enforcement*Land Administration Act 1997*

Under Section 56 of the *Land Administration Act 1997*, a local government may request the dedication of land as a road. To do so, the local government must:

1. Resolve to request dedication,
2. Provide justification,
3. Confirm that the land is required for public access and
4. Indicate willingness to accept the road reserve once dedicated.

*LUP 3 – Road Access to New Development Policy*

The proposed road dedication does not deflect from the intention of the Shire's LUP 3 – Road Access to New Development Policy (LUP3). LUP 3 is primarily concerned with the provision and construction

of new road access to service development on unconstructed or undeveloped road reserves. In this instance, the subject land already contains an existing, constructed road that provides lawful access and no new road construction or access arrangements are proposed.

### **STATUTORY ENVIRONMENT**

*Land Administration Act 1997*

*Local Government Act 1995*

### **POLICY IMPLICATIONS**

LUP 3 - Road Access to New Development Policy

### **FINANCIAL IMPLICATIONS**

Once dedicated, the Shire will assume responsibility for the care, control and management of the future road reserve in accordance with the *Local Government Act 1995*. The existing formation is a low-standard gravel track and Council has no intention to seal or significantly upgrade the road, which will remain a gravel standard, low-maintenance rural access track, consistent with its current condition and function. Any ongoing costs are expected to be limited to occasional minimal maintenance, such as grading or drainage clearing when required.

The road dedication process may require the preparation of a Deposited Plan and associated surveying, as directed by the Department of Planning, Lands and Heritage. The proponent will be required to fund the survey costs and any other fees incurred by government agencies.

### **STRATEGIC COMMUNITY PLAN**

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

### **CORPORATE BUSINESS PLAN**

Nil.

### **LONG TERM FINANCIAL PLAN**

Nil.

### **ASSET MANAGEMENT PLANS**

Nil

### **WORKFORCE PLAN**

Nil.

### **RISK MANAGEMENT**

Low.

## 19.2 LEMC Minutes

**File Ref****Responsible Officer** Merridith Morrell, Manager of Executive Services Unit**Reporting Officer** Krystle Durbin, Executive Assistant**Attachments** 1. LEMC Minutes 11 November 2025**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 017-25/26**

Moved: Councillor R Redman

Seconded: Councillor J Boyle

**That Council receive the minutes from the LEMC meeting on 11 November 2025.****FOR:** Crs S Carstairs, R Redman, J Boyle, M Fletcher, T Pratico, K Gillies, S Robinson and A McRae**AGAINST:** Nil**CARRIED 8/0**

19.3 Draft Local Planning Scheme No 6 - Proposed Amendment to Schedule of Modifications (Prior to Advertising)

<b>File Ref</b>	770.8
<b>Responsible Officer</b>	Garry Adams, Chief Executive Officer
<b>Reporting Officer</b>	Leigh Guthridge, Director of Development and Regulatory Services
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Part 5, Table 3 Special Control Area from adopted Schedule of Modifications (text to be replaced)</li> <li>2. Proposed Text - DWER formal submission</li> </ol>
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

**RESOLUTION: OCM 018-25/26**

Moved: Councillor K Gillies  
Seconded: Councillor S Robinson

**That Council amends the Schedule of Modifications for the Draft Local Planning Scheme No 6 as adopted at its special meeting on the 3 September 2025 to replace text in Attachment 1 with text from Attachment 2 relating to public drinking water source areas reflecting the Department of Water and Environmental Regulation’s formal submission.**

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

**AGAINST:** Nil

**CARRIED 8/0**

**MATTER FOR CONSIDERATION**

For Council to resolve to rectify an administrative error where incorrect text was inserted in the Schedule of Modifications for the draft Local Planning Scheme No.6 (LPS6) as resolved at its 3<sup>rd</sup> September 2025 Special Council meeting relating to Table 3 of Part 5 of the Draft LPS 6 scheme text.

The Dept of Water and Regulation (DWER) made a submission recommending that additional Special Control Areas be inserted in the draft LPS 6 scheme text for the protection of water in the Hester Dam Catchment Area and Donnelly River Water Reserve and the schedule of modifications as resolved by Council does not reflect the correct text as proposed by DWER.

**BACKGROUND**

Council at its special meeting on the 3 September 2025 resolved the following:

*That Council:*

1. *Receives the Schedule of Submissions (Attachment 3, 4 and 5);*
2. *Determines the submissions by resolving to adopt the recommendations in the Schedule of Submissions (Attachment 3, 4 and 5) to inform the Schedule of Modifications (Attachment 6);*

3. *Advertise the proposed modifications as per the schedule of modifications (Attachment 6) in accordance with Regulation 26 of the Planning and Development (Local Planning Schemes) Regulations 2015;*
4. *The modifications to be advertised in the form that the modifications are incorporated into the draft Scheme Text and Maps highlighting all modifications.*

## **COMMENT**

During the preparation of implementing the modifications to the draft LPS 6 scheme text to progress the advertising of the modifications, it was revealed that the text contained in the schedule of modifications relating to the proposed Special Control Areas for the Hester Dam Catchment Area and Donnelly River Water Reserve did not reflect what is recommended by DWER in its submission.

