



**Notice of an Ordinary Meeting of Council**

Dear Council Member

The next Ordinary Meeting of Shire of Bridgetown-Greenbushes will be held on  
**Thursday, 26 March 2026** in Council Chambers, commencing at 5:30 PM

# **AGENDA**

**Ordinary Council Meeting**  
**Thursday, 26 March 2026**



**Garry Adams**

**Chief Executive Officer**

**Date: 20 March 2026**

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*No matters for consideration*

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## SHIRE OF BRIDGETOWN GREENBUSHES

### ITEM 1 OPENING OF MEETING

*Meeting to be opened by the Presiding Member.*

### ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

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

#### Councillors

Councillor S Carstairs	President
Councillor R Redman	Deputy President
Councillor J Boyle	
Councillor M Fletcher	
Councillor L Pearce	
Councillor T Pratico	
Councillor K Gillies	
Councillor S Robinson	
Councillor A McRae	

#### Council Officers

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

#### Observers/Visitor

Nil

#### Apologies

Nil

#### Leave of Absence Previously Granted

Nil

**ITEM 4 ATTENDANCE OF GALLERY**

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

*No matters for consideration*

**ITEM 6 PUBLIC QUESTION TIME**

**ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST**

**ITEM 9 APPLICATION FOR LEAVE OF ABSENCE**

*No matters for consideration*

**ITEM 10 CONFIRMATION OF MINUTES**

**10.1 Confirmation of Minutes: Ordinary Council Meeting – 26 February 2026**

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**OFFICER RECOMMENDATION**

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

**ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION****ITEM 12 NOTIFICATION OF DISCLOSURE OF INTEREST**

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

**ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS****ITEM 14 CONSIDERATIONS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

*No matters for consideration*

**REPORTS OF OFFICERS**

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate Services
- Development, Community and Infrastructure

**ITEM 15 CONFIRMATION OF MINUTES**

**ITEM 16 CEO'S OFFICE****16.1 Notice of Motion - Partnering with Talison Lithium for Place Planning****File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Morgan Gillham, Director of Project Management and Environment**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

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**NOTICE OF MOTION****That Council**

- 1. Requests the Chief Executive Officer approach Talison Lithium to partner with the Shire of Bridgetown–Greenbushes, and contribute funding, to undertake place planning for both the townsites of Greenbushes and Bridgetown, recognising that the impacts of the Greenbushes mine and its expansion extend across the wider Shire.**
- 2. Notes that the southern edge of the mine is approximately 9 km from the northern entry to Bridgetown and that population growth, workforce movement and service demand affect the broader community.**
- 3. Requests that a report on the outcome of 1 above and the scoping documents for the place planning project be presented to Council for consideration.**
- 4. Requests the Shire President and Chief Executive Officer meet with the Department of Education to discuss plans for future student capacity, location of primary schools and the potential for the future expansion of Bridgetown District High School to Senior High School status.**

**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

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

**BACKGROUND**

Councillor Kelli Gillies reasons for the motion are as follows:

The scale and continued expansion of the Greenbushes mine has implications for communities across the Bridgetown–Greenbushes Shire, not only within Greenbushes itself. Population growth, workforce movement and service demand are likely to affect housing, infrastructure and services across the district.

Talison Lithium has previously indicated a willingness to contribute to place planning for Greenbushes. Given the broader impacts of the operation, it is appropriate that place planning and associated community contributions recognise the needs of the wider Shire.

Place planning provides an opportunity for the Shire, community and key stakeholders to consider how growth associated with the Greenbushes operation may influence the future character, services and infrastructure needs of both Greenbushes and Bridgetown.

