Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

Notice of an Ordinary Meeting of Council

Dear Council Member

The next Ordinary Meeting of Shire of Bridgetown-Greenbushes will be held on **Thursday, 26 November 2026** in Greenbushes Community Resource Centre, commencing at 5:30 PM

AGENDA

Ordinary Council Meeting

Thursday, 26 November 2026

Garry Adams

Chief Executive Officer
Date: 20 November 2026

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SHIRE OF BRIDGETOWN GREENBUSHES

ITEM 1 OPENING OF MEETING

Meeting to be opened by the Presiding Member.

ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

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

Council Officers

Chief Executive Officer, G Adams
Director Corporate, Economic and Community Development, C Radford
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 Ordinary Council Meeting Minutes 22 October 2026

File Ref

Responsible Officer Garry Adams, Chief Executive Officer

Reporting Officer Krystle Durbin, Executive Assistant

Attachments 1. OCM Minutes 22 October 2026

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council confirms the Minutes from the Ordinary Council Meeting held on 22 October 2026.

10.2 Special Council Meeting Minutes 29 October 2026

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Krystle Durbin, Executive Assistant
Attachments	1. SCM 29 October 2026 Min
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council confirms the Minutes from the Special Council Meeting held on 29 October 2026.

10.3 Concept Forums and Workshops

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Krystle Durbin, Executive Assistant
Attachments	1. Concept Forums and workshops
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That council notes the following concept forums / workshops were held:

1) 12 November 2026 concept forum

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

14.1 Notice of Motion - Bridgetown Rail Corridor

File Ref:

1. Notice of Motion - Hampton Street Bridgetown Bypass

In accordance with the Shire of Bridgetown-Greenbushes Standing Orders Local Law, Councillor Stephen Carstairs, gave notice of his intention to move the following motion:

MOTION

Given the importance Council attaches to:

(a) the community's investment in the townsite railway corridor to date;

(b) the need to establish a contemporary Council position regarding a Hampton Street Bridgetown bypass;

(c) the existence of competing community aspirations for the corridor,

and the CEO's advisement that a railway corridor bypass option is a place planning matter, Council determines that the townsite railway corridor will be included as a core element of the Place Planning process, with any recommendations regarding its future role, function or use to be informed by that process.

RATIONALE

It is important that Council takes the lead in determining the future role, function and use of Bridgetown's townsite railway corridor. The corridor represents a significant community asset and is the subject of differing community aspirations including its long-standing relationship to Hampton Street traffic and bypass considerations; the advocacy of organisations such as WestCycle for the protection and transformation of disused railway corridors into connected cycling and walking trails supporting regional connectivity and tourism; the aspirations of the Bridgetown Greenbushes Tourism Association and other community organisations for the corridor; and further the Bridgetown Historical Society too may have a vision for the heritage buildings and railway memorabilia.

Clear strategic direction from Council is essential to ensure that investigations relating to the railway corridor are undertaken within a structured planning framework and that any outcomes can meaningfully inform the future planning, development, tourism and movement network of Bridgetown.

I commend this Notice of Motion to Council.

OFFICER COMMENT

Sections of the Bridgetown townsite rail corridor are currently leased to the Shire from the Public Trasport Authority (PTA) for various purposes, including for the Ashbil Community Garden and

streetscape beatification at the southern portions where the rail line crosses SW Highway. There are currently several leases held for the various portions of land, and they are currently up for renewal.

It is worth noting that a number of the leased portions are classified as Contaminated, and will remain contaminated due to the likely cost of decontamination which would be at the cost of the Shire if such an endeavour were considered. Officers are currently seeking grant funding to support the development of a Contaminated Site Management Plan, which, with the approval of the Department of Water and Environmental Regulation (DWER) could allow recreational use of the land under certain management practices. The contaminated sites cannot currently be used as Public Open Space.

It is also worth noting that WestCycle's proposal would require the Shire to lease the entire rail reserve with our Shire boundary and in doing so, take on the full liability for its care, maintenance and insurance.

Officers agree that due to the strong community interest in the Rail Corridor, it will naturally be a key consideration of the Bridgetown Place Planning, and will be raised during Community Consultation.

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 DEVELOPMENT

16.1 Monthly Financial Report - September 2026

File Ref

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

Reporting Officer Nathan Gilfellon, Manager Finance and Administration

Attachments 1. Monthly Financial Report September 26

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receives the September 2026 monthly financial report.

IN BRIEF

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

MATTER FOR CONSIDERATION

Item 1 - 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 greater amount.

For the period 1 July 2026 to 30 September 2026:

- Operating Income is under budget by 1.30%; and
- Operating Expenditure is under budget by 2.32%.

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					

Other revenue	(55,406)	(75.58)	▼	Timing	Timing of Workers Compensation reimbursements ($18,750) Timing of Fire Mitigation reimbursements only charged quarterly ($18,750) Timing of rate legal fees reimbursements ($6,625) Timing of fuel tax credits ($8,214) Multiple other minor variances ($3,067)
Expenditure from operating activities					
Employee Costs	(369,649)	(21.24)	▼	Timing	Additional pay period in the month of September
Materials and contracts	441,403	33.98	▲	Timing	The following projects are underspent compared to the budget: - Parks and Gardens materials $17,153 - Place Planning $64,054 - Road Maintenance $53,200 - Verge Maintenance $89,189 - Fuel purchase $45,293 - IT Support costs $42,743 - Consultant costs $24,000 - Audit Fees $13,000 - Waste Service $46,456 - Waste centre management $27,088 - ICT Initiatives $16,892 - MALC Materials $16,629 The following projects are overspent compared to the budget: - Subscriptions ($35,308) - Shire website ($10,539) - WBAC project ($24,616) Multiple other minor variances $55,869
Depreciation	161,478	10.67	▲	Timing	Depreciation lower than budget as 2025/26 additions still being finalised as part of year end process
Insurance	(107,609))	(100.30)	▼	Timing	Insurance budgeted evenly over 12 months. First of two instalment payments made in August.
Other expenses	(26,760	(28.22)	▼	Timing	Annual vehicle registrations paid ahead of budget ($14,218) Sporting and Community club grants paid ahead of budget ($9,000) Landcare officer grant not yet paid 12,624 Henri Houwen House Service agreement paid ahead of budget (11,668) Multiple other minor variances ($4,498)
INVESTING ACTIVITIES					

Capital grants, subsidies and contributions	(105,325)	(13.78)	▼	Timing	Timing of the recognition of capital grants as many capital projects have not yet commenced as detailed in supplementary information 10 ($690,638) DFES - Bridgetown Shire Depot Construction $181,744 Roads to recovery received for 2025/26 $35,807
Acquisition of property, plant and equipment	(180,095)	(19.97)	▼	Timing	Multiple other minor variance noted in supplementary information 4
Acquisition of infrastructure	359,486	94.43	▲	Timing	Multiple infrastructure projects behind budget as noted in supplementary information 4

Council for the financial year ending 30 June 2027 adopted a percentage of plus or minus 10% or dollar value of $20,000 (whichever is the greater amount) at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports.

