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

ATTACHMENTS

Ordinary Council Meeting

Thursday, 26 November 2026

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

MINUTES

Ordinary Council Meeting

Thursday, 22 October 2026

Date: Thursday, 22 October 2026

Time: 5:30 PM

Location: Council Chambers

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SHIRE OF BRIDGETOWN GREENBUSHES

The Ordinary Council Meeting Minutes of Meeting held on 22nd October 2026 commencing at 5:30pm.

ITEM 1 OPENING OF MEETING

The Presiding Member opened the meeting at 5.30pm.

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	

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

Observers/Visitor

Apologies

Councillor A McRae

Leave of Absence Previously Granted

Councillor A McRae

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ITEM 4 ATTENDANCE OF GALLERY

Dylan Barker, Casey Crisp, Fiona Roberts, Paul Roberts, Kath Wisken, Stephen Wisken, Janine Pierre, Sophia Pierre

ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

No matters for consideration

SUSPEND STANDING ORDER 3.9

RESOLUTION: OCM 165-26/27

Moved: Councillor S Carstairs
Seconded: Councillor R Redman

MOTION:
That Council moves to suspend Standing Order 3.9 to allow for full debate and consideration of all agenda items

CARRIED 7/0

SUSPEND STANDING ORDER 9.1

RESOLUTION: OCM 166-26/27

Moved: Councillor S Carstairs
Seconded: Councillor M Fletcher

MOTION:

That Council moves to suspend Standing Order 9.1 regarding the requirement to stand when addressing the Council.

CARRIED 7/0

ITEM 6 PUBLIC QUESTION TIME

Question 1: Cath Whiskin
I refer to the question raised at the Council meeting on 24 September regarding the proposed extractive industry application on Catterick road., specifically to the fact that the proposed quarry directly adjoins Hester conservation park. In response to the CEO advice that the application had been referred to the Department of Biodiversity , Conservation and attractions, and that advice received would be considered as part of the assessment process. It was also noted that the application had been referred to the EPA, the Department of Aboriginal Affairs and the Department of Water and Environmental Regulation. Can the CEO please confirm and clarify the following; will the advice and recommendations provided by all the relevant external agencies be incorporated

into the Shire Officers report prepared for the Regional Development Application Panel hearing? Will the full reports received from each of the agencies be provided to the RDAP as part of the documentation informing the Shire's assessment and recommendation so that the panel can fully consider their findings when determining the application?

Response: Chief Executive Officer
Yes I can confirm that all of the submissions received including the submissions from the public and from Government agencies will be included with the responsible authority report.

Question 2: Paul Roberts
Is the Shire aware of any demonstrated current or forecast shortage of basic raw materials within the Shire of Bridgetown-Greenbushes or adjoining local government areas that is constraining residential, commercial, agricultural or infrastructure development excluding demand associated with large scale open pit mining operations. If so what evidence supports the assessment including consideration of existing approved extraction operations and available sources of supply?

Response: Chief Executive Officer
No we are not aware of any shortage of materials.

Question 3: Paul Roberts
How will the Shire ensure that the matters raised in the Community petition and the public submissions are properly considered and communicated to the RDAP before it determines application P078/2026?

Response: Chief Executive Officer
The responsible authority report takes into consideration all of the submissions received. That report along with all of the submissions are forwarded to the RDAP for consideration. So they get the whole lot. They also get our planners professional opinions on top of the submissions and concerns raised by the community.

Question 4: Paul Roberts
Has the Shire undertaken or commissioned an independent technical assessment to determine whether Catterick road and its intersection with South Western highway can safely accommodate the heavy vehicle movements proposed for the quarry?

Response: Chief Executive Officer
It's been referred to Mainroads, I think we are still waiting for their response on that one. Our own technical staff have provided some information to the planning department and their professional opinions on it. Once we receive the Mainroads report, we will determine whether we need any further information other than that.

Question 5: Paul Roberts
What additional information does the Shire consider necessary to establish that the proposed quarry's heavy vehicle haulage arrangements comply with local planning policy LUP11 before the responsible authority report is finalised?

Response: Chief Executive Officer
I will have to take that one on notice as it's with the planner and I'm not sure where he is with regards to getting all of the information he needs. I can take that one on notice and get back to you.

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ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS

15.1 Receival of Petition

File Ref

Responsible Officer Garry Adams, Chief Executive Officer

Reporting Officer Merridith Morrell, Manager of Executive Services Unit

Attachments 1. Catterick Road Quarry Petition

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 167-26/27

Moved: Councillor K Gillies
Seconded: Councillor R Redman

That Council:

1. **Receives the petition lodged by Ms Kathleen Wisken on 30 September 2026 containing the names of 155 electors, objecting to the proposed Extractive Industry at Lots 3938 and 7971 Catterick Road, Catterick, and notes the community concerns summarised in the petition.**
2. **Requests the Chief Executive Officer to ensure the petition is provided to the Shire's Planning team so that it is considered, together with other submissions received during the advertising period..**
3. **Notes that there is no avenue available to Council to comply with the petitioners' request for the Shire to make a separate representation to the Regional Development Assessment Panel.**

CARRIED 7/0

IN BRIEF

- A petition containing 155 names, signatures and addresses of electors was lodged with the Shire on 30 September 2026, objecting to the proposed Extractive Industry at Lots 3938 and 7971 Catterick Road, Catterick.
- Clause 3.4.1(2) of the Shire's *Standing Orders Local Law 2008* requires the CEO to present any petition received to the next Ordinary Meeting of Council, together with an officer report and recommendation.
- The application is being determined by the Regional Development Assessment Panel (RDAP), not Council. The recommendation is therefore limited to receiving the petition, ensuring it is

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considered in the assessment process, and seeking a further report on the petitioners' request for a separate Council representation to the RDAP.

MATTER FOR CONSIDERATION

For Council to formally receive the petition in accordance with clause 3.4.1 of the *Standing Orders Local Law 2008* and to determine how the petitioners' requests will be dealt with.

BACKGROUND

The Shire has received a development application for an Extractive Industry at Lots 3938 and 7971 Catterick Road, Catterick. The proposal involves gravel, clay and hard rock extraction, with haulage via Catterick Road and South Western Highway. The application was advertised for public comment, with submissions closing at close of business on Wednesday 30 September 2026. The application is to be determined by the Regional Development Assessment Panel.

On 30 September 2026 - the final day of the advertising period - Ms Kathleen Wisken of Catterick lodged a petition at the Shire's front counter. The petition is addressed to the Shire President and comprises a cover letter, a two-page petition document and 21 signature pages containing 155 names, signatures and addresses.

The petition asks Council to:

1. receive the petition and formally note the petitioners' objection to the proposed Extractive Industry;
2. note the community concerns summarised in the petition; and
3. resolve that the Shire seek to make a separate representation to the RDAP when the application is considered, drawing attention to the extent and nature of the community objections, in accordance with the applicable DAP procedures.

The cover letter also asks the Shire to confirm the Council meeting at which the petition will be presented.

The petition summarises the petitioners' reasons as:

- **Road and intersection safety** - traffic conflict and the adequacy of Catterick Road and its intersection with South Western Highway for regular heavy vehicle movements.
- **Road condition and suitability** - deterioration, dust and maintenance impacts on an unsealed rural road.
- **Residential and rural amenity** - truck movements, noise, dust, vibration and loss of rural character.
- **Environmental impacts** - vegetation, habitat, soil stability, drainage, groundwater and surface water.
- **Cumulative and long-term impacts** - effects of a staged operation over many years.
- **Adequacy of the assessment** - that the information provided does not demonstrate the impacts can be satisfactorily avoided or managed.

The petition itself acknowledges that Council does not determine the application and frames its requests around actions Council can lawfully take within the DAP pathway.

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STATUTORY ENVIRONMENT

Local Government Act 1995

Shire of Bridgetown-Greenbushes Standing Orders Local Law 2008

Clause 3.2 sets the order of business for Ordinary Council Meetings, including *Petitions/Deputations/Presentations*.

Clause 3.4.1(1) sets out the requirements for a petition to be effective. An assessment of the petition against those requirements is below.

Clause 3.4.1(1) requirement		**Assessment**
(a)	Be addressed to the President	Complies - addressed to the Shire President (and CEO).
(b)	Be made by electors of the district	155 of the 205 names on the petition appear to be electors of the district.
(c)	State the request on each page	Complies
(d)	Contain the names, addresses and signatures of the electors, and the date each elector signed	Complies - Names, addresses and signatures provided.
(e)	Contain a summary of the reasons for the request	Complies - summary of reasons provided.
(f)	State the name of the person upon whom, and an address at which, notice can be given	Complies - Ms Kathleen Wisken, PO Box 237, Bridgetown WA 6255.
(g)	Be in the prescribed form for specified constitutional matters	Not applicable.

Clause 3.4.1(2) requires the CEO to present any petition received to the next Ordinary Meeting of Council, together with an appropriate officer report and recommendation(s).

Planning and Development Act 2005 and Planning* and *Development (Development Assessment Panels) Regulations 2011

The application is determined by the RDAP. The Shire's role is to prepare the Responsible Authority Report (RAR) under the DAP framework. Local government members of the DAP must exercise independent judgement when determining an application, and are bound by the DAP Code of Conduct.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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COUNCIL PLAN

11 A well-informed and engaged community.

10 Proactive, visionary leadership and effective governance.

11 - A well-informed and engaged community. Formally receiving the petition and advising the lead petitioner of the outcome supports transparent engagement with the community on a matter of significant local interest.