#### **STATUTORY ENVIRONMENT**

*Nil*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC COMMUNITY PLAN**

2.1 Advocate for quality health and community services.

11.1 Facilitate improved access to education and job opportunities for everyone.

#### **CORPORATE BUSINESS PLAN**

Nil

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

Nil

#### **ASSET MANAGEMENT PLANS**

Nil

#### **WORKFORCE PLAN**

Nil

#### **RISK MANAGEMENT**

*Low*

#### **COMMENT**

This motion seeks to formalise an approach to Talison Lithium to partner with the Shire in undertaking place planning projects for both Bridgetown and Greenbushes. Both parties have already identified the need for place planning with the Shire committing \$150,000 in its current budget to undertake this work. It is recognised that this will not be enough to undertake all the required consultation and concept design work across both towns, therefore a staged program is being considered. Place planning is important for the Shire in understanding how the future townsites should look, what facilities should be developed (including schools, medical facilities and recreational spaces), and where they should be located to meet future community needs. It will also enable the Shire to determine what the priority projects are for future grants funding opportunities and budget allocations.

Talison has also flagged through its discussions with the Shire and through its Stakeholder Reference Group that in order to better manage its impacts and accommodate the needs of the local community, a place planning project for the Greenbushes township is required. This requires significant community consultation. Rather than running separate projects, it makes sense for both parties to partner in undertaking these important projects.

**16.2 WBAC Regional Trails Strategy****File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Garry Adams, Chief Executive Officer**Attachments** Nil**Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

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

- 1. Notes the decision made by the WBAC Board to progress the Regional Trails Strategy requires a 2026/2027 budget contribution for the Shire of Bridgetown-Greenbushes of \$11,957.70 and makes an allocation of this amount from the Shire's Trails Reserve.**

**IN BRIEF**

The Warren Blackwood Alliance of Councils (WBAC) is seeking to appoint a consultant to develop a Regional Trails Strategy that will replace the existing Trails Master Plan 2009-2011. In 2025 a grant for approximately 50% of the overall cost was awarded through the DLGSC Community Trail Planning Grants Program. Following a procurement process and an independent assessment of submissions, a preferred contractor has been recommended.

Prior to appointing the contractor, CEOs of the member shires need to confirm funding commitments with their Council.

**MATTER FOR CONSIDERATION**

- 1. Financial Commitment:** Approve the Shire of Bridgetown-Greenbushes' financial contribution of \$11,957.70 toward the project for the 2026/2027 financial year.
- 2. Strategic Alignment:** Acknowledges that the resulting strategy will replace the outdated 2009-2011 Trails Master Plan and ensure future trail projects in the Shire are eligible for State Government funding under the Western Australian Strategic Trails Blueprint

**BACKGROUND**

The Regional Trails Strategy aims to ensure a coordinated, evidence-based approach to trail development and management across the Shires of Bridgetown-Greenbushes, Boyup Brook, Donnybrook-Balingup, Nannup, and Manjimup. The new strategy will align with the Western Australian Strategic Trails Blueprint 2022-2027 and the Trail Development Process (TDP) 2019.

A Request for Quote (RFQ) was originally issued in January 2025, and updated in January 2026 following the confirmation of grant funding and updated project timelines.

At the WBAC Board meeting held on 10 February 2026, the following resolution was passed:

*The contributions for the Regional Trails Master Plan will be taken back to individual shires for consideration in the 2026/2027 budgets:*

- *Boyup Brook \$3,639.30*
- *Bridgetown-Greenbushes \$11,957.70*
- *Donnybrook Balingup \$12,997.50*
- *Manjimup \$16,636.80*
- *Nannup \$6,758.7*

### **Review and Audit of Existing Trails**

The project will begin with a comprehensive review of the current trail network across our five Shires. This includes assessing existing trail infrastructure, condition, usage, accessibility, and gaps in connectivity. Environmental, cultural and land-use constraints will also be identified to inform future planning.

### **Stakeholder and Community Engagement**

Consultation will be undertaken with key stakeholders including:

- Local governments and WBAC
- Traditional Owners and Noongar organisations
- State agencies such as DBCA and DLGSC
- Trail user groups (walkers, cyclists, horse riders)
- Tourism operators, businesses and community members

This engagement will occur through workshops, meetings, open sessions and surveys to ensure the strategy reflects community priorities and land management considerations.

### **Regional Vision and Strategic Framework**

The strategy will establish a regional vision for trails that aligns with state policy and local priorities while supporting tourism, recreation and community wellbeing. This stage includes identifying key user markets, such as nature-based visitors, local recreation users, cyclists and horse riders, and ensuring the strategy responds to future demand for trail experiences.