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

BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The budget is currently ahead of budget, with an overall surplus of $238,778 year to date or 2.72%.

STRATEGIC COMMUNITY PLAN

10 Proactive, visionary leadership and effective governance.

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.

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.

16.2 List of Accounts for October 2026

File Ref

Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Nathan Gilfellon, Manager Finance and Administration
Attachments	1. List of Accounts - October 26
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receives the October 2026 List of Accounts.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

In October 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	$37,691.97
Municipal EFT Payments	$1,601,064.91
Corporate Credit Card Payments	$11,232.41
Fuel Card Payments	$8,088.33
BPAY Payments	$10,925.74
Licencing Direct Debit Payments	$99,700.80
Trust Payments	$1,545.15
Cheques	$0.00
Total Payments for October 2026	$1,770,249.31

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 (Financial Management) Regulations 1996

Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

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

FM 7 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Payments have been in made in accordance with the Annual Budget adopted at the Ordinary Council Meeting on 23 July 2026.

COUNCIL PLAN

11 A well-informed and engaged community.

10 Proactive, visionary leadership and effective governance.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

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

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

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 Policy Adoption - Mobile and Itinerant Traders

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. Mobile and itinerate traders Policy PE19
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council:

1. **Adopts Policy PE19 – Mobile and Itinerant Traders, as presented at Attachment 1.**
2. **Requests the CEO to provide a report back to Council after one year of the policy being in operation.**

IN BRIEF

- A new Mobile and Itinerant Traders Policy has been prepared to guide how the Shire assesses and determines applications for trading permits under its *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law* (the Local Law).
- The draft Policy reflects the need to balance activation of public spaces with the interests of established "bricks and mortar" businesses.
- The Policy identifies the Town Square, Bridgetown and Blackwood River Park as approved trading locations, sets standard permit conditions (Schedule 1), and retains discretion for each application to be assessed on its merits.
- It is recommended that Council adopts the Policy.

MATTER FOR CONSIDERATION

Council is asked to consider adopting draft Policy PE19 – Mobile and Itinerant Traders, endorsing the two approved trading locations, and noting the proposed common permit expiry date.

BACKGROUND

Mobile food vans, produce sellers and other itinerant traders have become a regular feature of regional towns, particularly during peak visitor periods and community events. The Shire receives periodic enquiries and applications from traders seeking to operate on thoroughfares and in public places within the district.

The Local Law requires a Trading Permit to trade in a thoroughfare or public place and sets out the matters the Shire must consider when determining an application (clause 6.5). It does not, however, provide guidance on where trading is suitable, how competing interests should be weighed, or what

standard conditions should apply. Without a policy, applications have been assessed case by case with limited consistency, and applicants have had little certainty about what is expected of them.

The Shire's existing LE1 – Commercial Activities on Thoroughfares Policy deals with alfresco dining and goods displayed outside established premises. It does not adequately address mobile or itinerant trading.

A draft Policy was presented to Councillors at the Council Forum on November 12, 2026. Matters raised included:

- the impact of mobile traders on established local businesses;
- the level of administrative effort required across the organisation to process and monitor permits; and
- the locations, days and hours in which trading should be permitted.

The draft has since been refined to address these matters, as outlined in the Comment section of this report.

STATUTORY ENVIRONMENT

Nil

Local Government Act 1995

- Section 2.7(2)(b) – the Council is to determine the local government's policies.
- Section 5.42 – delegation of powers and duties to the CEO. The power to determine Trading Permits under the Local Law should be confirmed in the Delegations Register, including any sub-delegation to the Environmental Health Officer.
- Section 6.16 – the imposition of fees and charges, including permit fees set in the Shire's annual Fees and Charges.
- Part 9, Division 1 – objection and review rights for decisions made under a local law.

Shire of Bridgetown-Greenbushes Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- Part 6 – requires a Trading Permit to trade in a thoroughfare or public place, and sets out how applications are made, determined, conditioned, renewed and cancelled.
- Clause 6.5 – matters the Shire must have regard to in determining an application, including relevant Shire policies, the desirability and location of the activity, and competition principles.
- Part 8 – objections and appeals.

Food Act 2008 and Food Regulations 2009 – mobile food businesses must be registered with the appropriate enforcement agency. Registration is verified by the Environmental Health Officer before a permit is issued.

Environmental Protection (Noise) Regulations 1997 – apply to music, generators and other noise-emitting equipment used by traders.

POLICY IMPLICATIONS

Nil

This is a new Policy. It is to be read alongside LE1 – Commercial Activities on Thoroughfares Policy, which continues to apply to alfresco dining and footpath displays outside established premises. The Policy expressly excludes approved events and markets, the Hampton Street community kiosk, and government, emergency, charitable and community services, which remain managed through their existing approval processes.

Once adopted, an internal procedure will be developed setting out the roles of Records, Finance, Environmental Health, Events and Parks and Gardens in processing applications, supported by a process flow chart. The application form will also be reviewed to align with the Policy.

FINANCIAL IMPLICATIONS

There are no direct budget implications. Application and renewal fees are set through the Shire's adopted Fees and Charges. Fee income is expected to be modest and broadly offsets the administrative cost of processing applications.

Issuing all permits to a common 30 June expiry date reduces the administrative effort of tracking individual renewal dates and aligns renewals with the annual Fees and Charges review. A pro-rata fee for permits issued part-way through the year can be considered in the next Fees and Charges review.