10 - Proactive, visionary leadership and effective governance. Dealing with the petition in accordance with the Standing Orders, and within the limits of Council's role in the DAP process, supports sound governance.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

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RISK MANAGEMENT

RISK	RATING	MITIGATION
Governance / compliance - a Council position on the merits of the application could be seen as seeking to influence the RDAP determination, or compromise the independence of the Shire's local government DAP members.	Moderate	The recommendation is limited to receiving and noting the petition. Any representation to the RDAP is to be the subject of a further report with advice on the applicable DAP procedures.
Reputational - petitioners may expect Council to formally oppose the application and may be disappointed if the limits of Council's role are not clearly explained.	Low	Clear written advice to the lead petitioner on Council's decision, Council's role, and how the petition will be considered in the assessment.
Privacy - the signature pages contain the personal information of 155 electors.	Low	Signature pages are withheld from the public agenda and made available to councillors for inspection on request.

COMMENT

The petition demonstrates a significant level of community concern about the proposed Extractive Industry and correctly recognises that Council does not determine the application.

The petition meets the requirements of clause 3.4.1(1) of the Standing Orders and is presented to Council in accordance with clause 3.4.1(2).

Consideration of the petition in the assessment

The petition was lodged on the final day of the advertising period. It is recommended that it be provided to Planning Services so the concerns raised are considered, alongside the individual submissions received, in the Responsible Authority Report prepared for the RDAP. This ensures the extent and nature of the community objection is before the Panel through the formal assessment process.

Request for a separate representation to the RDAP

The petitioners also ask that the Shire seek to make a separate representation to the RDAP. Two of the Shire's Councillors are RDAP members and the Shire provides the Responsible Authority Report as part of the assessment process. Beyond this, there are no avenues for Council to resolve for the Shire to make separate representation to the RDAP.

The petition's organiser checklist also encourages petitioners to seek to address the RDAP directly once a meeting is scheduled. Members of the public, including submitters, can request to make a presentation to the Panel under the DAP procedures, and the lead petitioner will be advised of this.

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ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

Casey Crisp spoke to Council regarding Item 15.2 Development Application for Relocated Dwelling – Lot 146 (No. 37) Manor Ridge, Bridgetown.

ITEM 9 APPLICATION FOR LEAVE OF ABSENCE

No matters for consideration

ITEM 10 CONFIRMATION OF MINUTES

10.1 Ordinary Council Meeting Minutes 24 September 2026

RESOLUTION: OCM 168-26/27

Moved: Councillor K Gillies
Seconded: Councillor T Pratico

That Council confirms the Minutes from the Ordinary Council Meeting held on 24 September 2026.

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

10.2 Concept Forums and Workshops

RESOLUTION: OCM 169-26/27

Moved: Councillor R Redman
Seconded: Councillor K Gillies

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

1) 15 October 2026 concept forum

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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.

Councillor Michael Fletcher declared an impartiality interest in relation to items 15.3 and 19.1 – as he is a member of the Bush Fires Advisory Committee.

Councillor Lyndon Pearce declared an impartiality interest in relation to items 15.3 and 19.1 – as he is a member of the Bush Fires Advisory Committee.

ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS

Nil

ITEM 14 CONSIDERATIONS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

No matters for consideration

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REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate, Economic and Community Development
- Executive Services
- Project Management and Environment

ITEM 15 CEO'S OFFICE

15.2 Development Application for Relocated Dwelling - Lot 146 (No. 37) Manor Ridge, Bridgetown

File Ref	A42971
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Mackenzie Walmsley, Principal Planner
Attachments	1. Attachment 1 - Aerial Plan 2. Attachment 2 - Development Plans 3. Attachment 3 - Applicant's Cover Letter & Written Justification 4. Attachment 4 - Summary of Submissions (Redacted)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 170-26/27

Moved: Councillor K Gillies
Seconded: Councillor R Redman

That Council grants development approval for the 'Relocated Dwelling' at Lot 146 (No. 37) Manor Ridge, Bridgetown in accordance with Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Shire's Town Planning Scheme No. 4 (TPS4), subject to the following conditions:

1. **The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.**
2. **All stormwater drainage from the development shall be contained and disposed of onsite unless otherwise approved by the Shire of Bridgetown-Greenbushes.**
3. **All works must be completed within 24 months of the dwelling being re-erected on the new site, and no more than 12 months from occupation of the dwelling, whichever is the lesser.**

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

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IN BRIEF

To consider an application for a proposed Relocated Dwelling (Unlisted Use) at Lot 146 (No. 37) Manor Ridge, Bridgetown.

The application is presented to Council for determination for the following reasons:

1.The lack of a defined land use permissibility classification for the proposed land use within the Shire's Town Planning Scheme No. 4 (TPS4), necessitating assessment of the application on its own merits.

2. The proposal does not accord with the Shire's LUP2- Relocated Dwellings Policy and seeks consideration of an alternative outcome to the Policy provisions, which have not previously been challenged in this manner.

3. The application is considered to fall within the Shire's delegation provisions for development which, in the opinion of the delegated officer, is contentious and/or the subject of significant community interest.

BACKGROUND

The subject site is known as Lot 146 (No. 37) Manor Ridge, Bridgetown, located in the Highlands precinct and consisting of 8000sqm in size. The property is zoned Special Residential No. 2 (SRES2) under the Shire's Town Planning Scheme No. 4 (TPS4).

The Shire's Town Planning Scheme No. 4 (TPS4) makes reference to re-sited or transportable residence however no definition or use class in the zoning table is provided.

The Shire's LUP2 – Relocated Dwellings Policy states 'the use of relocated dwellings within the Special Residential Zone is not permitted as the use of second hand materials is prohibited pursuant to Clause 4.11.7 of Town Planning Scheme No. 4 (TPS4).'

The proposal includes one design principle assessment under Clause 5.4.1 – Visual Privacy of the R-Codes (Residential Design Codes) as it did not align with the Deemed-to-Comply provision.

Further detail of the proposal is outlined in Attachment 2 – Development Plans with the Applicant's Justification provided in Attachment 3.

PUBLIC CONSULTATION

Public advertising was undertaken to landowners for a period of 21 days to the eight closest properties to the subject site to ensure a reasonable level of notification to potentially affected parties was achieved. All submissions received during the advertising period have been considered in the assessment of the application.

Accordingly, four submissions were received during the advertising period:

- Three submissions of support
- One submission seeking clarification and providing comments.

The matters raised are summarised and addressed in the table below. Attachment 3 is a copy of the Summary of Submissions (redacted).

Issues Raised	Officer Assessment and Response
Land Clearing Discrepancies	In response to the summary of submissions received, the applicant has advised that no tree

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Significant land clearing has already taken place on-site, but it does not match the footprints or envelopes shown on the official development map. Condition: please review and ensure council compliance prior to approval.	clearing has been undertaken. The only vegetation they have removed was a blackberry and Sydney wattle as part of cleaning up the property and reducing the bushfire risk. The relevant scheme provision being cl4.11.12 under TPS4 notes '*no trees or other substantial vegetation shall be felled or removed from the site (including tree preservation areas) except where: (a) required for approval development works; (b) the establishment of a firebreak required by regulation or bylaw; (c) as otherwise approved by Council'*. Based on the information provided by the applicant and site visits conducted, the vegetation clearing is considered acceptable in this instance.
<u>Septic System Location</u> The septic system has already been installed, but its physical location completely deviates from where it is mapped on the application layout. Condition: I request that the Shire's Environmental Health Officer inspects this system. It must either be certified as fully compliant with health setbacks in its current position, or the applicant must relocate it to the legally mapped position as part of the approval.	While this is not a planning matter for determination under the current development application, the applicant has been working diligently with the Shire's Environmental Health Officer to install an appropriate septic system as part of the environmental health septic application avenue. The Shire's Environmental Health Officer has conducted a site visit and appropriate liaison is ongoing with the applicant to ensure an appropriate septic system is being installed under the relevant permit system.
<u>Bushfire Risk Mitigation for the Dwelling</u> Bringing an older, relocated home into this zone must not introduce any elevated bushfire risk to the surrounding neighbourhood. Condition: the Shire must ensure the dwelling undergoes a proper Bushfire Attack Level (BAL) assessment and is retrofitted to meet standard bushfire safety guidelines before anyone moves in.	The applicant submitted a Bushfire Attack Level (BAL) Report assessment as part of their development application lodgement. The BAL assessment is a technical document associated with the assessment of bushfire risk and is not generally included as part of the material provided for public consultation of a development application. Public notification is undertaken in accordance with the applicable statutory requirements and provides information regarding the proposed development, including the relevant development plans and supporting information considered appropriate for notification purposes. Accordingly, the proposal has been assessed against the relevant provisions of *State Planning Policy 3.7 – Planning in Bushfire Prone*

