



Notice of an Ordinary Meeting of Council

Dear Council Member

The next Ordinary Meeting of Shire of Bridgetown-Greenbushes will be held on **Wednesday, 26 November 2025** in Greenbushes CRC, commencing at 5:30 PM

AGENDA

Ordinary Council Meeting
Wednesday, 26 November 2025

A handwritten signature in black ink, appearing to read 'Garry Adams', is positioned above the printed name.

Garry Adams

Chief Executive Officer
Date: 21 November 2025

CONTENTS

ITEM 1	OPENING OF MEETING	4
ITEM 2	ACKNOWLEDGEMENT OF COUNTRY	4
ITEM 3	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	4
ITEM 4	ATTENDANCE OF GALLERY	5
ITEM 5	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	5
	<i>No matters for consideration</i>	
ITEM 6	PUBLIC QUESTION TIME	5
ITEM 7	PETITIONS/DEPUTATIONS/PRESENTATIONS	5
ITEM 8	COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST	5
ITEM 9	APPLICATION FOR LEAVE OF ABSENCE	5
	<i>No matters for consideration</i>	
ITEM 10	CONFIRMATION OF MINUTES.....	5
10.1	Confirmation of Minutes: Ordinary Council Meeting – 22 October 2025	5
ITEM 11	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....	5
ITEM 12	NOTIFICATION OF DISCLOSURE OF INTEREST	5
ITEM 13	QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS	5
ITEM 14	CONSIDERATIONS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	5
	<i>No matters for consideration</i>	
	REPORTS OF OFFICERS.....	6
ITEM 15	CEO’S OFFICE.....	6
	<i>No matters for consideration</i>	
ITEM 16	CORPORATE ECONOMIC AND COMMUNITY SERVICES.....	6
16.1	List of Accounts for October 2025.....	6
16.2	Monthly Financial Report September 2025	9
16.3	Revised Fees and Charges 2025/26 and Waiver of Fees for Australia Day Community Celebration 2026	13
ITEM 17	EXECUTIVE SERVICES UNIT.....	18
17.1	Audit, Risk and Improvement Committee – Appointment of Councillors and Independent Members.....	18
17.2	Nomination and Appointment of Councillor Representatives to Committees and Advisory Groups (2025–2027 Term)	23
17.3	Delegated Authority – Relief Ranger (Bush Fires Act 1954).....	27
17.4	2026 Community Citizen of the Year Awards	30

17.5	Discontinuation of Q&A Sessions and Endorsement of the 2026 Ordinary Council Meeting Schedule	33
ITEM 18	DEVELOPMENT AND REGULATORY SERVICES	37
18.1	Appointment of Deputy Chairperson – Bush Fire Advisory Committee	37
ITEM 19	PROJECT MANAGEMENT AND ENVIRONMENT	39
	<i>No matters for consideration</i>	
ITEM 20	RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES	39
20.1	Bush Fire Advisory Committee Minutes – 7 October 2025.....	39
ITEM 21	URGENT BUSINESS APPROVED BY DECISION	39
ITEM 22	RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE	39
	<i>No matters for consideration</i>	
ITEM 23	ELECTED MEMBERS QUESTIONS WITH NOTICE.....	39
ITEM 24	NOTICE OF MOTIONS FOR CONSIDERATION AT THE NEXT MEETING.....	39
ITEM 25	MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)	39
25.1	Tender Award for Lease of Greenbushes Roads Board Office.....	40
25.2	Code of Conduct Complaint	40
25.3	Tender Award for Kangaroo Gully Bush Fire Brigade Upgrade.....	40
25.4	Tender Award - Greenbushes Footpath Restoration Project	40
ITEM 26	CLOSURE	41

SHIRE OF BRIDGETOWN GREENBUSHES

ITEM 1 OPENING OF MEETING

Meeting to be opened by the Presiding Member.

ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

Councillor S Carstairs	President
Councillor R Redman	Deputy President
Councillor T Lansdell	
Councillor J Boyle	
Councillor M Fletcher	
Councillor L Pearce	
Councillor T Pratico	
Councillor K Gillies	
Councillor S Butler	

Council Officers

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

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 4 ATTENDANCE OF GALLERY**ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

No matters for consideration

ITEM 6 PUBLIC QUESTION TIME**ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS****ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST****ITEM 9 APPLICATION FOR LEAVE OF ABSENCE**

No matters for consideration

ITEM 10 CONFIRMATION OF MINUTES**10.1 Confirmation of Minutes: Ordinary Council Meeting – 22 October 2025**

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on the 22 October 2025 be confirmed as a true and accurate record.

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

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

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

No matters for consideration

REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

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

ITEM 15 CEO'S OFFICE

No matters for consideration

ITEM 16 CORPORATE ECONOMIC AND COMMUNITY SERVICES

16.1 List of Accounts for October 2025

File Ref

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

Reporting Officer Gail Aldridge, FINANCE MANAGER

Attachments 1. List of Accounts For October 2025

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council Receives the October 2025 List of Accounts.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

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

In October 2025 the list of accounts is summarised below:

Municipal Direct Debits Payments	\$ 121,353.04
Municipal EFT Payments	\$ 2,240,531.78
Municipal Cheque Payments	\$ 1,089.85
Corporate Credit Card Payments	\$ 2,342.92
Fuel Card Payments	\$ 5,043.80
BPAY Payments	\$ 4,837.33
Licencing Direct Debit Payments (DoT Agent)	\$ 112,213.20
Trust Payments	\$ 0.00
Total Payments for October 2025	\$ 2,490,405.91

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 – Purchasing 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

There are no risk areas identified according to Policy RM 1 – Risk Management, as Council have been asked to receive the reports only and no further decision of Council is required.