COUNCIL PLAN

1 A diverse, welcoming and inclusive community.

2 Good health and community wellbeing.

3 A safe community.

5 Responsible and attractive growth and development.

8 A strong, diverse and resilient economy.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Applications will be processed within existing resources. Most of the assessment work sits with the Environmental Health Officer, with input from Records, Finance, Events and Parks and Gardens. The common 30 June expiry date and the proposed internal procedure are intended to keep this workload manageable.

RISK MANAGEMENT

Risk	Likelihood	Consequence	Rating	Mitigation
Inconsistent or challengeable decisions on permit applications	**Possible**	**Moderate**	**Moderate**	**Adopt the Policy to provide clear, consistent assessment criteria**

				aligned with clause 6.5 of the Local Law.
Adverse impact on established local businesses	**Possible**	**Moderate**	**Moderate**	**Policy requires consideration of proximity, hours and type of goods offered by nearby businesses.**
Public safety incident or damage to Shire assets	**Unlikely**	**Major**	**Moderate**	**Standard conditions in Schedule 1, public liability insurance requirement and reinstatement obligations.**
Food safety incident	**Unlikely**	**Major**	**Moderate**	**Food business registration verified by the Environmental Health Officer before approval.**
Administrative burden exceeds capacity	**Possible**	**Minor**	**Low**	**Common expiry date and internal procedure; demand monitored and Policy reviewed if needed.**

COMMENT

The draft Policy gives the Shire a clear and consistent basis for assessing mobile and itinerant trading, while keeping the flexibility to judge each application on its merits. The key features are outlined below.

Approved trading locations

The Town Square, Bridgetown and Blackwood River Park have been identified as approved trading locations. Both are high-use public spaces where trading can add to activation and visitor experience. The Policy also allows other locations to be approved where suitable, recognising that demand may emerge elsewhere, including Greenbushes. Where land is not under the Shire's care, control or management, the trader must obtain landowner consent before a permit is issued**.**

Protecting established businesses

The Local Law requires competition principles to be considered. The Policy sets out how the impact on established businesses will be weighed, including the proximity and operating hours of nearby businesses, the type of goods or services offered, whether the activity complements existing services or meets unmet or peak-period demand, and whether it would interfere with access to surrounding businesses.

Days and hours of trading

The Policy does not set fixed trading days or a cap on the number of traders per location. Current demand is modest, and assessing days and hours on each application provides flexibility. Schedule 1 limits trading to a maximum of four hours per day at an approved location, finishing by 8.30pm, with reasonable set-up and pack-down time allowed outside those hours. If application numbers grow, further guidance on days, hours and trader numbers can be added at review.

Permit duration

Two options were considered for the permit term:

12 months from the date of issue - each permit has its own renewal date, which must be tracked individually and adds to administrative workload.

A common expiry date of 30 June - all permits renew at the same time, in line with the annual Fees and Charges.

Option 2 is recommended as it is simpler to administer and gives traders a predictable renewal date.

Other matters

The sale or supply of liquor is not permitted unless separately authorised under liquor licensing legislation and approved by the Shire. This is a new inclusion.

Public liability insurance is required. The amount (generally $10 million) will be specified in the application form.

Schedule 1 conditions have been mapped against the Local Law and cover permit display, waste and wastewater, noise, access to public infrastructure (such as ACROD bays, EV chargers and the RV dump point), lighting, damage to Shire assets and compliance with lawful directions.

Roles and responsibilities have not been included in the Policy. They are better placed in an internal procedure and flow chart, given the number of business units involved.

17.2 Endorsement of the 2027 Ordinary Council Meeting Schedule

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

OFFICER RECOMMENDATION

That Council:

1. **Endorses the following schedule of Ordinary Council Meetings for 2027:**

Thursday 18 February 2027	**Thursday 26 August 2027**
Thursday 18 March 2027	**Thursday 23 September 2027**
Thursday 22 April 2027	**Thursday 28 October 2027**
Thursday 27 May 2027	**Thursday 25 November 2027**
Thursday 24 June 2027	**Thursday 16 December 2027**
Thursday 22 July 2027	

2. **Endorses a change to the commencement time of Ordinary Council Meetings from 5.30pm to 5.00pm, effective from the February 2027 meeting.**
3. **Endorses replacing the two Ordinary Council Meetings previously held in Greenbushes with two community forums in Greenbushes in 2027, where community members will be invited to discuss relevant local issues with Elected Members and the Administration, noting that forum dates will be advertised in the new calendar year.**

IN BRIEF

This report presents the 2027 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 2027 calendar year, including:

- amended February and March meeting dates (18 February and 18 March 2027) to avoid the Easter period;
- a change to the meeting commencement time from 5.30pm to 5.00pm; and
- holding all Ordinary Council Meetings in the Council Chambers in Bridgetown, with the meetings previously held in Greenbushes replaced by two community forums in Greenbushes.

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

Meeting dates

The proposed 2027 schedule generally continues the current meeting structure, with Ordinary Council Meetings (OCM) held on the fourth Thursday of each month, except for the following:

- February and March: The fourth Thursday in March 2027 falls on 25 March, the evening before Good Friday (26 March 2027). While this is not a public holiday, Elected Members, staff and members of the public may have travel or family commitments over the Easter long weekend. The March meeting has therefore been brought forward to Thursday 18 March 2027. To maintain a regular four-week interval between meetings, the February meeting has also been brought forward one week to Thursday 18 February 2027. This results in a five-week gap between the March and April meetings.
- December: The meeting is brought forward to the third Thursday (16 December 2027) ahead of the Christmas period.

Meeting time

It is proposed that the commencement time of Ordinary Council Meetings change from 5.30pm to 5.00pm, effective from the February 2027 meeting. An earlier start time is expected to:

- allow meetings to conclude earlier in the evening, supporting the wellbeing of Elected Members, staff and members of the public in attendance;
- reduce the extent to which staff supporting the meeting are required to work outside ordinary hours; and
- make attendance easier for community members travelling across the district, particularly during the winter months.

A 5.00pm start remains outside standard business hours for most working residents, maintaining reasonable opportunity for public attendance and participation in Public Question Time.

Meeting location and Greenbushes community forums

All Ordinary Council Meetings in 2027 are proposed to be held in the Council Chambers in Bridgetown. This will enable the Shire to meet its statutory responsibilities for recording of meetings and electronic attendance by elected members. At present, it is not possible to meet these obligations with the equipment available at the Greenbushes CRC or the portable equipment used by the Shire. It is proposed that the two Ordinary Council Meetings previously held at the Greenbushes Community Resource Centre be replaced by two community forums in Greenbushes. All community members will be invited to attend and discuss relevant local issues directly with Elected Members and the Administration in a more flexible and accessible setting than a formal Council meeting allows.