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	Areas by appropriate technical staff with respect to the BAL assessment. A standard condition of adhering to the requirements of the BAL report will be included on the determination notice, as is standard practice with development applications of residential nature in bushfire prone areas.
Immediate Bushfire Hazard on South/South West Boundary There is currently flammable cleared material sitting directly against our shared south/south west boundary fence. Condition: this pile introduces an elevated, unmanaged fire risk to our property. Per the Shire's standard expectations for maintaining properties free of accumulated fuel loads, I request that the Shire require the relocation of this cleared debris away from the fence line as a condition of any approval.	In response to the summary of submissions received, the applicant has advised that the pile of cleared vegetation (Sydney wattle and black berry) along the boundary have already been burnt off. The applicant has also undertaken general clean up of accumulated leaf litter and dead limbs across the property to further reduce the bushfire risk. The applicant has also clarified that there is currently a small neat stack of Jarrah firewood near the fence at the top of the property. This is not a pile of cleared vegetation and is intended to be relocated once the house is in position (pending determination of the application). With respect to earthworks, the applicant has advised these are not completed yet. The house pad still needs to be levelled and finished as a flat pad. The intended area for earthworks is larger than the footprint of the house as it also allows for appropriate drainage and access around the dwelling. This is acceptable to Shire staff as it ensures unauthorised works are not being completed until the appropriate approvals have been issued. The applicant has also advised there is a levelled section at the top of the property along the south/southwestern boundary which is currently used for parking. This material was excess soil from the house pad. Once the development is complete, this area is intended to be incorporated into the property as either a lookout, garden beds or general landscaped/useable space.
Concerns with No. 31 Manor Ridge development	The matters raised in this submission regarding No. 31 Manor Ridge do not form part of the development application currently under

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Five 3x3 outbuildings erected at 31 Manor Ridge are being used as dwellings in place of a house. There is no sewerage system, no running water and no mains electricity. These five 3x3 are occupied by a family of 6. This family has been living permanently on the block since 14 February 2023. There is still no sign of an actual house. I think it is odd that we have been given the chance to make comment on an application for a 'normal' house, that will look new from the outside, with sewerage, water and electricity, and yet we were not given the opportunity to make comment on 5 huts made of second hand materials, and without the basic facilities of sewerage, water and electricity. These five huts are being used as permanent, full-time residences, for which I believe, the Shire is not receiving rates. I urge Council to start adhering to their own planning policies.	consideration as they relate to a different property. The subject of the current application is No. 37 Manor Ridge. The concerns raised by the submitter relate to No. 31 Manor Ridge, a separate property that is not the subject of this current development application. Accordingly, the matters raised in the submission for No. 31 Manor Ridge are not relevant to the assessment of the development application for No. 37 Manor Ridge and cannot be addressed as part of the assessment of this application. The Shire is aware of the matters raised in relation to No. 31 Manor Ridge and these matters are being dealt with separately through the applicable ongoing compliance processes. No Development Application for the development at No. 31 Manor Ridge has been received by the Shire at this time as the Shire is still waiting on this information to be formally lodged by the landowner. The submitter's comments regarding the use of the development and the payment of rates likewise relate to No. 31 Manor Ridge and are separate from the planning assessment of this application. On this basis, no amendment to the assessment or additional condition is considered necessary in response to these matters.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Pursuant to clause 67(b) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* due regard to the requirements of orderly and proper planning, including a proposed local planning scheme or other proposed planning instrument that the local government is seriously considering adopting or approving. While the draft Local Planning Scheme No. 6 (LPS6) has not been endorsed and does not have statutory effect, it is considered relevant to the assessment of the application. In particular, LPS6 provides a contemporary definition and land use classification for a 'Second Hand Dwelling' which is relevant to the nature of the proposal and assists in informing its assessment under the current TPS4.

'Second hand dwelling' *means a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular home or transportable dwelling.*

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Although the draft LPS6 has not been endorsed and does not have statutory effect, it is considered relevant to the assessment of the application. The draft Scheme provides an updated planning framework for the classification of land uses and specifically identifies a definition this proposal falls under. Under LPS6, the intended permissibility is a 'Discretionary' (D) use for this proposed zone. Having regard to the advanced status of the draft Scheme and its relevance to the proposed development, some weight is given to the proposed definition and land use classification for the purpose of informing the assessment of the application. This does not give the draft LPS6 statutory effect or replace the requirements of the current TPS4.

With respect to *Planning and Development (Local Planning Schemes) Regulations 2015* clause 84B-84D, the delegation referring to single dwelling development is not considered applicable to this proposal. While the development will ultimately provide a dwelling, this proposal is for a 'Relocated Dwelling', which is an unlisted use under TPS4 and does not have a corresponding land use classification or definition under the Scheme. Accordingly, the application cannot be treated as a single dwelling for the purposes of applying the delegation and is required to be determined by Council in this instance.

Town Planning Scheme No. 4 (TPS4)

The Shire's Town Planning Scheme No. 4 (TPS4) makes reference to re-sited or transportable residence however no definition or use class in the zoning table is provided. 1.The lack of a defined land use permissibility classification for the proposed land use within TPS4 triggered the necessity for an assessment of the application to be applied on its own merits.

Clause 4.11.7 of TPS4 advises that 'the use of second-hand materials for visible structures is prohibited'. The applicant has nominated new external façade materials that are visible from the street, being Manor Ridge in order to alleviate any concerns that may arise as result of this clause.

Accordingly, TPS4 does not expressly identify a permissibility classification for the proposed use. The application has therefore been treated as a complex proposal requiring assessment on its merits and is presented to Council for determination.

Residential Design Codes (R-Codes)

The R-Codes deemed-to-comply provision identifies a visual privacy setback of 7.5m from the eastern/side boundary for outdoor living areas and active habitable spaces, to which the proposed veranda meets this definition) under Clause 5.4.1 Visual Privacy. As the proposed outdoor living area is setback 4.132m from the eastern/side lot boundary, an assessment under the appropriate Design Principles is carried out accordingly:

Design Principle Assessment	***Consideration***
5.4.1 Visual Privacy	
P1.1 Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through: • Building layout and location; • Design of major openings; • Landscape screening of outdoor active habitable spaces; and/or • Location of screening devices	The variation is considered acceptable having regard to Design Principles P1.1 and P1.2 which seek to achieve minimum direct overlooking of active habitable spaces and outdoor living areas of adjoining dwellings. In this instance, the reduced setback does not result in overlooking of any existing dwelling, outdoor living area or other built form on the adjoining property. The area within the cone of vision is free of built

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P1.2 Maximum visual privacy to side and rear boundaries through measures such as: • Offsetting the location of ground and first floor windows so that viewing is oblique rather than direct; • Building to the boundary where appropriate; • Setting back the first floor from the side boundary; • Providing higher or opaque and fixed windows; and/or • Screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters).	form or structures that would be subject to overlooking. The application was advertised to the affected adjoining landowner, who expressed support for the proposal and raised no concerns regarding visual privacy or overlooking. Accordingly, the reduced setback is not considered to result in an unreasonable loss of visual privacy or adverse overlooking impacts, and the proposal is considered to satisfy the relevant Design Principle.

LUP2 – Relocated Dwellings Policy

The proposal involves a departure from the requirements and intent of the Shire's LUP 2- Relocated Dwelling Policy, which generally provides for the assessment of relocated dwellings subject to specified requirements but identifies land within the Special Residential Zone No. 2 (SRes2) as an exception due to the Scheme provisions relating to the use of second-hand materials.

The Shire's LUP is a relevant policy consideration that is required to have regard pursuant to clause 3(5) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. However, the Policy does not operate as an inflexible statutory requirement. It is a policy instrument intended to guide the exercise of planning discretion. While the policy must be given a reasonable consideration as part of the assessment, discretion to depart from its provisions where the circumstances of the particular proposal and broader planning considerations provide a sound planning basis for doing so remains. The Department of Planning, Lands and Heritage making good planning decisions formal advice notes *'while policies provide important guidance, the individual merits of a planning proposal must be considered. As policies are flexible instruments, the purpose and intent of a policy needs to be applied to proposals that may vary from policy standards'*.

Although the Clause 2.2 Requirements are not directly applicable to the Special Residential No. 2 (SRes2) zone, they can still be applied as a benchmark assessment in this regard when assessing whether the proposal can achieve the desired streetscape outcomes for the locality.

