



ATTACHMENTS

Ordinary Council Meeting

Thursday, 26 March 2026

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MINUTES

Ordinary Council Meeting Thursday, 26 February 2026

Date: Thursday, 26 February 2026

Time: 5:30 PM

Location: Council Chambers

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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.

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

Expenditure from operating activities					
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.

UNCONFIRMED

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

UNCONFIRMED

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

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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
Total Payments for December 2025	\$ 2,467,760.97

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 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
Total Payments for January 2026	\$1,729,920.59

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
OPERATING ACTIVITIES					
Revenue from operating activities					
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.
Expenditure from operating activities					
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.

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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.
INVESTING ACTIVITIES					
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
FINANCING ACTIVITIES					
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

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.”

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.

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.

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.

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.

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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.

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.

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.

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.

COMMENTProposed 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)

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

Ordinary Council Meeting Minutes

26 February 2026

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

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

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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.

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
MUNICIPAL FUND				
DIRECT DEBITS				
DD19736.1	02/02/2026	GO GO AUSTRALIA PTY LTD	MONTHLY ON HOLD MESSAGES FOR FEBRUARY 2026	75.90
DD19650.1	04/02/2026	AWARE SUPER	PAYROLL DEDUCTIONS	18,149.95
DD19650.2	04/02/2026	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	801.52
DD19650.3	04/02/2026	CARE SUPER	PAYROLL DEDUCTIONS	1,056.10
DD19650.4	04/02/2026	THE TRUSTEE FOR YHH SUPER FUND	SUPERANNUATION CONTRIBUTIONS	395.16
DD19650.5	04/02/2026	AUSTRALIAN ETHICAL RETAIL SUPER	PAYROLL DEDUCTIONS	1,705.40
DD19650.6	04/02/2026	ALDRIDGE SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1,063.81
DD19650.7	04/02/2026	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	884.09
DD19650.8	04/02/2026	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	160.17
DD19650.9	04/02/2026	GESB SUPER SCHEME	SUPERANNUATION CONTRIBUTIONS	333.13
DD19650.10	04/02/2026	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	109.56
DD19650.11	04/02/2026	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	629.59
DD19650.12	04/02/2026	GUILD SUPER	PAYROLL DEDUCTIONS	636.32
DD19650.13	04/02/2026	THE TRUSTEE FOR MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	623.05
DD19650.14	04/02/2026	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	646.15
DD19650.15	04/02/2026	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	870.91
DD19650.16	04/02/2026	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	372.63
DD19650.17	04/02/2026	HOST PLUS SUPERANNUATION FUND	PAYROLL DEDUCTIONS	426.81
DD19650.18	04/02/2026	OBELISK SUPER FUND	SUPERANNUATION CONTRIBUTIONS	419.93
DD19650.19	04/02/2026	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	524.55
DD19650.20	04/02/2026	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	506.88
DD19650.21	04/02/2026	UNISUPER	SUPERANNUATION CONTRIBUTIONS	685.01
DD19650.22	04/02/2026	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1,664.75
DD19650.23	04/02/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	4,347.72
DD19650.24	04/02/2026	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	510.63
DD19650.25	04/02/2026	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1,264.05
DD19715.1	09/02/2026	ALDRIDGE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	53.10
DD19715.2	09/02/2026	OBELISK SUPER FUND	SUPERANNUATION CONTRIBUTIONS	82.88
DD19823.1	15/02/2026	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR LIGHT VEHICLE	358.05
DD19736.3	15/02/2026	FLEET PARTNERS PTY LTD	MONTHLY LEASE FOR CESM & BRMO VEHICLES	3,000.23
DD19748.1	18/02/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	20,148.09

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD19748.2	18/02/2026	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1,664.75
DD19748.3	18/02/2026	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	815.55
DD19748.4	18/02/2026	CARE SUPER	PAYROLL DEDUCTIONS	1,052.25
DD19748.5	18/02/2026	THE TRUSTEE FOR YHH SUPER FUND	SUPERANNUATION CONTRIBUTIONS	381.79
DD19748.6	18/02/2026	AUSTRALIAN ETHICAL RETAIL SUPER	PAYROLL DEDUCTIONS	1,687.99
DD19748.7	18/02/2026	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	297.72
DD19748.8	18/02/2026	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	160.17
DD19748.9	18/02/2026	GESB SUPER SCHEME	SUPERANNUATION CONTRIBUTIONS	333.13
DD19748.10	18/02/2026	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	121.74
DD19748.11	18/02/2026	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	805.42
DD19748.12	18/02/2026	GUILD SUPER	PAYROLL DEDUCTIONS	636.32
DD19748.13	18/02/2026	THE TRUSTEE FOR MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	709.28
DD19748.14	18/02/2026	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	646.15
DD19748.15	18/02/2026	GESB SUPER SCHEME	SUPERANNUATION CONTRIBUTIONS	260.24
DD19748.16	18/02/2026	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	870.91
DD19748.17	18/02/2026	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	379.93
DD19748.18	18/02/2026	HOST PLUS SUPERANNUATION FUND	PAYROLL DEDUCTIONS	451.68
DD19748.19	18/02/2026	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	524.55
DD19748.20	18/02/2026	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	700.28
DD19748.21	18/02/2026	UNISUPER	SUPERANNUATION CONTRIBUTIONS	678.08
DD19748.22	18/02/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	4,550.51
DD19748.23	18/02/2026	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	503.53
DD19748.24	18/02/2026	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1,264.05
B/S	02/02/2026	WESTPAC BANK	MERCHANT FEES	332.38
B/S	02/02/2026	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	918.58
B/S	04/02/2026	WESTPAC BANK	TOTAL WAGES FOR 22/01/2026 - 04/02/2026	209,485.33
B/S	10/02/2026	WESTPAC BANK	ONE OFF WAGES PAYMENT	25,404.54
B/S	18/02/2026	WESTPAC BANK	TOTAL WAGES FOR 05/02/2026 - 18/02/2026	208,585.34
WESTPAC CORPORATE CREDIT CARD - CEO				
DD19784.1	15/01/2026	KOPUZ SOUVENIRS	GIFT BAGS FOR CITIZENSHIP CEREMONY	78.50
DD19784.1	21/01/2026	KEY LOCATION	CITIZEN OF THE YEAR AWARD ENGRAVING	25.38
DD19784.1	21/01/2026	JB HIFI	9 X IPAD TABLETS AND TECH CARE	8,830.44
DD19784.2	30/01/2026	ESSENDEX	5000 X SMS CREDITS FOR HVMB NOTIFICATION TEXT MESSAGES	687.50

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD19784.2	02/02/2026	WESTPAC BANK	MONTHLY CARD FEE	10.00
WESTPAC CORPORATE CREDIT CARD - DDRS				
DD19784.1	13/01/2026	TEAM GANTT	MONTHLY SUBSCRIPTION TO TEAM GANTT SOFTWARE	300.61
DD19784.1	15/01/2026	INTUIT MAILCHIMP	MONTHLY SUBSCRIPTION FOR VISITOR CENTRE NEWSLETTER DISTRIBUTION	39.92
DD19784.1	21/01/2026	JB HIFI	9 X IPAD COVERS	725.04
DD19784.2	27/01/2026	DEPT OF JUSTICE	LODGEMENT OF NOTICE	194.30
DD19784.2	02/02/2026	WESTPAC BANK	MONTHLY CARD FEE	10.00
WESTPAC CORPORATE CREDIT CARD - DPME				
DD19784.2	02/02/2026	WESTPAC BANK	MONTHLY CARD FEE	10.00
AMPOL FUEL CARD PURCHASES				
DD19661.1	22/01/2026	AMPOL BRIDGETOWN DIESEL	B031 - 64.54L - DIESEL	113.70
DD19661.1	28/01/2026	AMPOL BRIDGETOWN DIESEL	B031 - 53.84L - DIESEL	94.17
DD19661.1	01/01/2026	AMPOL BRIDGETOWN DIESEL	B0010 - 45.27L - ULP	77.59
DD19661.1	27/01/2026	AMPOL FOODARY FORREST HIG	B0010 - 40.82L - ULP	62.62
DD19661.1	30/01/2026	AMPOL BRIDGETOWN DIESEL	B16240 - 49.59L - ULP	84.01
DD19661.1	13/01/2026	AMPOL BRIDGETOWN DIESEL	B16182 - 28.41L - DIESEL	48.78
DD19661.1	20/01/2026	AMPOL BRIDGETOWN DIESEL	B16182 - 25.83L - DIESEL	45.29
DD19661.1	28/01/2026	AMPOL BRIDGETOWN DIESEL	B1158 - 38.59L - ULP	65.37
DD19661.1	05/01/2026	AMPOL BRIDGETOWN DIESEL	B8880 - 60.43L - DIESEL	104.82
DD19661.1	08/01/2026	AMPOL BRIDGETOWN DIESEL	B8880 - 53.88L - DIESEL	93.18
DD19661.1	16/01/2026	AMPOL BRIDGETOWN DIESEL	B8880 - 61.59L - DIESEL	107.00
DD19661.1	23/01/2026	AMPOL BRIDGETOWN DIESEL	B8880 - 75.69L - DIESEL	132.38
DD19661.1	30/01/2026	AMPOL BRIDGETOWN DIESEL	B8880 - 70.26L - DIESEL	122.88
DD19661.1	31/12/2025	AMPOL BRIDGETOWN DIESEL	B17105 - 39.76L - DIESEL	69.32
DD19661.1	14/01/2026	AMPOL BRIDGETOWN DIESEL	B17105 - 49.76L - DIESEL	85.64
DD19661.1	28/01/2026	AMPOL BRIDGETOWN DIESEL	B17105 - 39.82L - DIESEL	69.65
DD19661.1	13/01/2026	EG AMPOL 94048 MANJIMUP	B8598 - 38.7L - ULP	64.78
DD19661.1	16/01/2026	AMPOL BRIDGETOWN DIESEL	B8598 - 34.95L - ULP	60.00
DD19661.1	22/01/2026	AMPOL BRIDGETOWN DIESEL	B8598 - 30.6L - ULP	52.45
DD19661.1	25/01/2026	AMPOL FOODARY FORREST HIG	B8598 - 26.73L - ULP	43.14
DD19661.1	14/01/2026	AMPOL BRIDGETOWN DIESEL	OB - 51.94L - ULP	88.67
DD19661.1	21/01/2026	AMPOL BRIDGETOWN DIESEL	OB - 48.18L - ULP	82.58
DD19661.1	30/01/2026	AMPOL BRIDGETOWN DIESEL	OB - 57.37L - ULP	97.18

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD19661.1	12/01/2026	AMPOL BRIDGETOWN DIESEL	1IAD685 - 58.71L - DIESEL	100.83
DD19661.1	28/01/2026	AMPOL BRIDGETOWN DIESEL	1IAD685 - 65.58L - DIESEL	114.70
DD19661.1	09/01/2026	AMPOL BRIDGETOWN DIESEL	B16061 - 17.94L - DIESEL	30.87
DD19661.1	12/01/2026	AMPOL BRIDGETOWN DIESEL	B16061 - 19.75L - DIESEL	33.92
DD19661.1	14/01/2026	AMPOL BRIDGETOWN DIESEL	B16061 - 19.87L - DIESEL	34.20
DD19661.1	16/01/2026	AMPOL BRIDGETOWN DIESEL	B16061 - 13.39L - DIESEL	23.26
DD19661.1	21/01/2026	AMPOL BRIDGETOWN DIESEL	B16061 - 13.24L - DIESEL	23.29
DD19661.1	23/01/2026	AMPOL BRIDGETOWN DIESEL	B16061 - 13.99L - DIESEL	24.48
DD19661.1	28/01/2026	AMPOL BRIDGETOWN DIESEL	B16061 - 12.82L - DIESEL	22.44
DD19661.1	30/01/2026	AMPOL BRIDGETOWN DIESEL	B16061 - 12.4L - DIESEL	21.68
DD19661.1	22/01/2026	AMPOL COLLIE	B17667 - 37.82L - DIESEL	65.71
DD19661.1	01/01/2026	AMPOL BRIDGETOWN DIESEL	B0100 - 31.34L - ULP	53.72
DD19661.1	04/01/2026	AMPOL FOODARY FREMANTLE	B0100 - 43.87L - ULP	71.68
DD19661.1	10/01/2026	AMPOL BRIDGETOWN DIESEL	B0100 - 50.11L - ULP	85.37
DD19661.1	13/01/2026	AMPOL FOODARY FORREST HIG	B0100 - 36.96L - ULP	56.70
DD19661.1	18/01/2026	AMPOL FOODARY MURDOCH	B0100 - 46.18L - ULP	75.46
DD19661.1	24/01/2026	AMPOL BRIDGETOWN DIESEL	B0100 - 40.64L - ULP	69.66
DD19661.1	30/01/2026	AMPOL FOODARY FORREST HIG	B0100 - 47.38L - ULP	78.09
DD19661.1	03/01/2026	AMPOL BRIDGETOWN DIESEL	1IUG348 - 28.49L - ULP	48.83
DD19661.1	08/01/2026	AMPOL BRIDGETOWN DIESEL	1IUG348 - 31.88L - ULP	54.66
DD19661.1	24/01/2026	AMPOL FOODARY FORREST HIG	1IUG348 - 24.3L - ULP	39.71
DD19661.1	24/01/2026	AMPOL BRIDGETOWN DIESEL	1IUG348 - 36.02L - ULP	61.74
DD19661.1	30/01/2026	AMPOL BRIDGETOWN DIESEL	1IUG348 - 44.96L - ULP	76.16
DD19661.1	03/01/2026	INDEPENDENT NANNUP	B17663 - 48.89L - DIESEL	86.01
DD19661.1	06/01/2026	AMPOL BRIDGETOWN DIESEL	B17663 - 33.54L - DIESEL	58.12
DD19661.1	12/01/2026	AMPOL BRIDGETOWN DIESEL	B17663 - 57.9L - DIESEL	99.43
DD19661.1	16/01/2026	INDEPENDENT NANNUP	B17663 - 51.77L - DIESEL	91.22
DD19661.1	20/01/2026	AMPOL BRIDGETOWN DIESEL	B17663 - 62L - DIESEL	108.71
DD19661.1	24/01/2026	AMPOL FOODARY FORREST HIG	B17663 - 50.26L - PRMDSLA	86.90
DD19661.1	28/01/2026	AMPOL BUSSELTON S/STN	B17663 - 61.5L - PRMDSLA	107.56
BPAY				
11022026	11/02/2026	TELSTRA	TELEPHONE & INTERNET CHARGES	1,838.34
18022026	18/02/2026	WATER CORPORATION	WATER CHARGES	4,288.68

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
24022026	24/02/2026	TELAIR PTY LTD	MONTHLY NBN CHARGES	1,587.64
26022026	26/02/2026	WATER CORPORATION	WATER CHARGES	5,852.74
27022026	27/02/2026	TELSTRA	TELEPHONE & INTERNET CHARGES	1,202.02
180220261	18/02/2026	WATER CORPORATION	WATER CHARGES	19,588.73
ELECTRONIC PAYMENTS				
EFT43183	11/02/2026	JULIA ANN BOYLE	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43184	11/02/2026	STEPHEN BUTLER	FORTNIGHTLY COUNCILLOR ALLOWANCES	260.03
EFT43185	11/02/2026	STEPHEN CARSTAIRS	FORTNIGHTLY COUNCILLOR ALLOWANCES	1,708.04
EFT43186	11/02/2026	MICHAEL JOHN FLETCHER	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43187	11/02/2026	KELLI NARELLE GILLIES	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43188	11/02/2026	TRACY LANSDELL	FORTNIGHTLY COUNCILLOR ALLOWANCES	297.26
EFT43189	11/02/2026	LYNDON GRAEME PEARCE	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43190	11/02/2026	ANTONINO PRATICO	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43191	11/02/2026	REBECCA REDMAN	FORTNIGHTLY COUNCILLOR ALLOWANCES	759.77
EFT43192	11/02/2026	ADAM JENKINS TREE SERVICES	TREE MAINTENANCE AND REMOVAL	1,320.00
EFT43193	11/02/2026	AMITY SIGNS	TRAFFIC SIGNS FOR ROADWORKS	893.20
EFT43194	11/02/2026	AQUATIC ELEMENTS	SAFETY SIGNS FOR BRIDGETOWN LEISURE CENTRE	4,906.00
EFT43195	11/02/2026	ASK WASTE MANAGEMENT	LANDFILL SITE PLANNING	3,113.00
EFT43196	11/02/2026	AUSTRALIA DAY COUNCIL OF WA	AUSTRALIA DAY GIFTS	312.45
EFT43197	11/02/2026	AUSTRALIAN TAXATION OFFICE	PAYG WITHOLDING 04/02/2026	59,442.19
EFT43198	11/02/2026	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR NOVEMBER, DECEMBER & JANUARY	12,078.00
EFT43199	11/02/2026	BELIA ENGINEERING	TRANSPORT MATTRESSES AND E-WASTE FROM TIP FOR RECYCLING	1,465.20
EFT43200	11/02/2026	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY TELEPHONE CHARGES	584.08
EFT43201	11/02/2026	BLACKWOOD RURAL SERVICES	MAINTENANCE SUPPLIES	110.05
EFT43202	11/02/2026	BLACKWOOD ENVIRONMENT SOCIETY	COMMUNITY LANDCARE SERVICE GRANT PAYMENT 01/01/2026 - 30/06/2026	27,775.00
EFT43203	11/02/2026	BRAYCO COMMERCIAL PTY LTD	COMMERCIAL SPLASHBACK FOR GREENBUSHES GOLF CLUB	429.00
EFT43204	11/02/2026	BRIDGETOWN POTTERY RESTAURANT	CATERING FOR MEETING	423.50
EFT43205	11/02/2026	BRIDGETOWN BULLDOZING PTY LTD	PUSH UP GRAVEL FOR GRAVEL SHEETING WORK	5,000.00
EFT43206	11/02/2026	LIONS CLUB OF BRIDGETOWN INC	COMMUNITY CHRISTMAS PARTY SUPPLIES	363.50
EFT43207	11/02/2026	BRIDGETOWN MITRE 10 & RETRAVISION	LAMINATOR, KETTLE AND 205L FRIDGE FOR BLC, GAS AND VARIOUS MINOR SUPPLIES	953.37
EFT43208	11/02/2026	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR JANUARY AND GIFTS FOR VOLUNTEERS	154.75
EFT43209	11/02/2026	BRIDGETOWN VALLEY LODGE	2 X NIGHTS STAY FOR CONSULTANT	418.00

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT43210	11/02/2026	BRIDGETOWN COMPUTERS	6 MONTHLY DOMAIN NAME RENEWALS	565.00
EFT43211	11/02/2026	BRIDGETOWN WATER CARTAGE	WATER SUPPLIED TO WASTE FACILITY	880.00
EFT43212	11/02/2026	BRIDGETOWN TIMBER & HARDWARE	FLOORING FOR GREENBUSHES OFFICE, CEMENT AND MAINTENANCE SUPPLIES	1,343.14
EFT43213	11/02/2026	BUNNINGS TRADE	MAINTENANCE ITEMS FOR WASTE FACILITY	49.57
EFT43214	11/02/2026	CATER CENTRAL PTY LTD	COMMERCIAL DISHWASHER AND CONSUMABLES FOR CIVIC CENTRE	9,117.90
EFT43215	11/02/2026	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC SIGN HIRE FOR BRIDGE WORKS & TRAFFIC PLAN FEES	10,081.40
EFT43216	11/02/2026	CCR GROUP	FRANNA HIRE FOR WASTE FACILITY SEA CONTAINER PLACEMENT	1,268.67
EFT43217	11/02/2026	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR DECEMBER AND HARD WASTE COLLECTION	136,613.99
EFT43218	11/02/2026	CLOVERS GENERAL & LIQUOR STORE	SHIRE GROCERIES	55.80
EFT43219	11/02/2026	CME ENGINEERING CO	MINOR REPAIRS TO BACKHOE AND LOADER	1,072.50
EFT43220	11/02/2026	D.A. CHRISTIE PTY. LTD.	CLEANING SUPPLIES	762.30
EFT43221	11/02/2026	DAVMECH	TIPPER HIRE FOR RESHEETING WORKS, FLOAT ROLLERS AND 2 X LOADS SAND	32,739.81
EFT43222	11/02/2026	MEGHAAN VICTORIA DICKSON	PARTIAL REFUND OF DOG REGISTRATION FEES	150.00
EFT43223	11/02/2026	ELGAS PTY LTD	ANNUAL SERVICE CHARGES	211.20
EFT43224	11/02/2026	EATS	ANALYSIS OF WATER SAMPLES	2,163.15
EFT43225	11/02/2026	MARY MYFANWY EVANS	AUSTRALIA DAY ENTERTAINMENT	600.00
EFT43226	11/02/2026	EXTERIA	2 X BIN SURROUNDS WITH HERITAGE GRAPHICS AND ARTWORK	9,291.70
EFT43227	11/02/2026	FAIRTEL PTY LTD	MONTHLY TELEPHONE AND NBN CHARGES FOR SES	190.95
EFT43228	11/02/2026	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	EQUIPMENT FOR EMERGENCY SERVICES	391.82
EFT43229	11/02/2026	FULTON HOGAN INDUSTRIES PTY LTD	PRIMER SEAL FOR WINNEJUP ROAD WORKS	57,496.14
EFT43230	12/02/2026	GARVS AUTO ELECTRICS PTY LTD	REPAIRS TO HEAVY VEHICLE	1,062.00
EFT43231	12/02/2026	GRACE RECORDS MANAGEMENT PTY LTD	SECURE DOCUMENT SERVICES	470.31
EFT43232	12/02/2026	GREENBUSHES PRIMARY SCHOOL	2025 DONATION FOR END OF YEAR SCHOOL AWARDS	100.00
EFT43233	12/02/2026	GREENBUSHES CRC	ROOM HIRE FOR MEETING	55.00
EFT43234	12/02/2026	LEIGH GUTHRIDGE	REIMBURSEMENT FOR FUEL PURCHASES AND REFRESHMENTS FOR MEETINGS	209.82
EFT43235	12/02/2026	HANSEN'S HOT BREAD SHOP	BREAD ROLLS FOR SHIRE EVENT	160.00
EFT43236	12/02/2026	HAS POWER SOLUTIONS PTY LTD	ELECTRICAL TESTING FOR SHIRE FACILITIES	1,848.00
EFT43237	12/02/2026	H C JONES & CO	PLUMBING WORK FOR MEMORIAL PARK, RIVER PARK AND DUMP POINT	1,067.40
EFT43238	12/02/2026	HEMA MAPS PTY LTD	STOCK FOR VISITOR CENTRE	68.44
EFT43239	12/02/2026	HERSEYS SAFETY	PPE FOR WORKS CREW	915.20
EFT43240	12/02/2026	HILLVIEW ELECTRICAL SERVICE	ELECTRICAL REPAIRS AND INSTALLATIONS	2,557.50
EFT43241	12/02/2026	TERRY HOLLINGTON	REIMBURSEMENT FOR PRE-EMPLOYMENT EXPENSES	87.00
EFT43242	12/02/2026	ILLION TENDERLINK	PUBLIC TENDER ADVERTISING - STANIFER ST ROADWORKS	181.50