It is proposed that one community forum be scheduled for the first half of 2027 and one for the second half. The forums will be advertised well in advance. Community members will be invited to submit topics for discussion prior to the forum and will be able to raise matters at the forum. The notes of each forum will be presented to Council for consideration at the next available Ordinary Council Meeting. Dates and details of the forums will be confirmed and promoted through the Shire's communication channels.

Agenda availability

- The Administration will continue to make the OCM Agenda available at least a week prior to each Thursday OCM, allowing Councillors and community members to submit questions prior to the meeting.

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

1 A diverse, welcoming and inclusive community.

10 Proactive, visionary leadership and effective governance.

11 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.

COMMENT

The proposed 2027 Ordinary Council Meeting Schedule ensures continued transparency, accessibility, and community participation in local governance.

Bringing the February and March meetings forward to 18 February and 18 March 2027 avoids holding the March meeting on the evening before Good Friday, while keeping a regular interval between the first meetings of the year.

The proposed change in commencement time to 5.00pm is a modest adjustment that supports Elected Member and staff wellbeing while preserving public access to meetings.

Holding all Ordinary Council Meetings in Bridgetown provides a consistent meeting format and location, while the Greenbushes community forums offer the Greenbushes community a more flexible and accessible way to raise and discuss local issues with Elected Members. Together, these arrangements continue to promote effective decision-making and uphold the Shire's commitment to open and accountable governance.

Once adopted, the 2027 meeting schedule and community forum details will be publicly advertised and incorporated into Council's communication and engagement calendar.

17.3 Citizen of the Year Awards 2027

File Ref	
Responsible Officer	Merridith Morrell, Manager of Executive Services Unit
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. Confidential - 2027 Citizen of the Year Nominee Summary (under separate cover)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

Council resolves that the nominees recommended in the confidential attachment be endorsed as the recipients of the 2027 Community Citizen of the Year Awards for their respective categories.

IN BRIEF

Council is requested to consider the nominations received for the 2027 Australia Day Community Citizen of the Year Awards and to determine the recipients for the following categories:

- Community Citizen of the Year
- Senior Community Citizen of the Year (over 65 years)
- Young Community Citizen of the Year (16–30 years)
- Active Citizenship Award (Group or Event)

Eight nominations were received for this year's awards, covering seven nominees across all four categories. The Young Community Citizen category has one nominee, while the Community Citizen, Senior Community Citizen and Active Citizenship categories each have two nominees for Council to choose between.

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 nominations received through the ADCWA online platform and determine the recipients for the 2027 Community Citizen of the Year Awards.

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 2026 and closed on 31 October 2026.

- The process was promoted through the Shire's website and social media along with direct community engagement by the Shire's Community Development Team and Councillors.
- Seven nominations were submitted via the ADCWA online portal between 8 and 30 October 2026, and one was lodged on a printed nomination form.

Eight nominations were received across all four categories:

- Community Citizen of the Year – two nominations, for two different nominees;
- Senior Community Citizen of the Year (over 65 years) – two nominations, for two different nominees;
- Young Community Citizen of the Year (16–30 years) – two nominations, both for the same nominee; and
- Active Citizenship Award (Group or Event) – two nominations, for two different groups.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COUNCIL PLAN

8 A strong, diverse and resilient economy.

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.

COMMENT

Eight nominations were received for the 2027 Community Citizen of the Year Awards, covering seven nominees across all four categories. There is one nominee in the Young Community Citizen category, and two nominees in each of the Community Citizen, Senior Community Citizen and Active Citizenship Award (Group or Event) categories. Full details of each nomination are provided in the confidential attachments.

Each nominee, individual and group, has made a sustained and significant contribution to the community, across the fields of environment and conservation, arts, culture and local history, community events and fundraising, aged care, sport and recreation, community wellbeing, emergency services and healthcare. The Young Community Citizen of the Year nominee received two separate nominations, reflecting broad recognition of her contribution. As there are two nominees in each of the Community Citizen, Senior Community Citizen and Active Citizenship categories, Council is asked to select one recipient for each of those awards. Nominees not selected will still be acknowledged at the Australia Day event.

One of the nominations was submitted by an elected member. Council Members are reminded to consider whether any association with a nominee or nominator gives rise to an impartiality interest that should be disclosed under the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

The recipients will be invited to attend the Australia Day breakfast on 26 January 2027, where certificates will be presented.

This initiative provides an opportunity to recognise local individuals who make a positive contribution to

the community and promote civic pride and volunteerism.

17.4 AI Acceptable Use and Governance Policy

File Ref

Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. AI Acceptable Use and Governance Policy GC18 2. DRAFT AI Acceptable Use Procedure
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council:

1. **Adopts Policy GC18 AI Acceptable Use and Governance Policy, as presented at Attachment 1.**
2. **Notes the draft AI Acceptable Use Procedure at Attachment 2, which will be issued by the Chief Executive Officer under section 5.41 of the *Local Government Act 1995* to give effect to the Policy.**
3. **Notes that the AI Acceptable Use and Governance Policy will take effect from 1 April 2027.**

IN BRIEF

- At its Ordinary Meeting on 27 August 2026, Council requested the CEO prepare an Artificial Intelligence (AI) Acceptable Use and Governance Policy, with associated procedures and implementation guidelines, for the November 2026 Ordinary Council Meeting.
- The Shire currently has no AI policy, procedure or budget. Staff and suppliers are nonetheless already encountering AI, including features switched on by default in software the Shire licenses.
- The draft Policy sets the principles: human accountability, permitted and prohibited uses, data handling, records, transparency, verification, approved platforms, training, and oversight through an AI Register.
- The acceptable use procedures and guidelines are administrative. They will be issued and managed by the CEO under s 5.41 of the *Local Government Act 1995* and are not before Council.
- Core safeguards apply from adoption. Training and registration of existing uses apply from 1 April 2027.