LUP 2 – Relocated Dwellings Policy	
Clause 2.2 Requirements	Assessment & Comments
2.No dwellings containing asbestos products are permitted to be relocated into or within the Shire. All dwellings are to be inspected by an appropriately qualified contractor and any asbestos materials removed prior to transportation and replaced with suitable materials once the building has been relocated	The applicant has supplied a certified and qualified asbestos report as part of their pending building permit lodgement. The building permit lodgement is the appropriate avenue for asbestos documentation, not the development application. It is considered that

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to the proposed site. Certification is required that the dwelling is asbestos free or will be asbestos free prior to transportation within or to the Shire. All asbestos is to be disposed of in accordance with the *Health Asbestos Regulations 1992* and the *Environmental Protection (Control of Waste Regulations) 2001.*	the applicant has addressed the requirements of this provision.
3.The subject dwelling is to be inspected by a practising structural engineer and a full report provided certifying that the building is in sound condition and can be transported to and re-erected on the proposed site. The report must also detail any internal or external defects and repairs necessary to bring the house up to an acceptable standard. The report is to include photographs of each elevation of the subject building.	The applicant has supplied a certified and qualified building permit that details the requested information. The building permit lodgement is considered the appropriate avenue to certify these requirements as these matters are addressed through the building approval process. The applicant supplied the relevant reports including the photographs of each elevation of the proposal as part of the development application lodgement. These photos were provided in the advertising notice.
4.The design, scale, standard and external appearance of the proposed building is to be compatible with the type of dwellings that exist in the locality in which it is to be located. Shire staff may, if practical and necessary, also elect to conduct an inspection of the dwelling as part of the development application assessment with inspection fees to be paid in accordance with the Shire's Fees & Charges.	The relocated dwelling is considered consistent and compatible in design, scale, standard and external appearance to those existing dwellings on Manor Ridge and the general locality of the Highlands precinct. As the applicant supplied relevant photographs of each elevation of the building and no concerns arose from the appearance of the dwelling, a site visit was not warranted in this instance, nor deemed practical especially due to the extensive distance (more than 100km from the Shire) of where the dwelling is currently located.
6.The external appearance of the dwelling is to be finished to a high standard including painting, treatment or replacement of wall cladding, gutters, downpipes, roof tiles and roof sheeting, ridge caps or flashing, or replacement of damaged external timber (i.e. architraves, fascias, barge boards etc).	The applicant supplied the relevant reports including the photographs of each elevation of the proposal as part of the development application lodgement. No concerns were raised regarding the proposed appearance of the dwelling, with the applicant notating on the elevation plan where painting, treatment of replacement to align with the second hand material provision requires addressing. It is considered that the applicant has addressed the requirements of this provision.
7.All works must be completed within 24 months of the dwelling being re-erected on the new site, and no more than 12 months from	The applicant has expressed and demonstrated they wish to commence required works immediately upon receiving the appropriate and necessary approvals. Regardless, a condition on the recommended development

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occupation of the dwelling, whichever is the lesser.	approval reflecting this provision can be provided.

Accordingly, it is considered that the proposal be supported, subject to the recommended conditions outlined above.

POLICY IMPLICATIONS

LUP 2 - Relocated Dwellings Policy

LUP 8 - Cut & Fill Policy

FINANCIAL IMPLICATIONS

Income: Development Application fees received - $744.64

COUNCIL PLAN

5 Responsible and attractive growth and development.

11 A well-informed and engaged community.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

Should Council determine not to support the development application, the applicant has a right to apply to the State Administrative Tribunal (SAT) for review of the decision, subject to the applicable provisions of the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015* and any applicable provisions under the planning framework.

SAT has jurisdiction to review decisions of local governments in relation to development applications, including refusals to grant development approval. An application for review is generally required to be lodged within 28 days of notice of the decision, subject to SAT's powers in relation to extensions of time.

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15.3 Bush Fires Advisory Committee – Terms of Reference

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Conor McGregor, Community Emergency Services Manager
Attachments	1. Bush Fire Advisory Committee - Terms of Reference 2026 2. Bush Fire Advisory Committee - IoA
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 171-26/27

Moved: Councillor T Pratico
Seconded: Councillor J Boyle

1. **That Council Endorses the Bush Fires Advisory Committee Terms of Reference as attached.**

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

IN BRIEF

The Bush Fire Advisory Committee (BFAC) provides advice to Council on bush fire prevention, preparedness and mitigation within the Shire of Bridgetown-Greenbushes.

The Terms of Reference establish the Committee's purpose, membership, roles and responsibilities, meeting arrangements, voting provisions and other administrative requirements.

The Terms of Reference have been reviewed and updated to provide clear guidance for the operation of the Committee and to align with the requirements of the *Bush Fires Act 1954* and relevant local government legislation.

Council is requested to endorse the Bush Fire Advisory Committee Terms of Reference.

MATTER FOR CONSIDERATION

Council is requested to consider the updated Terms of Reference for the Bush Fires Advisory Committee.

The draft Terms of Reference establish the Committee as an advisory committee under section 67 of the *Bush Fires Act 1954*. The Committee's purpose is to provide advice and recommendations to Council on matters relating to bush fire control, prevention, preparedness and management within the Shire.

The Terms of Reference also clarify that the Committee does not have delegated authority to make decisions on behalf of Council and that recommendations requiring a decision, expenditure, commitment of Shire resources or the exercise of a statutory function or power are to be referred to Council or the appropriate officer.

BACKGROUND

The Bush Fires Advisory Committee previously operated under the Bush Fires Advisory Committee Instrument of Appointment & Delegation 2023–2025.

The previous Instrument provided for the Committee's membership, objectives, meeting arrangements, quorum and delegated powers. It identified the Committee as an advisory committee without delegated authority to make decisions on behalf of Council.

A new Terms of Reference has been prepared to provide an updated framework for the Committee and to reflect current legislative and governance requirements.

The draft Terms of Reference provide for:

- The Committee to provide advice to Council on bush fire control, prevention, preparedness, mitigation, response and recovery.
- Up to two elected members to be appointed by Council.
- The Chief Bush Fire Control Officer, all Deputy Chief Bush Fire Control Officers and a nominated representative from each of the Shire's Bush Fire Brigades to be members by virtue of their office.
- A representative from the Bridgetown Volunteer Fire & Rescue Service.
- Provision for other agency or organisation representatives to participate where determined by the Committee.
- At least three meetings per year.
- A quorum of at least 50% of the number of member positions.
- One vote for each member present and entitled to vote.
- The Committee to remain an advisory committee without delegated authority.

At its meeting on 23 September 2026, the Bush Fires Advisory Committee recommended that the following amendments be made to the draft Terms of Reference:

Item 5.2 – Membership

That Item 5.2 be updated to:

"The Chief Bush Fire Control Officer, all Deputy Chief Bush Fire Control Officers, and a nominated representative from each of the Shire's Bush Fire Brigades shall, by virtue of their office, be appointed to the Committee".

Item 9.4 – Voting

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That Item 9.4 be updated to:

"Each recommendation arising at a meeting shall be decided by a simple majority of votes cast by members present and entitled to vote".

The Committee recommendation was:

Moved:	Greg	Kennedy
Seconded:	Mike	Fletcher

Motion Carried: YES

The amendments have been incorporated into the Terms of Reference presented to Council.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Local Government Act 1995

The Terms of Reference require the Committee and its members to comply with applicable legislation, regulations, local laws, policies and procedures and provide for the disclosure and management of interests.

POLICY IMPLICATIONS

CC5 - Advisory and Working Groups

The Terms of Reference provide that the Committee is to operate in accordance with relevant Shire policies and procedures.

FINANCIAL IMPLICATIONS

Nil

COUNCIL PLAN

3 A safe community.

11 A well-informed and engaged community.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Governance Risk: Without current Terms of Reference, there may be uncertainty regarding the Committee's membership, voting arrangements, responsibilities and relationship with Council.

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Operational Risk: Clear Terms of Reference provide members and Officers with an agreed framework for the operation of the Committee.

Legislative and Compliance Risk: The Terms of Reference provide for the Committee and its members to operate in accordance with the *Local Government Act 1995*, *Bush Fires Act 1954* and other applicable requirements.

Community Resilience Risk: The BFAC provides an established mechanism for bush fire brigades and relevant representatives to provide advice to Council on bush fire control, prevention, preparedness and management.

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 Bush Fires Advisory Committee considered the draft Terms of Reference at its meeting held on 23 September 2026 and recommended that Council adopt the Terms of Reference subject to amendments to Items 5.2 and 9.4.

The amendments recommended by the Committee clarify the membership of the Committee and the voting arrangements for recommendations arising from meetings.

The proposed Terms of Reference provide a current framework for the operation of the Bush Fires Advisory Committee and clarify the Committee's purpose, membership, meeting arrangements, quorum, voting, delegated powers and the process for making recommendations to Council.

ITEM 16 CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT

16.1 Transition of Department of Transport Services to the Bridgetown Community Resource Centre

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	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 172-26/27

Moved: Councillor R Redman
Seconded: Councillor T Pratico

That Council:

1. **Supports the permanent withdrawal from the provision of licensing services in Bridgetown and the early termination of the existing Agreement DOT960622;**
2. **Agrees that the Shire will continue services until a suitable alternative is in place;**
3. **Supports the delivery of services by the Bridgetown Community Resource Centre, declaring any actual, potential or perceived conflicts of interest that the Shire, Council or its officers may have with the CRC; and**
4. **Considers for the Shire to resume services again if alternative arrangements are unsuccessful or otherwise fail to meet the needs of the community, noting the Shire's and Department of Transport and Major infrastructure's commitment to licensing services not being compromised or diminished in the community.**

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

IN BRIEF

The Bridgetown Community Resource Centre (CRC) contacted the Shire to explore the possibility of transitioning the Department of Transport and Major Infrastructure's (DTMI) driver and vehicles licensing services contract to the CRC, adding to the government and community services they currently provide to the district. The DTMI has advised that the officer recommendation in this report is the first step toward investigating the transition of the service to an alternative provider, which will require a full procurement process to be conducted by the Department.