SHIRE OF BRIDGETOWN-GREENBUSHES
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Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT43243	12/02/2026	ITR PACIFIC PTY LTD	SCARIFIER TIP WEAR PARTS	141.13
EFT43244	12/02/2026	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL FOR 920KG CHLORINE GAS CYLINDER FOR DECEMBER	174.25
EFT43245	12/02/2026	JOHNSON'S FOOD SERVICES	FOOD AND BEVERAGES FOR RESALE AT THE BLC CAFÉ	2,443.14
EFT43246	12/02/2026	JTAGZ	ANIMAL REGISTRATION TAGS	198.00
EFT43247	12/02/2026	KEYBROOK UTILITY SERVICES	STRUCTURE DEMOLITION & INSTALLATION OF DOME SHELTER AT WASTE SITE	13,600.00
EFT43248	12/02/2026	LG BEST PRACTICES PTY LTD	TRAINING FOR STAFF MEMBER - 8 WEEK COURSE	1,980.00
EFT43249	12/02/2026	LINFOX ARMAGUARD PTY LTD	MONTHLY CHARGES	897.29
EFT43250	12/02/2026	LITE INDUSTRIES PTY LTD	DECKING FOR BRIDGETOWN CEMETERY	4,377.30
EFT43251	12/02/2026	LGIS WA	ATTENDANCE FOR 7 X STAFF MEMBERS TO RISK FORUM	924.00
EFT43252	12/02/2026	MANJIMUP TOYOTA & MITSUBISHI	SEAT COVERS FOR LIGHT VEHICLE	433.80
EFT43253	12/02/2026	MANNYS COMMERCIAL	PA SYSTEM FOR AUSTRALIA DAY AND EVENTS	1,941.00
EFT43254	12/02/2026	MARKET CREATIONS AGENCY PTY LTD	WEBSITE SUPPORT AND MAINTENANCE	5,379.00
EFT43255	12/02/2026	METAL ARTWORK BADGES	NAME PLATES FOR SHIRE OFFICES	51.70
EFT43256	12/02/2026	JARED MILLER	EARTHWORKS AT THE BRIDGETOWN SPORTSGROUND	425.00
EFT43257	12/02/2026	MINESCOPE CONSTRUCTIONS	SAND SUPPLIED FOR ROAD MAINTENANCE	375.00
EFT43258	12/02/2026	MJB INDUSTRIES	PIPE HEADWALLS FOR WINNEJUP ROADWORKS	4,634.92
EFT43259	12/02/2026	MUIRS MANJIMUP	SERVICE FOR LIGHT VEHICLE	813.99
EFT43260	12/02/2026	NATURALISTE HYGIENE SERVICES	SANITARY BIN SERVICES	2,904.01
EFT43261	12/02/2026	NATURALISTE TURF	PEST CONTROL AND FERTILISER SPREADING FOR SPORTS GROUND	6,579.10
EFT43262	12/02/2026	NICHOLAS COLE	QUARTERLY AIRCONDITIONING FILTER CLEAN FOR GYM	90.00
EFT43263	12/02/2026	NM DESIGN	HERITAGE IMPACT EVALUATION REPORT	2,431.00
EFT43264	12/02/2026	MERRICK PAGET	VISITOR CENTRE STOCK	112.00
EFT43265	12/02/2026	PARKERS WA PTY LTD	BIKE RACK FOR VISITOR CENTRE	946.00
EFT43266	12/02/2026	PERTH SCIENTIFIC PTY LTD	TESTING SUPPLIES FOR WASTE FACILITY	280.50
EFT43267	12/02/2026	PIVOTEL SATELLITE PTY LTD	MONTHLY CHARGES FOR WORKS CREW SATELLITE PHONES	130.99
EFT43268	12/02/2026	THE QUALITY SHOP	STATIONERY AND PRINTING SERVICES	129.00
EFT43269	12/02/2026	REDMOND SALES	VISITOR CENTRE STOCK	156.16
EFT43270	12/02/2026	DARREN REEVES	REPAIRS TO CIVIC CENTRE DOOR AND PUBLIC BBQ DOOR	930.00
EFT43271	12/02/2026	REGIONAL DEVELOPMENT AUSTRALIA SW	SW REGION ECONOMIC & COMMUNITY PROFILING CONTRIBUTION	660.00
EFT43272	12/02/2026	RICHFEEDS AND RURAL SUPPLIERS	SOIL CONDITIONER, FENCING WIRE, GATE AND MAINTENANCE SUPPLIES	4,515.50
EFT43273	12/02/2026	THE ROYAL LIFE SAVING SOCIETY WA INC	ANNUAL WATCH AROUND WATER SUBSCRIPTION AND BLC POOL RESOURCES	781.00
EFT43274	12/02/2026	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES FOR JANUARY	1,466.80
EFT43275	12/02/2026	SETON AUSTRALIA PTY LTD	TACTILE FLOOR INDICATOR KIT	479.90

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT43276	12/02/2026	SMYLE DESIGNS	VISITOR CENTRE STOCK	491.00
EFT43277	12/02/2026	SOUTH WEST COUNSELLING INC.	EAP SERVICES FOR STAFF MEMBERS	170.50
EFT43278	12/02/2026	SOUTHERN LOCK AND SECURITY	LOCKS AND KEYS FOR SHIRE RESTRICTED SYSTEM AND DOOR HARDWARE	669.20
EFT43279	12/02/2026	SOUWEST GLASS SERVICE	REPLACE GLASS FOR GREENBUSHES OFFICE AMENITIES	260.70
EFT43280	12/02/2026	SOUVENIRS AUSTRALIA WAREHOUSE	AUSTRALIA DAY SOUVENIRS FOR ACTIVITIES AND DECORATIONS	1,736.20
EFT43281	12/02/2026	SPECIALTY TIMBER FLOORING WA	LEISURE CENTRE COURT RESURFACING	10,035.30
EFT43282	12/02/2026	STATEWIDE CLEANING SUPPLIES	BULK CLEANING SUPPLIES	402.15
EFT43283	12/02/2026	STEWART & HEATON CLOTHING CO	PPE FOR FIREFIGHTERS	757.24
EFT43284	12/02/2026	SYNERGY	ELECTRICITY CHARGES	6,078.25
EFT43285	12/02/2026	THAT GUY ENTERTAINMENT	AUSTRALIA DAY ENTERTAINMENT	700.00
EFT43286	12/02/2026	THE WEST AUSTRALIAN	TENDER ADVERTISING	469.20
EFT43287	12/02/2026	THE STABLES IGA	SHIRE GROCERIES AND REFRESHMENTS FOR VOLUNTEER MORNING TEA	161.04
EFT43288	12/02/2026	THE RIGHT STUFF FOR LANDHOLDERS	IRRIGATION AND MAINTENANCE SUPPLIES FOR EQUIPMENT	1,457.50
EFT43289	12/02/2026	TOTAL GREEN RECYCLING	RECYCLING OF 1737KG E-WASTE FROM BRIDGETOWN WASTE FACILITY	1,080.53
EFT43290	12/02/2026	TOTALLY WORKWEAR - BUNBURY	PPE FOR SHIRE WORKS STAFF	846.58
EFT43291	12/02/2026	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGES	552.20
EFT43292	12/02/2026	T-QUIP	SUPPLY & DELIVERY OF GEARBOX FOR ZERO TURN MOWER	5,360.52
EFT43293	12/02/2026	TRAFFIC FORCE	TRAFFIC CONTROL FOR TWEED ROADWORKS	23,588.97
EFT43294	12/02/2026	TUTT BRYANT HIRE PTY LTD	ROLLER HIRE FOR WINNEJUP ROADWORKS OCTOBER, DECEMBER & JANUARY	15,035.64
EFT43295	12/02/2026	TYRES AND MORE BRIDGETOWN	SERVICE FOR LIGHT VEHICLE, TYRES, TYRE REPAIRS, BATTERY & MINOR PARTS	1,672.35
EFT43296	12/02/2026	URBANISE WA PTY LTD	CIVIL ENGINEERING SERVICES FOR SUBDIVISION	484.00
EFT43297	12/02/2026	VESTONE CAPITAL PTY LIMITED	QUARTERLY RENTAL OF LEASED GYMNASIUM EQUIPMENT	18,951.50
EFT43298	12/02/2026	WA NATURALLY PUBLICATIONS	VISITOR CENTRE STOCK	147.27
EFT43299	12/02/2026	WESTRAC PTY LTD	TROUBLESHOOT HYDRAULIC SYSTEM ISSUE FOR BOMAG	408.87
EFT43300	12/02/2026	WALGA	2 X WALGA TRAINING COURSES FOR STAFF MEMBER	2,189.00
EFT43301	12/02/2026	WINC AUSTRALIA PTY LTD	COMMERCIAL TOWEL DISPENSERS, CLEANING SUPPLIES & OFFICE SUPPLIES	4,231.64
EFT43302	13/02/2026	LUDICK SPORTS FAMILY TRUST	3 X BIKES AND HELMETS FOR ROADWISE EVENT PRIZES	1,604.97
EFT43311	17/02/2026	SYNERGY	ELECTRICITY CHARGES	9,721.31
EFT43312	19/02/2026	DEPT OF PLANNING, LANDS & HERITAGE	DOCUMENT LODGEMENT FEES	433.20
EFT43313	19/02/2026	DEPT LOCAL GOV, INDUSTRY REGS & SAFETY	BUILDING SERVICES LEVY COLLECTED FOR JANUARY 2026	1,335.12
EFT43314	19/02/2026	DARREN REEVES	CONCRETE AND PAVING REPAIRS	4,562.00
EFT43315	19/02/2026	REPCO	CONSUMABLES FOR FLEET MAINTENANCE	402.27
EFT43316	19/02/2026	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BUILDING SERVICES LEVY	65.00

SHIRE OF BRIDGETOWN-GREENBUSHES
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Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT43317	19/02/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	945.93
EFT43318	20/02/2026	DARREN REEVES	SUPPLY AND INSTALL ASTROTURF FOR BRIDGETOWN SPORTSGROUND	8,150.00
EFT43319	25/02/2026	ADAM JENKINS TREE SERVICES	TREE MAINTENANCE AND REMOVALS	3,850.00
EFT43320	25/02/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	SERVICE FOR GRADER	2,407.21
EFT43321	25/02/2026	AUSTRALIA POST	MONTHLY POSTAGE CHARGES	1,590.40
EFT43322	25/02/2026	AUSTRALIAN TAXATION OFFICE	PAYG WITHOLDING 09/02/2026 AND 18/02/2026	70,262.67
EFT43323	25/02/2026	BLACKWOOD HEAVY TILT	TRANSPORT FIRE FIGHTING MACHINERY	480.00
EFT43324	25/02/2026	BRIDGETOWN POTTERY RESTAURANT	CATERING FOR COUNCIL WORKSHOP	423.50
EFT43325	25/02/2026	BRIDGETOWN HISTORICAL SOCIETY INC.	CITIZENSHIP GIFTS	270.00
EFT43326	25/02/2026	BRIDGETOWN MITRE 10 & RETRAVISION	MAINTENANCE SUPPLIES	16.50
EFT43327	25/02/2026	BRIDGETOWN VALLEY LODGE	2 NIGHTS ACCOMMODATION FOR CONSULTANT	418.00
EFT43328	25/02/2026	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC CONTROL AND TRAFFIC SIGN HIRE FOR BRIDGEWORKS	3,069.99
EFT43329	25/02/2026	CJD EQUIPMENT PTY LTD	MINOR PARTS FOR LOADER	158.31
EFT43330	25/02/2026	DLA PIPER AUSTRALIA	LEGAL ADVICE	13,750.00
EFT43331	25/02/2026	DOMESTIC MAINTENANCE SW	SUPPLY AND INSTALL RAMP FOR CIVIC CENTRE STAGE STORAGE AREA	1,645.00
EFT43332	25/02/2026	DORMAKABA AUSTRALIA PTY LTD	SUPPLY AND INSTALL SENSORS FOR LIBRARY DOORS AND MINOR REPAIRS	3,693.34
EFT43333	25/02/2026	GRACE RECORDS MANAGEMENT PTY LTD	SECURE DOCUMENT SERVICES	19.07
EFT43334	25/02/2026	GREEN WAVE SOLAR PTY LTD	SOLAR POWER INSTALLATION FOR THE BLC	5,309.48
EFT43335	25/02/2026	HASTIE WASTE	COLLECTION OF ASBESTOS FOR DISPOSAL	50.00
EFT43336	25/02/2026	H C JONES & CO	PLUMBING WORK TO RV DUMP POINT	240.00
EFT43337	25/02/2026	HERSEYS SAFETY	PPE AND MAINTENANCE SUPPLIES FOR WORKS DEPARTMENT	1,857.71
EFT43338	25/02/2026	TERRY HOLLINGTON	REIMBURSMENT FOR EXPENSES INCURRED DURING CONFERENCE ATTENDANCE	735.98
EFT43339	25/02/2026	HOSPITALITY HOUSE AUST	CROCKERY FOR CIVIC CENTRE	145.00
EFT43340	25/02/2026	INTERPHONE	MONTHLY INTERNET CHARGES FOR FEBRUARY	130.90
EFT43341	25/02/2026	KANGAROO GULLY BUSHFIRE BRIGADE	REIMBURSEMENT FOR FIRST AID COURSE	180.00
EFT43342	25/02/2026	KEVREK (AUSTRALIA) PTY LTD	SOLENOID FOR HEAVY VEHICLE	323.62
EFT43343	25/02/2026	MANJIMUP MONOGRAMS	PPE FOR WORKS CREW	89.00
EFT43344	25/02/2026	PATRICIA CHRISTINE MCCOURT	REIMBURSEMENT FOR EMPLOYMENT EXPENSES	69.91
EFT43345	25/02/2026	NATURALISTE HYGIENE SERVICES	WASTE DISPOSAL SERVICES	66.00
EFT43346	25/02/2026	OFFICEWORKS LTD	FURNITURE, CONSTRUCTION AND FREIGHT FOR SHIRE OFFICE REFIT	7,003.70
EFT43347	25/02/2026	DONNA PATRICIA REMUS	RATES REFUND	200.00
EFT43348	25/02/2026	ROTARY CLUB OF BRIDGETOWN	25/26 COMMUNITY GRANT	1,750.00

**SHIRE OF BRIDGETOWN-GREENBUSHES
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Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT43349	25/02/2026	THE ROYAL LIFE SAVING SOCIETY WA INC	PPE FOR SWIMMING INSTRUCTORS	241.45
EFT43350	25/02/2026	SCOPE BUSINESS IMAGING	TRAVEL CHARGES FOR CALL OUT	180.18
EFT43351	25/02/2026	SEEK LIMITED	RECRUITMENT ADVERTISING	1,742.95
EFT43352	25/02/2026	SMITH CONSTRUCTIONS WA	CONSTRUCTION OF SHIRE DEPOT - CLAIM 3	144,552.63
EFT43353	25/02/2026	SOUWEST GLASS SERVICE	SUPPLY AND INSTALL SECURITY DOOR FOR GREENBUSHES GOLF CLUB	1,369.50
EFT43354	25/02/2026	SOURCE MY PARTS PTY LTD	SUPPLIES FOR VOLVO GRADER TRANSMISSION REBUILD	15,130.07
EFT43355	25/02/2026	ADAM DAVID STAFFORD	REIMBURSEMENT FOR EXPENSES INCURRED DURING TRAINING	188.72
EFT43356	25/02/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	36.09
EFT43357	25/02/2026	THE STABLES IGA	AUSTRALIA DAY EVENT AND HOLIDAY PROGRAM SUPPLIES & SHIRE GROCERIES	2,357.98
EFT43358	25/02/2026	THE LINEN PRESS	VISITOR CENTRE STOCK	707.91
EFT43359	25/02/2026	TUCK'S GARDEN SERVICES	WEED CONTROL SERVICES AT THE WASTE FACILITY	1,440.00
EFT43360	25/02/2026	TYRES AND MORE BRIDGETOWN	BATTERY FOR LIGHT VEHICLE	205.00
EFT43361	25/02/2026	KEVIN UHE	REFUND OF OVERPAYMENT	11.00
EFT43362	25/02/2026	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES	1,323.95
EFT43363	25/02/2026	ACORN PROJECTS PTY LTD	FENCING AND BALLUSTRADE FOR BLC GYM	1,936.00
EFT43364	25/02/2026	ADAM JENKINS TREE SERVICES PTY LTD	TREE MAINTENANCE SERVICES	1,760.00
EFT43365	25/02/2026	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT COLLECTION CHARGES	159.50
EFT43366	25/02/2026	AUSTRALIAN WILDFLOWER SEEDS	VISITOR CENTRE STOCK	236.25
EFT43367	25/02/2026	BKS REFRIGERATION & AIRCONDITIONING	SUPPLY AND INSTALL AIRCON FOR GREENBUSHES OFFICE	3,300.00
EFT43368	25/02/2026	BLACKWOOD RURAL SERVICES	PARTS AND CONSUMABLES FOR EQUIPMENT	397.10
EFT43369	25/02/2026	BLUE DIAMOND MACHINERY PTY LTD	SERVICE FOR GENERATOR	924.57
EFT43370	25/02/2026	BTOWN GREENBUSHES TOURISM ASSOC	COMMUNITY CASH VOUCHERS FOR ROADWISE EVENT	60.00
EFT43371	25/02/2026	BRIDGETOWN MITRE 10 & RETRAVISION	GARDEN AND MAINTENANCE SUPPLIES	450.71
EFT43372	25/02/2026	BRIDGETOWN TIMBER & HARDWARE	MAINTENANCE SUPPLIES	28.98
EFT43373	25/02/2026	BRIDGETOWN HUB	25/26 NON CONTESTABLE GRANT	8,800.00
EFT43374	25/02/2026	BRIDGEMED SERVICES PTY LTD	PRE-EMPLOYMENT MEDICAL ASSESSMENT	250.00
EFT43375	25/02/2026	BUNBURY MACHINERY	PARTS FOR EQUIPMENT REPAIRS	696.93
EFT43376	25/02/2026	CARBONE BROS. PTY LTD	GREENBUSHES FOOTPATH RESTORATION PROJECT - CLAIM 1	186,558.34
EFT43377	25/02/2026	CITY AND REGIONAL FUELS	5000L BULK DIESEL	7,950.03
EFT43378	25/02/2026	CLEANAWAY PTY LTD	MONTHLY WASTE DISPOSAL SERVICES FOR JANUARY	71,983.28
EFT43379	25/02/2026	DATA#3	MONTHLY MICROSOFT 365 LICENSES	2,825.28
EFT43380	25/02/2026	DAVMECH	TRANSPORT ROLLER FOR SHIRE ROADWORKS AND FIRE SUPPRESSION	815.52
EFT43381	25/02/2026	DAVISON'S MECHANICAL	TRANSPORT EQUIPMENT FOR REPAIR	500.50