MATTER FOR CONSIDERATION

Council is asked to adopt Policy GC18 AI Acceptable Use and Governance Policy in response to its resolution of 27 August 2026

BACKGROUND

At the Ordinary Council Meeting of 27 August 2026, Council considered a Notice of Motion from Cr Carstairs and resolved Resolution OCM 001-26/27 to request the CEO prepare and present an Artificial Intelligence Acceptable Use and Governance Policy, together with associated procedures and implementation guidelines, to the November 2026 Ordinary Council Meeting.

The motion required the Policy to address, at a minimum:

- permitted uses;
- prohibited and restricted uses;
- human accountability;
- privacy, security and records management;
- transparency and verification;
- approved platforms;
- training and awareness; and
- governance and oversight, including an AI Register.

The Shire started from no existing AI policy, procedure or budget. In preparing the drafts, officers:

- drew on the WA Government Artificial Intelligence Policy and Assurance Framework, the State Records Office guidance *Artificial Intelligence and Record Keeping*, the National framework for the assurance of artificial intelligence in government, and Australia's AI Ethics Principles;
- consulted other local governments on their approaches; and
- obtained an independent external review of the draft Policy, and incorporated the suggested amendments.

The draft Policy was presented to Councillors at the Concept Forum on 12 November 2026.

STATUTORY ENVIRONMENT

Nil

- *Local Government Act 1995, s 2.7(2)(b):* Council determines the local government's policies.
- *Local Government Act 1995, s 5.41:* functions of the CEO, under which the AI Acceptable Use Procedure and AI Implementation Guidelines will be issued and amended.
- *State Records Act 2000:* AI-generated content that informs or evidences a decision is a record and must be captured under the Shire's Record Keeping Plan.
- *Privacy and Responsible Information Sharing Act 2024 (WA*): governs the Shire's handling of personal information, including through an AI tool. Commencement is phased; the application and timing of the notifiable information breach scheme to local governments will be confirmed before the Procedure issues.

- *Freedom of Information Act 1992:* AI outputs, and in some cases prompts and transcripts, may be documents subject to FOI.
- *Copyright Act 1968 (Cth):* relevant to the ownership and use of AI inputs and outputs.

The WA Government Artificial Intelligence Policy and Assurance Framework applies to the WA public sector. Local governments are encouraged, but not required, to comply. The draft Policy adopts its definitions and principles as better practice.

POLICY IMPLICATIONS

Nil

This is a new policy; it does not replace an existing one. It will sit alongside, and be read with:

- Code of Conduct for Council Members, Committee Members and Candidates
- Code of Conduct – Employees
- Record Keeping Plan
- Cyber Security Policy
- [ICT / Acceptable Use of Technology Policy]
- Risk Management Framework
- Purchasing Policy

The Procedure's data-handling section uses the WA Government Information Classification labels (UNOFFICIAL, OFFICIAL, OFFICIAL: Sensitive). If the Shire does not adopt that scheme, the Procedure will use plain descriptors with the same three tiers. Neither option requires a change to the Policy.

The Record Keeping Plan will be updated at its next review to reflect the Policy's treatment of AI prompts and transcripts.

FINANCIAL IMPLICATIONS

Adopting the Policy has no direct financial implications.

Implementation costs, mainly staff training and the assessment of AI platforms, will be met within the existing 2026/27 operating budget. Any future licensing of an AI platform will be assessed under the Procedure's approval criteria and the Purchasing Policy, and referred to the annual budget process where required.

COUNCIL PLAN

10 Proactive, visionary leadership and effective governance.

The Policy lets the Shire use AI to improve the efficiency and quality of its services, while keeping that use lawful, transparent, secure and accountable.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil. Note that AI features increasingly arrive inside software the Shire already licenses. The Policy requires these features to be approved before use, including when a vendor enables them by default.

WORKFORCE PLAN

- All staff must complete AI awareness training before using AI tools for Shire business, from 1 April 2027. Training is refreshed annually.
- The Manager Executive Services maintains the AI Register, triages approval requests, and coordinates training and reporting, within existing Executive Services resources.
- The Executive Leadership Team reviews the AI Register quarterly.
- ICT, through the managed service provider, applies and maintains each approved platform's configuration.

RISK MANAGEMENT

The main risk lies in not adopting the Policy. Without one, staff have no rules on which tools they may use or what information they may enter. Ratings below use the Shire's Risk Management Framework matrix.

Risk	Category	Rating without Policy	Treatment in Policy / Procedure
Personal or confidential information entered into a public AI tool and lost from the Shire's control	**Compliance / Reputation**	**High**	**Classification ceilings for each approved platform (cl 4.4); non-Shire tools must be approved before use (cl 4.8)**
AI used to make or determine a statutory decision, infringement, tender evaluation or employment matter	**Compliance / Legal**	**High**	**Prohibited without independent human judgement (cl 4.3); high-risk uses need a CEO-approved risk assessment (cl 4.10)**
Inaccurate AI output relied on, or released to the community	**Reputation / Legal**	**Moderate**	**Verification before use or release; auto-send features disabled or held for review (cl 4.7)**
AI-generated material that evidences a decision is not captured as a record	**Compliance**	**Moderate**	**Records capture rules (cl 4.5); Procedure section 9**
Credentials exposed to an AI tool, or a tool connected to Shire systems without approval	**Information security**	**High**	**Credentials never entered (cl 4.3, 4.4); connections approved under cl 4.8; incident reporting under the Procedure**
Policy falls behind changes in	**Operational**	**Moderate**	**Annual review; CEO may amend the Procedure and Guideline**

COMMENT

The Policy sets the principles and requires adoption by Council. The AI Acceptable Use Procedure, issued by the CEO, sets out the operational detail: platform approval, use case registration, data handling by classification, risk assessment, disclosure wording, records and incident response. AI Implementation Guidelines will follow. This split lets the operational detail keep pace with technology without a Council resolution each time, while Council retains control of the principles.

The Procedure and Guidelines are administrative matters for the CEO and are not before Council for adoption.

Key features.

- AI supports decisions; it does not make them. Every use case has a named accountable officer, and accountability cannot be passed to a tool or vendor.
- Only Shire-provided or approved tools. Any other tool, including a free or personal account, browser extension, meeting assistant, or AI feature newly switched on in existing software, must be approved first.
- Approval is of a configuration, not just a tool. For example, a meeting assistant may be approved for note-taking only with automatic recaps to attendees switched off, so that output is checked before it is released.
- Transparency. Material use of AI in published content, and in officer reports to Council, is disclosed using standard wording.
- Oversight. An AI Register records each use case. ELT reviews it quarterly, and it is reported to the Audit, Risk and Improvement Committee at least annually.