MATTER FOR CONSIDERATION

Council is asked to support the transition of DTMI's licensing services from the Shire to the Bridgetown Community Resource Centre, subject to suitable arrangements being in place to maintain service continuity for the community. The Shire's current agreement with the DTMI expires in December 2027.

BACKGROUND

The Bridgetown Community Resource Centre (CRC) approached the Shire in late 2025 to explore the possibility of the centre delivering driver and vehicle services on behalf of the Department of Transport and Major Infrastructure (DTMI). The CRC is an established community service provider with experience delivering State and Commonwealth government-related services and maintaining customer-facing service delivery. The organisation has demonstrated capability through its existing role as a Services Australia agent and community service hub, delivering assistance with Centrelink, NDIS, Medicare and My Aged Care services.

Historically, the Shire has provided Driver and Vehicle Licensing Services on behalf of the DTMI. However, these services are not a core local government function and are delivered through an agency arrangement for the State Government. Across regional Western Australia, the DMTI utilises a range of approved service providers, including local governments, Community Resource Centres, Australia Post outlets and community banking agencies, to ensure continued local access to licensing services. As an example, the Manjimup CRC delivers these services for the Manjimup community.

Driver and Vehicle Licensing services currently represent the majority of walk-in customer transactions undertaken by the Shire's Customer Service Team.

- Approximately 65% of front counter transactions relate to DTMI services, both walk in, via phone call or initiated by emails via the Shire's website.
- Approximately 1.3 FTE staff resources are required to deliver licensing services, including senior finance staff oversight.

The service is administered by the Shire's Customer Service Team (2 FTE), who are required to maintain specialised training and authorisation to access and operate the driver and vehicle licensing systems. As a result, the delivery of licensing services requires a considerable allocation of customer service resources to a function that is not a core statutory responsibility of local government.

Council was briefed on the request and the current contract arrangements at a briefing session held on 14 May 2026. Prior to this, discussions on the possibility of contact transfer occurred with the department, which has indicated it would consider an alternative service provider should a suitable organisation express interest and successfully complete the required procurement and approval processes.

Shire officers have met with the CRC post the Council workshop to discuss the practicalities of delivering the service from the CRC building, including customer parking and disability access to the building. The CRC is currently assessable from the front via stairs and an accessible entrance available from their rear carpark with an entrance via Civic Lane. The CRC has assured they have

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capacity to deliver these services but will undergo assessment by DTMI as part of their procurement process, to ensure no loss of service to the Community.

The transfer of licensing services to the Bridgetown CRC supports the continued delivery of essential services while allowing the Shire to focus resources on core local government functions. Importantly, the proposal does not involve the removal of services from Bridgetown. Rather, it involves the relocation of service delivery within the town to another community-based provider, ensuring that they can continue to operate, with an additional income stream.

The department has indicated that any transfer would take at least 6 months and has requested the officer recommendations presented in the report as a starting point to the process.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If the contract is transferred to another provider, there will be a reduction in income to the Shire, which is based on a commission per driver or vehicle transaction. This is expected to be offset by a reduction in employee costs of 1 FTE.

COUNCIL PLAN

10 Proactive, visionary leadership and effective governance.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

There are several risks associated with the Shire's ongoing delivery of licensing services, including:

- Privacy risks associated with access to sensitive personal information.
- Fraud risks relating to identity and vehicle registration documentation.
- Workforce risks caused by specialised training requirements and limited qualified staff availability.

Should the service transfer proceed, these risks would largely transfer to the contracted service provider.

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If the Bridgetown CRC is deemed unsuitable by the DTMI through their procurement processes and the contract remains with the Shire, these risks will continue to be mitigated through our current processes and procedures.

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

Shire Officers support the transfer of Driver and Vehicle Licensing Services from the Shire to the Bridgetown Community Resource Centre (CRC). The proposed transfer will enable the Shire's Customer Service Team to focus on and further develop expertise in core local government services, resulting in improved service delivery to the community.

The proposal also provides an opportunity to strengthen the long-term sustainability of the Bridgetown CRC through an additional income stream, supporting its ongoing role as an important community hub and service provider for the Bridgetown community.

The CRC already delivers a range of government and community services under existing agency arrangements and is well positioned to incorporate Driver and Vehicle Licensing Services into its operations. Co-locating these services with other State and Commonwealth Government services would create a convenient "one-stop-shop" for residents, improving accessibility and customer experience while maintaining local access to essential government services.

16.2 Monthly Financial Report - August 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 - August 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 173-26/27

Moved: Councillor T Pratico
Seconded: Councillor M Fletcher

That Council receives the August 2026 monthly financial report.

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

IN BRIEF

The purpose of the report is for Council to receive the August 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 31 August 2026:

- Operating Income is over budget by 2.34%; and
- Operating Expenditure is under budget by 0.86%.

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					
Grants, subsidies and contributions	(352,097)	(140.63)	▼	Timing	Multiple grants not raised in July as per budget $5,210 DFES mitigation activity fund received ahead of budget ($139,312) Regional Road Group direct grant received ahead of budget ($217,995)
Other revenue	(40,881)	(83.28)	▼	Timing	Timing of Workers Compensation reimbursements ($12,500) Timing of Fire Mitigation reimbursements only charged quarterly ($12,500) Timing of rate legal fees reimbursements ($7,205) Timing of fuel tax credits ($5,416) Multiple other minor variances ($3,260)
Expenditure from operating activities					
Materials and contracts	333,505	38.00%	▲	Timing	The following projects are underspent compared to the budget: - Parks and Gardens materials $26,480 - Place Planning $43,221 - Road Maintenance $40,378 - Verge Maintenance $65,555 - Fuel purchase $33,439 - IT Support costs $23,929 - Consultant costs $24,000 - WBAC project $12,166 - Audit Fees $8,666 - Waste Service $46,375 The following projects are overspent compared to the budget: - Subscriptions ($36,891) - Shire website ($12,206) Multiple other minor variances $21,502
Depreciation	107,652	10.67	▲	Timing	Depreciation lower than budget as 2025/26 additions still being finalised as part of year end process
Insurance	(143,057)	200.00%	▼	Timing	Insurance budgeted evenly over 12 months. First of two instalment payments made in August.
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 ($469,820) DFES - Bridgetown Shire Depot Construction $229,244 Roads to recovery received for 2025/26 $135,251

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Acquisition of property, plant and equipment	(180,095)	(19.97)	▼	Timing	Depot Construction ahead of budget ($259,440) Multiple other minor variance noted in supplementary information 4 $13,574
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

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FINANCIAL IMPLICATIONS

The budget is currently ahead of budget, with an overall surplus of $58,178 year to date or 0.56%.

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.

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16.3 List of Accounts for September 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 - September 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 174-26/27

Moved: Councillor K Gillies
Seconded: Councillor J Boyle

That Council receives the September 2026 List of Accounts.

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

In September 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	$ 113,824.44
Municipal EFT Payments	$ 1,674,662.47
Corporate Credit Card Payments	$ 7,325.15
Fuel Card Payments	$ 6,545.72
BPAY Payments	$ 7,332.41
Licencing Direct Debit Payments	$ 74,345.10
Trust Payments	$ 306.15

Cheques	$ 0
Total Payments for September 2026	$1,884,341.44

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.

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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

No matters for consideration

ITEM 18 PROJECT MANAGEMENT AND ENVIRONMENT

No matters for consideration

ITEM 19 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES

19.1 Bush Fire Advisory Committee Meeting Minutes 23 September 2026

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Krystle Durbin, Executive Assistant
Attachments	1. BFAC Minutes 23 September 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 175-26/27

Moved: Councillor R Redman
Seconded: Councillor J Boyle

That Council receive the minutes of the Bush Fire Advisory Committee for its meeting on 23 September 2026.

FOR: Crs S Carstairs, R Redman, J Boyle, M Fletcher, L Pearce, T Pratico and K Gillies

AGAINST: Nil

CARRIED 7/0

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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 closed the meeting at 6.09pm.

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

MINUTES

Special Council Meeting

Thursday, 29 October 2026

Date: Thursday, 29 October 2026

Time: 5:30 PM

Location: Council Chambers

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SHIRE OF BRIDGETOWN GREENBUSHES

The Special Council Meeting Minutes of Meeting held on 29th October 2026 commencing at 5:30 PM.

ITEM 1 OPENING OF MEETING

The Presiding Member opened the meeting at 5:30 pm.

ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

Councillor S Carstairs	President
Councillor R Redman	Deputy President
Councillor J Boyle	
Councillor M Fletcher	
Councillor T Pratico	
Councillor K Gillies	
Councillor 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

Apologies

Councillor L Pearce

Leave of Absence Previously Granted

Nil

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ITEM 4 ATTENDANCE OF GALLERY

Joann Moore

Brian Moore

Note: Cr Carstairs moved to suspend the meeting at 5:33pm for a period not exceeding 15 minutes to facilitate necessary adjustments to the audio equipment and ensure the continuation of an accurate record.

The meeting was reinstated by Cr Carstairs at 5:38pm once the audio issue was resolved.

Suspend Standing Order 3.9

RESOLUTION: SCM 176-26/27

Moved: Councillor S Carstairs
Seconded: Councillor M Fletcher

That Council moves to suspend Standing Order 3.9 to allow for full debate and consideration of all agenda items.