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT43382	25/02/2026	ELGAS PTY LTD	45KG GAS BOTTLE FOR SHIRE HOUSE	194.61
EFT43383	25/02/2026	FE TECHNOLOGIES PTY LTD	SELF CHECK OUT MACHINE & INSTALLATION FOR LIBRARY - FINAL PAYMENT	7,503.10
EFT43384	25/02/2026	FORTIS SECURITY PTY LTD	SHIRE SECURITY CAMERA AND SYSTEM UPGRADE - FINAL CLAIM	82,180.18
EFT43385	25/02/2026	FULTON HOGAN INDUSTRIES PTY LTD	PREMIX BITUMEN FOR ROUTINE ROAD MAINTENANCE	2,241.80
EFT43386	25/02/2026	FULCRUM STRUCTURAL ENGINEERING	ENGINEERING DESIGN FOR BRIDGETOWN CEMETERY MEMORIAL	1,485.00
EFT43387	25/02/2026	GARVS AUTO ELECTRICS PTY LTD	AERIAL REPLACEMENT FOR FLEET VEHICLE AND MINOR PARTS	638.00
EFT43388	25/02/2026	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL FOR 920KG CHLORINE GAS CYLINDER	174.25
EFT43389	25/02/2026	LOCAL GOVERNMENT PROFESSIONALS WA	ATTENDANCE FOR STAFF MEMBER TO CONFERENCE	2,010.00
EFT43390	25/02/2026	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT CHARGES	117.14
EFT43391	25/02/2026	METAL ARTWORK BADGES	PLAQUES AND NAME BADGES FOR STAFF MEMBERS	101.86
EFT43392	25/02/2026	MOORE AUSTRALIA	ATTENDANCE FOR STAFF MEMBER AT BUDGET & ANNUAL REPORTING WORKSHOP	3,036.00
EFT43393	25/02/2026	MOORE AUSTRALIA AUDIT (WA)	LRCIP AUDIT FEES	990.00
EFT43394	25/02/2026	MOWMASTER TURF EQUIPMENT	HEAVY DUTY LAWN EDGER AND BLADES	2,965.96
EFT43395	25/02/2026	OFFICEWORKS LTD	STATIONERY AND OFFICE SUPPLIES	100.53
EFT43396	25/02/2026	PRIME INDUSTRIAL PRODUCTS PTY LTD	CAUTION TAPE	43.63
EFT43397	25/02/2026	THE QUALITY SHOP	RECEIPTING PAPER AND PRINTING SERVICES	485.00
EFT43398	25/02/2026	RHYTHM CIVIL AND CONTRACTING	EMERGENCY WORKS FOR WINNEJUP BRIDGE 3316	114,147.00
EFT43399	25/02/2026	RICHFEEDS AND RURAL SUPPLIERS	FEEDING EXPENSES FOR IMPOUNDED ANIMAL	16.50
EFT43400	25/02/2026	ROOF ACCESS WA PTY LTD	ANNUAL ROOF ACCESS SYSTEM INSPECTIONS	1,320.00
EFT43401	25/02/2026	SCINTEX PTY LTD	DRAIN CLEANING EQUIPMENT	2,560.00
EFT43402	25/02/2026	SMYLE DESIGNS	VISITOR CENTRE STOCK	459.00
EFT43403	25/02/2026	SOFT LANDING	RECYCLING OF 76 X MATTRESSES FROM THE WASTE FACILITY	3,725.64
EFT43404	25/02/2026	SOUTH WEST COUNSELLING INC.	EAP SERVICES FOR STAFF MEMBERS	170.50
EFT43405	25/02/2026	SOUTHERN LOCK AND SECURITY	ALARM SERVICING	1,079.99
EFT43406	25/02/2026	SOUTH WEST ISUZU	ROOF BAR, BEACON & DASH MAT FOR NEW VEHICLE & REPLACEMENT PARTS	2,108.83
EFT43407	25/02/2026	STANDARDS AUSTRALIA	2 X ANNUAL SUBSCRIPTIONS FOR AUSTRALIAN STANDARDS	344.30
EFT43408	25/02/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	192.79
EFT43409	25/02/2026	THE RIGHT STUFF FOR LANDHOLDERS	TRIMMER LINE, BACKPACK SPRAYER, IRRIGATION CONTROLLER AND SUPPLIES	2,575.19
EFT43410	25/02/2026	TRAFFIC FORCE	TRAFFIC CONTROL FOR TWEED ROADWORKS	9,209.94
EFT43411	25/02/2026	TYRES AND MORE BRIDGETOWN	2 X TRUCK TYRES AND TYRE REPAIRS	1,860.00
EFT43412	25/02/2026	UNITED PETROLEUM UNIT TRUST	5000L BULK DIESEL	8,006.35
EFT43413	25/02/2026	WALGA	E-LEARNING COURSES FOR COUNCILLOR	1,452.00

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT43414	25/02/2026	WA ELECTORAL COMMISSION	LOCAL GOVERNMENT ELECTION SERVICES FOR 2025 ELECTION	37,572.62
EFT43415	25/02/2026	WINC AUSTRALIA PTY LTD	BULK STATIONERY SUPPLIES	633.56
EFT43416	26/02/2026	JULIA ANN BOYLE	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43417	26/02/2026	STEPHEN CARSTAIRS	FORTNIGHTLY COUNCILLOR ALLOWANCES	1,708.04
EFT43418	26/02/2026	MICHAEL JOHN FLETCHER	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43419	26/02/2026	KELLI NARELLE GILLIES	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43420	26/02/2026	ANDREW JAMES MCRAE	FORTNIGHTLY COUNCILLOR ALLOWANCES	558.15
EFT43421	26/02/2026	LYNDON GRAEME PEARCE	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43422	26/02/2026	ANTONINO PRATICO	FORTNIGHTLY COUNCILLOR ALLOWANCES	521.00
EFT43423	26/02/2026	REBECCA REDMAN	FORTNIGHTLY COUNCILLOR ALLOWANCES	759.77
EFT43424	26/02/2026	SIMON ROBINSON	FORTNIGHTLY COUNCILLOR ALLOWANCES	558.15
DIRECT DEBITS - LICENSING				
28340	02/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/02/2026	2,146.95
28341	03/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/02/2026	1,007.70
28342	04/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/02/2026	3,498.65
38343	05/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/02/2026	2,765.95
38344	06/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/02/2026	1,659.60
38345	11/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/02/2026	2,641.40
38346	09/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/02/2026	3,516.25
38347	12/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/02/2026	3,349.75
38348	10/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/02/2026	6,564.45
38349	13/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/02/2026	10,245.35
38350	16/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/02/2026	4,413.85
38351	17/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/02/2026	7,612.55
38352	18/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/02/2026	5,749.65
38353	19/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/02/2026	2,223.30
38354	20/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/02/2026	12,193.10
38355	23/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/02/2026	4,770.55
38356	24/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/02/2026	5,565.05
38357	25/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/02/2026	7,367.05
38358	26/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/02/2026	2,967.10
38359	27/02/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/02/2026	5,730.60
TOTAL MUNICIPAL PAYMENTS				<u>2,134,710.63</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN FEBRUARY 2026**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT43303	17/02/2026	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR JANUARY 2026	56.25
EFT43304	17/02/2026	BRIDGETOWN ART AND CRAFT CENTRE INC.	CONSIGNMENT STOCK SOLD FOR JANUARY 2026	29.62
EFT43305	17/02/2026	TRICIA DURHAM	CONSIGNMENT STOCK SOLD FOR JANUARY 2026	43.87
EFT43306	17/02/2026	ESTHER FAYNA FUENTES LOPEZ	CONSIGNMENT STOCK SOLD FOR JANUARY 2026	30.00
EFT43307	17/02/2026	JODIE QUINN	CONSIGNMENT STOCK SOLD FOR JANUARY 2026	18.75
EFT43308	17/02/2026	S E PHOTOGRAPHY & ART	CONSIGNMENT STOCK SOLD FOR JANUARY 2026	206.25
EFT43309	17/02/2026	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS ON SOLD CONSIGNMENT STOCK SALES	179.51
EFT43310	17/02/2026	JULIE DOREEN STEELE	CONSIGNMENT STOCK SOLD FOR JANUARY 2026	153.75
TOTAL TRUST PAYMENTS				<u>718.00</u>

This schedule of accounts paid for the Municipal Fund totalling \$2,134,710.63 and for the Trust Fund totalling \$718.00 which was submitted to each member of the Council on the 26th February 2026 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 28/02/2026 is \$1,027,289.62.



CHIEF EXECUTIVE OFFICER

26th March 2026

**SHIRE OF BRIDGETOWN-GREENBUSHES****MONTHLY FINANCIAL REPORT****For the Period Ended 31 January 2026****LOCAL GOVERNMENT ACT 1995****LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	7,210,297	7,025,297	7,039,092	13,795	0.20%	
Grants, subsidies and contributions	3,685,536	1,128,250	999,434	(128,816)	(11.42%)	▼
Fees and charges	2,703,992	2,243,671	2,241,823	(1,848)	(0.08%)	
Interest revenue	414,952	181,555	167,546	(14,009)	(7.72%)	▼
Other revenue	242,778	128,797	184,922	56,125	43.58%	▲
Profit on asset disposals	96,193	76,027	0	(76,027)	(100.00%)	
FV Adjust (Revenue)	0	0	0	0		
	14,353,748	10,783,597	10,632,817	(150,779)	(1.40%)	
Expenditure from operating activities						
Employee costs	(7,583,369)	(4,582,978)	(4,692,829)	(109,851)	(2.40%)	▼
Materials and contracts	(4,918,166)	(2,637,930)	(2,658,952)	(21,022)	(0.80%)	▼
Utility charges	(297,746)	(173,441)	(146,468)	26,973	15.55%	▲
Depreciation	(5,443,546)	(3,225,119)	(3,249,532)	(24,413)	(0.76%)	
Finance costs	(145,030)	(95,859)	(52,828)	43,031	44.89%	
Insurance	(389,449)	(387,535)	(407,697)	(20,162)	(5.20%)	▼
Other expenditure	(343,324)	(225,491)	(209,596)	15,895	7.05%	
Loss on asset disposals	(24,902)	0	0	0		
	(19,145,533)	(11,328,353)	(11,417,901)	(89,548)	(0.79%)	
Non-cash amounts excluded from operating activities	5,382,084	3,158,921	3,253,587	94,666		
Amount attributable to operating activities	590,300	2,614,165	2,468,503	(145,662)		
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies and contributions	6,723,157	1,779,374	584,497	(1,194,877)	(67.15%)	▼
Proceeds from disposal of assets	270,000	184,999	0	(184,999)	(100.00%)	▼
	6,993,157	1,964,373	584,497			
Outflows from investing activities						
Purchase of property, plant and equipment	(6,732,398)	(2,834,187)	(2,134,274)	699,913	24.70%	▼
Purchase and construction of infrastructure	(5,946,666)	(1,459,550)	(768,728)	690,822	47.33%	▼
	(12,679,064)	(4,293,737)	(2,903,001)			
Amount attributable to investing activities	(5,685,907)	(2,329,364)	(2,318,505)			
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from borrowings	2,700,000	2,700,000	2,700,000	0	0.00%	
Transfers from reserve accounts	2,826,961	0	0	0		
	5,526,961	2,700,000	2,700,000	0		
Outflows from financing activities						
Repayment of borrowings	(181,230)	(114,823)	(70,283)	44,540	38.79%	▲
Payments for principal portion of lease liabilities	(80,763)	(54,218)	(60,049)	(5,831)	(10.75%)	▲
Transfers to reserve accounts	(2,404,693)	0	(66,014)	(66,014)		
	(2,666,686)	(169,041)	(196,346)			
Amount attributable to financing activities	2,860,275	2,530,959	2,503,654			

**SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026**

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
	\$	\$	\$	\$	%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2,235,332	2,235,332	1,820,649	(414,683)	(18.55%)	
Amount attributable to operating activities	590,300	2,614,165	2,468,503			
Amount attributable to investing activities	(5,685,907)	(2,329,364)	(2,318,505)			
Amount attributable to financing activities	2,860,275	2,530,959	2,503,654			
Surplus or deficit after imposition of general rates	1(b) (0)	5,051,092	4,474,302	(576,790)		

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. Refer to Note 2 for explanation of material variances.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL POSITION
For the Period Ended 31 January 2026**

	Note	YTD 31 Jan 2026	Last Period 31 Dec 2025	30-Jun-25
		\$	\$	\$
Current Assets				
Cash and cash equivalents	4	7,429,993	8,379,814	9,603,493
Trade and other receivables		2,015,351	2,124,027	1,123,451
Inventories		68,392	64,904	69,552
Other assets		1,049,850	1,051,333	1,097,178
TOTAL CURRENT ASSETS		10,563,587	11,620,078	11,893,674
Non-Current Assets				
Trade and other receivables		177,241	177,241	177,241
Inventories		0	0	0
Other financial assets		79,620	79,620	79,620
Property, plant and equipment		47,806,375	47,686,626	46,460,216
Infrastructure		213,705,138	213,789,773	215,348,989
Right-of-use assets		281,390	288,232	28,447
TOTAL NON-CURRENT ASSETS		262,049,763	262,021,491	262,094,513
TOTAL ASSETS		272,613,350	273,641,569	273,988,187
Current Liabilities				
Trade and other payables		866,524	589,207	5,038,095
Other liabilities		1,120,952	1,120,952	995,079
Lease liabilities	9	(4,269)	12,348	0
Borrowings	9	71,471	71,471	141,754
Employee related provisions		778,642	778,642	778,642
TOTAL CURRENT LIABILITIES		2,833,319	2,572,619	6,953,570
Non-Current Liabilities				
Lease liabilities	9	279,101	279,101	28,627
Borrowings	9	3,963,319	3,963,319	1,263,319
Employee related provisions		88,260	88,260	88,260
TOTAL NON-CURRENT LIABILITIES		4,330,680	4,330,680	1,380,205
TOTAL LIABILITIES		7,163,999	6,903,299	8,333,775
NET ASSETS		265,449,350	266,738,270	265,654,412
Equity				
Retained surplus		120,994,329	122,293,887	121,265,405
Reserves accounts	5	3,539,370	3,528,731	3,473,356
Revaluation surplus		140,915,652	140,915,652	140,915,652
TOTAL EQUITY		265,449,350	266,738,270	265,654,412

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 1: DETERMINATION OF SURPLUS OR DEFICIT (NET CURRENT ASSETS)

(a) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

Note	YTD 31 Jan 2026	Last Period 31 Dec 2025	Actual 30 Jun 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	0	(25,910)
Add: Loss on disposal of assets	7	0	3,123
Add: Depreciation on assets		3,249,532	2,774,488
Less: Fair value adjustments to financial assets at fair value through profit or loss		0	3,551
Movement in non-current pensioner deferred rates		0	10,355
Movement in non-current employee LSL receivables		0	16,519
Movement in non-current lease renegotiation		0	0
Movement in non-current employee provisions		0	8,919
Movement in current employee provisions associated with restricted cash		4,055	12,970
			9,569
Non cash amounts excluded from operating activities	3,253,587	2,787,458	5,295,781

(b) Surplus or deficit after imposition of general rates

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

Note	YTD 31 Jan 2026	Last Period 31 Dec 2025	Actual 30 Jun 2025
	\$	\$	\$
Adjustments to net current assets			
Less: Cash - restricted reserves	5	(3,539,370)	(3,528,731)
Trust Transactions Within Muni (Liabilities - Assets)		(272)	(272)
Add: Current portion of borrowings		71,471	71,471
Add: Current portion of lease liabilities		(4,269)	12,348
Add: Current portion of employee benefit provisions held	5	216,475	215,822
Total adjustments to net current assets		(3,255,965)	(3,229,362)
Net current assets used in the Statement of Financial Activity			
Total current assets		10,563,587	11,620,078
Less: Total current liabilities		(2,833,319)	(2,572,619)
Less: Total adjustments to net current assets		(3,255,965)	(3,229,362)
Surplus or deficit after imposition of general rates		4,474,303	5,818,097

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2026

Note 2: EXPLANATION OF MATERIAL VARIANCES

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
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
Expenditure from operating activities					
Employee costs	(109,851)	(2.40%)	▲	Timing / Permanent	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.
INVESTING ACTIVITIES					
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
Purchase and construction of infrastructure	690,822	47.33%	▼	Timing	Refer to Note 8 for tracking of individual projects
FINANCING ACTIVITIES					
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 2026 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.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 3: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Job Code	Job Code	Description	Classification	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$
		Budget Adoption	Opening Surplus(Deficit)			(0)
1381040	GS79	Farrell Street Gravel Sheeting - Salaries & Wages	Capital Expenses	17,898		17,898
1381040	GS79	Farrell Street Gravel Sheeting - Materials/Contracts	Capital Expenses	12,500		12,500
1381040	GS79	Farrell Street Gravel Sheeting - Internal Plant Hire	Capital Expenses	14,309		14,309
1381040	GS79	Farrell Street Gravel Sheeting - Labour Overhead	Capital Expenses	22,194		22,194
1390120	ZA02	Routine Road Mtce Outside Unsealed - Materials/Contracts	Operating Expenses		- 66,901	- 66,901
1180520		Care Of Families - Community Planning Development Projects - Salaries and Wages	Operating Expenses	4,400		4,400
1180520		Care Of Families - Community Planning Development Projects Mun - Materials /Contracts	Operating Expenses		- 4,400	- 4,400
1380740	TF30	Stanifer St Reconstruction	Capital Expenses		- 3,000,000	- 3,000,000
1380730		Talison Projects - Roads - Partnering for the Future Fund	Operating Income	3,000,000		3,000,000
						-
						0
				3,071,301	(3,071,301)	(0)

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2026

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash deposits								
Municipal bank account	Nil	245,369				245,369	Westpac	At Call
Municipal funds on call - Shire	3.55%	3,295,424				3,295,424	WATC	At Call
Municipal funds on call - Talison	3.55%	345,880				345,880	WATC	At Call
Trust bank account	Nil			231		231	Westpac	At Call
Visitor Centre trust account	Nil			664		664	Westpac	At Call
Cash on hand	Nil	3,950				3,950	N/A	On Hand
Term deposits								
(b) Municipal funds								
(c) Reserve funds	3.55%		3,539,370			3,539,370	NAB	At Call
Total		3,890,623	3,539,370	895	0	7,430,889		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 5: CASH BACKED RESERVE

2025-26										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
	Restricted by Legislation/Agreement									
106	Subdivision reserve	255,808	11,837	4,887	0	0	(267,645)	0	(0)	260,695
121	Car park reserve	1,105	51	21	0	0	0	0	1,156	1,127
201	Unspent grants & loans reserve	15,606	0	0	0	0	0	0	15,606	15,606
139	Public open space	18,000	833	344	0	0	0	0	18,833	18,344
	Restricted by Council			0						
101	Leave reserve	212,420	9,829	4,055	0	0	0	0	222,249	216,475
102	Plant reserve	150,550	6,967	2,865	744,693	0	(712,000)	0	190,210	153,415
103	Land and building reserve	225,040	10,413	4,299	0	0	(225,040)	0	10,413	229,339
104	Bush fire reserve	65,025	3,009	1,242	0	0	0	0	68,034	66,267
105	Maintenance and renewal of mine heavy haulage roads reserve	169,901	7,862	3,246	0	0	(177,763)	0	(0)	173,146
107	Sanitation reserve	291,554	13,491	5,570	0	0	(63,325)	0	241,720	297,124
109	Recreation centre floor and solar reserve	277,477	12,840	5,301	0	0	(287,906)	0	2,411	282,778
112	Refuse site post closure reserve	283,076	13,099	5,408	0	0	(80,000)	0	216,175	288,484
113	Drainage reserve	86,264	3,992	1,648	0	0	0	0	90,256	87,912
114	Community bus reserve	86,509	4,003	1,653	0	0	0	0	90,512	88,162
115	SBS & communications tower reserve	69,749	3,227	1,332	0	0	0	0	72,976	71,082
118	Playground equipment reserve	50,964	2,358	974	0	0	0	0	53,322	51,938
125	Building maintenance reserve	159,442	7,378	3,046	0	0	(103,135)	0	63,685	162,488
126	Strategic projects reserve	421,010	19,481	8,014	0	0	(440,491)	0	(0)	429,023
127	Matched grants reserve	95,350	4,412	1,822	0	0	(99,762)	0	(0)	97,171
128	Aged care infrastructure reserve	65,337	3,023	1,248	0	0	0	0	68,360	66,586
129	Equipment reserve	7,009	324	134	0	0	0	0	7,333	7,143
130	Assets and GRV valuation reserve	6,192	287	118	0	0	0	0	6,479	6,310