COMMENT

Nil.

16.2 Monthly Financial Report September 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 - September 2025

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION**That Council**

- 1. Receives the September 2025 Financial Activity Statements**
- 2. Approves a budget amendment transferring the budget of \$66,901 from account GS79 Farrell St Gravell Sheeting to account ZA02 Routine Road Maintenance Outside Unsealed Materials and Contracts**
- 3. Approves a budget amendment transferring \$4,400 in account 1180520 Community Planning Development Projects from Salaries and Wages to Materials and Contracts.**

IN BRIEF

The purpose of the report is for Council to receive the September 2025 Financial Activity Statements and approve 2 budget amendments that offset to \$0.

MATTER FOR CONSIDERATION

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

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

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

For the period 1 July 2025 to 30 September 2025:

- Operating Income is under budget by 2.02%; and
- Operating Expenditure is under budget by 5.66%.

The main variance between budget and actuals is due to the timing (phasing) of the budget within the financial year. As the budget was adopted in late August, it is expected that purchases that were awaiting budget approval will be ordered in the coming months.

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

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Operating grants, subsidies and contributions	(151,898)	(20.73%)	▼	Timing	136k of Tailson funding and 18k of sport and rec grants were estimated to be received before 30th Sept.
Interest revenue	(57,922)	(53.59%)	▼	Timing	Delay in placing funds into term deposits due to the delay in budget adoption and the subsequent late release of rates notices. Rates payments in full and first instalments due 10th of October.
Expenditure from operating activities					
Materials and contracts	78,716	7.30%	▲	Timing	Delay in the adoption of the budget has meant larger operational expenses have been pushed back later than expected. This is expected to be caught up in the coming months.
Utility charges	85,377	55.63%	▲	Timing	Utility charges accounts are currently under budget due to the natural timing of bill cycles over different shire assets. This is expected to even out over the coming warmer months.
Insurance	97,996	32.52%	▲	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					
Proceeds from disposal of assets	(11,135)	(79.68%)	▼	Timing	Sale of disposal of assets coming in lower than budget year to date.
Purchase of property, plant and equipment	(57,687)	(46.44%)	▼	Timing	Refer to Note 8 for tracking of individual projects
FINANCING ACTIVITIES					
Repayment of borrowings	106,846	100.00%	▲	Timing	Variance due to phasing of Loan Principal on loans budget not being aligned with loan repayment schedules. This is expected to even out over the rest of the financial year.
Payments for principal portion of lease liabilities	18,756	34.59%	▲	Timing	Phasing of lease principal repayments are ahead of actual expenditure to date. Refer to Note 5 for more details.

Budget Amendments

Council is requested to approve two budget amendments to the budget this month. The first is a \$66,901 amendment to the Farrell Street clearing and widening project in account GS79 Farrell St Gravel Sheetting. This project is not proceeding during this financial year and the funds can be utilised

to top up the maintenance budget in account ZA02 Routine Road Maintenance Outside Unsealed, due to the state of the roads following an extremely wet winter, requiring additional works across the Shire. Council was briefed on the reasons why this project would not be proceeding at the concept briefing held 8 October 2025.

The second amendment is to repurpose \$4,400 of the salaries and wages budget in the account 1180520 – Community Planning Development Projects which is below budget due to an ongoing vacancy and transfer it to the materials/contracts code to fund the purchase of subscription for the My Community Directory platform. My Community Directory is an online directory that is free for community organisations to list and manage their information, and free for the public to access to find community services and events so they can understand what's happening in their local community. Due to the large and diverse number of community groups within the Shire, the subscription will benefit the community, ensuring that club, group and community organisations can have up to date information out in the community on a platform that is self-managed and easy to find for prospective new members, volunteers and the wider community.

These amendments offset each other and have a nil affect on the budgeted surplus/deficit for 2025/26.

BACKGROUND

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

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act;
- b) budget estimates to the end of the month to which the statement relates;
- c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates.
- d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- e) the net current assets at the end of the month to which the statement relates.

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

- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
- c) such other supporting information as is considered relevant by the Local Government.

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

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

- a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- b) recorded in the minutes of the meeting at which it is presented.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

There are no risk areas identified according to Policy RM 1 – Risk Management, as Council have been asked to receive the reports only and no further decision of Council is required.

COMMENT

Nil

16.3 Revised Fees and Charges 2025/26 and Waiver of Fees for Australia Day Community Celebration 2026**File Ref**

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

1. **That Council Approves the amendment of the 2025/2026 Schedule of Fees and Charges relating to waste rubbish removal charges and the Bridgetown Leisure Centre seasonal pool and spectator fees.**
2. **Approves the waiving of the pool entry fee for adults (\$7.80), Concession and Youth (\$5.10) and Inflatable obstacle course fee (\$5.50) for the Australia Day Community Event in 2026.**

IN BRIEF

Council officers have identified a number of amendments required to the Schedule of Fees and Charges, which are presented to council, with commentary for consideration. In addition, Council is asked to waive the pool entry fees and inflatable obstacle course fee for the Australia Day Community Celebration in January 2026.

MATTER FOR CONSIDERATION

The schedule of fees and charges is a statutory document required by local government outlining the fees and charges that are to imposed. During the course of the first quarter of the year, a number of amendments have been identified and are presented for council. These items will be advertised by public notice and will come into effect after the Shire has given 7 days local public notice as required by s6.19 of the Local Government Act 1996.