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

AGAINST: Nil

CARRIED 7/0

Suspend Standing Order 9.1

RESOLUTION: SCM 177-26/27

Moved: Councillor S Carstairs
Seconded: Councillor R Redman

That Council moves to suspend Standing Order 9.1 regarding the requirement to stand when addressing the Council.

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

AGAINST: Nil

CARRIED 7/0

ITEM 5 PUBLIC QUESTION TIME

ITEM 6 PETITIONS/DEPUTATIONS/PRESENTATIONS

ITEM 7 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

ITEM 8 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

ITEM 9 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 10 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS

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REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate, Economic and Community Development
- Project Management and Environment

TEM 11 EXECUTIVE SERVICES UNIT

11.1 Shire of Bridgetown-Greenbushes Extraordinary Election

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. Shire of BG Election date and Cost Estimate for LGX2027 Letter 2. Written Agreement Letter Bridgetown-Greenbushes
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

Moved: Councillor R Redman
Seconded: Councillor T Pratico

That Council:

1. **Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2027 extraordinary election, together with any other elections or polls which may be required; and**
2. **Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.**

FOR: Crs S Carstairs, R Redman and T Pratico

AGAINST: Crs J Boyle, M Fletcher, K Gillies and A McRae

LOST 3/4

UNCONFIRMED

NOTE: Cr Gillies foreshadowed an alternate motion.

FORSHADOWED ALTERNATE MOTION

Moved: Councillor K Gillies
Seconded: Councillor A McRae

That Council:

1. **Declines to engage the Western Australian Electoral Commission to conduct the extraordinary election at the proposed cost of $32,000, subject to any existing statutory commitments.**

2. **Resolves to conduct the extraordinary election on Saturday the 6th February 2027, as an in-person election, with the Chief Executive Officer acting as Returning Officer, subject to compliance with the Local Government Act 1995.**

FOR: Crs M Fletcher, K Gillies and A McRae

AGAINST: Crs S Carstairs, R Redman, J Boyle and T Pratico

LOST 3/4

IN BRIEF

- Cr Simon Robinson resigned from Council effective 6 October 2026. The office he held has a term ending at the October 2029 ordinary elections.
- The vacancy cannot be filled under the backfilling provisions, so an extraordinary election is required.
- The Shire asked the Electoral Commissioner to approve holding the election with the ordinary elections on 16 October 2027. The Commissioner did not approve this request. Instead, he advised that the earliest date the WAEC can conduct the election, and its preferred date, is Thursday 18 March 2027, and gave his approval under section 4.9(2) for that date to be fixed (Attachment 2).
- On 21 October 2026 the Electoral Commissioner gave his written agreement to be responsible for the conduct of the extraordinary election, subject to Council passing two prescribed motions by absolute majority.
- Council must fix the election day at a meeting held within one month of the vacancy, which is by 6 November 2026. This Special Council Meeting on 29 October 2026 meets that deadline.
- The WAEC estimates the cost of a postal election at approximately $32,000 (ex GST) (Attachment 2). This expenditure is not in the 2026/27 budget.

MATTER FOR CONSIDERATION

Council is asked to:

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- fix the day for the extraordinary election;
- declare the Electoral Commissioner responsible for conducting it;
- decide that it will be a postal election; and

BACKGROUND

Nine councillors were elected or continuing after the October 2025 ordinary elections. In February 2026, Cr Stephen Butler and Cr Tracy Lansdell resigned. Both vacancies were filled under Schedule 4.1A of the Act by the next placed candidates from the 2025 election, Simon Robinson and Andrew McRae, who were sworn in on 12 February 2026. Cr Robinson came to Council as the backfill candidate for the vacancy created by Cr Butler's resignation.

On 6 October 2026 the CEO received Cr Robinson's signed notice of resignation, effective immediately. Council is now operating with 8 of its 9 offices filled. Quorum and an absolute majority both remain at 5 members.

On 7 October 2026 the CEO wrote to the Electoral Commissioner (Attachment 1). The letter:

- advised the vacancy and why it cannot be filled under Schedule 4.1A;
- asked the Commissioner to approve, under section 4.9(2), an election day of 16 October 2027, so the vacancy is filled with the ordinary elections; and
- as a fallback, asked for a cost estimate, the Commissioner's written agreement to conduct the election, and a proposed timetable.

The WA Electoral Commission (WAEC) advised on 12 October 2026 that it was seeking advice on the best dates on which it could run an election for the Shire in 2027. On 15 October 2026 the Electoral Commissioner responded (Attachment 2). His letter did not approve the requested election day of 16 October 2027. It:

- noted that under section 4.9(1) Council has one month from the vacancy to fix the election day, and that the election may be conducted either by the WAEC or in-house by the Shire with the CEO as Returning Officer;
- advised that the earliest date the WAEC can conduct the extraordinary election, and its preferred date, is **Thursday 18 March 2027**;
- gave the Commissioner's approval under section 4.9(2) for that date to be fixed, as it is more than four months after the vacancy;
- estimated the cost of the election at approximately $32,000 (ex GST); and
- asked the Shire to confirm in writing that it would take the cost estimate to Council, after which the Commissioner would provide his written agreement.

The WAEC's cost estimate is based on a postal election for one vacancy, 4,250 electors, a response rate of approximately 40%, a local Returning Officer appointed by the WAEC, the Shire providing all other electoral officers, and the count being conducted at the Shire office using CountWA.

On 21 October 2026 the Shire confirmed it would take the cost estimate to Council, and the Electoral Commissioner provided his written agreement under section 4.20(4) to be responsible for the conduct of the election. The Written Agreement letter:

- sets out the two motions Council must pass for a postal election (Recommendations 4 and 5);

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- requires that the motions be presented to Council as drafted and not be amended in any way;
- requires that both the Cost Estimate letter and the Written Agreement letter be attached to the item for Council's consideration; and
- requires that the motions be passed by an absolute majority.

The matter was originally to be considered at the Ordinary Council Meeting on 22 October 2026. Because the Written Agreement letter was not received in time for that agenda, it is presented to this Special Council Meeting on 29 October 2026, which is still within the statutory deadline of 6 November 2026.

The Department of Local Government, Industry Regulation and Safety was also advised of the vacancy on 7 October 2026.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Elections) Regulations 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The WAEC's cost estimate for conducting the extraordinary election as a postal election is approximately $32,000 (ex GST). The estimate assumes one vacancy, 4,250 electors, a 40% response rate, a local Returning Officer, the Shire providing all other electoral officers, and the count at the Shire office using CountWA.

The WAEC has noted that costs may increase if, for example, Australia Post Priority Service is used to lodge election packages, casual staff are needed to issue replacement election packages or to assist the Returning Officer on election day or with the count, or suppliers increase their prices. The Commissioner has also noted that the situation in the Middle East may affect the estimate, and the WAEC will confirm the estimate closer to the election.

The WAEC operates on full cost recovery, so the Shire will be invoiced for the actual cost. The Shire will also incur its own costs for advertising, public notices and staff time.

The 2026/27 Annual Budget does not include provision for an extraordinary election. It is proposed that budget authorisation for this expenditure be sought through the 2026/27 Mid-Year Budget Review.

COUNCIL PLAN

10 Proactive, visionary leadership and effective governance.

11 A well-informed and engaged community.

Filling the vacancy returns Council to its full complement of nine members through a transparent, statutory process. The election gives electors the opportunity to choose their representative, and the Shire will promote enrolment and nominations so the community is well informed.

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LONG TERM FINANCIAL PLAN

The cost of the extraordinary election is a one-off expense with no ongoing impact. It does not affect provision for the October 2027 ordinary elections.

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

With the WAEC conducting the election, the Shire's role is limited to preparing the owners and occupiers roll, publishing candidate information on the website, placing public notices and answering enquiries. The WAEC's cost estimate also assumes that the Shire will provide all electoral officers other than the Returning Officer, and that the count will be conducted at the Shire office on election night. These staff will need to be identified and rostered for Thursday 18 March 2027. Preparation of the roll will begin in early 2027 and will be planned around staff leave over the Christmas and New Year period.

An in-person election conducted by the Shire would have a significant workforce impact. The CEO would act as returning officer, and staff would be needed for polling places, postal vote applications and the count.

RISK MANAGEMENT

Risk	Rating	Treatment
Compliance: the election day is not fixed by 6 November 2026	High	Council fixes the day at this Special Council Meeting on 29 October 2026
Compliance: the WAEC motions are amended or not passed by absolute majority, so the Written Agreement cannot be finalised	High	Recommendations are reproduced exactly as drafted by the Electoral Commissioner; Council is advised they cannot be amended
Low participation in a stand-alone extraordinary election	Moderate	Postal election; community information campaign; date is the WAEC's preferred date
Shire staff are not available to act as electoral officers or assist with the count on 18 March 2027	Moderate	Identify and roster staff early in 2027 in consultation with the WAEC
No nominations are received, requiring a further election	Moderate	Promote the vacancy and nominations early; offer candidate information
Cost exceeds the estimate, for example through casual staffing, priority postage or supplier price increases	Moderate	Expenditure authorised up to a set limit with contingency; WAEC will confirm the estimate closer to the election and invoices actual cost
Community concern about the cost of an election so close to the 2027 ordinary elections	Moderate	Explain the statutory requirement and the Shire's request to defer

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COMMENT

An extraordinary election is required because the vacancy cannot be filled under Schedule 4.1A, and the provisions that would allow it to be held over to the ordinary elections apply only to vacancies arising after 17 October 2026, 11 days later. The Shire asked the Electoral Commissioner to approve an election day of 16 October 2027. The Commissioner did not approve that date. He has approved Thursday 18 March 2027, the earliest date the WAEC can conduct the election, and has given his written agreement to conduct it as a postal election.