### **Trail Network Planning and Gap Analysis**

The consultant will assess the regional trail network to identify opportunities for:

- Improved connectivity between trails and towns
- New trail corridors and missing links
- Trail hubs and visitor access points
- Multi-use trails for walkers, cyclists, horse riders, etc.
- Enhanced infrastructure such as signage, trailheads and visitor facilities

This analysis will be supported by mapping and data to identify priority trail locations and network improvements.

### **Concept Plans for Priority Trails**

The project will develop concept plans for priority trail projects, including high-level alignment, infrastructure requirements, visitor experiences and potential delivery pathways. These concept plans will help position projects for future funding and investment.

**Implementation Plan and Funding Pathways**

The final stage will produce an implementation framework outlining:

- Priority projects
- Estimated costs and staging
- Governance and management models
- Funding opportunities
- Maintenance and operational responsibilities

This will provide WBAC and our five Shires with a practical roadmap for delivering trail development across the region.

**Final Deliverables**

The consultant will deliver key outputs, including:

- Project inception report and methodology
- Trails audit report
- Stakeholder consultation summary
- Draft Regional Trails Strategy
- Final Regional Trails Strategy
- Presentation to WBAC and stakeholders outlining recommendations and implementation actions.

These cash contributions are based on the existing operational split of WBAC member Councils.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The total contribution for the Shire of Bridgetown-Greenbushes for the 2026/2027 budget is \$11,957.70. Grant funding has already been received, which will cover the first 50% of the project payments.

The Shire currently has \$22,890 in its Trails Reserve, which was earmarked for spending in the 2025/26 year, however, the priority project was cancelled due to DBCA refusing approval. It is proposed that the Shire's contribution is funded from this Reserve.

**STRATEGIC COMMUNITY PLAN**

- 12.3 Develop and promote festivals, events and trails that showcase the area's natural assets and core competencies.

**RISK MANAGEMENT**

NIL

**COMMENT**

Nil

**ITEM 17 CORPORATE ECONOMIC AND COMMUNITY SERVICES**

**17.1 List of Accounts for February 2026**

**File Ref**

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

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

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

**Voting Requirements** Simple Majority

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

**OFFICER RECOMMENDATION**

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

**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

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

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

In February 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	83,253.10
Municipal EFT Payments	1,906,428.53
Corporate Credit Card Payments	10,911.69
Fuel Card Payments	3,770.31
BPAY Payments	34,358.15
Licencing Direct Debit Payments	95,988.85
Trust Payments	718.00
Cheques	-

<b>Total Payments for February 2026</b>	<b>\$ 2,135,428.63</b>
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**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.

**17.2 Monthly Financial Report 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. Monthly Financial Report January 2026

**Voting Requirements** Simple Majority

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

**OFFICER RECOMMENDATION**

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

**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 January 2025:

- Operating Income is under budget by 1.4%; and
- Operating Expenditure is over budget by 0.79%.

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

Nature of Income/Expenditure	Variance \$	Variance %	Variance	Reason	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Operating grants, subsidies and contributions	(128,816)	(11.42%)	▼	Timing	Variance mainly due to Talison operating funding delay for Drainage Plan (40k), a delay in

					acquitting DFES grants (85k), and some minor timing variance of other grants (3k)
Interest revenue	(14,009)	(7.72%)	▼	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	56,125	43.58%	▲	Timing	Income is higher than budget due to increased workers compensation and insurance claim reimbursements 29k and the sale of minor assets at auction of 27k
<b>Expenditure from operating activities</b>					
Employee costs	(109,851)	(2.40%)	▲	Timing/ Perman ent	Workers Compensation Insurance for 26/27 has come in higher budget by 62k year to date, Superannuation is lower than budget (34k) and Salaries and Wages are currently (18k) below year to date budget. Training is (12k) below budget but is expected to be spent by the end of the financial year. The main variance is a variation between budget and actuals of non cash labour overhead (112k). This variance will even out over the rest of the financial year
Materials and contracts	(21,022)	(0.80%)	▼	Timing	Consultants are above year to date budget (16k) but are still within budgeted full year totals. Contractors are also above budget due to an expense for specialised recruitment budgeted for last year received this year (27k). This is offset by minor timing variations coming in lower than year to date estimates for subscriptions 6k, telephone costs 8k and legal expenses 7k.
Utility charges	26,973	15.55%	▲	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.