Waste

Shire officers have identified a miscalculation in several rubbish removal fees charges in the schedule, which has led to a reduction to the fee charged for number of fees for the waste facility. These charges have been recalculated to align with the 3.39% increase to all rubbish removal charges, and the number of tokens adjusted accordingly (equating to the equivalent of \$6.10 incl GST per token). Proposed amendments are listed below, with the fee to be superseded in red.

Shire officers are also requesting the removal of the line titled white goods. This has caused some confusion at the gate, as some white goods have additional charges as they need to be processed

or degassed, prior to recycling. White goods and appliances that can be recycled will continue to be free to customers.

Name	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %	GST	Class Type
Community Amenities					
Rubbish Removal Charges					
The following rubbish collection charge is to be applied to all occupied premises within the area prescribed under the provisions of the Waste Avoidance and Resource Recovery Act 2007 Section 66-68.					
Tyres					
Car & Bike Tyres on Rim (max of 4 per customer without prior arrangement) - 3 tokens per tyre	\$23.60	\$18.30	-22.46%	Y	Council
Car & Bike Tyres on Rim (max of 4 per customer without prior arrangement) - 4 tokens per tyre	\$23.60	\$24.40	3.39%	Y	Council
Tractor and Grader Tyres < 1 metre (max of 4 per customer without prior arrangement) - 21 tokens per tyre	\$153.40	\$128.10	-16.49%	Y	Council
Tractor and Grader Tyres < 1 metre (max of 4 per customer without prior arrangement) - 26 tokens per tyre	\$153.40	\$158.60	3.39%	Y	Council
Tractor and Grader Tyres > 1 metre (max of 4 per customer without prior arrangement) - 42 tokens per tyre	\$312.70	\$256.20	-18.07%	Y	Council
Tractor and Grader Tyres > 1 metre (max of 4 per customer without prior arrangement) - 53 tokens per tyre	\$312.70	\$323.30	3.39%	Y	Council
Other Non Recyclable Waste					
White Goods (excl. fridges & air conditioners)	Free	Free	0.00%	N	Council
Small appliances (TV, Computers, Sound Systems)	Free			N	Council
Large Household Appliances (Stoves, dishwashers, washing machines)	Free			N	Council
Fridges & Air Conditioners - 5 tokens per item	\$41.30	\$30.50	-26.15%	Y	Council
Fridges, Freezers & Air Conditioners - 7 tokens per item	\$41.30	\$42.70	3.39%	Y	Council
Other Waste					
Asbestos - 5 tokens per 0.1m3 (0.2m3 max accepted)	\$76.70	\$76.70	0.00%	Y	Council
Asbestos - 13 tokens per 0.1m3 (0.2m3 max accepted)	\$76.70	\$79.30	3.39%	Y	Council
Liquid Waste (Type K110 - Waste from grease traps & Type K210 - Septage wastes) - per cubic metre	\$83.75	\$86.50	3.28%	Y	Council
Liquid Waste (Type K110 - Waste from grease traps & Type K210 - Septage wastes) - per cubic metre	\$83.75	\$86.60	3.39%	Y	Council

The landfill facility has also experienced a number of safety issues in administering the items listed under Materials Available to the Public. The facility is not allowed to mulch timber furniture anymore so it goes into the skip bins. This has led to members of the public attempting to enter the skip bins and retrieve items. Likewise, the prospect of individuals coming into the facility with a Hiab or tilt tray to pick up a car body is fraught with danger. Shire Officers have been consulted and have recalled only a single enquiry about car bodies. Council is requested to approve the removal of this section of the fees and charges until we get to a point that the these items can be stored in a safe manner for the public to source.

Name	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %	GST	Class Type
Materials Available to the Public					
Items are provided on a first come first served basis and will not be held aside. For public safety, searching through waste piles is strictly prohibited and only those items visible and safely accessible can be considered. Items can only be removed with approval from the site attendant and actions contrary to this may be treated as theft. The site attendant has complete discretion to refuse requests to remove items and to impose conditions, for various reasons such as (but not limited to) safety and resourcing to facilitate the request. Items are provided as-is and by choosing to take an item, a person indemnifies the Shire against liability with regards to the item, including its removal and transport. Any item returned to the site for disposal will incur the applicable cost for that waste according to the current fees and charges."					
Vehicle Bodies	\$0.00	\$400.00	na	Y	Council
Furniture	Free			N	
Timber	Free			N	Council
Bricks	Free			N	Council

Bridgetown Leisure Centre

The Bridgetown Leisure Centre set its fees and charges this year to come into effect from the 1st of October to coincide with their new point of sale systems implementation date. During the loading of fees into the new system it was identified that there was a miscalculation in the Pool Direct Debit Charge. The 25/26 adopted charge is \$15 per fortnight on a direct debit arrangement. Based on a standard 21 week season this equates to \$157.50 for the pool season. This is significantly below the annual adult charge of \$260 which equates to \$24.76 per fortnight.

The proposal is to increase the adult Pool Direct debit from \$15 per fortnight to \$26.80 per fortnight, which is a minor increase on the annual charge to account for the added admin associated with the setup and administration of the ongoing direct debit arrangement

Similarly, the adult concession pool direct debit is proposed to change from \$9.75 per fortnight (which over the 21 weeks is \$102.37) to \$17.45 per fortnight, for a total cost of 182.22 for the season. This is slightly higher than the upfront cost of \$169 for the season, to account for administration costs.

The annual membership to the pool is also to be renamed seasonal rather than annual for clarity, and all charges will be applied on a pro rata basis for people who join after the season started on the 1st of November 2025.