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WESTERN AUSTRALIAN Electoral Commission

Mr Garry Adams,
Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Dear Mr Adams,

Date for Local Government Extraordinary Election 2027

Thank you for your recent letter advising of the resignation of Councillor Simon Robinson and requesting a cost estimate for an extraordinary election for the Shire of Bridgetown-Greenbushes.

I note that as per section 4.9(1) of *the Local Government Act 1995*, Council has one (1) month after the vacancy occurring (the day the resignation is received) to decide on and fix the election day for the extraordinary election. The *Local Government Act 1995* allows for either the WAEC to conduct the extraordinary election or for the Local Government to conduct the election in-house, with the CEO as the Returning Officer.

To assist your Council in making this decision, I am writing to advise you that the earliest date that the Western Australian Electoral Commission (WAEC) can conduct an extraordinary election is Thursday, 18 March 2027. This is also our preferred date for the election. As this date is later than 4 months after the vacancy occurring, I give my approval under section 4.9(2) for this date to be fixed for the extraordinary election.

This letter also serves as your cost estimate. The WAEC has estimated the cost to conduct this election at approximately **$32,000** (ex GST). This cost has been based on the following assumptions:

- The method of election will be postal
- 1 councillor vacancy
- 4,250 electors
- response rate of approximately 40%
- appointment of a local Returning Officer
- the Shire providing all other electoral officers to assist in the conduct of the election
- count to be conducted at your office using CountWA.

The WA Electoral Commission conducts elections on the basis of full accrual cost recovery, in accordance with *the Local Government (Elections) Regulations 1997*. This means if the actual costs to conduct the election are less or greater than what we have estimated, the final cost may differ from the estimate we have provided.

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Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000
GPO Box F316, PERTH WA 6841

T (08) 9214 0400
E waec@waec.wa.gov.au
W elections.wa.gov.au

We aim to keep additional costs at a minimum, however examples of where cost increases may arise include:

- you select Australia Post Priority Service for the lodgement of your election package
- casual staff are required to be provided for the issuing of Replacement Election Packages
- casual staff are required to be provided to assist the Returning Officer on election day or with the count at night
- unanticipated cost increases from our suppliers

I would also highlight that the ongoing situation in the Middle East may impact on estimates and we will continue to liaise with you as we get closer to the event to confirm your estimate. We will keep you informed of any unanticipated cost increases if they emerge.

The WA Electoral Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery. If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Please advise us in writing as soon as practicable that you accept to take this cost estimate to Council, so I can provide you with my written agreement to conduct the election in a sperate letter. Both the cost estimate letter, and the written agreement letter then need to be taken to Council for a decision.

The WA Electoral Commission is available to you to provide any further advice or support. If you have any queries please contact Phil Richards, Service Delivery Manager, at lgelections@waec.wa.gov.au.

Yours sincerely

D O'Reilly

Dennis O'Reilly
ELECTORAL COMMISSIONER

15 October 2026

UNCONFIRMED

WESTERN AUSTRALIAN
Electoral Commission

Mr Garry Adams,
Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Dear Mr Adams

Written Agreement: Local Government Extraordinary Election 2027

Thank you for correspondence from Ms Merridith Morrell dated 21 October 2027 in which you accept to take the Western Australian Electoral Commission's cost estimate for your 2027 local government extraordinary election to your next Council meeting.

I am pleased to provide this letter as my written agreement to be responsible for the conduct of your local government extraordinary election. In order to finalise this agreement, please submit the following motions to Council for a postal election as required under the Local Government Act 1995:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2027 extraordinary election, together with any other elections or polls which may be required;

2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

Please note:
- the above motions must be presented to Council as drafted and cannot be amended in any way
- both the Cost Estimate letter, and this Written Agreement letter should be attached to the item for Council's consideration
- the above motions must be passed by an absolute majority

Once the Council passes the above mentioned motions, please forward confirmation to us via the email address below. We will then proceed with arrangements for your election.

The WA Electoral Commission is available to you to provide any further advice or support. For any queries, please contact please contact Phil Richards, Service Delivery Manager via email at lgelections@waec.wa.gov.au.

Yours sincerely

D O'Reilly

Dennis O'Reilly
ELECTORAL COMMISSIONER

21 October 2026

Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000
GPO Box F316, PERTH WA 6841

T | (08) 9214 0400
E | waec@waec.wa.gov.au
W | elections.wa.gov.au

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ITEM 12 ELECTED MEMBERS QUESTIONS WITH NOTICE

ITEM 13 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)

RESOLUTION: SCM 178-26/27

Moved: Councillor S Carstairs
Seconded: Councillor T Pratico

That the meeting go behind closed doors to consider items 13.1 and 13.2.

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

AGAINST: Nil

CARRIED 7/0

RESOLUTION: SCM 179-26/27

Moved: Councillor R Redman
Seconded: Councillor M Fletcher

That the meeting come out from behind closed doors and reopen to the public.

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

AGAINST: Nil

CARRIED 7/0

Upon the public's re-admission to the Gallery, the Presiding Member read aloud the resolution outcomes for Items 13.1 and 13.2.

RESOLUTION: SCM 180-26/27

Moved: Councillor A McRae
Seconded: Councillor K Gillies

That Council:

1. **For Tender RFT01-2627, accepts the tender received from REALMstudios Pty Ltd for the amount shown in the evaluation report (refer Attachment 1 – RFT01-2627 Evaluation Report) for the delivery of the Bridgetown and Greenbushes Place Planning.**
2. **Authorises the Chief Executive Officer to:**
    a) **Negotiate with the recommended tenderer and agree on any minor variations to the scope of works for the Bridgetown and Greenbushes Place Planning.**

b) Sign the General Conditions of Contract between the Shire of Bridgetown-Greenbushes and REALMstudios Pty Ltd for the Bridgetown and Greenbushes Place Planning.

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

AGAINST: Nil

CARRIED 7/0

Resolution: SCM 181-26/27

Moved: Councillor K Gillies

Seconded: Councillor A McRae

This Report and its attachments are CONFIDENTIAL in accordance with Section 5.23(4)(a) of the Local Government Act 1995 which permits the meeting to be closed to the public for business relating to the following:

(a) legal advice, or other information, over which the local government holds legal professional privilege.

That Council ADOPTS the confidential Officer Recommendation contained within the confidential report.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

ITEM 14 CLOSURE

The Presiding Member closed the meeting at 6:53pm.

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Officers of the Shire, consultants and third party guests provided Council with an overview of the following matters at Concept Forums and Workshops:

Date	Subject	Attendees
12 November 2026	Concept Forum - Botanical Rail Trail presentation - Student Forum Recommendations - Mobile and Itinerant Traders - AI Policy and user guide - Revocation of P19 Policy - Grievance - Revocation of CS1 Policy – Community Grants - DMPE visit – issues to discuss - Liquid Waste Evaporator - Meeting Dates 2027 - Place Planning Project Working Group	Cr Boyle; Cr Carstairs; Cr McRae; Cr Pratico; Cr Fletcher; Cr Redman **Via Teams**: Cr Gillies

COUNCIL AGENDA BRIEFING
<<November 2026>>

Cr <<Stephen Carstairs>>
NOTICE OF MOTION

I hereby give notice that I intend to move the following Notice of Motion at the Ordinary Council Meeting to be held on <<26 November 2026>>:

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, that 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.>>

Reasons for the Motion

< I **Reasons for the Motion**

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.>>

This Notice of Motion will form part of the <<include month/year>> Ordinary Council Meeting
Agenda along with the CEO Comment.