Insurance	(20,162)	(5.20%)	▼	Timing	Variance is due to the timing of budgeted insurance instalments not matching the receipt of invoices.
<b>INVESTING ACTIVITIES</b>					
Capital grants, subsidies and contributions	(1,194,877)	(67.15%)	▼	Timing	Capital grants are currently being held in the balance sheet until their corresponding capital project has met its milestones. The majority of these funds relate to Talison Partnering for the future funds, some of which have been invoiced in February
Proceeds from disposal of assets	(184,999)	(100.00%)	▼	Timing	Sale of disposal of assets coming in lower than budget year to date as they have only recently been sent to auction
Purchase of property, plant and equipment	699,913	24.70%	▼	Timing	Refer to Note 8 for tracking of individual projects
Purchase and construction of infrastructure	690,822	47.33%	▼	Timing	Refer to Note 8 for tracking of individual projects
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	44,540	38.79%	▲	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	(5,831)	(10.75%)	▲	Timing	Phasing of budgeted 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

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

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

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

**Attachments**

1. 2025-26 Mid Year Budget Review
2. Detailed Budget Amendment - 2025-25 Mid Year Budget Review

**Voting Requirements** Absolute Majority

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

**OFFICER RECOMMENDATION**

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

**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (*Financial Management*) Regulations 1996 and Australian Accounting Standards. A budget review is a detailed comparison of the year-to-date (January 2026) actual results with the adopted budget. The review process establishes whether a Local Government expects to meet its budget commitments i.e. if the Council is in receipt of income and incurs expenditure in accordance with the adopted budget.

Major items identified in the review:

- Increase in the budgeted amount for Financial Assistance Grants of \$847,729, as the amount budgeted for assumed a larger prepayment of this years allocation was to be received in last financial year.
- Reduction in the budgeted target of interest revenue of \$140,000 as interest received in lower than expected
- Increase to the Shire Admin Building capital expense account of \$100,000 for the installation of AV equipment in the Council Chambers, fully offset by \$100,000 of funding for the Forrest Transition Grant.
- Increase to the Kangaroo Gully Fire Station Project of \$222,050, fully offset by a grant to be received from DFES.

- A \$134,632 increase to SES Equipment capital expenditure account for the supply of a new vehicle, offset by a contribution from DFES for the same amount
- A reduction of \$350,000 capital works for highland estate park, with a corresponding \$350,000 reduction in the grant for this project. A budget of \$50,000 is provided for in this account for preliminary design work this year.
- An increase in routine road maintenance to account for increased contractor maintenance works of \$70,000 and a further \$40,000 in salaries and wages to complete further works to ensure unsealed roads are safe as we head into autumn and winter.
- An increase to the IT Support & Costs account of \$108,000. The Shire's IT managed services contract costs were under budgeted in the original budget. Based on current service levels there is a requirement to increase this budget. An IT Systems review has been requested by council and will also be facilitated through budget line item.
- \$148,000 non cash adjustment to depreciation to provide for a revision of useful life to the Visitors Centre as at 30 June 2025, as well as adjustments to assets over the first 6 months of the year.

## **BACKGROUND**

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

## **STATUTORY ENVIRONMENT**

*Australian Accounting Standards*

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC COMMUNITY PLAN**

14 Effective governance and financial management.

## **CORPORATE BUSINESS PLAN**

Objective 14.1 Achieve excellence in organisational performance and service delivery.