Council Members are bound by the Policy's principles, in particular human accountability, prohibited uses, data handling, disclosure and verification. The Procedure applies to employees and contractors only, as it is an exercise of the CEO's functions. The Code of Conduct for Council Members continues to apply. Adoption and implementation are separate steps. Implementation, including Training (clause 4.9) and registration of existing uses apply from 1 April 2027. This allows time to build the Register, assess platforms, and develop and deliver training. The Policy gives the Shire a proportionate framework for a rural local government: it permits productive use of AI while protecting personal information, statutory decision-making and public trust. Adoption is recommended.

17.5 Revocation CS1 Community Grants Policy

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. CS 1 - Community Grants
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council:

1. **Revokes Policy CS1 Community Grants, adopted by Council in May 2024, effective immediately.**
2. **Notes that a new Community Grants Policy will be workshopped with Councillors in February 2027 and presented for adoption at the February 2027 Ordinary Council Meeting.**
3. **Notes that the 2027/28 Community Grants round will open after the new Community Grants Policy is adopted, rather than on 7 December 2026.**
4. **Notse that multi-year grants and other grants already approved will continue under their existing funding agreements.**

IN BRIEF

- Policy CS1 Community Grants was adopted in May 2024 and is not due for review until May 2027.
- A review has found the policy needs to be replaced before the next grants round.
- It is recommended that Council revoke CS1 now. A new Community Grants Policy will be workshopped with Councillors in early February 2027 and presented to the February 2027 OCM.
- The 2027/28 round will open once the new policy is adopted. Projects starting in July 2027 can still be funded, and existing approved grants are not affected.

MATTER FOR CONSIDERATION

For Council to consider revoking Policy CS1 Community Grants ahead of its scheduled review, so it can be replaced by a new Community Grants Policy in February 2027.

BACKGROUND

Council adopted Policy CS1 Community Grants in May 2024. The policy sets the framework for the Shire's Community Grants program and is not due for review until May 2027.

A review of the policy has found that it needs replacing before the next grants round. The review found that the policy:

- uses incorrect terminology and has inconsistent eligibility between its scope and its policy statement;
- has no conflict of interest provisions for Council when assessing applications; and
- mixes Council policy with operational detail that belongs in the Community Grants Funding Guidelines.

Under CS1, the 2027/28 grants round would open on 7 December 2026. Opening the round under a policy with these deficiencies is not recommended.

STATUTORY ENVIRONMENT

Nil

Local Government Act 1995, section 2.7(2)(b): the Council is to determine the local government's policies. This includes the power to amend or revoke an existing policy.

POLICY IMPLICATIONS

CR 3 - Community Engagement

Policy CS1 Community Grants will be revoked. Until a new policy is adopted, the Community Grants program will be managed under the existing Funding Guidelines and current funding agreements. No new grants round will open in that period.

CR 3 Community Engagement: the new policy and the timing of the 2027/28 round will be communicated to community groups and past applicants.

FINANCIAL IMPLICATIONS

There is no budget impact. Grants already approved, including three-year grants, will continue to be paid under their existing agreements. Funding for the 2027/28 round will be considered through the 2027/28 budget process.

COUNCIL PLAN

1 A diverse, welcoming and inclusive community.

11 A well-informed and engaged community.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Risk	Rating	Mitigation
Reputational: community groups are unsure when the 2027/28 round opens	Low	Communicate the revised timeline to community groups and past applicants. Confirm that projects starting in July 2027 can still be funded.
Governance: grants assessed without conflict of interest provisions for Council	Moderate (if CS1 retained)	Revoke CS1 and include conflict of interest provisions in the new policy.
Financial: disruption to existing grant recipients	Low	Existing approved and three-year grants continue under their current agreements.

COMMENT

CS1 is not due for review until May 2027. However, the review has found problems that should be fixed before the next grants round opens. Revoking the policy now avoids opening the 2027/28 round on 7 December 2026 under a policy that has inconsistent eligibility and no conflict of interest provisions for Council.

The new Community Grants Policy will:

- use correct and consistent terminology and eligibility;
- include conflict of interest provisions for Council when assessing applications; and
- keep to Council policy, with operational detail moved into the Funding Guidelines.

The new policy will be workshopped with Councillors in early February 2027 and presented for adoption at the February 2027 OCM.

For the 2027/28 round:

- the round will open after the new policy is adopted, not on 7 December 2026;
- projects starting in July 2027 can still be funded; and
- three-year grants and other grants already approved will continue under their existing agreements.

It is recommended that Council revoke Policy CS1 Community Grants and note that a replacement policy will be presented to the February 2027 OCM.

17.6 Revocation of P19 Grievance Policy

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. Employee_Grievance_Management_Practice_-_Draft_v3
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. **Revokes Policy P 19 – Grievance Resolution, effective immediately.**
2. **Notes that grievances raised by Shire employees will be managed under the Employee Grievance Management Practice (Attachment 1), issued and maintained by the Chief Executive Officer under section 5.41(g) of the *Local Government Act 1995*.**
3. **Notes that complaints about the behaviour of Council members will continue to be dealt with under the Code of Conduct for Council Members, Committee Members and Candidates and the *Local Government (Model Code of Conduct) Regulations 2021*.**

IN BRIEF

- Policy P 19 – Grievance Resolution was adopted by Council on 30 November 2023 and was due for review by 30 November 2025.
- Handling employee grievances is an operational employment matter for which the Chief Executive Officer is responsible under section 5.41(g) of the *Local Government Act 1995*. It is better dealt with through a CEO Management Practice than a Council policy.
- A review of P 19 found it is out of date, extends to Elected Members and non-employees in ways that do not match the legislative framework, and does not address current obligations on psychosocial hazards, sexual harassment, public interest disclosures and misconduct reporting.
- The proposed Employee Grievance Management Practice replaces P 19 with a staged, natural-justice-based process aligned to the Shire's industrial instruments.
- Council is asked to revoke P 19 and note the new Management Practice.

MATTER FOR CONSIDERATION

Council is asked to revoke Policy P 19 – Grievance Resolution and to note its replacement by the Employee Grievance Management Practice, which will be issued and maintained by the Chief Executive Officer.