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 5: CASH BACKED RESERVE

2025-26										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
131	Bridgetown Leisure Centre reserve	37,444	1,733	715	0	0	0	0	39,177	38,160
132	Trails reserve	22,362	1,035	427	0	0	(22,500)	0	897	22,789
133	Light fleet vehicle reserve	151,255	6,999	2,890	0	0	(128,000)	0	30,254	154,144
135	Blackspot reserve	22,890	1,059	437	0	0	0	0	23,949	23,327
136	Project management reserve	181,018	8,376	3,458	0	0	(189,394)	0	0	184,476
137	Sustainability reserve	15,000	694	287	0	0	0	0	15,694	15,287
138	CCTV infrastructure	30,000	1,388	573	0	0	(30,000)	0	1,388	30,573
139	Talison Unfunded Projects	0	0	0	1,500,000	0	0	0	1,500,000	0
		3,473,356	160,000	66,014	2,244,693	0	(2,826,961)	0	3,051,088	3,539,370

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026**

Note 6: RECEIVABLES

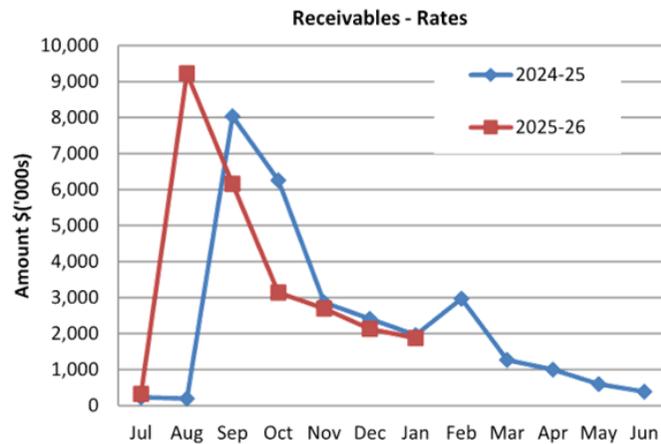
Receivables - Rates

Opening arrears previous years
Levied this year
Less Collections to date
Equals Current outstanding

	YTD 31 Jan 2026	30 June 2025
	\$	\$
Opening arrears previous years	387,055	286,100
Levied this year	8,587,108	8,151,595
Less Collections to date	(7,100,856)	(8,050,640)
Equals Current outstanding	1,873,307	387,055
Net Rates Collectable	1,873,307	387,055
% Collected	79.13%	95.41%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

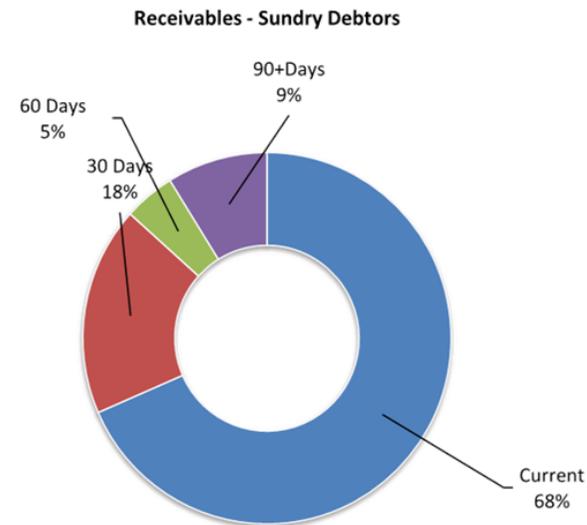
Receivables - Sundry debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry debtors	133,745	35,596	8,785	17,254

Total Sundry Debtor Receivables Outstanding

195,380

Amounts shown above include GST (where applicable)



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	YTD				Purchase Orders Raised
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	178,535	63,515	126,890	63,375	29,840
Law, Order and Public Safety						
Greenbushes Bushfire Brigade	09BN	0	0	0	0	11,178
Wandillup Bushfire Brigade	10BN	0	0	0	0	6,445
Kangaroo Gully Bushfire Station	12BN	177,950	29,658	727	(28,931)	261,728
Bridgetown Bushfire Service Headquarters Building Renewals	65BU	40,914	40,914	31,337	(9,577)	6,110
Housing						
146 Hampton street	26BU	27,979	4,663	0	(4,663)	-
144 Hampton street	38BU	32,500	5,416	0	(5,416)	-
175 Roe Street	66BU	8,454	6,000	6,000	0	-
Community Amenities						
Waste Site Recycle Shed	62BU	116,422	93,136	11,450	(81,686)	-
Recreation and Culture						
Yornup Hall	01BU	43,623	43,623	23,815	(19,808)	600
Bridgetown Civic Centre Revitalisation	02BU	15,000	15,000	0	(15,000)	-
Bridgetown Tennis Club	06BU	10,000	1,666	0	(1,666)	-
Bridgetown Leisure Centre	20BU	100,000	0	0	0	-
Greenbushes Hall	21BU	100,000	36,000	36,535	535	8,502
Bridgetown Civic Centre wet area & Foyer	63BU	545	0	545	545	-
Greenbushes Office (Old Road Board Office) Toilets	TF02	43,000	28,000	27,110	(890)	10,000
Bridgetown Leisure Centre	16BU	60,000	60,000	35,736	(24,264)	13,076
Greenbushes Golf Clubrooms	39BU	10,000	7,666	7,905	239	-
Bridgetown Library Renewals	60BU	10,000	10,000	0	(10,000)	-
Transport						
Shire Depot Rebuild	08BU	3,586,437	616,493	493,294	(123,199)	199,331
Economic Services						
Bridgetown Visitor Centre - Fitout Of Railway Building	64BU	10,000	9,999	270	(9,729)	2,157
Charge Up Workplace Grant - Ev Charger	40IN	382,229	382,229	341,216	(41,013)	-

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	YTD				Purchase Orders Raised
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings Total		4,953,588	1,453,978	1,143,084	(310,894)	
Roads						
Transport						
Winnejuip Road Regional Road Group 23/24	RR17	433,125	334,345	375,467	41,122	102,019
Talison Greenbushes Footpaths	TF24	760,000	190,000	3,171	(186,829)	231,432
Seal Woodward At Rear Of Stinton Gardens (235 Meters)	TF25	0	0	0	0	-
Seal George St 150M To Tourmaline	TF26	0	0	0	0	-
Seal Diorite To Galena	TF27	0	0	0	0	-
Widen Cul-De-Sac Head On Diorite	TF28	60,000	20,000	19,828	(172)	-
Greenbushes - Kerbs	TF29	0	0	0	0	-
Stanifer St Reconstruction	TF30	3,000,000	0	592	592	2,211,141
Kerbing	KB01	32,500	13,540	0	(13,540)	-
Rifle Range Road	GS05	62,000	23,250	0	(23,250)	61,250
Donnelly Mill Road	GS22	0	0	0	0	-
Polina Road Gravel Sheeting	GS41	0	0	0	0	-
Tweed Road	GS71	119,050	59,544	59,022	(522)	-
Connell Road	GS72	12,983	4,866	0	(4,866)	-
Elwins Road Gravel Sheeting	GS43	0	0	0	0	-
Kingston Road Gravel Sheeting	GS44	0	0	0	0	-
Farrell Street Gravel Sheeting	GS79	0	0	0	0	-
Corbalup Road Gravel Sheeting	GS80	209,278	93,004	0	(93,004)	-
Eedle Terrace	RC01	0	0	0	0	-
Whittels Road	RC03	0	0	0	0	-
Hampton Street Bus Stop Pavement	RC06	0	0	0	0	-
Intersection Realignments	RC07	51,780	19,410	0	(19,410)	-
Apex Grove	RC15	0	0	0	0	-
Wilkins Road	RC37	0	0	0	0	-
Improvements At Steere St Intersections	RC52	40,000	15,000	0	(15,000)	-
Emergency Works	RC53	38,577	20,813	26,279	5,466	-
Hester Cascades Road	RC55	73,844	27,687	0	(27,687)	-
Pioneer Street	RC60	0	0	0	0	-
Geegelup View	RC65	5,500	2,061	0	(2,061)	-
Mount Street	RC67	15,000	15,000	21,803	6,803	-
Somme Street	RC69	0	0	0	0	-
Spencer Street	RC74	15,000	5,625	0	(5,625)	25,898

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026**

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	YTD				Purchase Orders Raised
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Lakeview Crescent Asphalt Cul-De-Sac	RC75	0	0	0	0	-
Catterick Road Safety Barrier	RC80	32,500	14,444	8,124	(6,320)	-
Greenbushes-Boyup Brook Road (9 Box out and reconstruct lane in various Locations)	RC81	71,500	31,776	0	(31,776)	-
Inglis Street - Road & Drainage Upgrade	RC82	39,485	17,540	3,633	(13,907)	762
Tweed Road Reconstruction	RC83	85,729	38,096	4,545	(33,551)	-
Lakeview Crescent Asphalt Cul-De-Sac	RC75	0	0	0	0	-
Regional road Safety Program	RS04	150,324	150,324	2,207	(148,117)	218,525
Roads Total		5,308,175	1,096,325	524,671	(571,654)	
Footpaths						
Transport						
Footpaths Accessibility Access	FP28	22,000	8,250	7,697	(553)	-
Allnutt Street	FP38	20,000	7,500	0	(7,500)	-
Memorial Park Footpath	FP46	25,000	11,108	0	(11,108)	-
Hampton Street Bus Stop Pavement Repairs C/Fwd	FP47	22,000	18,800	18,801	1	-
Footpaths Total		89,000	45,658	26,498	(19,160)	
Drainage						
Community Amenities						
Nelson Street Drainage	DR16	75,000	12,500	3,630	(8,870)	-
Pipe Drainage Easement between Gleneagles and Aberdeen Ave	DR41	56,504	22,093	0	(22,093)	-
Peninsula Road Drainage Works	DR42	63,250	23,700	0	(23,700)	-
Drainage Total		194,754	58,293	3,630	(54,663)	
Parks & Ovals and Other						
Community Amenities						
Bridgetown Cemetery	01IN	20,000	19,998	25,045	5,047	-
Bridgetown Landfill Liquid Waste Facility	WA01	32,627	6,722	109	(6,613)	-
Recreation and Culture						
River Park & Memorial Park Bbq Upgrade	21IU	20,000	20,000	17,435	(2,565)	-
Memorial Water Fountain	22IU	9,870	7,401	0	(7,401)	-
River Park Footpath Lighting	23IU	9,740	9,740	8,680	(1,060)	-
Highland Bridgetown Estate Park	TF10	50,000	8,333	0	(8,333)	-
Bridgetown Leisure Centre Infrastructure Renewals	18IN	8,000	7,998	0	(7,998)	-
Thompson Park BBQ Replacement	28IN	10,000	10,000	9,735	(265)	-
Acrod Bay - Hampton Street	CP06	30,000	11,250	0	(11,250)	-

SHIRE OF BRIDGETOWN-GREENBUSHES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2026

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	YTD				Purchase Orders Raised
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Parks & Ovals and Other Total		190,237	101,442	61,005	(40,437)	-
Bridges						
Transport						
Winnijup Road Bridge (3315)	BR03	12,000	5,332	0	(5,332)	-
Slades Road Bridge (3331A)	BR07	60,000	60,000	49,154	(10,846)	-
Hester Cascades Road Bridge 3704A	BR08	0	0	0	0	-
Winnejup Rd Bridge 3316	BR10	80,000	80,000	103,770	23,770	-
Blackbutt Road Bridge 3706A (Rtr)	BR17	12,500	12,500	0	(12,500)	-
Donelly Mill Road Bridge 3337	BR19	0	0	0	0	-
Bridges Total		164,500	157,832	152,924	(4,908)	-
Plant and Equipment						
Governance						
Light fleet vehicles	1055440	230,000	230,000	215,711	(14,289)	-
Law, Order and Public Safety						
Fire Fighting Equipment (Brigades Funded)	1065540	4,008	668	-	(668)	-
Fire Fighting Equipment (Brigades Funded)	1065940	0	0	-	0	-
Fire Prevention - Equipment Shire Funded	1065740	0	0	11,551	11,551	-
Ranger vehicle	1070140	0	0	-	0	-
CCTV Bridgetown Railway Station Carpark	1080340	114,802	53,500	53,547	47	-
SES Plant and Equipment	1085540	93,000	15,500	-	(15,500)	11,815
Community Amenities						
Manager of Development Services vehicle	1305640	0	0	-	0	-
Recreation and Culture						
Recreation & Culture Buildings Solar Panels & Batteries	TF06	383,000	383,000	201,940	(181,060)	133,661
Digital Scoreboard For Blc	11EQ	0	0	-	0	-
Transport						
Posi-Track And Attachments	PL28	0	0	58,250	58,250	-
Vibe Smooth Drum Roller	PL31	200,000	199,998	-	(199,998)	-
John Deere Tractor & Loader	PL32	80,000	13,333	-	(13,333)	54,000
Torro Zmaster Zereturn	PL33	30,000	5,000	-	(5,000)	28,882
Isuzu Npr Crew Cab	PL34	100,000	100,000	97,895	(2,105)	-

SHIRE OF BRIDGETOWN-GREENBUSHES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2026

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	YTD				Purchase Orders Raised
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Isuzu Npr Tipper	PL35	80,000	80,000	81,432	1,432	-
Prime Mover	PL36	240,000	240,000	221,153	(18,847)	-
Low Loader Trailer	PL37	150,000	0	-	0	-
All Terrain Elevated Work Platform	PL38	0	0	-	0	-
Sundry Items	1403740	15,000	15,000	10,785	(4,215)	-
Plant and Equipment Total		1,719,810	1,335,999	952,265	(383,734)	228,358
Furniture and Equipment						
Other Governance						
IT and Communication equipment	1055140	45,000	30,210	32,003	1,793	5,790
Bridgetown Regional Library Furniture & Equipment	1365440	14,000	14,000	6,821	(7,179)	-
Furniture and Equipment Total		59,000	44,210	38,824	(5,386)	5,790
Capital Expenditure Total		12,679,064	4,293,737	2,902,900	(1,390,837)	1,934,145

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 7: FIXED ASSET DISPOSALS

YTD Actual Replacement			Disposals	Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$		\$	\$	\$
			Plant and Equipment			
			Governance			
0			2018 Mitsubishi Outlander AWD - B271 (Pool Car)	9,929	20,000	10,071
0			2020 Toyota Landcruiser Prado Gxl 4X4 - B0100 (CEO)	35,000	40,000	5,000
0			2020 Nissan Xtrail St 2Wd - B0111 (MTS)	7,872	17,000	9,128
0			Toyota Rav4 Awd Hybrid Cvt Gx - B16240 (EMCS)	25,000	25,000	0
0			Transport			
0			2006 Hamm 3412 Vibration Smooth Roller	35,333	50,000	14,667
0			2018 John Deere 4066R Tractor & Loader - B577	31,564	15,000	(16,564)
0			2021 Torro Zmaster Zereturn Mower - B15726	11,338	3,000	(8,338)
0			2014 Isuzu Npr300 Crew Cab - B0102	21,945	35,000	13,055
0			2014 Isuzu Tip Truck - B032	20,728	40,000	19,272
0			1998 Plant Trailer (P2155) - B5569	0	25,000	25,000
0	0	0		198,709	270,000	71,291

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 9: INFORMATION ON BORROWINGS AND LEASES

(c) Lease Liabilities

Particulars	Principal 1/07/2024	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
Recreation and Culture									
007 Gym Equipment	0	306,255	0	41,595	55,780	264,660	250,475	10,091	13,135
Other Property and Services									
005 2022 Toyota Hilux (CESM)	23,585	0	0	11,521	19,941	12,064	3,644	489	0
006 New BRMO (Mitigation) Vehicle	5,042	0	0	6,933	5,042	-1,891	0	149	0
	28,627	306,255	0	60,049	80,763	274,833	254,118	10,730	13,135

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
Other Property and Services			
007 Gym Equipment	60 months	306,254	306,255
		306,254	306,255

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 10: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rates or general rates									
Shire GRV	0.073838	1,691	42,735,383	3,155,495	14,338	3,169,833	3,155,495	185,000	3,340,495
Mining GRV	0.221837	1	3,655,000	810,814	0	810,814	810,814	0	810,814
Shire Rural UV	0.004212	439	342,765,000	1,443,726	(543)	1,443,183	1,443,726	0	1,443,726
Mining UV	0.064312	19	1,502,792	96,648	0	96,648	96,648	0	96,648
Non-Rateable	0.000000	572	2,156,460	0	0	0	0	0	0
Sub-Totals		2,722	392,814,635	5,506,683	13,795	5,520,478	5,506,683	185,000	5,691,683
Minimum payments	Minimum \$								
Shire GRV	1,234.00	836	8,908,120	1,031,624	0	1,031,624	1,031,624	0	1,031,624
Shire Rural UV	1,530.00	315	81,611,600	481,950	0	481,950	481,950	0	481,950
Mining UV	280.00	18	26,686	5,040	0	5,040	5,040	0	5,040
Sub-Totals		1,169	90,546,406	1,518,614	0	1,518,614	1,518,614	0	1,518,614
Total general rates and minimum payments						7,039,092			7,210,297

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2026

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-25	Amount Received	Amount Paid	Closing Balance 31-Jan-26
	\$	\$	\$	\$
Accommodation - Visitor Centre	0	0	0	0
Other Visitor Centre	630	8,844	(9,027)	446
TransWA	265	4,181	(4,229)	217
Frank Draper Cemetery Fees	0	0	0	0
Unclaimed Monies				
R Witlen Overpayment	0	0	0	0
Visitor Centre Accommodation Payment	231	0	0	231
	1,126	13,025	(13,257)	895

SHIRE OF BRIDGETOWN-GREENBUSHES

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 31 JANUARY 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 JANUARY 2026

		Original	Current	YTD	Budget v Actual	
		Updated Budget			Estimated Year at End	Predicted Variance
Note		Adopted Budget	Estimates (a)	Year to Date Actual	Amount (b)	(b) - (a)
		\$	\$	\$	\$	\$
OPERATING ACTIVITIES						
Revenue from operating activities						
	General rates	7,210,297	7,210,297	7,039,092	7,210,297	0
	Grants, subsidies and contributions	3,685,536	3,685,536	999,434	4,548,265	862,729 ▲
4.1	Fees and charges	2,703,992	2,703,992	2,241,823	2,766,492	62,500 ▲
4.2	Interest revenue	414,952	414,952	167,546	282,952	(132,000) ▼
4.3	Other revenue	242,778	242,778	184,922	307,278	64,500 ▲
4.4	Profit on asset disposals	96,193	96,193	0	96,193	0
		14,353,748	14,353,748	10,632,817	15,211,477	857,729
Expenditure from operating activities						
4.5	Employee costs	(7,547,677)	(7,583,370)	(4,692,829)	(7,860,970)	(277,600) ▼
4.6	Materials and contracts	(4,837,135)	(4,918,165)	(2,658,952)	(5,199,787)	(281,622) ▼
	Utility charges	(297,746)	(297,746)	(146,468)	(297,746)	0
4.7	Depreciation	(5,443,546)	(5,443,546)	(3,249,532)	(5,591,546)	(148,000) ▼
4.8	Finance costs	(145,030)	(145,030)	(52,828)	(152,868)	(7,838) ▼
4.9	Insurance	(389,449)	(389,449)	(407,697)	(405,749)	(16,300) ▼
4.10	Other expenditure	(393,146)	(343,324)	(209,596)	(334,324)	9,000 ▲
	Loss on asset disposals	(24,902)	(24,902)	0	(24,902)	0
		(19,078,632)	(19,145,533)	(11,417,901)	(19,867,893)	(722,360)
4.11	Non-cash amounts excluded from operating activities	5,382,084	5,382,084	3,253,587	5,530,084	148,000 ▲
Amount attributable to operating activities		657,201	590,300	2,468,503	873,669	283,369
INVESTING ACTIVITIES						
Inflows from investing activities						
4.12	Capital grants, subsidies and contributions	4,073,157	7,073,157	584,497	7,238,156	164,999 ▲
	Proceeds from disposal of assets	270,000	270,000	0	270,000	0
		4,343,157	7,343,157	584,497	7,508,156	164,999
Outflows from investing activities						
4.13	Purchase of land and buildings	(4,953,588)	(4,953,588)	(1,143,084)	(5,205,159)	(251,571) ▼
4.14	Purchase of plant and equipment	(1,719,810)	(1,719,810)	(952,366)	(1,893,230)	(173,420) ▼
	Purchase of furniture and equipment	(59,000)	(59,000)	(38,824)	(59,000)	0
4.15	Purchase and construction of infrastructure-roads	(2,375,076)	(5,308,175)	(524,671)	(5,314,625)	(6,450) ▼
4.16	Purchase and construction of infrastructure-other	(988,491)	(988,491)	(244,057)	(590,735)	397,756 ▲
	Purchase of right of use assets	(306,254)	(306,254)	(306,254)	(306,254)	0
		(10,402,219)	(13,335,318)	(3,209,255)	(13,369,003)	(33,685)
	Non-cash amounts excluded from investing activities	306,254	306,254	306,254	306,254	0
Amount attributable to investing activities		(5,752,808)	(5,685,907)	(2,318,505)	(5,554,593)	131,314
FINANCING ACTIVITIES						
Cash inflows from financing activities						
	Proceeds from new borrowings	2,700,000	2,700,000	2,700,000	2,700,000	0
	Proceeds from new leases liabilities	306,254	306,254	306,254	306,254	0
	Transfers from reserve accounts	2,826,961	2,826,961	0	2,826,961	0
		5,833,215	5,833,215	3,006,254	5,833,215	0
Cash outflows from financing activities						
	Payments for principal portion of lease liabilities	(80,763)	(80,763)	(60,049)	(80,763)	0
	Repayment of borrowings	(181,230)	(181,230)	(70,283)	(181,230)	0
	Transfers to reserve accounts	(2,404,693)	(2,404,693)	(66,014)	(2,404,693)	0
		(2,666,686)	(2,666,686)	(196,346)	(2,666,686)	0
	Non-cash amounts excluded from financing activities	(306,254)	(306,254)	(306,254)	(306,254)	0
Amount attributable to financing activities		2,860,275	2,860,275	2,503,654	2,860,275	0
MOVEMENT IN SURPLUS OR DEFICIT						
4.17	Surplus or deficit at the start of the financial year	2,235,332	2,235,332	1,820,649	1,820,649	(414,683) ▼
	Amount attributable to operating activities	657,201	590,300	2,468,503	873,669	283,369
	Amount attributable to investing activities	(5,752,808)	(5,685,907)	(2,318,505)	(5,554,593)	131,314
	Amount attributable to financing activities	2,860,275	2,860,275	2,503,654	2,860,275	0
Surplus or deficit after imposition of general rates		(0)	(0)	4,474,301	(0)	0

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2026

1. BASIS OF PREPARATION

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16 Leases* which would have required the Shire of Bridgetown-Greenbushes to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 33A prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for the statement of financial activity, the budget review has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Year to Date Actual balances

Balances shown in this budget as Year to Date Actual are based on records at the time of preparation of the budget review and are subject to final adjustments.

Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Bridgetown-Greenbushes control resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the budget review.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the current financial year:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2026

2 NET CURRENT FUNDING POSITION
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 31 January 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
(a) Composition of estimated net current assets					
Current assets					
Cash and cash equivalents	9,603,250	7,897,582	7,897,582	7,429,993	7,897,582
Trade and other receivables	1,168,687	413,544	413,544	2,015,351	413,544
Inventories	69,552	71,129	71,129	68,392	71,129
Other assets	87,070	17,229	17,229	17,229	17,229
Contract assets	994,857	1,386,214	1,386,214	1,049,851	1,386,214
	11,923,416	9,785,698	9,785,698	10,563,587	9,785,698
Less: current liabilities					
Trade and other payables	(5,068,110)	(5,168,213)	(5,168,213)	(866,524)	(5,168,213)
Contract liabilities	(171,431)	(72,345)	(72,345)		(72,345)
Capital grant/contribution liability	(823,648)	(1,060,553)	(823,648)	(823,648)	(823,648)
Lease liabilities	(24,984)	0	0	4,269	0
Borrowings	(141,754)	0	0	(71,471)	0
Employee related provisions	(665,259)	(562,089)	(562,089)	(778,642)	(562,089)
Other provisions	(113,383)	(93,658)	(93,658)		(93,658)
	(7,008,569)	(6,956,858)	(6,719,953)	(2,536,016)	(6,719,953)
Net current assets	4,914,847	2,828,840	3,065,745	8,027,571	3,065,745
Less: Total adjustments to net current assets	(3,094,198)	(2,828,840)	(2,793,245)	(2,721,774)	(2,828,840)
Closing funding surplus / (deficit)	1,820,649	0	272,500	5,305,797	236,905

(b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 31 January 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
Adjustments to net current assets					
Less: Reserve accounts	(3,473,357)	(3,051,089)	(3,015,494)	(3,015,494)	(3,051,089)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	141,754	0	0	71,471	0
- Current portion of lease liabilities	24,984				
- Employee benefit provisions	212,421	222,249	222,249	222,249	222,249
Total adjustments to net current assets	(3,094,198)	(2,828,840)	(2,793,245)	(2,721,774)	(2,828,840)

(c) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 31 January 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	(25,910)	(96,193)	(96,193)	0	(96,193)
Less: Movement in liabilities associated with restricted cash	9,571	9,829	9,829	4,055	9,829
Add: Loss on disposal of assets	3,551	24,902	24,902	0	24,902
Add: Loss on revaluation of fixed assets	3,123				
Add: Depreciation on assets	5,269,654	5,443,546	5,443,546	3,249,532	5,591,546
Non-cash movements in non-current assets and liabilities:					
Pensioner deferred rates	10,355				
Employee benefit provisions	8,919				
Other provisions	16,519				
Non-cash amounts excluded from operating activities	5,295,782	5,382,084	5,382,084	3,253,587	5,530,084

(d) Investing activities excluded from budgeted deficiency

The following non-cash revenue and expenditure has been excluded from investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 31 January 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
Adjustments to investing activities					
Add: Right of use assets received - non cash	28,447	306,254	306,254	306,254	306,254
Non cash amounts excluded from investing activities	28,447	306,254	306,254	306,254	306,254

(e) Financing activities excluded from budgeted deficiency

The following non-cash revenue and expenditure has been excluded from financing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 31 January 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
Adjustments to financing activities					
Non cash proceeds from new leases	(28,447)	(306,254)	(306,254)	(306,254)	(306,254)
Non cash amounts excluded from financing activities	(28,447)	(306,254)	(306,254)	(306,254)	(306,254)

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 31 JANUARY 2026**

3 PREDICTED VARIANCES

	Variance
	\$
Revenue from operating activities	
4.1 Grants, subsidies and contributions	862,729 ▲
Financial Assistance Grants for 2026/27 expected to be received in advance in June 2026 and minor grants for Australia Day and Waste Sorted	
4.2 Fees and charges	62,500 ▲
Reduction in Sanitation User pays charges, sewerage waste disposal fees, road closure application fees and Summer festival ticket sales, Offset by increases to septic fees and charges, town planning applications, cemetery fees and charges, hall hire and reserve hire fees and building fees due to more usage/applications than expected.	
4.3 Interest revenue	(132,000) ▼
Interest revenue received is lower than expected	
4.4 Other revenue	64,500 ▲
Reduction in minor reimbursement accounts, offset by increases to rates reimbursements, workers compensation reimbursements and sale of minor assets	
Expenditure from operating activities	
4.5 Employee costs	(277,600) ▼
Increase in workers compensation insurance, training course expense for WHS training, FBT allocation and increases to salaries and wages for road routine road maintenance for grading works to increase safety on gravel roads, planning salaries and wages and increased works compensation payment to employees from our insurer	
4.6 Materials and contracts	(281,622) ▼
Increase to contractors for routine road maintenance for grading works to increase safety on gravel roads, contractor costs for engaging a recruitment consultant for filling of executive roles, increase to IT managed services contract, due to the outsourcing of IT support and the implementation of software for WHS reporting	
4.7 Depreciation	(148,000) ▼
Reduction in Depreciation for the visitors centre due to a revised useful life after renovations, offset by increases to the depreciation in other assets due to additions in June 2025.	
4.8 Finance costs	(7,838) ▼
Increase in interest expense for guarantee fee for the Depot Construction Loan 121	
4.9 Insurance	(16,300) ▼
Increased insurance costs for shire buildings	
4.10 Other expenditure	9,000 ▲
Reduction in licence fees for software	
4.11 Non-cash amounts excluded from operating activities	148,000 ▲
Depreciation	
Inflows from investing activities	
4.12 Capital grants, subsidies and contributions	164,999 ▲
Increase for Forrest Transition Grant, DFES grant for Kangaroo Gully fire Station, DFES vehicle transfer and increase RTR for Winnejump road roadworks, offset by reduction in funds for Highland estate works due to only design being completed this financial year	
Outflows from investing activities	
4.13 Purchase of land and buildings	(251,571) ▼
Increase for Forrest Transition Grant works to Shire Admin Building AV and increase to Kangaroo Gully Fire Station, both grant funded, offset by reductions to works on 144 and 146 Hampton St, the tennis club kitchen design and Library building renewals to be completed next year	
4.14 Purchase of plant and equipment	(173,420) ▼
Increase due to transfer for DFES vehicle, 100% matched to grant funds, Increased fire prevention expenditure, offset by savings made on plant and light vehicles	
4.15 Purchase and construction of infrastructure-roads	(6,450) ▼
Minor Increase for Winnejump Rd works, grant funded, offset by reprioritisation of Greenbushes - Boyup Brook roadworks	

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 31 JANUARY 2026**

3 PREDICTED VARIANCES

	Variance
	<u>\$</u>
4.16 Purchase and construction of infrastructure-other Savings due to reprioritising a number of capital projects, including highlands estate park, grant funded, landfill waste facility works, offset by increased for Mckelvie Bridge and Winnejup Rd Bridge	397,756 ▲
4.17 Surplus or deficit at the start of the financial year Movement between opening budget position for 2025/26 and actual audited financial position in 2024/25	(414,683) ▼

Detailed Budget Amendment - Mid Year Budget Review 2025/26

COA	Job	Description	Type Description	Capital type	Inc/Exp Analysis Summary	Original Budget	Budget Amendment	New Forecast 30 June Position	Notation - Reason for Change	Non Cash Adjustments	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Balance
						\$	\$	\$					
Adopted Budget													
					Opening (Surplus)/Deficit	2,235,332	(414,683)	1,820,649				(414,683)	(414,683)
Council approved budget amendments													
38104	G579	Farrell Street Gravel Sheeting - Salaries & Wages	Capital Expenditure	Infrastructure Roads	Employee Costs	17,898	(17,898)	0	Approved at OCM		17,898		(396,785)
38104	G579	Farrell Street Gravel Sheeting - Materials/Contracts	Capital Expenditure	Infrastructure Roads	Materials & Contracts	12,500	(12,500)	0	Approved at OCM		12,500		(384,285)
38104	G579	Farrell Street Gravel Sheeting - Internal Plant Hire	Capital Expenditure	Infrastructure Roads	Materials & Contracts	14,309	(14,309)	0	Approved at OCM		14,309		(369,976)
38104	G579	Farrell Street Gravel Sheeting - Labour Overhead	Capital Expenditure	Infrastructure Roads	Labour Overhead	22,194	(22,194)	0	Approved at OCM		22,194		(347,782)
39012	ZA02	Routine Road Mtce Outside Unsealed - Materials/Contracts	Operating Expenditure	Operating	Materials & Contracts	513,850	66,901	580,751	Approved at OCM			(66,901)	(414,683)
18052		Care Of Families - Community Planning Development Projects - Salaries and Wages	Operating Expenditure	Operating	Employee Costs	87,333	(4,400)	82,933	Approved at OCM		4,400		(410,283)
18052		Care Of Families - Community Planning Development Projects Mun - Materials/Contracts	Operating Expenditure	Operating	Materials & Contracts		4,400	4,400	Approved at OCM			(4,400)	(414,683)
38074	TF30	Stanifer Street Reconstruction	Capital Expenditure	Infrastructure Roads	Materials & Contracts	0	3,000,000	3,000,000	Approved at OCM			(3,000,000)	(3,414,683)
38073		Talson Projects Roads - Partnering For The Future funding	Operating Income	Operating	Non-Operating Grants, Subsidies & Contributions	(60,000)	(3,000,000)	(3,060,000)	Approved at OCM		3,000,000		(414,683)
General Purpose Funding													
Rates													
01162		Rates Collection Costs	Operating Expenditure	Operating	Materials & Contracts	3,400	10,000	13,400	Increased debt collection costs, fully recoverable from ratepayer			(10,000)	(424,683)
01201		Interest On Overdue Rates	Operating Income	Operating	Interest Income	(28,000)	(8,000)	(36,000)	Increased interest raised		8,000		(416,683)
01221		Rates Reimbursement/Contributions	Operating Income	Operating	Other Revenue/Income	(6,000)	(2,000)	(8,000)	Reimbursement of legal costs		2,000		(414,683)
General Purpose Funding													
02301		Other General Purpose - Grants Commission	Operating Income	Operating	Operating Grants, Subsidies & Contributions	(550,281)	(208,567)	(758,848)	based on 50% upfront payment of next year's allocation		208,567		(206,116)
02351		Local Road Funding - Grants Commission	Operating Income	Operating	Operating Grants, Subsidies & Contributions	(485,116)	(639,162)	(1,124,278)	based on 50% upfront payment of next year's allocation		639,162		433,046
03601		General Revenue Interest	Operating Income	Operating	Interest Income	(200,000)	100,000	(100,000)	Interest received lower than expected			(100,000)	333,046
03701		Reserves Interest Received	Operating Income	Operating	Interest Income	(160,000)	40,000	(120,000)	Interest received lower than expected			(40,000)	293,046
Governance													
Members of Council													
04012		Development Services Department	Operating Expenditure	Operating	Employee Costs	3,639	40,000	43,639	Increased salaries and wages budget required for new principal planner			(40,000)	253,046
04042		Members - Election Expenses	Operating Expenditure	Operating	Materials & Contracts	2,500	(2,500)	0	Advertising taken care of by the electoral commission		2,500		255,546
Other Governance													
05006	PI122	Organisation Wide Training	Operating Expenditure	Operating	Employee Costs	25,000	38,000	63,000	Additional Work Health and Safety Training Required			(38,000)	217,546
05006	PI73	Local Laws Review	Operating Expenditure	Operating	Materials & Contracts	3,000	(3,000)	0	Will not take place this year		3,000		220,546
05523		Other Governance - Minor Income	Operating Income	Operating	Other Revenue/Income	(2,000)	(15,000)	(17,000)	Sale of Minor Plant no on the asset register, water tanks		15,000		235,546
05532	09G0	Staff Management Hr	Operating Expenditure	Operating	Materials & Contracts	0	27,500	27,500	Recruitment Services for Executive Leadership Roles, budgeted in last year			(27,500)	208,046
05533		Other Governance - Grants	Operating Income	Operating	Non-Operating Grants, Subsidies & Contributions	0	(100,000)	(100,000)	Forest Transition Grant 100k - AV Equipment in Chamber		100,000		308,046
05533		Other Governance - Grants	Operating Income	Operating	Operating Grants, Subsidies & Contributions	0	(10,000)	(10,000)	National Australia Day Council Grant		10,000		318,046
05652		Refreshments - Councillors	Operating Expenditure	Operating	Materials & Contracts	8,000	8,000	16,000	Councillor Catering Requirements, increased number of workshops and meetings			(8,000)	310,046

05544		Other Governance - Plant Purchases	Capital Expenditure	Plant & Equipment	Materials & Contracts	230,000	(14,288)	215,711	Saving on Purchase of 4 x vehicles		14,288		324,334
05574	07BU	Shire Administration Building	Capital Expenditure	Buildings	Materials & Contracts	178,535	100,000	278,535	Forest Transition Grant 100K - AV Equipment in Chamber			(100,000)	224,334
Law, Order And Public Safety													
Fire Prevention													
06002		Fire Prevention - Depreciation	Operating Expenditure	Operating	Depreciation	205,645	30,000	235,645	Correction of Depreciation Charge		(30,000)		194,334
06112		Fire Prevention - Advertising & Printing	Operating Expenditure	Operating	Materials & Contracts	1,200	1,200	2,400	Increase in Advertising Costs for Fire Notices			(1,200)	193,134
06142		Dfes Maintenance Of Vehicles	Operating Expenditure	Operating	Insurance	23,500	(23,500)	0	Insurance provided for within Plant Operations			23,500	216,634
06422	75MA	B & P Hammence Fire Station Building Maintenance	Operating Expenditure	Operating	Materials & Contracts	2,270	4,008	6,278	Reallocation from Capex - Equipment Brigades			(4,008)	212,626
06433		Dfes Plant & Building Grants	Operating Income	Operating	Non-Operating Grants, Subsidies & Contributions	(157,950)	(222,050)	(380,000)	Increase in DFES grant for Kangaroo Gully Fire Station			222,050	434,676
06554		Fire Prevention - Equipment Brigades	Capital Expenditure	Plant & Equipment	Materials & Contracts	4,008	(4,008)	0	Reallocation to Operating Expense, Doesn't meet asset acquisition threshold			4,008	438,684
06574		Fire Prevention - Equipment Shire	Capital Expenditure	Plant & Equipment	Materials & Contracts	0	11,511	11,511	Unbudgeted office equipment for the ICC upgrade			(11,511)	427,173
06614	12BN	Kangaroo Gully Fire Station	Capital Expenditure	Buildings	Materials & Contracts	177,950	222,050	400,000	Match increased grant funding awarded by DFES			(222,050)	205,123
Animal Control													
07282		Animal Control - Other Expenses	Operating Expenditure	Operating	Materials & Contracts	15,000	(10,000)	5,000	Contract Ranger taken on as employee			10,000	215,123
Other Law, Order & Public Safety													
08002		Other Law Order & Public Safety - Depreciation	Operating Expenditure	Operating	Depreciation	16,239	16,000	32,239	Correction to Depreciation		(16,000)		199,123
08083		Ses Equipment Grants	Operating Income	Operating	Non-Operating Grants, Subsidies & Contributions	(93,000)	(134,632)	(227,632)	Transfer of 11MV364 - Toyota HiAce - Grant Funded			134,632	333,755
08554		Ses - Plant & Equipment	Capital Expenditure	Plant & Equipment	Materials & Contracts	93,000	134,632	227,632	Transfer of 11MV364 - Toyota HiAce - Grant Funded			(134,632)	199,123
Education & Welfare													
Other Education													
10003		Other Education - Fees & Charges/Reimbursements	Operating Income	Operating	Other Revenue/Income	(895)	(7,000)	(7,895)	Electricity, Water and security charges for Bridgetown CRC and BGTA			7,000	206,123
Care of Families & Children													
18022	22RA	Terminus Lawn Mowing	Operating Expenditure	Operating	Materials & Contracts	8,000	(8,000)	0	Has not been contracted to third party			8,000	214,123
Aged & Disabled Persons													
19062		Aged & Disabled - Seniors Programmes	Operating Expenditure	Operating	Materials & Contracts	1,000	2,000	3,000	Film Festival funds reinvested in seniors matinee's			(2,000)	212,123
Housing													
Staff Housing													
24022	88MA	175 Roe Street	Operating Expenditure	Operating	Depreciation	0	12,000	12,000	Was not included in Depreciation Schedule		(12,000)		200,123
24014	26BU	146 Hampton Street	Capital Expenditure	Buildings	Materials & Contracts	27,979	(27,979)	0	Restumping Works not going ahead this year			27,979	228,102
24014	388U	144 Hampton Street	Capital Expenditure	Buildings	Materials & Contracts	32,500	(32,500)	0	Restumping Works not going ahead this year			32,500	260,602
Community Amenities													
Sanitation - Household Refuse													
25032	01YB	Bridgetown Refuse Site Management	Operating Expenditure	Operating	Other Expenditure	9,000	(9,000)	0	Licence Fee provided for In Materials and Contracts			9,000	269,602
25503		Sanitation General User Pay Charges	Operating Income	Operating	Fees & Charges	(140,000)	15,000	(125,000)	Talisson Demolition fees in last FY, not expected to occur this year			(15,000)	254,602
25513		Sanitation General Recycling - Subsidies / Royalties	Operating Income	Operating	Fees & Charges	(50,000)	(5,000)	(55,000)	Increase in Royalties received			5,000	259,602
25504	WA01	Bridgetown Landfill Liquid Waste Facility	Capital Expenditure	Infrastructure Parks & Ovals,	Employee Costs	500	(500)	0	Move Project to next year, to be rescoped			500	260,102
25504	WA01	Bridgetown Landfill Liquid Waste Facility	Capital Expenditure	Infrastructure Parks & Ovals,	Materials & Contracts	30,077	(30,077)	0	Move Project to next year, to be rescoped			30,077	290,179
25504	WA01	Bridgetown Landfill Liquid Waste Facility	Capital Expenditure	Infrastructure Parks & Ovals,	Materials & Contracts	1,200	(1,200)	0	Move Project to next year, to be rescoped			1,200	291,379
25504	WA01	Bridgetown Landfill Liquid Waste Facility	Capital Expenditure	Infrastructure Parks & Ovals,	Labour Overhead	850	(850)	0	Move Project to next year, to be rescoped			850	292,229