## **LONG TERM FINANCIAL PLAN**

Nil

## **ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Nil

**RISK MANAGEMENT**

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

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

**COMMENT**

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

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

**ITEM 18 EXECUTIVE SERVICES UNIT****18.1 WHS Policy****File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments**  
1. DRAFT WHS Policy 2026  
2. G15 - Work Health and Safety.pdf**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

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

- 1. Revokes the current G15 WHS Policy.**
- 2. Adopts the updated Work Health & Safety (WHS) Policy as presented;**
- 3. Authorises the Chief Executive Officer to implement the revised policy and ensure alignment with the *Work Health and Safety Act 2020 (WA)* and *Work Health and Safety (General) Regulations 2022*; and**
- 4. 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 policy.**

**IN BRIEF**

Council is requested to consider and adopt a fully revised Work Health & Safety Policy to ensure compliance with current legislative requirements, including psychosocial hazard regulations and officer due-diligence duties.

**MATTER FOR CONSIDERATION**

The Shire's existing WHS Policy required comprehensive revision due to changes introduced by the *Work Health and Safety Act 2020 (WA)*, increased regulatory focus on psychosocial hazards, and updated obligations placed upon officers, workers, and PCBUs. The revised policy strengthens governance, consultation, training, accountability, and risk-management practices across all Shire workplaces.

**BACKGROUND**

The Work Health & Safety Policy outlines the Shire's commitment to providing a safe and healthy working environment for all workers, contractors, volunteers, visitors, and other persons at Shire workplaces.

Key updates include:

- Alignment with the *WHS Act 2020 and WHS (General) Regulations 2022*.
- Inclusion of psychosocial hazard requirements (Code of Practice: Managing Psychosocial Hazards at Work, 2022).
- Clear responsibilities for Council, the CEO, officers, managers, supervisors, and workers.
- Strengthened consultation mechanisms through HSRs and the Health & Safety Committee.
- Updated definitions, risk-management processes (SFARP), hierarchy of controls, and reporting mechanisms.
- Full policy rewrite completed in November 2025.

The updated policy will replace the previous version adopted in 2024.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Work Health & Safety Act 2020*

Work Health and Safety (General) Regulations 2022 (WA)

Code of Practice: Managing Psychosocial Hazards at Work (2022)

### **POLICY IMPLICATIONS**

RM 1 - Risk Management

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC COMMUNITY PLAN**

2 Good health and community wellbeing.

### **CORPORATE BUSINESS PLAN**

Nil

### **LONG TERM FINANCIAL PLAN**

Nil

### **ASSET MANAGEMENT PLANS**

Nil

### **WORKFORCE PLAN**

The WHS Policy strengthens workforce safety, training, and compliance obligations, supporting long-term workforce sustainability.

### **RISK MANAGEMENT**

The updated policy reduces organisational exposure to WHS risks including:

- Non-compliance with legislation

- Psychosocial hazards
- Physical injury
- Reputational and financial risks arising from unsafe workplaces

Controls include updated procedures, consultation processes, reporting mechanisms, and clear accountability at all levels.

**COMMENT**

The revised WHS Policy reflects current legislation, best-practice standards, and emerging requirements relating to psychosocial safety. Adoption of the policy will assist the Shire in maintaining a robust, compliant, and proactive approach to work health and safety, supporting a positive workplace culture and improved safety outcomes for all workers and other persons.

**18.2 WALGA Sector Consultation - Electoral Reform Discussion Paper****File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments**  
1. InfoPage - Sector Consultation Electoral Reform Discussion Paper  
2. Draft - Discussion paper - Electoral Reform**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

**That Council, for the purpose of providing Council-endorsed feedback to the Western Australian Local Government Association (WALGA):**

- 1. Supports the introduction of full spill of Council at Local Government elections every four (4) years; and**
- 2. Supports the introduction of compulsory voting at Local Government elections, noting that cost-modelling and implementation details would be required prior to legislative change; and**
- 3. Authorises the Chief Executive Officer to submit the endorsed feedback to WALGA by 27 March 2026.**

**ALTERNATIVE RECOMMENDATIONS (For Council Consideration)**

As an alternative to the above, council may resolve to:

- A. Support full spill elections every four (4) years while retaining voluntary voting; or
- B. Retain the current half-spill elections every two (2) years and voluntary voting, consistent with current WALGA advocacy positions; or
- C. Not to provide a submission to WALGA and advise WALGA that further information, including detailed cost modelling from the Western Australian Electoral Commission, is required prior to forming a council position.