BACKGROUND

Council adopted Policy P 19 – Grievance Resolution on 30 November 2023. The policy set out an informal, mediation and formal process for resolving grievances, and applied to all "workers" (including contractors and volunteers) and Elected Members. It was scheduled for review by 30 November 2025 and has not been reviewed since adoption.

Operational, employee-facing matters are more appropriately set out in CEO Management Practices than in the Council Policy Manual. This keeps Council policy focused on strategic direction and governance, and leaves the detail of staff management with the Chief Executive Officer, consistent with the separation of roles in the *Local Government Act 1995*.

P 19 has been reviewed in that context. The review found that the policy:

- refers to industrial instruments that have since been replaced, including the Outside Works Staff Enterprise Bargaining Agreement 2023;
- relies on a "Grievance Resolution Officer" position that is not part of the Shire's current structure;
- applies formal grievance steps to contractors, volunteers and labour hire workers, who cannot access the dispute settlement procedures in the Shire's industrial agreements or the Western Australian Industrial Relations Commission (WAIRC);
- states that unresolved grievances about Elected Members can be escalated to the Local Government Standards Panel or the Department, which does not reflect how behaviour complaints are dealt with under the Model Code of Conduct;
- does not address public interest disclosures, misconduct reporting, the positive duty to eliminate sexual harassment, or psychosocial hazards under work health and safety laws; and
- gives limited guidance on natural justice, timeframes, record-keeping and support for the parties.

The Employee Grievance Management Practice (Attachment 2) has been prepared to address these issues.

STATUTORY ENVIRONMENT

Nil

Local Government Act 1995

- **Section 2.7(2)(b)** – Council is to determine the local government's policies. Council may therefore revoke P 19.
- **Section 5.41(g)** – the Chief Executive Officer is responsible for the employment, management, supervision, direction and dismissal of other employees. Grievance handling falls within this function.
- **Section 5.40** – sets out the principles affecting employment by local governments, including that employees are to be treated fairly and consistently, protected from improper use of

authority, and that there is to be no unlawful discrimination. The Practice gives effect to these principles.

- **Part 5, Division 9 and the Local Government (Model Code of Conduct) Regulations 2021** – govern complaints about the behaviour of Council members. These cannot be dealt with under an employee grievance process.

Other legislation

- *Industrial Relations Act 1979* – WAIRC conciliation and arbitration of industrial disputes (Stage 4 of the Practice).
- *Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022* – duty to identify and control psychosocial hazards, including bullying and harassment.
- *Sex Discrimination Act 1984 (Cth) and Equal Opportunity Act 1984* – prohibition of discrimination and sexual harassment, including the employer's positive duty to take reasonable and proportionate measures to eliminate sexual harassment.
- *Public Interest Disclosure Act 2003* – handling of public interest disclosures by the Shire's PID Officer.
- *Corruption, Crime and Misconduct Act 2003* – the Chief Executive Officer's duty to notify the Corruption and Crime Commission or Public Sector Commission of suspected misconduct.
- *Privacy and Responsible Information Sharing Act 2024* and the General Disposal Authority for Local Government Records – handling and retention of grievance records.

POLICY IMPLICATIONS

Nil

P 19 – Grievance Resolution

If the recommendation is adopted, P 19 will be removed from the Council Policy Manual and replaced by the Employee Grievance Management Practice, issued under the Chief Executive Officer's authority.

The Practice links to, and is consistent with:

- P 1 – Anti-Discrimination, Sexual Harassment and Bullying;
- P 18 – Performance Management;
- G 15 – Work Health & Safety Policy;
- the Shire of Bridgetown-Greenbushes Code of Conduct (employees); and
- the Code of Conduct for Council Members, Committee Members and Candidates.

Where an industrial agreement or award covering an employee contains a dispute settlement procedure, that procedure prevails to the extent of any inconsistency with the Practice.

FINANCIAL IMPLICATIONS

Nil

COUNCIL PLAN

2 Good health and community wellbeing.

3 A safe community.

10 Proactive, visionary leadership and effective governance.

A fair, timely and lawful grievance process supports the health, safety and wellbeing of the Shire's workforce. Placing operational employment matters with the Chief Executive Officer, and keeping Council policy focused on governance, supports effective governance.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

The Practice supports the Workforce Plan by giving employees a clear and trusted way to raise and resolve concerns. This contributes to a safe and respectful workplace and to staff retention. Managers will need a short briefing on the new process, and the Grievance Complaint Form will be published on the Intranet.

RISK MANAGEMENT

Retaining P 19 in its current form carries a Moderate risk. Revoking it and implementing the Practice reduces this to Low.

COMMENT

The officer view is that grievance handling is a core part of managing staff, and should sit with the Chief Executive Officer rather than in a Council policy. A Management Practice can also be updated quickly when legislation or industrial agreements change, without a Council resolution each time.

ITEM 18 PROJECT MANAGEMENT AND ENVIRONMENT

18.1 Waterwise Council Action Plan 2026 - 2031

File Ref

Responsible Officer Morgan Gillham, Director of Project Management and Environment

Reporting Officer Alexa Tunmer, Environmental Sustainability Officer

Attachments
1. Shire of Bridgetown - Greenbushes Waterwise Council Action Plan 2026-2031

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That CouncilAdopts the Waterwise Council Action Plan 2026-2031.

IN BRIEF

The Shire of Bridgetown-Greenbushes has been an endorsed Waterwise Council since May 2021 and is required to implement and report annually against a five-year Waterwise Action Plan.

A new Waterwise Action Plan has been prepared for the 2026-2031 period. Council adoption is required to maintain the Shire's Waterwise Council status and demonstrate its continued commitment to water conservation and efficiency.

MATTER FOR CONSIDERATION

The Waterwise Action Plan for the 2026-2031 includes a review of corporate and community use over the 2025-26 period, which has informed the actions proposed for the next five year period.

The Plan identifies actions to improve water efficiency across Shire facilities and public open spaces, while also supporting the local community to reduce water consumption and promote sustainable water use practices.

BACKGROUND

Council resolved in 2017 to participate in the Waterwise Council Program following a recommendation from the Sustainability Advisory Committee. The program supports local governments to improve water efficiency and promote sustainable water management through corporate and community actions.