Sewerage												
27423		Sewerage Septic Tank Inspection Fees	Operating Income	Operating	Fees & Charges	(4,800)	(1,000)	(5,800)	Increased Applications Received		1,000	293,229
27433		Sewerage Waste Disposal Fees	Operating Income	Operating	Fees & Charges	(15,000)	2,000	(13,000)	Reduction as facility at capacity post Winter 25			291,229
27443		Sewerage Septic Tank Application Fees	Operating Income	Operating	Fees & Charges	(5,500)	(1,000)	(6,500)	Increased Applications Received		1,000	292,229
Protection of the Environment												
29083		Protection Of Environment Grants/Contributions Mun	Operating Income	Operating	Operating Grants, Subsidies & Contributions	0	(5,000)	(5,000)	Waste Authority Grant received		5,000	297,229
29006	EN01	Waste Authority - Waste To Worms	Operating Expenditure	Operating	Materials & Contracts	0	5,000	5,000	Waste Authority Grant received			292,229
Town Planning & Regional Development												
30433		Town Planning Application Fees	Operating Income	Operating	Fees & Charges	(30,000)	(15,000)	(45,000)	Increased applications received		15,000	307,229
Other Community Amenities												
31022	01YC	Grave Digging Bridgetown	Operating Expenditure	Operating	Materials & Contracts	2,000	2,000	4,000	Increased Grave Digging Required			305,229
31403		Cemetery Fees & Charges (Gst Free)	Operating Income	Operating	Fees & Charges	(3,000)	(25,000)	(28,000)	Increased right of burials		25,000	330,229
31413		Cemetery Fees & Charges (Gst Applies)	Operating Income	Operating	Fees & Charges	(18,000)	(10,000)	(28,000)	Increased placement of ashes and administration fees		10,000	340,229
28004	DR16	Nelson Street Drainage	Capital Expenditure	Infrastructure Stormwater Di	Materials & Contracts	75,000	15,000	90,000	Completion of study and increased cost of works			325,229
31074	01IN	Bridgetown Cemetery	Capital Expenditure	Infrastructure Parks & Ovals,	Materials & Contracts	20,000	5,000	25,000	Increased cost of Niche wall and memorial stone works			320,229
Recreation And Culture												
Public Halls & Civic Centres												
32012	04MA	Civic Centre Building Maintenance	Operating Expenditure	Operating	Materials & Contracts	14,523	5,000	19,523	Required due to increased use by hirers			315,229
32022	04CA	Civic Centre Building Operation	Operating Expenditure	Operating	Depreciation	46,905	50,000	96,905	Correction to Depreciation		(50,000)	265,229
32022	04CA	Civic Centre Building Operation	Operating Expenditure	Operating	Insurance	7,805	3,300	11,105	Higher Insurance cost due to new build			261,929
32423		Greenbushes Hall Hire Charges	Operating Income	Operating	Fees & Charges	(3,500)	(2,500)	(6,000)	Greater Utilisation		2,500	264,429
Other Recreation & Sport												
34453		Other Recreation & Sport Contribution/Reimbursements	Operating Income	Operating	Other Revenue/Income	0	(8,000)	(8,000)	Sale of Minor Plant not on the asset register, gym equipment, dumbbells		8,000	272,429
34463		Other Recreation & Sport Property & Reserves Hire Fees	Operating Income	Operating	Fees & Charges	(3,400)	(2,000)	(5,400)	More hires than expected		2,000	274,429
34482		Other Recreation & Sport Depreciation - Parks & Ovals	Operating Expenditure	Operating	Depreciation	276,263	15,000	291,263	Correction of Depreciation		(15,000)	259,429
34514	06BU	Bridgetown Tennis Club	Capital Expenditure	Buildings	Materials & Contracts	10,000	(10,000)	0	Kitchen design deferred to next financial year		10,000	269,429
34544	22IU	Memorial Water Fountain	Capital Expenditure	Infrastructure Parks & Ovals,	Materials & Contracts	9,870	(9,870)	0	Work completed from another budget, no longer required		9,870	279,299
34544	23IU	River Park Footpath Lighting	Capital Expenditure	Infrastructure Parks & Ovals,	Materials & Contracts	9,740	(1,060)	8,680	Saving from completed project		1,060	280,359
34594	TF1D	Highland Bridgetown Estate Park	Capital Expenditure	Infrastructure Parks & Ovals,	Materials & Contracts	400,000	(350,000)	50,000	Initial Design work this year, not construction		350,000	630,359
Other Recreation & Sport - Bridgetown Leisure Centre												
34032		Bridgetown Leisure Centre - Administration Salaries & Costs	Operating Expenditure	Operating	Employee Costs	8,638	(5,000)	3,638	Training not required and reallocated to Organisation Wide Training		5,000	635,359
34292		Aquatic Co-Ordinators & Lifeguards	Operating Expenditure	Operating	Employee Costs	2,800	(1,300)	1,500	Reduction in Protective Clothing needed		1,300	636,659
34292		Aquatic Co-Ordinators & Lifeguards	Operating Expenditure	Operating	Employee Costs	20,167	(10,000)	10,167	Training not required and reallocated to Organisation Wide Training - Provided for free by Royal Life Saving		10,000	646,659
34312		Bridgetown Leisure Centre Gym Equipment Lease	Operating Expenditure	Operating	Depreciation	0	60,000	60,000	Depreciation of right of Use asset - Gym Equipment not provided for		(60,000)	586,659
34423		Other Recreation & Sport Grants	Operating Income	Operating	Non-Operating Grants, Subsidies & Contributions	(350,000)	350,000	0	Initial Design work this year, not construction			236,659
34912		Recreation Officers	Operating Expenditure	Operating	Employee Costs	3,400	(2,000)	1,400	Reduction in Protective Clothing needed		2,000	238,659
34912		Recreation Officers	Operating Expenditure	Operating	Employee Costs	12,639	(7,000)	5,639	Training not required and reallocated to Organisation Wide Training		7,000	245,659
34972		Swimming Pool Chemicals	Operating Expenditure	Operating	Materials & Contracts	16,220	5,000	21,220	Increased chemical prices			240,659
34982		Health & Fitness Program Staff	Operating Expenditure	Operating	Employee Costs	5,762	(1,500)	4,262	Training not required and reallocated to Organisation Wide Training		1,500	242,159
34514	16BU	Bridgetown Leisure Centre	Capital Expenditure	Buildings	Materials & Contracts	60,000	10,000	70,000	Increased budget required to finish off lighting project			232,159
34914	18IN	Bridgetown Leisure Centre Infrastructure Renewals	Capital Expenditure	Infrastructure Parks & Ovals,	Materials & Contracts	8,000	(8,000)	0	Handrails in pool to be replaced prior to opening next year		8,000	240,159
Library												

36333		Coffee Machine Sales	Operating Income	Operating	Fees & Charges	(2,100)	(1,000)	(3,100)	Increased usage		1,000	241,159	
05443		Bridgetown Regional Library Photocopying Charges	Operating Income	Operating	Fees & Charges	(2,300)	(1,500)	(3,800)	Increased usage		1,500	242,659	
36554	608U	Bridgetown Library Renewals	Capital Expenditure	Buildings	Materials & Contracts	10,000	(10,000)	0	Footpath lighting to be rescoped for next year budget		10,000	252,659	
Other Culture													
37102		Arts & Culture Programs	Operating Expenditure	Operating	Materials & Contracts		2,500	2,500	Film Festival funds reinvested in Art Prize			(2,500)	250,159
37232		Other Culture Summer Evening Film Festivals	Operating Expenditure	Operating	Materials & Contracts	4,500	(4,500)	0	Film Festival did not go ahead this year, not well attended in previous years		4,500	254,659	
37393		Other Culture Fees & Charges	Operating Income	Operating	Fees & Charges	(1,000)	1,000	0	Remove ticket income for Summer Film Festival that didn't go ahead			(1,000)	253,659
Transport													
Streets, Roads, Bridges & Depots - Construction													
38163		Roads To Recovery Grant	Operating Income	Operating	Non-Operating Grants, Subsidies & Contributions	(677,912)	(58,317)	(736,229)	Increase for Winnejuip Rd works		58,317	311,976	
38014	RR17	Winnejuip Road 2023-24	Capital Expenditure	Infrastructure Roads	Materials & Contracts	294,445	58,317	352,762	Increased Cost covered by Roads to Recovery			(58,317)	253,659
38074	TF24	Talison Greenbushes Footpaths	Capital Expenditure	Infrastructure Roads	Materials & Contracts	760,000	40,000	800,000	Savings from Diorite Cul-De-Sac reinvested in footpath project			(40,000)	213,659
38074	TF28	Widen Cul-De-Sac Head On Diorite	Capital Expenditure	Infrastructure Roads	Materials & Contracts	60,000	(40,000)	20,000	Savings from Diorite Cul-De-Sac reinvested in footpath project		40,000	253,659	
38104	GS71	Tweed Road	Capital Expenditure	Infrastructure Roads	Materials & Contracts	59,625	12,830	72,455	Project Variations required for gravel resheeting			(12,830)	240,829
38604	FP28	Footpath Accessibility Access	Capital Expenditure	Infrastructure Footpaths	Materials & Contracts	22,000	6,000	28,000	Stage Three of Disability Access tactile indicators			(6,000)	234,829
38604	FP38	Alinuit Street	Capital Expenditure	Infrastructure Footpaths	Materials & Contracts	20,000	5,000	25,000	Cost of Job estimated to be \$25,000, (\$20,000 budget provided for)			(5,000)	229,829
38604	FP46	Memorial Park Footpath	Capital Expenditure	Infrastructure Footpaths	Materials & Contracts	25,000	(25,000)	0	Project moved to next financial year		25,000	254,829	
38604	FP47	Hampton Street Bus Stop Pavement Repairs C/Fwd	Capital Expenditure	Infrastructure Footpaths	Materials & Contracts	22,000	(3,199)	18,801	Cost Saving		3,199	258,028	
38694	RC67	Mount Street	Capital Expenditure	Infrastructure Roads	Materials & Contracts	15,000	6,803	21,803	Install barrier at cul-de-sac (steep drop off). Project cost variation			(6,803)	251,225
38694	RC81	Greenbushes-Boyup Brook Road (9 Box Out And Reconstruct Lane In Various Locations)	Capital Expenditure	Infrastructure Roads	Materials & Contracts	71,500	(71,500)	0	Quote to complete came in higher than expected, re-prioritise to next financial year		71,500	322,725	
38774	BR03	Winnejuip Road Bridge (3315)	Capital Expenditure	Infrastructure Bridges	Materials & Contracts	12,000	(12,000)	0	Project re-prioritised		12,000	334,725	
38774	BR07	Slades Road Bridge (3331A)	Capital Expenditure	Infrastructure Bridges	Materials & Contracts	60,000	(60,000)	0	Project quote came in higher than budget, re-prioritise to next financial year		60,000	394,725	
38774	BR10	Winnejuip Rd Bridge 3316	Capital Expenditure	Infrastructure Bridges	Materials & Contracts	80,000	23,000	103,000	Cost greater than expected - Emergency works required			(23,000)	371,725
38774	BR26	Mckelvie Road Bridge 3705	Capital Expenditure	Infrastructure Bridges	Materials & Contracts	0	50,000	50,000	Emergency Works needed			(50,000)	321,725
Streets, Roads, Bridges & Depots - Maintenance													
39002		Depreciation Roads	Operating Expenditure	Operating	Depreciation	3,119,700	90,000	3,209,700	Correction to Depreciation		(90,000)	231,725	
39012	ZA02	Routine Road Mtce Outside Unsealed	Operating Expenditure	Operating	Employee Costs	144,034	40,000	201,932	Increased road maintenance program due to safety concerns and community complaints to be completed in house			(40,000)	191,725
39012	ZA02	Routine Road Mtce Outside Unsealed	Operating Expenditure	Operating	Materials & Contracts	60,000	70,000	142,500	Increased road maintenance program due to safety concerns and community complaints			(70,000)	121,725
39022	ZB06	Verge Maintenance Built Up Areas	Operating Expenditure	Operating	Materials & Contracts	27,000	5,000	32,000	Increase due to flooding in November			(5,000)	116,725
39122		Depreciation Other Infrastructure	Operating Expenditure	Operating	Depreciation	39,406	5,000	44,406	Correction to Depreciation		(5,000)	111,725	
39593		Road Closure Plan Approval Fees & Charges	Operating Income	Operating	Fees & Charges	(2,500)	1,500	(1,000)	Reduced Road closure applications			(1,500)	110,225
39692		Depot Loan 120 - Interest Repayment	Operating Expenditure	Operating	Interest Expense	69,277	1,624	70,901	Match to Loan Schedule - Interest			(1,624)	108,601
39692		Depot Loan 120 - Interest Repayment	Operating Expenditure	Operating	Interest Expense	0	6,214	6,214	Match to Loan Schedule - Guarantee Fee			(6,214)	102,387
Road Plant Purchases													
40004	PL28	Posi Track And Attachments	Capital Expenditure	Plant & Equipment	Materials & Contracts	0	100,000	100,000	Posi Track ordered last year, received this financial year 58k. Additional grader arm required			(100,000)	2,387
40004	PL31	Vibe Smooth Drum Roller	Capital Expenditure	Plant & Equipment	Materials & Contracts	200,000	(25,000)	175,000	Cost Saving on purchase		25,000	27,387	
40004	PL32	John Deere Tractor & Loader	Capital Expenditure	Plant & Equipment	Materials & Contracts	80,000	(26,000)	54,000	Cost Saving on purchase		26,000	53,387	
40004	PL33	Torro Zmaster Zeroturn	Capital Expenditure	Plant & Equipment	Materials & Contracts	30,000	(1,118)	28,882	Cost Saving on purchase		1,118	54,505	
40004	PL34	Isuzu Npr Crew Cab	Capital Expenditure	Plant & Equipment	Materials & Contracts	100,000	(3,740)	96,260	Cost Saving on purchase		3,740	58,245	
40004	PL35	Isuzu Npr Tipper	Capital Expenditure	Plant & Equipment	Materials & Contracts	80,000	1,432	81,432	Cost slightly higher than expected			(1,432)	56,813
Economic Services													
Tourism & Area Promotion													

46163		Community Group & Event Banners	Operating Income	Operating	Fees & Charges	(2,000)	(1,500)	(3,500)	Charges Applied for all groups		1,500		58,313
46432	97CA	154 Hampton Street	Operating Expenditure	Operating	Insurance	0	4,000	4,000	Insurance Allocation			(4,000)	54,313
Tourism & Area Promotion - Visitors Centre													
46003		Bridgetown Visitor Centre Counter Sales	Operating Income	Operating	Fees & Charges	(20,000)	(2,000)	(22,000)	Increase in stock sales expected		2,000		56,313
46043		Bridgetown Visitor Centre Venue Hire	Operating Income	Operating	Fees & Charges	(500)	(1,500)	(2,000)	Increased Gallery Hire		1,500		57,813
46053		Bridgetown Visitor Centre Bus Tickets Commissions	Operating Income	Operating	Fees & Charges	(500)	(500)	(1,000)	Increased Bus ticket sales		500		58,313
46063		Bridgetown Visitor Centre Consignment Stock Commissions	Operating Income	Operating	Fees & Charges	(2,000)	(1,000)	(3,000)	Increased Commission on stock sales		1,000		59,313
46142	41CA	Tourist Centre Building Operation	Operating Expenditure	Operating	Depreciation	205,638	(180,000)	25,638	Reduction in Depreciation due to update to Useful life post renovations	180,000			239,313
46252		Bridgetown Visitor Centre Stock Costs	Operating Expenditure	Operating	Materials & Contracts	12,500	2,000	14,500	Increased stock required			(2,000)	237,313
47413		Building Licenses	Operating Income	Operating	Fees & Charges	(55,000)	(10,000)	(65,000)	More building applications than expected		10,000		247,313
47423		Building Control Fees & Charges (Inc Gst)	Operating Income	Operating	Fees & Charges	(2,500)	(1,000)	(3,500)	Increase in copies of plans		1,000		248,313
47453		Building Control Fees & Charges (Ex Gst)	Operating Income	Operating	Fees & Charges	(4,290)	(500)	(4,790)	Increase minor charges		500		248,813
Other Property And Services													
Building Control													
54002		Plant Operation Depreciation Plant & Equipment	Operating Expenditure	Operating	Depreciation	289,743	50,000	339,743	Correction to Depreciation		(50,000)		198,813
54052		Plant Operation Insurance	Operating Expenditure	Operating	Insurance	46,800	23,500	70,300	Move budget from Fire Prevention Accounts for PSES vehicles			(23,500)	175,313
54403		Plant Operation Reimbursements	Operating Income	Operating	Other Revenue/Income	(80,000)	(5,000)	(85,000)	Increased Fuel tax credits		5,000		180,313
Organisation Salaries & Wages													
56302		Salaries & Wages Workers Compensation Payments	Operating Expenditure	Operating	Employee Costs	50,000	50,000	100,000	Increased workers compensation payment to amalusa			(50,000)	130,313
56393		Salaries & Wages Workers Compensation Reimbursements	Operating Income	Operating	Other Revenue/Income	(50,000)	(50,000)	(100,000)	Increased workers compensation payment from insurer		50,000		180,313
Development, Community & Infrastructure Management Overheads													
60022		D & I Management Other Employee Costs	Operating Expenditure	Operating	Employee Costs	7,553	16,700	24,253	Increased Workers Compensation Allocation			(16,700)	163,613
60022		D & I Management Other Employee Costs	Operating Expenditure	Operating	Employee Costs	4,837	10,000	14,837	Increased FBT Allocation			(10,000)	153,613
60052		D & I Management Materials & Contracts	Operating Expenditure	Operating	Insurance	3,307	3,500	6,807	Increased Insurance Allocation			(3,500)	150,113
Works & Parks Activity Unit Overheads													
63022		Works Activity Other Employee Costs	Operating Expenditure	Operating	Employee Costs	53,384	15,000	68,384	Increased Workers Compensation Allocation			(15,000)	135,113
Fleet Activity Unit Overheads													
64022		Fleet Other Employee Costs	Operating Expenditure	Operating	Employee Costs	0	3,700	3,700	Increased Workers Compensation Allocation			(3,700)	131,413
64052		Fleet Materials & Contracts	Operating Expenditure	Operating	Materials & Contracts	0	10,000	10,000	Increased Depot Consumables			(10,000)	121,413
Corporate Services Department Overheads													
05152		Corporate Services Workers Compensation Insurance	Operating Expenditure	Operating	Employee Costs	30,802	16,500	47,302	Increased Workers Compensation Allocation			(16,500)	104,913
05272		Corporate Services Staff Training	Operating Expenditure	Operating	Employee Costs	11,079	3,000	14,079	Training for New Rates Officer			(3,000)	101,913
Chief Executive Office Department Overheads													
75003		Office Of The Ceo Reimbursements	Operating Income	Operating	Other Revenue/Income	(5,000)	5,000	0	Staff Leave Reimbursement not due this year			(5,000)	96,913
75042		Office Of The Ceo Other Employee Costs	Operating Expenditure	Operating	Employee Costs	2,275	2,000	4,275	Name Badges and Business Cards & Increased number of Phone Allowances			(2,000)	94,913
75112		Ceo Department Audit Fees	Operating Expenditure	Operating	Materials & Contracts	46,500	10,000	56,500	Financial Systems Audit not provided for, Legislative Requirement			(10,000)	84,913
Project Management Office Department Overheads													
73002		Pm Department - Salaries & Employment On Costs	Operating Expenditure	Operating	Employee Costs	15,394	(3,000)	12,394	Decreased Workers Compensation Allocation		3,000		87,913
73002		Pm Department - Salaries & Employment On Costs	Operating Expenditure	Operating	Employee Costs	5,609	2,000	7,609	Increased Training Course Expense - WALGA procurement & contracts - new staff			(2,000)	85,913
73002		Pm Department - Salaries & Employment On Costs	Operating Expenditure	Operating	Employee Costs	1,375	5,000	6,375	Recruitment Costs for new PM staff, advertising & medicals etc			(5,000)	80,913
Building Assets Department Overheads													
74052		Building Assets Department Workers Compensation Insurance	Operating Expenditure	Operating	Employee Costs	16,894	4,000	20,894	Increased Workers Compensation Allocation			(4,000)	76,913

74082		Building Assets Department Staff Training	Operating Expenditure	Operating	Employee Costs	5,802	(4,500)	1,302	Training Course provided for elsewhere in budget - Not required		4,500		81,413
Administration & Finance Activity Units Costs													
76003		A&F Activity Units Reimbursements & Charges	Operating Income	Operating	Other Revenue/Income	(2,500)	2,500	0	Increased Misc Revenue received			(2,500)	78,913
76032		A&F Activity Units It Support & Costs	Operating Expenditure	Operating	Materials & Contracts	173,949	108,000	281,949	IT Support Managed Services Costs were underbudgeted. IT review required.			(108,000)	(29,087)
76032		A&F Activity Units It Support & Costs	Operating Expenditure	Operating	Insurance	0	5,500	5,500	Increased insurance Allocation for Cyber Security			(5,500)	(34,587)
76042		A&F Activity Units Accounting	Operating Expenditure	Operating	Materials & Contracts	3,500	2,000	5,500	Accounting Advice on historical transactions and training			(2,000)	(36,587)
76082		A&F Activity Units Office Supplies & Equipment	Operating Expenditure	Operating	Materials & Contracts	0	3,413	3,413	New Photocopier lease, replaced unserviceable machines x 2			(3,413)	(40,000)
76082		A&F Activity Units Office Supplies & Equipment	Operating Expenditure	Operating	Materials & Contracts	26,200	7,000	33,200	Increased stationery and managed services for the 2 new printers			(7,000)	(47,000)
76092		A&F Activity Units Occup Health & Safety Com	Operating Expenditure	Operating	Employee Costs	35,194	57,600	92,794	Work Health and Safety Officer Increased FTE, due to prioritisation of WHS in the Shire			(57,600)	(104,600)
76092		A&F Activity Units Occup Health & Safety Com	Operating Expenditure	Operating	Materials & Contracts	2,000	20,000	22,000	Implementation of Skytrust Software, for incident reporting and increased safety materials required for WHS			(20,000)	(124,600)
Development Services Department Overheads													
77003		Ds Department Reimbursements	Operating Income	Operating	Other Revenue/Income	(15,000)	15,000	0	Provision of Shared Services with Nannup for FHO not realised			(15,000)	(139,600)
77022		Ds Department Workers Compensation	Operating Expenditure	Operating	Employee Costs	15,669	8,400	24,069	Increased Workers Compensation Allocation			(8,400)	(148,000)
Non Cash Adjustments													
		Non-cash amounts excluded from operating activities									148,000		0



P** - WORK HEALTH AND SAFETY POLICY

Responsible Officer: Chief Executive Officer	Approved By: Council
Adoption Date:	Last Reviewed:
Version:	Next Review Date:

1. Purpose

The purpose of this Policy is to outline the Shire of Bridgetown-Greenbushes’ commitment to providing, so far as is reasonably practicable, a safe and healthy working environment for all workers and other persons affected by the Shire’s undertakings.