Attachment 1 is an extract of the Schedule of Modifications for the proposed special control areas for the Hester Dam Catchment Area and Donnelly River Water Reserve (as resolved) and Attachment 2 is the recommended text from DWER that illustrates the inconsistency. The recommendation for this report will rectify this oversight.

If Council adopts the correct text as recommended, it will provide clarity and consistency with the application of the provisions within the special control areas.

If the amendment to the text is not adopted by Council, then advertising of the modification (as previously passed) will be undertaken that does not align with DWER's recommended text inclusive of multiple formatting and grammatical errors etc. It is likely to create confusion for stakeholders affected by the proposed special control area provisions when interpreting what is proposed. This option is not recommended.

## **STATUTORY ENVIRONMENT**

### *Planning and Development Act 2005*

The review of the draft LPS6 followed the process as defined in the Planning and Development (*Local Planning Schemes*) Regulations 2015. Once completed the development of the LPS6 will align with the State Planning Framework and Model Provisions.

### *Environmental Protection Act 1986*

The Environmental Protection Authority has assessed the draft LPS6 and confirmed on 31 October 2023 this it would not require the draft LPS6 to be formally assessed under Part IV Division 3 of the *EP Act 1986*.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC COMMUNITY PLAN**

- 7 Responsible and attractive growth and development.

**Objective 7.1:** Plan for a diverse range of land, housing and development opportunities to meet current and future needs.

**Actions 7.1.3:** Provide a consolidated Town Planning Scheme.

**CORPORATE BUSINESS PLAN**

Nil

**LONG TERM FINANCIAL PLAN**

Nil

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

The Shire has not reviewed its Town Planning Scheme(s) since the 1980's with both schemes having in excess of 70 amendments. The Planning and Development (*Local Planning Schemes*) Regulations 2015 require that a local government reviews its Local Planning Scheme every 5 years. If this does not occur, several significant risks can arise, affecting the environment, missed opportunities, managing development pressures, infrastructure misalignment, community wellbeing, economic development, and legal compliance.

19.1 LATE ITEM: Nomination of Council Members to the Development Assessment Panel (Under Separate Cover)

<b>File Ref</b>	760
<b>Responsible Officer</b>	Garry Adams, Chief Executive Officer
<b>Reporting Officer</b>	Leigh Guthridge, Director of Development and Regulatory Services
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

**RESOLUTION: OCM 019-25/26**

Moved: Councillor R Redman

Seconded: Councillor S Robinson

**That Council:**

- 1. Nominates Cr Redman and Cr Fletcher as members of the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes; and**
- 2. Nominates Cr Boyle as Council's *Alternative Member* for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes.**

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

**AGAINST:** Nil

**CARRIED 8/0**

**IN BRIEF**

To nominate Council members to represent the Shire when required on the Development Assessment Panels.

**BACKGROUND**

As part of the State Government's planning reform agenda, Development Assessment Panels (DAPs) have been legislated to enhance planning expertise in the decision-making process by improving the balance between technical advice and local knowledge on larger scale development applications.

Under Regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Shire of Bridgetown-Greenbushes is required to nominate four elected members, comprising two 'Local Members' and two 'Alternative Local Members' every 2 years.

**COMMENT**

A Development Assessment Panel (DAP) is an independent decision-making body comprised of technical experts and elected local government members. These panels determine development

applications made under local and region planning schemes, in the place of the original decision maker. The DAP system determines development applications that meet a monetary threshold.

There are two pathways being:

- Opt-in applications - \$2 Million or more (discretionary for the Applicant); and
- Significant Development Pathway - \$5 Million or more (required for the Applicant).

Following receipt of all local government nominations, the Minister for Planning and Lands will consider and appoint all nominees for a two-year term, expiring on 26 January 2028. All appointed local members will be placed on the local government member register and advised of DAP training dates and times.

Training is a mandatory requirement before members can sit on a DAP and determine applications. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training. Training is held in Perth at the offices of DPLH but is also available online. Training dates and times will be confirmed once Council members are nominated.

### **STATUTORY ENVIRONMENT**

*Planning and Development Act 2005*

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

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **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**

The recommendation to this report will complete a statutory requirement for local governments to appoint council members to the DAP's.

**ITEM 19 PROJECT MANAGEMENT AND ENVIRONMENT**

*No matters for consideration*

**ITEM 20 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES**

*No matters for consideration*

**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 MOTIONS FOR CONSIDERATION AT THE NEXT MEETING**

The next Ordinary Council Meeting is scheduled to take place on Thursday 26 March 2026 commencing at 5:30 PM in the Council Chambers.

**ITEM 25 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)**

*No matters for consideration*

**ITEM 26 CLOSURE**

*The Presiding Member closed the meeting at 8:18pm.*