The Shire has maintained Waterwise Council endorsement since 2021 by implementing and reporting against a five-year Waterwise Action Plan.

There are currently 64 Western Australian local governments participating in the Waterwise Council Program. The Shire of Bridgetown-Greenbushes is one of only two participating local governments in the South West region, alongside the Shire of Capel.

Key achievements from the 2021-2026 Action Plan are detailed in the attached Waterwise Report.

The Waterwise Council Action Plan 2026-2031 was taken to the last Sustainability Working Group meeting, where it received very positive response by all members attending.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Adoption of the Action Plan does not commit the Shire to any specific capital expenditure. Any projects arising from the Plan will be subject to future budget consideration, available funding opportunities and separate Council approval, where required.

COUNCIL PLAN

4 A naturally beautiful, sustainable and resilient place.

4.2 Encourage the adoption of sustainable practices across Shire operations and the wider community.

4.2.3 Implement the Shire Waterwise Action Plan

LONG TERM FINANCIAL PLAN

N/A

ASSET MANAGEMENT PLANS

N/A

WORKFORCE PLAN

N/A

RISK MANAGEMENT

N/A

COMMENT

In the 2024 Sustainability Survey, climate change ranked second and water management ranked third as the most important environmental sustainability issues for the Shire to address.

The proposed 2026-2031 Waterwise Action Plan focuses on measurable actions to improve water monitoring, establish baseline consumption data (for facilities where the meter is currently shared) and identify opportunities for future water efficiency improvements across Shire operations. Routine operational activities have been excluded, with emphasis placed on investigations, feasibility assessments and infrastructure improvements to guide future projects and funding applications.

Participation in the Waterwise Council Program provides access to resources including the use of real-time water monitoring data loggers. Water Corporation was recently approved installation of a logger at the Aquatic Centre, the Shire's largest water-consuming asset, at no cost to the Shire.

It also enables the Shire to apply for annual Waterwise Greening Scheme funding, which provides up to 50% co-funding for verge planting workshops, plant subsidies and community verge competitions. Eligibility for the scheme requires the adoption of a Verge Planting Guideline and Policy, which are currently under development.

18.2 Councillor representation - Place Planning Project Control Group

File Ref	
Responsible Officer	Morgan Gillham, Director of Project Management and Environment
Reporting Officer	Morgan Gillham, Director of Project Management and Environment
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. **Notes the establishment of the Place Planning Project Control Group to provide Councillor input into the development of the Bridgetown and Greenbushes Place Plans, consistent with Resolution OCM 132-26/28; and**
2. **Appoints Cr _____ and Cr _____ to the Place Planning Project Control Group for the duration of the project, or until the October 2027 local government ordinary election, whichever occurs first.**

IN BRIEF

A Place Planning Project Control Group (PCG) is being established to assist in the development of the Townsite Place Plans. The PCG will consist of three officers and up to two Councillors.

Council is requested to nominate and appoint up two Councillors to the PCG.

MATTER FOR CONSIDERATION

Council is asked to determine which Councillors will represent Council on the Place Planning PCG.

The Councillor member/s will:

- provide strategic direction and local knowledge to the project team and the appointed consultant;
- help ensure community priorities and Council's strategic objectives are reflected in the draft Place Plans;
- act as a conduit between the PCG and the wider Council, through Concept Forums and briefings; and
- review draft deliverables before they are presented to Council for consideration.

The PCG is advisory only. It has no delegated authority, and any decision on the Place Plans will be made by Council.

Councillor representation is recommended at two so the PCG stays small but diverse. All other Councillors are encouraged to take part in the community consultation sessions run by the consultant.

Time Commitment

The following is the indicative commitment for Councillor members:

Meeting	Frequency	Duration
PCG meeting with the consultant	Monthly	2 hours
Internal PCG meeting	Monthly	1 hour
Community engagement sessions	3 planned over the project	To be confirmed

This is about 3 hours of PCG meetings per month, plus the engagement sessions. Further detail will be provided once a Project Program is agreed with the consultant. Reading and commenting on documents in preparation for meetings will also be required.

BACKGROUND

At its July 2026 Ordinary Council Meeting (Item18.2), Council resolved to approve the Place Planning consultancy scope for Bridgetown & Greenbushes as described.

At its October 2026 SCM, Council awarded the Place Planning Tender to REALMStudios.

The project will involve significant community engagement, site analysis, draft plan preparation and public comment. Councillor involvement through a PCG will support continuity between the project's development and Council's eventual consideration of the final Place Plans.

The project is being led by the Senior Project Manager within the Projects and Environment directorate.

STATUTORY ENVIRONMENT

Local Government Act 1995

The PWG is not a committee established under Part 5, Division 2 of the Act. It holds no delegated authority and its outcomes are advisory to Council.

POLICY IMPLICATIONS

Nil

The PGC differs from Council established Advisory and Working Groups under Policy CC5 Advisory and Working Groups.

Rather, the PCG is a governance team that guides, oversees, and resolves issues for a project to keep it within agreed scope, budget, and timeline.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with appointing Councillors to the PCG.

STRATEGIC COMMUNITY PLAN

11 A well-informed and engaged community.

CORPORATE BUSINESS PLAN

Council 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 Councillors may:

- limit Council's strategic input during the development of the Place Plans;
- reduce alignment between the draft Plans and Council and community expectations; and
- delay project milestones if Council input is only sought at the final adoption stage.

Councillors considering nomination should reflect on whether they hold any interest that may affect, or be perceived to affect, their impartiality. Documented PCG minutes and Council retaining all decision-making authority mitigate governance and reputational risk.

COMMENT

Establishing a PCG with Councillor representation provides continuity and oversight as the Place Plans are developed. Councillor membership at two keeps the PCG small but diverse. All other Councillors can still contribute through the consultant-led community consultation sessions.

Councillors are invited to nominate before the meeting. If more than two nominations are received, Council may determine the appointments by vote in accordance with the Shire's Meeting Procedures Local Law.

ITEM 19 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES

No matters for consideration

ITEM 20 URGENT BUSINESS APPROVED BY DECISION

ITEM 21 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 22 ELECTED MEMBERS QUESTIONS WITH NOTICE

ITEM 23 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

No matters for consideration

ITEM 24 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)

No matters for consideration

ITEM 25 CLOSURE

The Presiding Member to close the meeting.