**IN BRIEF**

Council is requested to consider and endorse feedback to WALGA regarding potential reforms to Local Government elections, specifically the introduction of four-year full spill elections and compulsory voting. The endorsed feedback will inform WALGA's advocacy in advance of anticipated State Government reform proposals.

**MATTER FOR CONSIDERATION**

Whether Council wishes to endorse WALGA feedback supporting:

- Full spill elections every four years; and
- Compulsory voting at Local Government elections,

or whether Council prefers an alternative position.

## **BACKGROUND**

WALGA is undertaking sector-wide consultation to inform its advocacy response to potential Local Government electoral reforms expected to be proposed by the State Government.

In June 2025, the Minister for Local Government publicly expressed support for moving to a four-year election cycle, citing concerns regarding voter fatigue and increasing election costs. The possibility of compulsory voting at Local Government elections was also raised during the 2025 WALGA Local Government Convention.

WALGA has requested Council-endorsed feedback from Local Governments by 27 March 2026 to inform its position ahead of any formal State Government consultation.

At the Council Workshop held Thursday, 5 March 2026, Councillors indicated general support for both:

- a four-year, all-in all-out (full spill) election model; and
- compulsory voting at Local Government elections.

This report formalises that discussion into a Council resolution while also presenting alternative options for consideration.

## **STATUTORY ENVIRONMENT**

*Nil*

Electoral reforms would require amendments to the *Local Government Act 1995 (WA)* and associated regulations, which are matters for State Government.

## **POLICY IMPLICATIONS**

*Nil*

Any changes resulting from electoral reform would require future review of internal policies and procedures if and when legislative amendments occur.

## **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with providing feedback to WALGA.

Potential future financial impacts may arise should electoral reforms be legislated, particularly in relation to election cost structures. However, WALGA has advised that current cost modelling by the Western Australian Electoral Commission is not sufficiently transparent to accurately forecast impacts at this time.

**STRATEGIC COMMUNITY PLAN**

15 A well informed and engaged community.

Electoral reform considerations relate directly to democratic participation, voter engagement, and public confidence in Local Government decision-making.

**CORPORATE BUSINESS PLAN**

This matter aligns with governance, compliance, and effective Council decision-making objectives within the Corporate Business Plan.

**LONG TERM FINANCIAL PLAN**

No direct impact at this stage.

Any long-term implications would be subject to future legislative change and cost certainty.

**ASSET MANAGEMENT PLANS**

Not applicable

**WORKFORCE PLAN**

Not applicable

**RISK MANAGEMENT**

Risk	Mitigation
Reform proceeds without sector input	Council-endorsed feedback ensures sector views are represented
Financial impacts unclear	WALGA advocacy for modelling and transparency
Community disengagement risk	Consideration of participation and legitimacy factors

Overall risk is considered **low**, noting this report relates only to advocacy feedback.

**COMMENT**

WALGA’s discussion paper identifies both opportunities and challenges associated with a move to four-year full spill elections and compulsory voting. Other Australian jurisdictions operate under such models, with evidence of higher voter participation but varying cost impacts.

Although WALGA’s current advocacy positions support voluntary voting and half-spill elections, it is appropriate that Council’s feedback reflect its own local context and contemporary views, particularly given the State Government’s stated interest in reform.

Council’s indication at the 5 March 2026 Workshop suggests openness to reform in the interests of stability, whole-of-Council accountability, and increased electoral participation. The recommendations and alternatives presented enable Council to formalise that position while acknowledging that further detail will be required should reforms progress.

**18.3 New CCTV and Surveillance Policy****File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments**

1. DRAFT CCTV and Surveillance Policy
2. CP 2 - Closed Circuit Television

**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

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

1. **Revokes Council Policy CP2 - Closed Circuit Television (CCTV);**
2. **Adopts the new CCTV and Surveillance Policy; and**
3. **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.**

**IN BRIEF**

The existing CCTV Policy (CP2) is outdated, operationally prescriptive, and limited to CCTV systems only. A contemporary and broader CCTV and Surveillance Policy has been drafted to incorporate CCTV, GPS tracking, and other surveillance technologies, ensuring compliance with current legislation and modern governance expectations.