Name	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %	GST	Class Type
Pool					
Seasonal Aquatics - Adult	\$248.50	\$260.00	4.63%	Y	Council
Seasonal Aquatics - Concession & Youth	\$164.50	\$169.00	2.74%	Y	Council
Seasonal Aquatics - Over 85's			Free	N	Council
Seasonal Aquatics - Adult Renewal	\$0.00	\$234.00	∞	Y	Council
Seasonal Aquatics - Concession & Youth Renewal	\$0.00	\$152.10	∞	Y	Council
Seasonal Aquatics - Emergency Services	\$0.00	\$130.00	∞	Y	Council
Aquatics Direct Debit - Adult Per Fortnight	\$0.00	\$15.00	∞	Y	Council
Seasonal Aquatics Direct Debit - Adult Per Fortnight	\$0.00	\$26.80	∞	Y	Council
Aquatics Direct Debit - Concession & Youth Per Fortnight	\$0.00	\$9.75	∞	Y	Council
Seasonal Aquatics Direct Debit - Concession & Youth Per Fortnight	\$0.00	\$17.45	∞	Y	Council

Family Pool Membership

In 2025/26 the family pool membership was removed from the schedule of fees and charges. This was due to the new POS system not being able to facilitate the application of 1 flat fee to multiple members under a family structure. Since the adoption of the fees and charges the platform has had a system upgrade and is able to provide this service so each family member will have a membership and can access the pool, covered by the one membership charge.

The charge proposed for family seasonal pool memberships is \$520 per family, made up of 2 adults and 2 children, or alternatively one adult and three children. The fee has been set at the equivalent of 2 adult memberships, with children being free under this arrangement. Concession family seasonal member are proposed to be \$338 per family.

Families have the option of paying upfront or via a direct debit arrangement at \$53.60 per fortnight or \$34.90 per fortnight for concession, to spread the cost over the 21 week season. This charge is on a pro rata basis from the opening of the pool season on the 1st of November.

If the family had a family pass at the end of the last season, they qualify for the renewal rate which is proposed to be set at \$468, available as a direct debit arrangement for \$48.30 per fortnight.

Name	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %	GST	Class Type
Pool					
Seasonal Family Pass - 2 Adults and Children or 1Adult and 3 children	\$0.00	\$520.00	∞	Y	Council
Seasonal Family Pass - 2 Adults and Children or 1Adult and 3 children Renewal	\$0.00	\$468.00	∞	Y	Council
Seasonal Family Pass - 2 Adults and Children or 1Adult and 3 children Concession	\$0.00	\$338.00	∞	Y	Council
Seasonal Family Pass Direct Debit - 2 Adults and Children or 1 Adult and 3 children	\$0.00	\$53.60	∞	Y	Council
Seasonal Family Pass Direct Debit - 2 Adults and Children or 1 Adult and 3 children Renewal	\$0.00	\$48.30	∞	Y	Council
Seasonal Family Pass Direct Debit - 2 Adults and Children or 1 Adult and 3 children Concession	\$0.00	\$34.90	∞	Y	Council

Spectator Fees

Officers have also investigated the spectator fee due to recent queries from the community. The spectator fee is currently \$2 per person and was reintroduced with the intention to cover amenities costs that spectators use whilst at the facility. It is proposed that this fee be removed from the schedule of fees and charges with spectators to be free, in line with other recreational facilities such as Manjimup.

Pool Fees for Australia Day

In preparation for the Australia Day Community Celebration Council is requested to approve the waiving of pool entry fees and obstacle course fees for the January 2026 Celebration to ensure the event is free for all members of the Community to attend and participate.

Name	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %	GST	Class Type
Adult Entry	\$7.50	\$7.80	4.00%	Y	Council
Concession & Youth Entry	\$4.90	\$5.10	4.08%	Y	Council
Inflatable Obstacle Course Entry Fee	\$5.20	\$5.50	5.77%	Y	Council

BACKGROUND

The Schedule of Fees and charges was adopted at the 23 July 2025 Ordinary Council Meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There will be minor financial implications, which will be adjusted for in the mid-year budget review.

STRATEGIC COMMUNITY PLAN

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

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

The primary risk highlighted in this report is the potential shortfall in generating sufficient income to cover the costs of our waste services. A secondary but significant risk is the reputational impact of inaccurately pricing services, which could lead to either overcharging or undercharging the community.

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

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

COMMENT

Nil

ITEM 17 EXECUTIVE SERVICES UNIT**17.1 Audit, Risk and Improvement Committee – Appointment of Councillors and Independent Members****File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit

Attachments

1. Independent Consultant Number 1
2. Independent Consultant Number 2
3. Independent Consultant Number 3
4. Independent Consultnat Number 4
5. Independent Consultant Number 5
6. Terms of Reference - Audit Risk and Improvement Committee

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

1. That Council, in accordance with the provisions of the *Local Government Act 1995*, Section 7.1A, resolves that the following Councillors be appointed to the Audit, Risk and Improvement Committee for the period ending 16 October 2027:

1. _____

2. _____

3. _____

and

2. That Council:

- a. Appoints Independent Member Candidate Number _____ as Presiding Member and Candidate Number _____ as Deputy Presiding Member of the Audit, Risk and Improvement Committee, in accordance with the requirements of the *Local Government Amendment Act 2024*.