This Policy establishes the Shire’s framework for meeting its primary duty of care under the *Work Health and Safety Act 2020 (WA)* and *Work Health and Safety (General) Regulations 2022*, and for integrating safety into all Shire operations, planning, procurement, and decision-making.

2. Scope

This Policy applies to:

- All Shire of Bridgetown-Greenbushes workplaces, operations, and activities.
- All persons who have duties under the *Work Health and Safety Act 2020 (WA)*.

3. Definitions

Term	Definition
Act	<i>Work Health and Safety Act 2020 (WA)</i> .
Employee	Any person employed by the Shire, as well as contractors, volunteers, or agents acting on behalf of the organisation.
Hazard	A situation or thing with the potential to cause harm (physical or psychological).
HSR	A Health and Safety Representative elected under the WHS Act.
Officer	The CEO, Directors and other senior personnel who meet the definition in the WHS Act and who exercise significant decision-making influence over the Shire’s operations.
PCBU	A Person Conducting a Business or Undertaking (PCBU) is the primary duty holder under work health and safety legislation. In a local government context, this typically includes: <ul style="list-style-type: none"> • The Shire itself (as a legal entity); and • Individuals who conduct, influence, or make decisions affecting the undertaking.

Term	Definition
Policy	This Council Policy titled Work Health and Safety Policy.
Psychosocial Hazard	A hazard that arises from or relates to work design, systems, environment or interactions and may cause psychological harm.
Risk	The likelihood and consequence of harm occurring from exposure to a hazard.
Worker	Any person who carries out work for the Shire, including employees, contractors, subcontractors, volunteers, apprentices, and labour-hire personnel
Workplace	Any location where work is carried out for the Shire, including offices, depots, parks, roads, vehicles, and public spaces under Shire control.

4. Policy Statement

4.1 The Shire of Bridgetown-Greenbushes is committed to ensuring, so far as is reasonably practicable, the health and safety of all workers and any other persons who may be affected by its undertakings.

4.2 To meet this commitment, the Shire will:

- Identify, assess, eliminate or minimise risks using the hierarchy of controls.
- Provide and maintain safe plant, structures, systems of work, and a work environment without risks to health.
- Prevent injury, illness, and psychosocial harm through early intervention and strong safety leadership.
- Provide information, instruction, training, and supervision to enable safe work practices.
- Consult, cooperate and coordinate with workers, HSRs, contractors and volunteers on WHS matters.
- Establish clear roles, responsibilities, and accountability for WHS at all levels.
- Comply with the relevant Health and Safety Act and Regulations, Codes of Practice, and ensure that appropriate standards and industry best practices are reviewed and implemented, when reasonable to do so.
- Continuously improve WHS performance through monitoring, audits, reviews, and learning from incidents and near-misses.

4.3 All workers and visitors have a personal responsibility to:

- Take reasonable care for their own health and safety.
- Ensure their actions do not adversely affect others.
- Follow reasonable instructions, safe work procedures, and use PPE correctly.
- Report hazards, incidents, and near-misses promptly.

5. Legislative and Other References

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022*
- Relevant Western Australian Codes of Practice
- Australian Standards (as applicable)
- Shire of Bridgetown-Greenbushes Delegation of Authority Registers



G 15 – Work Health & Safety Policy

1 Objectives

The objectives of the Work Health & Safety Policy are to:

- 1.1 Comply with laws that require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those hazards and, if necessary, implement control measures to eliminate or minimise the risks.
- 1.2 Demonstrate Council's commitment to providing and maintaining a safe and healthy environment for all workers and visitors at all Shire workplaces.
- 1.3 Eliminate behaviour and activity that results in psycho-social harm and/or physical harm.
- 1.4 Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- 1.5 Involve employees and contractors in the decision-making process through regular communication and consultation.
- 1.6 Ensure the prioritisation of work health and safety matters at all times.

2 Scope

This policy applies to all workers and visitors.

3 Definitions

Councillors

means members of an elected body that make decisions on behalf of a local government through a formal meeting process. Generally, local government Councillors, who include the Mayor or President and Councillors, do not have any authority to act or make decisions as individuals.

Employee

means a person that's hired to provide a service to a company either on a full-time, part-time or casual basis in exchange for payment. Also known as staff.

Worker

means a part-time or full-time employee, casual employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Workplace Safety

means designing and maintaining your workplace to minimise physical and mental health risks.

4 Policy

- 4.1 Council is committed to promoting and providing for the health and safety of people in the workplace, through a high standard of quality management practice.
- 4.2 All workers and visitors to a workplace have a personal responsibility to:



- Take reasonable care to ensure their own safety at work.
 - Take reasonable care not to adversely affect the mental or physical health and safety of any person.
 - Recognise legislative responsibilities under the *Work Health and Safety Act 2020* (and associated regulations).
 - Ensure the highest possible work health and safety standards are established and maintained in all workplaces.
- 4.3 Management is committed to supporting high standards of health and safety, performance and the continual improvement of behaviours and processes.
- 4.4 Effective mechanisms for consultation between management and employees will be established and maintained.
- 4.5 Hazards and risks will be managed to ensure safe work methods and a safe work environment through reporting, identification, assessment and control of hazards and their associated risks.
- 4.6 Appropriate training and development will be provided for employees and volunteers, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner.
- 4.7 Workers will plan for the establishment and maintenance of essential safety management systems to continuously improve workplace health and safety.
- 4.8 There will be clear accountability of work health and safety responsibilities at all levels.
- 4.9 The organisation will comply with work health and safety legislation, relevant Australian Standards, Codes of Practices and Guidance Notes.

5 Accountabilities & Responsibilities

The organisation (through the Executive Management Team):

- 5.1 Recognises all responsibilities in relation to all work health and safety statutory obligations and will provide work health and safety information and advice to all workplaces.
- 5.2 Recognises its responsibilities for the maintenance of health and safety standards for all Councillors, operations, employees, contractors, volunteers and visitors through the provision of appropriate instruction, training and supervision.
- 5.3 Recognises its obligations to provide resources for work health and safety and will provide a mechanism of consultation with all parties on work health and safety issues.
- 5.4 Promotes and encourages communication at all levels of the organisation, all stakeholders and by supporting the Work Health and Safety Committee.
- 5.5 Council is accountable for:
- Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
 - Endorsing (or not) each organisational policy document in a timely and effective manner.
 - Delegating implementation of each policy document to the CEO.



- 5.6 The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- 5.7 All employees and volunteers are responsible for:
 - Ensuring that all employees under their direction comply with this policy document.
 - Enacting process to redress non-compliance with this policy document.
 - Individual compliance with this policy document.

6 Risk Management

If this Risk Management Policy is not in place the risks include (but are not limited to):

- 6.1 Non-compliance with laws that require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those hazards and, if necessary, implement control measures to eliminate or minimise the risks.
- 6.2 Council’s commitment to providing and maintaining a safe and healthy environment for all workers and visitors at all Shire workplaces is not recognised at operational level.
- 6.3 Behaviour and activity that results in psycho-social harm and/or physical harm is prevalent in the organisation.
- 6.4 There is a lack of adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- 6.5 Employees and contractors are not involved in the decision-making process through regular communication and consultation.
- 6.6 Work health and safety matters are not prioritised.

7 Legislation, Policy & Other Related Documents

Act	<i>Work Health and Safety Act 2020</i>
Regulation	<i>Work Health and Safety (General) Regulations 2022</i>
Local Law	
Shire Policies	G 12 - Risk Management

8 Version Control

Version	Date	Author	Amendments
V1	27 June 2024	N Gibbs	Original Document
Scheduled Reviewed Date	27 June 2027		Three year review



INFOPAGE

To: All Local Governments **From:** Kirsty Martin,
Executive Manager Member Services

Date: 13 February 2026

Subject: Sector Consultation – Electoral Reform Discussion Paper

Operational Area:	Governance
Key Issues:	Local Governments are requested to provide Council-endorsed feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically: <ul style="list-style-type: none"> • full spill elections every 4 years; and • compulsory voting at Local Government elections
Action Required:	Response to WALGA by 4:00pm Friday 27 March 2026

WALGA is undertaking sector engagement regarding Local Government electoral reforms expected to be proposed by the State Government.

In June 2025, Hon Hannah Beazley MLA, Minister for Local Government, expressed support for a four-year election cycle, citing concerns about voter fatigue and the rising costs of conducting biennial elections. These messages were repeated in Minister Beazley's address at WALGA's 2025 Local Government Convention, which also raised the possibility of compulsory voting. These comments have prompted renewed interest and discussion across the sector.

WALGA has contacted both the Department of Local Government, Industry Regulations and Safety (LGIRS) and the Minister's office seeking details of any consultation on these matters, but no further information has been provided.

By proactively progressing this consultation, WALGA is seeking to obtain sector feedback that will ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

Attached to this Infopage is a brief Discussion Paper. The Discussion Paper outlines some example considerations that Local Governments may choose to address when preparing their feedback. It is not intended to present an exhaustive or prescriptive list.

Local Governments are requested to provide Council endorsed responses to the Discussion Paper by 27 March 2026. This feedback will inform an item to be presented to State Council.

For more information, please contact Kirsty Martin on 9213 2051 or Felicity Morris on 9213 2093. Please send responses to governance@walga.asn.au



Electoral Reform Discussion Paper

1. Background

1.1. Purpose

The purpose of this discussion paper is to request Council-endorsed Local Government feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically:

- full spill elections every 4 years; and
- compulsory voting at Local Government elections

These options have been raised in statements by the Minister for Local Government, Hon Hannah Beazley MLA, but no formal proposals have yet been provided for consultation. While WALGA has relevant advocacy positions (discussed further below), the purpose of this discussion paper is to undertake early sector engagement to ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

1.2. WALGA existing advocacy positions

1.2.1. Elections

WALGA has established advocacy positions reflecting the sector's support of voluntary voting and elections of half the offices on Council every two years. These advocacy positions are provided in Appendix 1.

In late 2024 WALGA conducted a review of its Elections Advocacy Positions to ensure they reflected the sector's contemporary view.

Local Government responses at that time indicated strong (98%) support for half spills every two years, which was reflected in the adopted Advocacy Position [2.5.16 Elections](#).

While voluntary voting was supported by an overall majority of responses (74%), compulsory voting was supported by a majority (64%) of metropolitan respondents and a majority (61%) of Class 1 and 2 respondents.

State Council requested that the WALGA secretariat undertake further investigation of the implications of compulsory and voluntary participation in Local Government elections before reporting back to State Council.

In the interim, Advocacy Position [2.5.15 Participation in Local Government Elections](#) was retained, expressing support for voluntary voting with a note that further work was being undertaken.

This investigation was ongoing when the Minister for Local Government raised the prospect of further Local Government election reform.

A State by State comparison of electoral statistics is provided in Appendix 2.



1.2.2. Election costs

In 2024, WALGA conducted a review of five Local Government biennial election cycles up to and including the 2023 Local Government elections. The review demonstrated significant cost increases and concerns about the lack of transparency in costings provided by the Western Australian Electoral Commission (WAEC).

In September 2024, State Council adopted Advocacy Position [2.5.18 Local Government Elections Analysis 2015-2023](#), calling for an independent audit of the WAEC's cost allocation methods and the introduction of Service Level Agreements to ensure transparency of costing methodology.

Cost implications are a relevant consideration in assessing the appropriateness of any proposed electoral reform. However, the current lack of transparency in costing methodology makes it impossible to confidently forecast cost impacts.

This discussion paper seeks to identify the factors associated with each reform proposal that may affect election costs. This is further complicated by the interaction of possible reform options and external economic factors.

WALGA has requested that the Department of Local Government, Regulation and Industry Safety (LGIRS) and the Western Australian Electoral Commission, undertake modelling to identify the cost implications of any proposed reforms.

A comparison of available electoral costs data, State by State, is included as Table 4 in Appendix 2.

WALGA has contacted other Local Government associations to ask if they have experienced changes in costs associated with [compulsory four-year, all-in all-out](#), local government elections. As this has been the approach in most jurisdictions for some time, responses were largely unable to address changes in cost.

2. Election Frequency

Current situation

Western Australia holds biennial elections, with half of the offices on Council elected every two years for four-year terms. All other Australian jurisdictions hold full spill elections every four years (four-year terms).

Considerations

Considerations include:

- Voter participation and fatigue
- Continuity, knowledge retention and mentorship for new Council Members
- Stable whole-of-Council mandate and collective accountability
- Capacity for candidate recruitment
- Administrative requirements
- Extraordinary vacancies and backfilling
- Timing and transitional arrangements

Re-election rates



WALGA has analysed the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections. A comparison of available data on re-election rates is included as Table 2 in Appendix 2.

This data suggests that on average, re-elected Council Members make up between 47% and 57% of Council following full spill elections.

By comparing over 700 consecutive ordinary election results, the review identified nine occasions when the membership of Council following an ordinary election was 100% different from the Council following the previous ordinary election. However, four of these local governments held mid-term extraordinary elections, meaning the changes in membership occurred over two or more elections within a four-year period.

Costs

In one respect, a change to a four-year cycle would reduce costs by reducing the number of elections. However, the cost of each election may increase. The WAEC uses the number of vacancies to inform quotations for the conduct of elections. Full spill elections would double the number of vacancies, with possible increased costs associated with printing and postage and increased staffing for the count.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of a change in election frequency may also vary between Local Governments.

Questions

1. Does your Local Government support half spill elections every two years or full spill elections every four years?
2. What are the key considerations informing this view?
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?
4. Any other comments?

3. Compulsory or Voluntary Voting

Current situation

Voting in Local Government elections is voluntary in Western Australia and South Australia. All other Australian jurisdictions have compulsory voting.

Considerations

Considerations include:

- Voter participation and democratic legitimacy
- Voter engagement, awareness and/or fatigue
- Administrative and enforcement requirements
- Application to owner and occupier rolls

Participation rates

A comparison of available participation data is included as Table 3 in Appendix 1.

Costs



The WAEC uses expected participation rates to inform quotations for the conduct of elections. It is likely that an increased participation rate would increase election costs through higher reply-paid charges and increased staffing for the count. However, in-person elections become more cost effective than postal elections at higher participation rates.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of compulsory voting may also be different for each Local Government depending on their current participation rates and methods for holding elections, and whether these would change significantly.

Tasmania implemented compulsory voting in Local Government elections in 2022. Local Government Association Tasmania (LGAT) advised that this resulted in reasonably significant cost increases. The Tasmanian Electoral Commission reported a \$9.32 per elector cost for the first compulsory Local Government elections in 2022, a 35% increase from \$6.92 in 2018. An analysis of the factors contributing to this increase is not available and it may be challenging to draw direct comparisons between Tasmania and WA.

It is likely that the cost impact of compulsory voting would be moderated if elections also transition to a 4 yearly cycle.

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Questions

5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?
7. What are the key considerations informing this view?
8. Any other comments?

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Appendix 1- WALGA Elections Advocacy Positions

2.5.15 Participation in Local Government Elections

Position Statement	<p>The Local Government sector supports voluntary participation in Local Government elections.</p> <p><i>Noting that State Council at its 6 December 2024 State Council meeting resolved that the WALGA Secretariat further investigate implications of compulsory and voluntary participation in Local Government elections and report back to State Council.</i></p>
Background	<p>Voluntary participation in Local Government elections is a long-established position of the Local Government sector, and was confirmed as a result of sector feedback received during the Local Government reform process.</p>
State Council Resolution	<p>December 2024 - 090.5/2024</p> <p>February 2022 – 312.1/2022</p> <p>December 2020 – 142.6/2020</p> <p>March 2019 – 06.3/2019</p> <p>December 2017 – 121.6/2017</p> <p>October 2008 – 427.5/2008</p>
Supporting Documents	<p>Advocacy Positions for a New Local Government Act</p> <p>WALGA submission: Local Government Reform Proposal (February 2022)</p>

2.5.16 Elections

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none"> 1. Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election. 2. First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections. 3. First-Past-The-Post (FPTP) voting system for internal Council elections.
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4. Councils holding elections by means of in-person, postal and/or electronic voting.
5. Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.

Background

The sector positions on Local Government elections have been long-established. This was confirmed as a result of sector feedback received during the Local Government reform process.

Following the 2023 Local Government Elections where legislative reforms to Local Government elections processes were first implemented, sector wide consultation was conducted on key elements of the elections advocacy positions to determine if they accurately reflected the sector's contemporary view.

State Council Resolution

- December 2024 - 091.5/2024
- February 2022 – 312.1/2022
- December 2020 – 142.6/2020
- March 2019 – 06.3/2019
- December 2017 – 121.6/2017
- October 2008 – 427.5/2008

2.5.18 Local Government Elections Analysis 2015-2023

Position Statement

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) service delivery and cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
 - a. transparency of costing methodology,
 - b. direct engagement with Local Governments pre and post elections, and
 - c. the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.



3. For a review of the legislative framework that would allow for more than one election services provider to conduct Local Government elections.
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

Background

A comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia was carried out by WALGA.

With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost and reduced service level of conducting Local Government elections in Western Australia.

Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the position outlined above.

State Council Resolution September 2024 - 065.4/2024





Appendix 2 - Election Statistics

The data in the following tables is derived from publicly available reports issued by the respective State Electoral Commissions for the elections they conducted. The different content and format of reporting in each jurisdiction can make direct comparisons challenging.

Table 1: Comparative overview

Jurisdiction	Compulsory/optional voting	Frequency	Postal/In Person
Western Australia	Optional	Half spill every 2 years	Postal or in person
South Australia	Optional	Full spill every 4 years.	Postal.
Northern Territory	Compulsory	Full spill every 4 years	Postal or in person.
Queensland	Compulsory	Full spill every 4 years.	Postal or in person.
New South Wales	Compulsory	Full spill every 4 years.	In person.
Victoria	Compulsory	Full spill every 4 years.	Postal
Tasmania	Compulsory	Full spill every 4 years.	Postal

Table 2: Average percentage of returning Council Members (at individual Council level)

States with full spills only. Calculated using publicly reported ordinary election results including elections conducted by private providers.

State	Most recent election year Average % of Council Members who were Council Members the previous term	Previous election year Average % of Council Members who were Council Members the previous term
Queensland	2024 47%	2021 49%
New South Wales	2024 54%	2021 49%
Victoria	2024 46%	2020 47%
South Australia	2022 57%	2018 48%
Tasmania	2022 53%	2018 54%



Table 3: Percentage of all elected candidates who were returning Council Members (at State level)

States with full spills only. Official state level percentage reported by electoral commissions for elections they conducted.

State	Most recent election year % of returning Council Members	Previous election year % of returning Council Members
Queensland	2024 43.2%	2021 46.0%
New South Wales	2021 56.8%	2016/17 (amalgamations) 60.6%
Victoria	2024 43.0%	2020 51.9%
South Australia	2022 50.0%	2018 55.3%
Tasmania	2022 46.0%	2018 48.0%

Table 4: Election participation rates

State	Election Year	Election Year	Election Year
WA	2023 31.2%	2021 30.2%	2019 29.1%
NSW	2024 84.54%	2021 (2020 postponed) 83.56%	2016/2017 (amalgamations) 2017: 79.58% 2016: 79.27%
NT	2025 <i>Official report not yet available.</i>	2021 61.3%	2017 58.5%
QLD	2024 82.31%	2020 (COVID impacted) 77.71%	2016 83.04%
SA	2022 32.9%	2018 31.6%	2014 31.99%
TAS	2022 (First election with compulsory voting) 84.79%	2018 58.72%	2014 54.58%
VIC	2024 81.46%	2020 81.47%	2016 72.15%



Table 5: Election costs

Election costs invoiced to Local Governments.