**MATTER FOR CONSIDERATION**

Council is requested to revoke Policy CP2 - Closed Circuit Television (CCTV) and adopt a new CCTV and Surveillance Policy that more effectively meets the Shire's legislative obligations, supports safety objectives, and provides a comprehensive governance framework for all forms of surveillance technology.

**BACKGROUND**

The Shire's current CCTV Policy, CP2, was adopted in 2013 and last reviewed in 2020. It is primarily operational in nature and focuses solely on CCTV systems. The policy no longer aligns with best practice, contemporary privacy expectations, or the broader range of surveillance technologies now used by local governments.

A new Surveillance Policy has been drafted to:

- Incorporate CCTV, GPS tracking devices, and future surveillance technologies;
- *Align with the Surveillance Devices Act 1998 (WA);*
- Clarify roles, responsibilities, and access controls;

- Provide a governance-based rather than operationally prescriptive policy;
- Protect the safety and privacy of employees, contractors, and the public.

The new Policy replaces CP2 in its entirety.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Work Health & Safety Act 2020*

*Surveillance Devices Act 1998 (WA)*

*State Records Act 2000 (WA)*

The *Privacy and Responsible Information Sharing Act 2024 (WA)* introduces WA's first comprehensive privacy regime for public sector entities, including local governments. The Act establishes legally enforceable Information Privacy Principles governing the collection, storage, use and sharing of personal information, and will commence on 1 July 2026. Local governments will be required to ensure all surveillance data is managed in compliance with these new privacy obligations, including mandatory data breach reporting from 1 January 2027.

### **POLICY IMPLICATIONS**

CP 2 - Closed Circuit Television (CCTV)

The new CCTV and Surveillance Policy will become the governing policy for all surveillance systems.

The new policy consolidates and modernises multiple procedural elements currently embedded within

Adopting the new CCTV and Surveillance Policy positions the Shire to meet its upcoming obligations under the *Privacy and Responsible Information Sharing Act 2024*, which will apply to all WA public entities, including local governments. The Act introduces new privacy standards, sets clear principles for information handling, and regulates responsible information sharing between agencies. Revoking CP2 and implementing a modern Surveillance Policy strengthens compliance with the Act's requirements regarding data security, access controls, and lawful information sharing.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications in revoking CP2 and adopting the new CCTV and Surveillance Policy. Any future costs relating to surveillance equipment installation, upgrades, or data management will be considered through standard budget processes.

### **STRATEGIC COMMUNITY PLAN**

- 2 Good health and community wellbeing.
- 3 A safe community for people and animals.
- 14 Effective governance and financial management.

### **CORPORATE BUSINESS PLAN**

Adoption of updated governance policies that improve organisational compliance and safety standards aligns with corporate governance objectives.

**LONG TERM FINANCIAL PLAN**

Nil direct impact.

**ASSET MANAGEMENT PLANS**

Nil direct impact.

**WORKFORCE PLAN**

The CCTV and Surveillance Policy reinforces employee safety and supports appropriate use of technology in the workplace.

**RISK MANAGEMENT**

Revoking CP2 and adopting the new CCTV and Surveillance Policy reduces the following risks:

- **Compliance risk:** Outdated policy inconsistent with legislative requirements.
- **Privacy risk:** More robust data access, retention, and confidentiality controls.
- **Operational risk:** Clearer roles, responsibilities and authorised officers reduce misuse.
- **Reputational risk:** Modernised policy demonstrates responsible governance and transparency

**COMMENT**

The adoption of the new CCTV and Surveillance Policy provides a modern governance framework that aligns with contemporary expectations for the use of CCTV, tracking devices, and other surveillance technologies. The policy strengthens organisational accountability, improves clarity around roles and responsibilities, and ensures that surveillance data is managed lawfully, securely, and proportionately.