-
- b. **Sets attendance fees at \$270 per meeting, with travel expenses reimbursed at the rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of the Salaries and Allowances Tribunal Determination.**

IN BRIEF

This report seeks Council's consideration to:

- Appoint Councillors to the Audit, Risk and Improvement Committee for the new Council term; and
- Appoint suitably qualified independent persons as the Presiding Member and Deputy Presiding Member, in line with forthcoming amendments to the *Local Government Act 1995* requiring independent oversight.

MATTER FOR CONSIDERATION

Council is requested to:

1. Appoint Councillors to the Audit, Risk and Improvement Committee for the term ending 16 October 2027.
2. Appoint independent persons to the roles of Presiding Member and Deputy Presiding Member to the Committee.
3. Confirm remuneration and conditions for independent members.
4. Acknowledge the Committee's continuing role in providing independent oversight of financial management, governance, and risk.

BACKGROUND

The Audit, Risk and Improvement Committee is established under Section 7.1A of the *Local Government Act 1995*. The Committee meets quarterly and performs the functions outlined in Regulation 16 of the *Local Government (Audit) Regulations 1996*, which include:

- Assisting the local government in carrying out its functions under Part 6 (financial management) and Part 7 (audit) of the Act;
- Reviewing the CEOs reports under Regulation 17 and reporting results to Council;
- Monitoring and advising the CEO on the effectiveness of risk management, internal control, and legislative compliance;
- Supporting the auditor in performing statutory duties; and
- Overseeing the implementation of audit recommendations and legislative compliance actions.

The *Local Government Amendment Act 2024* introduces further changes to strengthen independent oversight by:

- Requiring that the Committee be chaired by an independent Presiding Member and supported by an independent Deputy Presiding Member;
- Prohibiting current Councillors or local government employees from serving as Presiding or Deputy Presiding Members;

- Allowing transitional provisions of six months for local governments to establish the amended committee structure; and
- Allowing for shared committees between two or more local governments, where appropriate.

An Expression of Interest (EOI) process was conducted through WALGA to identify qualified candidates for the independent roles.

- Sixteen candidates registered interest.
- Five have been shortlisted based on proximity to Bridgetown and availability.
- Five candidates are available for either full in-person or remote attendance. Attached are their responses to the WALGA EOI, labelled Candidate 1, Candidate 2, Candidate 3, Candidate 4 and Candidate 5.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

CR 3 - Community Engagement

G 14 - Establishment of Council Committees

FINANCIAL IMPLICATIONS

Independent Committee Members may be remunerated in accordance with the Salaries and Allowances Tribunal (SAT) Determination.

Item	Details
Meeting Attendance Fee	\$270 per meeting (inclusive of preparation and attendance)
Travel Expenses	Reimbursed at rates set out in Section 30.6 of the <i>Local Government Officers' (WA) Award 2021</i>
Childcare Costs	Up to \$35 per hour (with receipts)
Estimated Annual Cost	Approximately \$1,400 (based on four meetings per year)

The cost will have minimal impact on the Long Term Financial Plan.

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

Risk	Mitigation
Non-compliance with legislative requirements	Appointment of independent members ensures compliance with amended provisions of the <i>Local Government Act 1995</i> .
Lack of independent oversight	Independent Presiding and Deputy Presiding Members reduce governance risk and enhance accountability.
Governance or reputational risk	Regular Committee oversight of audit and risk processes ensures best-practice governance.

Residual Risk: Low (Consequence: Moderate / Likelihood: Rare)

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

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

COMMENT

The Audit, Risk and Improvement Committee forms a key part of council's governance and accountability framework.

The inclusion of both councillor and independent members ensures balanced representation, transparency, and informed decision-making.

The appointment of an independent presiding member and deputy presiding member will meet legislative requirements and enhance impartiality in committee proceedings. Council's appointment of Councillor members will ensure continuity of oversight and support for strategic governance priorities.

The recommended approach ensures compliance, fosters independence, and strengthens community confidence in Council's financial management, risk control, and governance performance.

17.2 Nomination and Appointment of Councillor Representatives to Committees and Advisory Groups (2025–2027 Term)

File Ref

Responsible Officer Merridith Morrell, Manager of Executive Services Unit

Reporting Officer Merridith Morrell, Manager of Executive Services Unit

Attachments 1. Committee Book Summary

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council, in accordance with the provisions of the *Local Government Act 1995* and relevant legislation:

1. Appoints Councillors to the following Committees and Groups for the 2025/2027 term as outlined in the Committee Representation Summary:

Committee / Group	Number of Councillors	Appointed Members
Access & Inclusion Advisory Committee	1	
Bush Fires Advisory Committee	3	
CEO Performance Review Committee	3	
Local Emergency Management Committee	3	
Youth Services Advisory Committee	2	
RoadWise Working Group	1	
Bridgetown Greenbushes Tourism Association	2	
South West Regional Road Group	2	
Warren Blackwood Alliance Councils (WBAC)	2	
WBAC Climate Change Reference Group	2	

IN BRIEF

Council is requested to nominate and appoint elected members to the Shire's Advisory Committees and other Council-related groups.

This ensures effective representation and allows committees and groups to continue their functions in accordance with their terms of reference and legislative basis.

Nominations will be called for positions where Councillor representation is required, noting that some Committees have more potential nominations than available positions.

MATTER FOR CONSIDERATION

Council is asked to:

1. Nominate Councillors to the various Advisory Committees and groups; and
2. Approve the appointments to take effect immediately following this meeting.