State	Election Year	Election Year	Election Year
WA	2023 <i>postal elections only</i> \$5.17 per elector 1,763,392 electors (115 districts)	2021 <i>postal elections only</i> \$4.06 per elector 1,727,712 electors (92 districts)	2019 <i>postal elections only</i> \$3.70 per elector 1,619,431 electors (86 districts)
NSW	2024 \$55.67million 5,242,086 electors (125 councils)	2021 \$46million (<i>budgeted</i>) 4,838,137 electors (122 councils)	2016/2017 2017 \$19.17 million 2.73 million electors (45 councils) 2016 \$14.11 million 1.97million electors (76 councils)
NT	2025 NA	2021 \$1,864,193 142,546 electors	2017 \$1,593,775 133,927 electors
SA	2022 \$8.93million (ex GST) \$6.93 per elector (ex GST)	2018 \$6.57million (ex GST) \$5.41 per elector (ex GST)	2014 \$4.36million (ex GST) \$3.77 per elector (ex GST)
TAS	2022 <i>voting became compulsory</i> \$9.32 per elector 410,975 electors	2018 \$6.92 per elector 356,810 electors	2014 <i>first all-in all-out</i> \$5.59 per elector 375,355 electors

Note: Data in this table is taken from reports published by the relevant Electoral Commissions. Due to differences in the ways electoral costs are apportioned, a per elector cost is only provided if it was reported. Data for QLD and VIC is not clearly discernible in Election Reports, and therefore not presented in this table.



POLICY # - CCTV AND SURVEILLANCE

Responsible Officer: Chief Executive Officer	Approved By: Council
Adoption Date:	Last Reviewed:
Version:	Next Review Date:

1. Purpose
 The Shire is committed to providing a safe environment for employees and the community, while protecting its assets and property.

Surveillance devices, including CCTV and tracking technologies, may be deployed to:

- Deter unlawful, antisocial, or inappropriate behaviour.
- Support investigations and legal proceedings.
- Improve safety and amenity within Shire premises and public spaces.

The Shire operates surveillance in accordance with relevant legislation, including the *Surveillance Devices Act 1998 (WA)*, and respects individual privacy rights.

2. Scope
 This policy applies to all employees, contractors, volunteers, and visitors (collectively employees) while:

- On Shire premises.
- Engaged in Shire-related activities.
- Using Shire vehicles or equipment fitted with tracking devices.

It applies to:

- Fixed and mobile CCTV cameras.
- GPS or tracking devices in vehicles or equipment.
- Future surveillance technologies deployed by the Shire.

3. Definitions

Term	Definition
CCTV	Closed-Circuit Television system used to monitor and record activity in Shire-owned or controlled areas.
Surveillance Device	Any optical, audio, or tracking technology used for monitoring purposes, including cameras and GPS tracking.
Authorised Officer	Employee approved by the CEO to operate or access CCTV or surveillance systems.
GPS/Tracking Device	Technology used to monitor location and movement of Shire vehicles or equipment.
Employee	All Shire employees, contractors, volunteers, and visitors engaged in Shire activities.
Tracking	The electronic monitoring of the location and movement of Shire vehicles, equipment or assets using GPS or similar technology for approved operational, safety, compliance, and asset management purposes.

4. Policy Statement

- Surveillance is limited to safety, asset protection, and crime prevention purposes.
- CCTV and tracking devices will not be installed in areas with a reasonable expectation of privacy (e.g., bathrooms, change rooms, residences).
- Surveillance data may be retained if required for investigations or legal proceedings.
- Only CEO-authorised personnel may operate or access surveillance systems.
- Employees will be notified of surveillance through signage and/or communication.
- Confidentiality of all data is strictly maintained.
- Misuse or breaches may result in disciplinary action, up to and including termination.

5. Roles and Responsibilities

Role	Responsibility
Council	Approve policy and any major operational changes; ensure compliance with legislative requirements.
CEO	Oversee surveillance systems; approve authorised officers; ensure compliance and reporting.
Executive Managers	Implement policy within directorate; manage authorised officer access; monitor compliance.
Authorised Officers	Operate CCTV and surveillance systems in accordance with policy, Code of Conduct, and SOPs; maintain confidentiality.
Employees	Comply with policy; report any misuse or breaches.

6. Procedures / Implementation

6.1 CCTV Operation

- CCTV cameras may be installed in public areas, Shire buildings, works depots, community facilities, and other identified high-risk locations as approved by the CEO.
- Installation locations must be determined following a documented risk assessment and must not capture areas where there is a reasonable expectation of privacy, including bathrooms, change rooms, or private residences.
- Prominent signage must be displayed in all areas where CCTV is operational, advising that surveillance is in use.
- CCTV systems must be maintained in good working order. Regular system testing and maintenance checks are to be documented.
- Recorded footage must be stored securely with appropriate access controls to prevent unauthorised access, alteration, disclosure, or deletion.
- Footage may be retained if required for an investigation, legal proceeding, insurance matter, or formal request under legislation.
- All recordings constitute official records of the Shire and must be managed in accordance with the *State Records Act 2000 (WA)* and the Shire’s Recordkeeping Plan.

6.2 GPS/Tracking Devices

- GPS or tracking devices may be installed in Shire-owned vehicles, plant, and equipment for legitimate operational purposes including safety, fleet management, asset protection, resource allocation, and compliance monitoring.
- Employees allocated vehicles or equipment fitted with tracking devices will be notified in writing.
- Tracking devices will not be used for covert or unreasonable employee monitoring.
- Monitoring must be proportionate, lawful, and related to operational requirements.
- Access to tracking data is restricted to CEO-authorised personnel and may only occur for legitimate management, safety, compliance, or investigative purposes.
- Tracking data must be securely stored and managed as an official record in accordance with applicable legislation and the Shire's Recordkeeping Plan.

6.3 Data Access and Release

- Surveillance recordings and tracking data are confidential and classified as restricted information.
- Access is limited to Authorised Officers approved by the CEO and must be for a documented and lawful purpose.
- A Surveillance Access Register must be maintained recording:
 - Date of access
 - Name and position of person accessing data
 - Reason for access
 - Whether data was copied or released
 - Authorising officer
- Surveillance data may only be released:
 - To law enforcement agencies upon receipt of a formal written request, warrant, or lawful direction
 - In response to a valid application under the *Freedom of Information Act 1992 (WA)*
 - Where otherwise required or authorised by law
- Unauthorised access, disclosure, copying, or distribution of surveillance data constitutes serious misconduct and may result in disciplinary action and/or referral to external authorities.

7. Legislative and Other References

Local Government Act 1995

Local Government Amendment Act 2023

Local Government (Model Code of Conduct) Regulations 2021

Shire of Bridgetown–Greenbushes Code of Conduct

Surveillance Devices Act 1998 (WA)

8. Review and Monitoring

This Policy will be reviewed every three years, or earlier if:

- Legislative changes occur
- Governance requirements change

Monitoring of compliance is undertaken by the CEO.

Monitoring of compliance will be undertaken by the Chief Executive Officer.

9. Related Documents / Forms

Document / Form	Description / Purpose
Code of Conduct	Sets ethical standards for employees operating surveillance systems.
Disciplinary Policy	Outlines consequences of policy breaches.
CCTV Standard Operating Procedures	Operational procedures for authorised officers.

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CP 2 – Closed Circuit Television (CCTV)

1 Objectives

To provide guidance for the operation of CCTV operated and controlled by the Shire of Bridgetown-Greenbushes –

- Within, on or around Shire buildings;
- Installed in public spaces; and
- Future acquisition and implementation of CCTV within the Shire.

2 Scope

- 1 This policy applies to the Shire of Bridgetown-Greenbushes owned, leased and operated CCTV systems only.
- 2 This policy deals with the installation and monitoring of CCTV as a strategic element of the Shire's commitment to safety and crime reduction.

3 Policy

3.1 Introduction

Due to high rates of graffiti, vandalism, anti social behaviour and other offences related to Statue Law, the Shire of Bridgetown-Greenbushes has undertaken to use CCTV camera recording systems within the Shire of Bridgetown-Greenbushes public areas to act as a deterrent and provide evidence, if required, in an attempt to reduce such acts against people and property within the Shire.

The CCTV systems may be installed anywhere throughout the Shire of Bridgetown-Greenbushes within the local government boundaries.

The CCTV Surveillance System is only one of several initiatives designed to assist in preventing crimes against the person and property in Shire of Bridgetown-Greenbushes. It is recognised, however, that such crime will never be totally prevented.

3.2 Operating Procedures and Guidelines For Use of CCTV

3.2.1 Role and purpose of CCTV System

The Shire utilises fixed CCTV surveillance systems throughout the locality in public areas in order to:

- (a) Deter and prevent offences against person or property.
- (b) Provide a record/evidence to events or incidents which may have occurred in the area of use.
- (c) Improve the safety and amenity of residents and visitors within the Shire of Bridgetown-Greenbushes.

3.2.2 CCTV staff

- (a) All staff assigned to the CCTV operations must be duly authorised by the CEO to undertake this task. Via this policy the CEO is also an authorised officer.
- (b) All staff shall follow the terms and procedures of this policy when dealing with CCTV.
- (c) All authorised staff shall sign the approved Code of Conduct contained in this policy.



3.2.3 Recording of Images and Still Photographs

- (a) Video images and still photographs are recorded by cameras fixed at sites to view identified crime "hot spot" locations within the Shire of Bridgetown-Greenbushes under the control of the CEO;
- (b) Downloading and storage of images or still photographs shall only occur if the Shire of Bridgetown-Greenbushes CEO is of the opinion that an offence against a Statute Law has been or is being committed;
- (c) At no time shall the CCTV vision or still photographs recorded be stored showing members of the public going about their lawful business;
- (d) All information recorded, collected and collated by means of the CCTV system shall remain the sole property of the Shire of Bridgetown-Greenbushes.
- (e) Any incident recorded and stored or downloaded or still photograph taken shall be noted in the CCTV log book including date, time and category of incident;
- (f) The date, time and category of incident shall be noted on the rear of any still photograph taken;
- (g) All recordings and still photographs shall be kept in secure storage under the control of the Shire of Bridgetown-Greenbushes;
- (h) All original recordings shall be erased and still photographs shall be shredded after forty-five days (45) after the date of the recording unless a request is made in writing for it to be held;
- (i) All written requests for access to original recordings shall be filed within the Shires data record system;
- (j) The CEO and/or authorised officer(s) may view any tape on a random basis;

3.2.4 Viewing of Images and Still Photographs

- (a) WA Police officers, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident or individuals acting as their own legal counsel in relation to a recorded incident may request to view a recording of that incident;
- (b) Such a request must specify the date, time and location of the incident which the person wishes to view;
- (c) Requests by lawyers and individuals shall be made in writing and lodged with the Shire;
- (d) Requests to view a recording shall be responded to within ten (10) working days.

3.2.5 Copying of Images and Still Photographs

- (a) The CEO may authorise the copy of original recordings where a recorded incident is the subject of legal proceedings;
- (b) Any recording copied is to be marked "copy" and certified as such;
- (c) Certified copy of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident;
- (d) Certified copies will only be released to the parties named above when permission to do so has been received from the CEO of the Shire and on the completion of the appropriate documentation.

3.2.6 Release of Original Recordings or Still Photographs

Original recordings and still photographs shall not be released to any person or organisation unless requested under a search warrant, court summons or by legal instrument;



3.2.7 Joint Operations With WA Police

- (a) Members of the WA Police may request the cooperation of the Shire of Bridgetown-Greenbushes CCTV Surveillance systems for the purpose of covert surveillance of WA Police operations;
- (b) Such requests shall be made by the WA Police officer responsible for coordinating the operation;
- (c) The request shall detail the times and general purpose for which surveillance support is requested;
- (d) The CEO may decline to provide cooperation;
- (e) The CEO may withdraw cooperation at any time during the operation.

3.3 Code of Practice for CCTV Surveillance System

3.3.1 Key Principles

This policy contains a Code of Practice containing the basic standards with which the Shire of Bridgetown-Greenbushes CCTV Surveillance System will be operated.

This Code of Practice is based on 14 key principles:

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures.

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

Principle 5

The Shire will be accountable to the public for the effective operation and management of the CCTV Surveillance System.

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation of the Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Principle 7



Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.

Principle 8

Staff employed to operate and access CCTV Camera systems, whether they are operators, managers, or contractors will meet the highest standards probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

Principle 10

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.

Principle 11

Information will be obtained fairly and in accordance with the privacy provisions of Principal 2.

Principle 12

The retention of, and access to vision, photographs and recorded material will be only for the purposes provided by this Code of Practice. Photographs and recorded material will be retained for forty-five (45) days unless they are required in relation to the investigation of crime for court proceedings.

Principle 13

Contact related to the CCTV Surveillance System between the Shire of Bridgetown-Greenbushes and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire or the needs of the Criminal Justice System.

3.3.2 System Description

The surveillance system is comprised of fixed cameras positioned to view crime hotspot areas identified in consultation with local Police. CCTV cameras record data to an associated external hard driver. All images are recorded and retained for forty-five days (45) unless they are required in relation to an investigation of crime or for court proceedings.

3.3.3 Purpose

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently in accordance with this Code of Practice.



Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures

The primary purpose of the Shire of Bridgetown-Greenbushes CCTV Surveillance System is to assist in the identification of crimes against persons and property for example:

- Sexual assault;
- Graffiti
- Vandalism
- Break and enter
- Damage to property
- Anti social behaviour

The objectives of the CCTV Surveillance System are:

- (i) to reduce crime levels by deterring potential offenders;
- (ii) to reduce the fear of crime;
- (iii) to assist in the detection and prosecution of offenders; and
- (iv) to help secure a safer environment for those people who live within the Shire of Bridgetown-Greenbushes.

Temporary cameras may be installed for major or special events or other operational requirements.

3.3.4 Responsibilities of the Shire as Owner of the System

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

The Shire will be responsible for the introduction and implementation of this Code of Practice and for ensuring compliance with the principles contained within the Code.

The Shire will comply with the requirements for accountability set out in this Code of Practice.

3.3.5 Accountability

Principle 5

The Shire will be accountable to the public for effective operation and management of the CCTV Surveillance System.

An audit will be conducted once a year by a CEO appointed authorised Officer, on any recorded information, log books and other documentation relating to the CCTV Surveillance System.



3.3.6 Public Information

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Advertising or notification within the local area will occur when CCTV systems commence operation and periodically throughout the year of operation to advise of the use of CCTV within the Shire, the advertising and advice will:

- (i) inform the public that cameras are in operation;
- (ii) inform people entering the area as to the possible operation and recording of activities in public areas; and
- (iii) identify the Shire of Bridgetown-Greenbushes as the owner of the system.

3.3.7 Assessment of the System and Code of Practice

Principle 7

Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the System are being complied with and objectives are being achieved.

The Shire will regularly monitor the operation of the CCTV Surveillance System and implementation of the Code of Practice. It is responsible for ensuring that the CCTV Surveillance System is regularly subject to evaluation to identify whether its purposes are being complied with and whether objectives are being achieved.

3.3.8 Management of Recorded Information

Principle 8

Staff employed to work and access the CCTV Surveillance Camera system, whether they are operators, managers or contractors, will meet the highest standards of probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

A set of Standard Operating Procedures have been developed for the operation of the CCTV system.

A Code of Conduct is incorporated into this policy and this makes plain to relevant staff that they risk disciplinary proceedings (including dismissal) if they breach any of the provisions of the Code of Practice, Protocols or Standard Operating Procedures;

3.3.9 Control and Operation of Cameras

Principle 10

Information recorded should be accurate, relevant and not exceed that necessary to fulfil the purposes of the system.

Principle 11

Information should be obtained fairly and in accordance with the privacy provisions of Principle 2.



All use of cameras will be in accord with the purposes of the CCTV Surveillance System as outlined in this Code of Practice and Standard Operating Procedures. Cameras will not be used to look into adjacent or nearby premises or buildings. Any misuse is to be treated as a breach of the Code of Practice and subject to disciplinary action.

Operators of camera equipment will act in accordance with the highest standards of probity. Only staff with responsibility for using the equipment will have access to operating controls.

3.3.10 Stills and Recorded Material

Principle 12

The retention of, and access to, photographs and recorded material will be only for the purposes provided by the Code of Practice. Photographs and recorded material will be retained for forty-five days (45) unless they are required in relation to the investigation of crime or for court proceedings.

Access to and use of recorded materials and photographs will only take place:

- (a) in compliance with the needs of police in connection with the investigation of crime;
or
- (b) if necessary for the purpose of legal proceedings.

Recorded material and photographs will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material or photographs to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime or in any other circumstances provided by law. The CEO must formally approve any such action.

Use of recorded material or photographs by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the agreement of the Police, the CEO may approve such releases. In such cases the recognisable characteristics of other people in the footage shall be obscured.

Images from recordings shall not, under any circumstances, be used to publicise the existence of Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

3.3.11 Contact with Police

Principle 13

Contact related to the CCTV Surveillance System between the Shire and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Police officers will not be permitted to remove any recorded material or photograph, operate video equipment or have contact with recorded material or photographs at any time unless under the terms of this Code of Practice, the Protocols or Standard Operating Procedures or subject to the execution of a search warrant or other relevant legal process.



Any involvement in the CCTV Surveillance System by W.A. Police will be recorded by the Shire of Bridgetown-Greenbushes and will be subject to audit.

3.3.12 Breaches of the Code

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire of Bridgetown-Greenbushes or the needs of the Criminal Justice System.

Prime responsibility for ensuring the Code of Practice is adhered to rests with the Shire. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the Shire power to remedy.

Complaints in relation to any aspect of the management or operation of the system may be made in writing or via email to the CEO.

3.4 Code of Conduct – Authorised Officers for CCTV Operation

This Code of Conduct has been developed to ensure that the highest ethical standards are practised by Authorised Officers who operate the Shire of Bridgetown-Greenbushes closed circuit television monitoring equipment (CCTV).

BEHAVIOUR OF AUTHORISED OFFICERS:

The Shire of Bridgetown-Greenbushes expects its Authorised Officers to:

- Treat all people captured on camera with the same dignity as if they were having face to face contact with the person.
- At all times act in an honest and legal manner and carry out duties in a manner that reflects community values.
- Interact with fellow workers and Police in a timely, courteous and cooperative manner.

If doubt arises as to the appropriateness of a working behaviour, first consider whether the action is legal and then consider how the behaviour would appear if it was reported in the newspapers.

CONFIDENTIALITY

The Shire of Bridgetown-Greenbushes expects Authorised Officers to ensure confidentiality of information gathered by surveillance or learnt from CCTV operations, by not discussing any events with fellow workers who have no direct responsibility for the matter. In addition, officers will not discuss events with family, friends, or acquaintances. All the above applies during and after termination of employment.

ETHICAL USE OF RECORDING EQUIPMENT AND RECORDED MATERIAL

- In the course of carrying out duties, cameras must not be used for personal benefit to invade individual or group privacy. Cameras must only be used where there is a belief that an offence has or is likely to occur.
- Material shall not be copied or removed from the Shire of Bridgetown-Greenbushes recording facility without formal authorisation of the Chief Executive Manager.
- Business records (hard copy or photographic) can only be destroyed with authorisation and in accordance with approved Council policies and government regulations.
- Tapes and photographs shall only be released to the police when requested in writing in the correct format and the appropriate authorisation having been granted.



REPORTING AN INAPPROPRIATE WORK BEHAVIOUR

If the occasion occurs that an officer witnesses or becomes aware of an officer of the Shire of Bridgetown-Greenbushes work behaviour is or was inappropriate, and the incident has not been dealt with through normal supervisory procedures, then the officer is obliged to report the incident to his/her Executive Manager. In return, the Executive Manager will guarantee that any reported matters will be handled with sensitivity and without repercussion.

NON COMPLIANCE WITH CODE OF CONDUCT

- The Shire of Bridgetown-Greenbushes takes pride in the high standards of integrity and honesty it expects and receives from its staff. As a consequence, if the occasion arises where it has been found that an officer has not complied with this Code of Conduct, the Shire of Bridgetown-Greenbushes may take disciplinary action which may result in dismissal.

<p>I have read and understood the above Code of Conduct and agree to abide by these conditions.</p> <p>SIGNATURE:.....</p> <p>DATE:.....</p>



**REQUEST FORM TO BE COMPLETED BY POLICE FOR USE OF
SURVEILLANCE RECORDS**

To: Chief Executive Officer

It is requested that a hard drive/thumb drive (device provided by Police) copy or photograph showing an Incident which is the subject of Police inquires on (date and approximate time) _____ be released to me for the purpose of Evidence/Investigations.

I accept full responsibility for this hard drive/thumb drive copy / photograph whilst it is in my possession and understand that I am NOT at liberty to make or release copies of the footage or permit other persons to make copies or lend it to persons outside the Police Service.

The hard drive/thumb drive copy / photograph will NOT be released to the Media under any circumstances unless authorised by the CEO of the Shire of Bridgetown-Greenbushes.

POLICE

SIGNED: _____

NAME: _____

RANK & NO: _____

STATION/SECTION: _____

DATE: _____

SHIRE of BRIDGETOWN-GREENBUSHES

CEO or Authorised Officer Only

SIGNED: _____

NAME: _____

DATE: _____



4 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Surveillance Devices Act 1998</i>
Regulation	N/A
Local Law	N/A
Shire Policies	CP 5 - Vandalism
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	30 May 2013
Last Reviewed	26 November 2020
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