While the policy is not centred on the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act), it is designed with an awareness of the forthcoming privacy reforms. The PRIS Act, which introduces Western Australia's first enforceable privacy regime for public sector entities and commences on 1 July 2026, sets clear principles for how agencies must collect, store, and share personal information, and will introduce mandatory data breach reporting from 1 January 2027.

In this context, the new CCTV and Surveillance Policy ensures the Shire is well positioned for compliance by strengthening internal controls around access to surveillance material, data retention, and responsible information management. However, the primary purpose of the policy remains broader: to support safety, asset protection, risk mitigation, and effective governance across all surveillance technologies used by the organisation.

**ITEM 19 DEVELOPMENT AND REGULATORY SERVICES****19.1 Appointment of Chairperson of the Shire of Bridgetown-Greenbushes Local Emergency Management Committee****File Ref****Responsible Officer** Leigh Guthridge, Director of Development and Regulatory Services**Reporting Officer** Conor Mcgregor, Community Emergency Services Manager**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

**That Council Appoints Cr Michael Fletcher as Chairperson of the Shire of Bridgetown-Greenbushes Local Emergency Management Committee (LEMC) for a two-year term in accordance with section 38(3)(a) of the *Emergency Management Act 2005* and the adopted LEMC Terms of Reference**

**IN BRIEF**

The Council to consider a recommendation from the Local Emergency Management Committee (LEMC) for the appointment of a Chairperson in accordance with the Emergency Management Act 2005 and the LEMC Terms of Reference.

**MATTER FOR CONSIDERATION**

The Shire of Bridgetown-Greenbushes has established a Local Emergency Management Committee (LEMC) pursuant to Section 38 of the *Emergency Management Act 2005 (The Act)*.

In accordance with the Act and the adopted LEMC Terms of Reference:

- The Chairperson is appointed by the local government.
- The Local Emergency Coordinator is appointed by the State Emergency Coordinator and fulfils the role of Deputy Chairperson.
- The Chair presides for a period of two (2) years, in line with the local government election cycle.

At its meeting on 17 February 2026, the LEMC considered the nomination of Cr M Fletcher as Chair and resolved to recommend the appointment to Council.

**BACKGROUND**

Due to Council elections in October 2025 a vacancy in the Chairperson position ensued. At its meeting on 17 February 2026, the LEMC recommended that Council appoint Cr M. Fletcher as the new Chairperson.

**COMMENT**

The appointment of a Chairperson is required to ensure the continued effective governance and operation of the LEMC.

Filling the vacancy ensures compliance with statutory requirements and supports the Committee's ability to meet its obligations in relation to emergency management planning, exercising, annual reporting and stakeholder coordination.

The Terms of Reference states that the Local Emergency Coordinator (WAPOL representative) fulfills the role of the Deputy Chairperson

**STATUTORY ENVIRONMENT**

*Emergency Management Act 2005*

*State Emergency Management Procedure 3.7 – Local Emergency Management Committees.*

**POLICY IMPLICATIONS**

CR 8 – Advisory Committee

Local Emergency Management Arrangements (LEMA)

LEMC Terms of Reference

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

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

Supports community safety, resilience and emergency preparedness outcomes.

**CORPORATE BUSINESS PLAN**

Supports statutory compliance and emergency management governance obligations.

**LONG TERM FINANCIAL PLAN**

There is no impact on the Long Term Financial Plan.

**ASSET MANAGEMENT PLANS**

Nil

**WORKFORCE PLAN**

Supports leadership and coordination across emergency management stakeholders.

**RISK MANAGEMENT**

Failure to appoint a Chairperson may impact governance, statutory compliance and the effective coordination of local emergency management arrangements. The appointment mitigates this governance risk.

**ITEM 20 PROJECT MANAGEMENT AND ENVIRONMENT**

*No matters for consideration*

**ITEM 21 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES**

*No matters for consideration*

**ITEM 22 URGENT BUSINESS APPROVED BY DECISION**

**ITEM 23 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE**

*No matters for consideration*

**ITEM 24 ELECTED MEMBERS QUESTIONS WITH NOTICE**

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

**ITEM 26 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)**

*No matters for consideration*

**ITEM 27 CLOSURE**

*The Presiding Member to close the meeting.*