Committee / Group	Number of Councillors	Nominated Members	Appointed Members
Access & Inclusion Advisory Committee	1		
Bush Fires Advisory Committee	3		
CEO Performance Review Committee	3		
Local Emergency Management Committee	3		
Youth Services Advisory Committee	2		
RoadWise Working Group	1		
Bridgetown Greenbushes Tourism Association	2		
South West Regional Road Group	2		
Warren Blackwood Alliance Councils (WBAC)	2		
WBAC Climate Change Reference Group	2		

BACKGROUND

The Shire of Bridgetown-Greenbushes maintains a number of Committees and Groups to support Council in governance, statutory compliance, strategic decision-making, and community engagement. These include:

- Advisory Committees that provide advice and guidance on specific operational or strategic matters, including access and inclusion, youth services, bushfire management, and CEO performance.

- Regulatory or Statutory Committees, such as the Local Emergency Management Committee, established under the *Emergency Management Act 2005*.
- External Committees and Organisations where Councillor representation ensures the Shire's interests are considered in regional planning, policy development, and stakeholder engagement.

The Committee Representation Summary provides an overview of each Committee/Group, including:

- Membership requirements.
- Legislative basis.
- Meeting frequency.
- Key responsibilities.

Following the recent Council elections, it is necessary to confirm Councillor representation to:

- Ensure compliance with statutory obligations.
- Maintain continuity of operations.
- Support effective community engagement.
- Provide clear governance and accountability.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

CR 3 - Community Engagement

CR 8 – Advisory Committee

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

- 15 A well informed and engaged community.
- 13 Proactive, visionary leaders who respond to community needs.
- 1 A growing community that is diverse, welcoming and inclusive.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Confirming Councillor representation on Committees and Groups helps to manage key risks associated with governance, operations, and community engagement:

- Compliance risk: Ensures Council meets legislative requirements for Committee membership and operation.
- Governance risk: Provides oversight of strategic, financial, and operational matters, supporting informed decision-making.
- Community engagement risk: Ensures the community has appropriate representation and input into Council decision-making processes, fostering trust and transparency.
- Reputational risk: Demonstrates Council's commitment to accountability, openness, and responsiveness to community needs.
- Operational risk: Maintains continuity of advice and guidance to Council, supporting effective delivery of services and strategic initiatives.

By confirming nominations, Council strengthens governance while promoting active community participation and stakeholder engagement in Shire decision-making

COMMENT

Confirming Councillor representation on the Shire's Committees and Groups ensures that Council meets its statutory obligations, maintains effective governance, and strengthens engagement with the community and key stakeholders. This process provides clarity for Councillors on their roles and responsibilities and supports the smooth operation of each Committee, allowing them to provide informed advice and guidance to Council.

17.3 Delegated Authority – Relief Ranger (Bush Fires Act 1954)**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Esther Matthews, GOVERNANCE SUPPORT OFFICER**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council, pursuant to sections 59 and 59A of the *Bush Fires Act 1954*, delegates authority to the Director Development and Regulatory Services and Relief Ranger to:

1. institute and carry on proceedings against a person for an offence alleged to have been committed under that Act; and
2. serve infringement notices for offences under that Act.

IN BRIEF

Council's Delegations Register currently provides authority under section 59 and 59A of the *Bush Fires Act 1954* to the Chief Executive Officer and Senior Ranger. With the Senior Ranger currently on leave, Council approval is sought to delegate the same powers to the Director Development and Regulatory Services and Relief Ranger to ensure ongoing enforcement and compliance during the bushfire season.

As section 48(3) of the *Bush Fires Act 1954* prohibits sub-delegation, a direct delegation from Council is required.

MATTER FOR CONSIDERATION

To consider delegating authority to the Director Development and Regulatory Services and Relief Ranger to institute prosecutions and issue infringement notices under the *Bush Fires Act 1954*.

BACKGROUND

Sections 59 and 59A of the *Bush Fires Act 1954* allow a local government to delegate authority to institute prosecutions and issue infringement notices.

Delegation 3.1.11 in the Shire's Delegations Register currently delegates this authority to the Chief Executive Officer and Senior Ranger. With the Senior Ranger on leave, it is operationally necessary to extend the delegation to the Director Development and Regulatory Services and Relief Ranger to ensure authorised officers are available to inspect, enforce, and issue infringements when required.

COMMENT

The Senior Ranger's absence leaves the Chief Executive Officer as the only officer with authority to issue infringement notices under the *Bush Fires Act 1954*. It is not practical or efficient for the CEO to exercise these powers.

Extending this delegation to the Director Development and Regulatory Services and Relief Ranger will ensure continued enforcement of bush fire compliance during the fire season. If approved, the Delegations Register will be updated accordingly.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

s.59 Prosecution of offences

(3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.

s.59(A) Alternative procedure – infringement notices

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications arising from this delegation. The Relief Ranger position is funded within the existing operational budget.

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

This delegation supports effective and compliant governance through continuity of service delivery and enforcement under the *Bush Fires Act 1954*.

CORPORATE BUSINESS PLAN

14 Effective governance and financial management.

Supports the operational function of ranger services through appropriate delegation of statutory powers.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Approval of this delegation mitigates operational and compliance risk by ensuring authorised officers are always available to perform statutory enforcement functions under the *Bush Fires Act 1954*.

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

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

17.4 2026 Community Citizen of the Year Awards**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments** 1. Citizen of the Year Award - Nomination (under separate cover)**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council resolves that the person recommended in the confidential report receives the 2026 Community Citizen of the year award.

IN BRIEF

Council is requested to consider the nomination received for the 2026 Australia Day Community Citizen of the Year Awards and to determine the recipient for the following category:

- Community Citizen of the Year

Only one nomination was received for this year's awards, and no nominations were received for any other categories.

MATTER FOR CONSIDERATION

The Community Citizen of the Year Awards are coordinated by the Australia Day Council of Western Australia (ADCWA) and delivered in partnership with local governments across the State.

Council is requested to review the nomination received through the ADCWA online platform and determine the recipient for the 2026 Community Citizen of the Year Award.

BACKGROUND

The Community Citizen of the Year Awards recognise individuals and groups who make significant contributions to community life through volunteering, leadership, and participation.

- Nominations opened on 1 September 2025 and closed on 31 October 2025.
- The process was promoted through the Shire's website, social media, noticeboards, and community newsletters.
- The nomination was submitted via the ADCWA online portal.

One nomination was received, in the Community Citizen of the Year category. There were no nominations received for any other categories.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN**1 A growing community that is diverse, welcoming and inclusive.****CORPORATE BUSINESS PLAN**

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT**Risk Category:** Reputational**Risk Description:** Failure to select or recognise eligible nominees could be perceived as the Shire not valuing community contribution.**Likelihood:** Unlikely**Consequence:** Minor**Risk Rating:** Low**Controls/Mitigation:**

- Transparent selection process through Council resolution.
- Confidential handling of nominations and results.
- Formal recognition of all nominees at the Australia Day event.

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

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

COMMENT

One nomination was received for the 2026 Community Citizen of the Year Award. No nominations were received for any other categories.

The nominee will be invited to attend the Australia day breakfast, and a certificate presented.

This initiative provides an opportunity to recognise local individuals who make a positive contribution to the community and promote civic pride and volunteerism.

17.5 Discontinuation of Q&A Sessions and Endorsement of the 2026 Ordinary Council Meeting Schedule**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments** 1. 2026 Council Meeting and Engagement Schedule**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION**That Council:**

1. That Council resolves to discontinue the practice of holding Question and Answer (Q&A) sessions one week prior to the Ordinary Council Meeting each month, effective immediately.

and

2. Endorses the following schedule of Ordinary Council Meetings for 2026, to take place at 5.30pm in the Shire of Bridgetown-Greenbushes Council Chambers, excepting May and November, where the Ordinary Council Meetings are to be held at the Greenbushes Community Resource Centre:

Thursday 26 February 2026

Thursday 27 August 2026

Thursday 26 March 2026

Thursday 24 September 2026

Thursday 23 April 2026

Thursday 22 October 2026

Thursday 28 May 2026

Thursday 26 November 2026

Thursday 25 June 2026

Thursday 17 December 2026

Thursday 23 July 2026

IN BRIEF

This report presents the 2026 Council Meeting and Engagement Schedule for endorsement.

In accordance with the *Local Government (Administration) Regulations 1996*, s.12(2), the Chief Executive Officer must publish the date, time, and location of all Ordinary Council Meetings on the Shire's website before the beginning of the year in which the meetings are to be held.

MATTER FOR CONSIDERATION

Council is requested to endorse the proposed schedule of Ordinary Council Meetings for the 2026 calendar year.

Once adopted, the schedule will be advertised through the Shire's communication channels, including the website, noticeboards, and social media, in accordance with legislative requirements.

BACKGROUND

The proposed 2026 schedule shows the current meeting structure, with Ordinary Council Meetings (OCM) held on Thursdays at 5.30 pm.

To strengthen community engagement, Council continues its practice of hosting selected meetings in Greenbushes - specifically in May and November - at the Greenbushes Community Resource Centre. This approach supports a more accessible and inclusive governance model for residents across the Shire.

The Question and Answer sessions were implemented in February 2025 on the advice of the then Acting CEO. Whilst there was some interest from the community initially, most recently these have been poorly attended. A recent discussion with Council indicated a preference to discontinue this practice but for the OCM Agenda to be released at least one week prior to the monthly OCM to allow Councillors and community members to submit questions prior to the OCM. The Administration has committed to making the agenda available on the Wednesday of the week prior to the Thursday OCM.

The accompanying 2026 Council Meeting and Engagement Schedule (Attachment 1) provides a clear overview of all meeting dates, reinforcing transparency and predictability for elected members, staff, and the community.

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996

r.12. Publication of meeting details (Act s. 5.25(1)(g))

(1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Hire fees for the Greenbushes Community Resource Centre, where two council meetings are proposed to be held, are provided for within the budget.

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

15 A well informed and engaged community.

CORPORATE BUSINESS PLAN

14 Effective governance and financial management.

15 A well informed and engaged community.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT**Risk Category:** Compliance

Risk Description: Failure to set and advertise Council meeting dates would result in non-compliance with Regulation 12 of the Local Government (Administration) Regulations 1996.

Likelihood: Unlikely**Consequence:** Moderate**Risk Rating:** Low**Controls/Mitigation:**

- Endorsement of meeting schedule by Council.
- Timely publication of dates on official communication channels.
- Consistent meeting structure to ensure predictability and accessibility.

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

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

COMMENT

The proposed 2026 Council Meeting and Engagement Schedule ensures continued transparency, accessibility, and community participation in local governance.

By maintaining the existing format and incorporating district wide engagement through meetings in Greenbushes, the Shire continues to promote effective decision-making and uphold its commitment to open and accountable governance.

Once adopted, the 2026 meeting schedule will be publicly advertised and incorporated into Council's communication and engagement calendar.

ITEM 18 DEVELOPMENT AND REGULATORY SERVICES**18.1 Appointment of Deputy Chairperson – Bush Fire Advisory Committee****File Ref****Responsible Officer** Leigh Guthridge, Director of Development and Regulatory Services**Reporting Officer** Erin Reynolds, Admin Support Officer - Emergency Services
Robert McCance, Emergency Services Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION**That Council appoints Chris Doherty as Deputy Chairperson of the Bush Fire Advisory Committee.****IN BRIEF**

Council is requested to appoint a Deputy Chairperson for the Bush Fire Advisory Committee in accordance with its Terms of Reference.

MATTER FOR CONSIDERATION

The Bush Fire Advisory Committee requires a Deputy Chairperson to assist the Chairperson and act in their absence. Chris Doherty has been nominated for this position.

BACKGROUND

The Bush Fire Advisory Committee (BFAC) provides advice and recommendations to Council on bushfire management, preparedness, and response within the district. In accordance with the Committee's Terms of Reference, a Deputy Chairperson is required to assist the Chairperson and act in their absence.

COMMENT

Chris Doherty has been nominated for the position of Deputy Chairperson. The nomination was supported by members of the BFAC, and the motion was moved by Greg Kennedy and seconded by Hugh Wheatley. The motion was carried unanimously

STATUTORY ENVIRONMENT*Local Government Act 1995**Bush Fires Act 1954***POLICY IMPLICATIONS**

Nil

FINANCIAL IMPLICATIONS

The appointment does not incur additional costs to Council.

STRATEGIC COMMUNITY PLAN

2.4 Build community capacity by supporting community organisations and volunteers.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

No impact.

ASSET MANAGEMENT PLANS

Not applicable.

WORKFORCE PLAN

There is no impact on workforce requirements.

RISK MANAGEMENT

The appointment of a Deputy Chairperson mitigates governance and operational risks by ensuring continuity of leadership within the BFAC.

ITEM 19 PROJECT MANAGEMENT AND ENVIRONMENT

No matters for consideration

ITEM 20 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES**20.2 Bush Fire Advisory Committee Minutes – 7 October 2025****File Ref**

Responsible Officer Leigh Guthridge, Director Development and Regulatory Services

Reporting Officer Erin Reynolds, Admin Support Officer – Emergency Services

Attachments

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receives the minutes of the Bush Fire Advisory Committee Meeting on 7 October 2025.

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

The Meeting will be closed by Council Resolution to the public under Part 5 Division 2 Section 5.23(2)(c)(b)(c)(c) of the Local Government Act 1995 as the Items relates to :-

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (b) the personal affairs of any person
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
-

OFFICER RECOMMENDATION

That Council close the meeting to the public at [Type time here](#) pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995:

- 25.1 Tender Award for Lease of Greenbushes Roads Board Office**
 - 25.2 Code of Conduct Complaint**
 - 25.3 Tender Award for Kangaroo Gully Bush Fire Brigade Upgrade**
 - 25.4 Tender Award - Greenbushes Footpath Restoration Project**
-

25.1 Tender Award for Lease of Greenbushes Roads Board Office

OFFICER RECOMMENDATION

That Council:

1. Accepts the tender (for Tender RFT02-2526) received from Little Henry's Diner Pty Ltd for the amount shown in the Evaluation Report (*refer Confidential Attachment 1*) for the lease of the Greenbushes Roads Board Office.
2. Requests the Chief Executive Officer (CEO) to arrange for a commercial lease agreement to be drawn up between the Shire of Bridgetown-Greenbushes and Little Henry's Diner Pty Ltd for a term of 5 years plus an option for a further 5 years and carry out negotiations with the recommended tenderer as required to finalise the lease.
3. Authorises the Chief Executive Officer and Shire President to sign and affix the Shire's Common Seal to the lease agreement.

25.2 Code of Conduct Complaint

OFFICER RECOMMENDATION

That Council:

1. Acknowledges receipt of a complaint lodged under the *Local Government Act 1995, Section 5.121*, and *Local Government (Model Code of Conduct) Regulations 2021*.
 2. Notes the written response provided by person subject to the complaint.
 3. Considers the complaint in accordance with the Code of Conduct and adopts motion ____ as presented in the Code of Conduct.
-

25.3 Tender Award for Kangaroo Gully Bush Fire Brigade Upgrade

OFFICER RECOMMENDATION

That Council:

1. Accepts the tender response (for Tender RFT03-2526) received from Resicom South West Pty Ltd for the amount shown in the evaluation report (*refer Attachment 1 – Evaluation Report*) for the Kangaroo Gully Bush Fire Brigade upgrade.
2. Authorises the Chief Executive Officer to sign the General Conditions of Contract between the Shire of Bridgetown-Greenbushes and Resicom South West Pty. Ltd. for the construction of the Kangaroo Gully Bush Fire Brigade Upgrade.

25.4 Tender Award - Greenbushes Footpath Restoration Project

OFFICER RECOMMENDATION

That Council:

1. Accepts the tender response (for Tender RFT01-2526) received from Carbone Bros Pty. Ltd. for the amount shown in the evaluation report (*refer Attachment 1 – Evaluation Report*) for the Greenbushes Footpath Restoration Project.
2. Authorises the Chief Executive Officer to sign the General Conditions of Contract between the Shire of Bridgetown-Greenbushes and Carbone Bros Pty. Ltd. for the construction of the Greenbushes Footpath Restoration Project.

The above mentioned report/s were provided to Elected Members under separate cover. The report/s are not for publication.

OFFICER RECOMMENDATION

That the meeting be open to members of the public at **Type time here** pm.

Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

Item 26 Closure

The Presiding Member to close the meeting.

ITEM 26 CLOSURE

The Presiding Member to close the meeting.