SHIRE OF BRIDGETOWN - GREENBUSHES

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 September 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF BRIDGETOWN - GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

	Note	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		7,569,424	7,379,425	**7,379,425**	0	0.00%	
Grants, subsidies and contributions		1,654,576	576,910	**602,461**	25,551	4.43%	
Fees and charges		3,095,307	2,116,407	**2,050,284**	(66,123)	(3.12%)	
Interest revenue		253,752	61,476	**42,502**	(18,974)	(30.86%)	
Other revenue		270,347	69,620	**14,214**	(55,406)	(79.58%)	▼
Profit on asset disposals		70,537	17,634	**0**	(17,634)	(100.00%)	
		12,913,943	**10,221,472**	**10,088,886**	**(132,586)**	(1.30%)	
Expenditure from operating activities							
Employee costs		(6,962,586)	(1,740,658)	**(2,110,307)**	(369,649)	(21.24%)	▼
Materials and contracts		(5,153,951)	(1,298,954)	**(857,551)**	441,403	33.98%	▲
Utility charges		(330,395)	(76,892)	**(69,277)**	7,615	9.90%	
Depreciation		(6,054,214)	(1,513,560)	**(1,352,082)**	161,478	10.67%	▲
Finance costs		(233,163)	(80,122)	**(72,758)**	7,364	9.19%	
Insurance		(429,050)	(107,290)	**(214,899)**	(107,609)	(100.30%)	▼
Other expenditure		(468,709)	(94,815)	**(121,575)**	(26,760)	(28.22%)	▼
		(19,632,068)	**(4,912,291)**	**(4,798,449)**	**113,842**	2.32%	
Amounts excluded from operating activities	2(c)	5,951,790	1,495,926	**1,360,050**	(135,876)	(9.08%)	
Amount attributable to operating activities		**(766,335)**	**6,805,107**	**6,650,487**	**(154,620)**	(2.27%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		5,385,683	1,146,420	**673,333**	(473,087)	(41.27%)	▼
Proceeds from disposal of property, plant and equipment		275,000	0	**0**	0		
		5,660,683	**1,146,420**	**673,333**	**(473,087)**	(41.27%)	
Outflows from investing activities							
Right of use assets received - non cash		0	0	**0**	0		
Acquisition of property, plant and equipment		(3,362,457)	(1,819,457)	**(1,215,372)**	604,085	33.20%	▲
Acquisition of infrastructure		(5,221,550)	(726,795)	**(95,498)**	631,296	86.86%	▲
		(8,584,007)	**(2,546,252)**	**(1,310,870)**	**1,235,382**	48.52%	
Amount attributable to investing activities		**(2,923,324)**	**(1,399,832)**	**(637,537)**	**762,295**	54.46%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings		300,000	0	**0**	0		
Proceeds from new leases - non-cash		35,000	0	**0**	0		
Transfer from reserves		2,839,191	0	**0**	0		
		3,174,191	**0**	**0**	**0**		
Outflows from financing activities							
Repayment of borrowings		(231,918)	(39,974)	**(39,974)**	0	0.00%	
Payments for principal portion of lease liabilities		(62,034)	(14,348)	**(14,348)**	0	0.00%	
Transfer to reserves		(2,533,928)	(20,640)	**(20,640)**	0	0.00%	
Amount attributable to financing activities		**346,311**	**(74,962)**	**(74,962)**	**0**	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	3,343,348	3,343,348	**2,971,452**	(371,896)	(11.12%)	▼
Amount attributable to operating activities		(766,335)	6,805,107	**6,650,487**	(154,620)	(2.27%)	
Amount attributable to investing activities		(2,923,324)	(1,399,832)	**(637,537)**	762,295	54.46%	▲
Amount attributable to financing activities		346,311	(74,962)	**(74,962)**	0	0.00%	
Surplus or deficit after imposition of general rates		**0**	**8,673,661**	**8,909,440**	**235,778**	2.72%	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF BRIDGETOWN - GREENBUSHES
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

	Actual 30 June 2026	Actual as at 30 September 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	5,838,237	7,010,663
Trade and other receivables	3,461,276	5,403,044
Inventories	32,194	117,499
Other assets	593,983	593,983
TOTAL CURRENT ASSETS	9,925,690	13,125,189
NON-CURRENT ASSETS		
Trade and other receivables	238,494	238,494
Other financial assets	155,178	155,178
Property, plant and equipment	50,016,792	50,880,773
Infrastructure	215,544,091	214,646,523
Right-of-use assets	248,284	240,658
TOTAL NON-CURRENT ASSETS	266,202,839	266,161,626
TOTAL ASSETS	276,128,529	279,286,815
CURRENT LIABILITIES		
Trade and other payables	4,848,043	1,711,030
Other liabilities	84,168	470,020
Lease liabilities	62,034	47,686
Borrowings	227,590	187,616
Employee related provisions	791,344	791,344
TOTAL CURRENT LIABILITIES	6,013,179	3,207,696
NON-CURRENT LIABILITIES		
Lease liabilities	192,084	192,084
Borrowings	3,696,778	3,696,778
Employee related provisions	121,491	121,491
TOTAL NON-CURRENT LIABILITIES	4,010,353	4,010,353
TOTAL LIABILITIES	10,023,532	7,218,049
NET ASSETS	**266,104,997**	**272,068,766**
EQUITY		
Retained surplus	123,739,281	129,682,410
Reserve accounts	1,450,065	1,470,705
Revaluation surplus	140,915,651	140,915,651
TOTAL EQUITY	**266,104,997**	**272,068,766**

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

SHIRE OF BRIDGETOWN - GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied with exception to the following:

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

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

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

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 30 October 2026

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

Material accounting policies
Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 Annual Budget. Please refer to the adopted budget document for details of these policies.

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

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

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

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF BRIDGETOWN - GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 30 September 2026
Current assets		$	$	$
Cash and cash equivalents		5,305,195	5,838,237	7,010,663
Trade and other receivables		1,030,579	3,461,276	5,403,044
Other financial assets		1,579,931	0	0
Inventories		67,833	32,194	117,499
Other assets		87,070	593,983	593,983
		8,070,608	9,925,690	13,125,189
Less: current liabilities				
Trade and other payables		(2,603,820)	(4,848,043)	(1,711,030)
Other liabilities		(163,450)	(84,168)	(470,020)
Lease liabilities		(62,034)	(62,034)	(47,686)
Borrowings		(227,590)	(227,590)	(187,616)
Employee related provisions		(665,259)	(791,344)	(791,344)
Other provisions		(64,048)	0	0
		(3,786,201)	(6,013,179)	(3,207,696)
Net current assets		4,284,407	3,912,511	9,917,493
Less: Total adjustments to net current assets	2(b)	(941,059)	(941,059)	(1,008,053)
Closing funding surplus / (deficit)		**3,343,348**	**2,971,452**	**8,909,440**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(1,450,065)	(1,450,065)	(1,470,705)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		62,034	62,034	47,686
- Current portion of borrowings		227,590	227,590	187,616
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		219,382	219,382	227,350
Total adjustments to net current assets	2(a)	**(941,059)**	**(941,059)**	**(1,008,053)**

(c) Amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 30 September 2026	YTD Actual 30 September 2026
	$	$	$
Less: Profit on asset disposals	(70,537)	(17,634)	0
Add: Depreciation	6,054,214	1,513,560	1,352,082
Movement in current liabilities associated funds held in reserve account:			
- Employee benefit provisions	(31,887)	0	7,968
Total amounts excluded from operating activities	**5,951,790**	**1,495,926**	**1,360,050**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF BRIDGETOWN - GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2026-27 year is $20,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Other revenue	**(55,406)**	**(79.58%)**	▼
Workers compensation reimbursements	(18,750)	**Timing**	
Fire mitigation reimbursements only charged quarterly	(18,750)	**Timing**	
Rate legal fees reimbursements	(6,625)	**Timing**	
Fuel tax credits	(8,214)	**Timing**	
Multiple other minor variance	(3,067)	**Timing**	
Expenditure from operating activities			
Employee costs	**(369,649)**	**(21.24%)**	▼
Additional pay period in the month of September		**Timing**	
Materials and contracts	**441,403**	**33.98%**	▲
The following projects are underspent compared to the budget:			
Parks and gardens materials	17,153	**Timing**	
Place Planning	64,054	**Timing**	
Road maintenance	53,200	**Timing**	
Verge maintenance	89,189	**Timing**	
Fuel purchase	45,293	**Timing**	
IT Support costs	42,743	**Timing**	
Consultant costs	24,000	**Timing**	
Waste services	46,456	**Timing**	
Waste centre management	27,088	**Timing**	
ICT initiatives	16,892	**Timing**	
Audit fees	13,000	**Timing**	
MALC Materials	16,929	**Timing**	
The following projects are overspent compared to the budget:			
Shire website	(10,539)	**Timing**	
Subscriptions	(35,308)	**Timing**	
WBAC Project Funds	(24,616)	**Timing**	
Multiple other minor variance	55,869	**Timing**	
Depreciation	**161,478**	**10.67%**	▲
Depreciation lower then budget as 2025/26 additions still being finalised as part of year end process		**Timing**	
Insurance	**(107,609)**	**(100.30%)**	▼
Insurance budgeted evenly over 12 months. First of two instalment payments made in August		**Timing**	
Other expenditure	**(26,760)**	**(28.22%)**	▼
Annual vehicle registrations paid ahead of budget	(14,218)	**Timing**	
Sporting and community club grants paid ahead of budget	(9,000)	**Timing**	
Landcare officer grant not yet paid	12,624	**Timing**	
Henri Nouwen House service agreement paid ahead of budget	(11,668)	**Timing**	
Multiple other minor variance	(4,498)	**Timing**	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**(473,087)**	**(41.27%)**	▼
Timing of the recognition of capital grants as many capital projects have not yet commenced as detailed in supplementary information 10	(690,638)	**Timing**	
DFES - Bridgetown Shire Depot construction	181,744	**Timing**	
Roads to recovery received for 2025/26	35,807	**Timing**	
Outflows from investing activities			
Acquisition of property, plant and equipment	**604,085**	**33.20%**	▲
Multiple capital projects behind budget as noted in supplementary information 4		**Timing**	
Acquisition of infrastructure	**631,296**	**86.86%**	▲
Multiple capital projects behind budget as noted in supplementary information 4		**Timing**	

SHIRE OF BRIDGETOWN - GREENBUSHES

SUPPLEMENTARY INFORMATION

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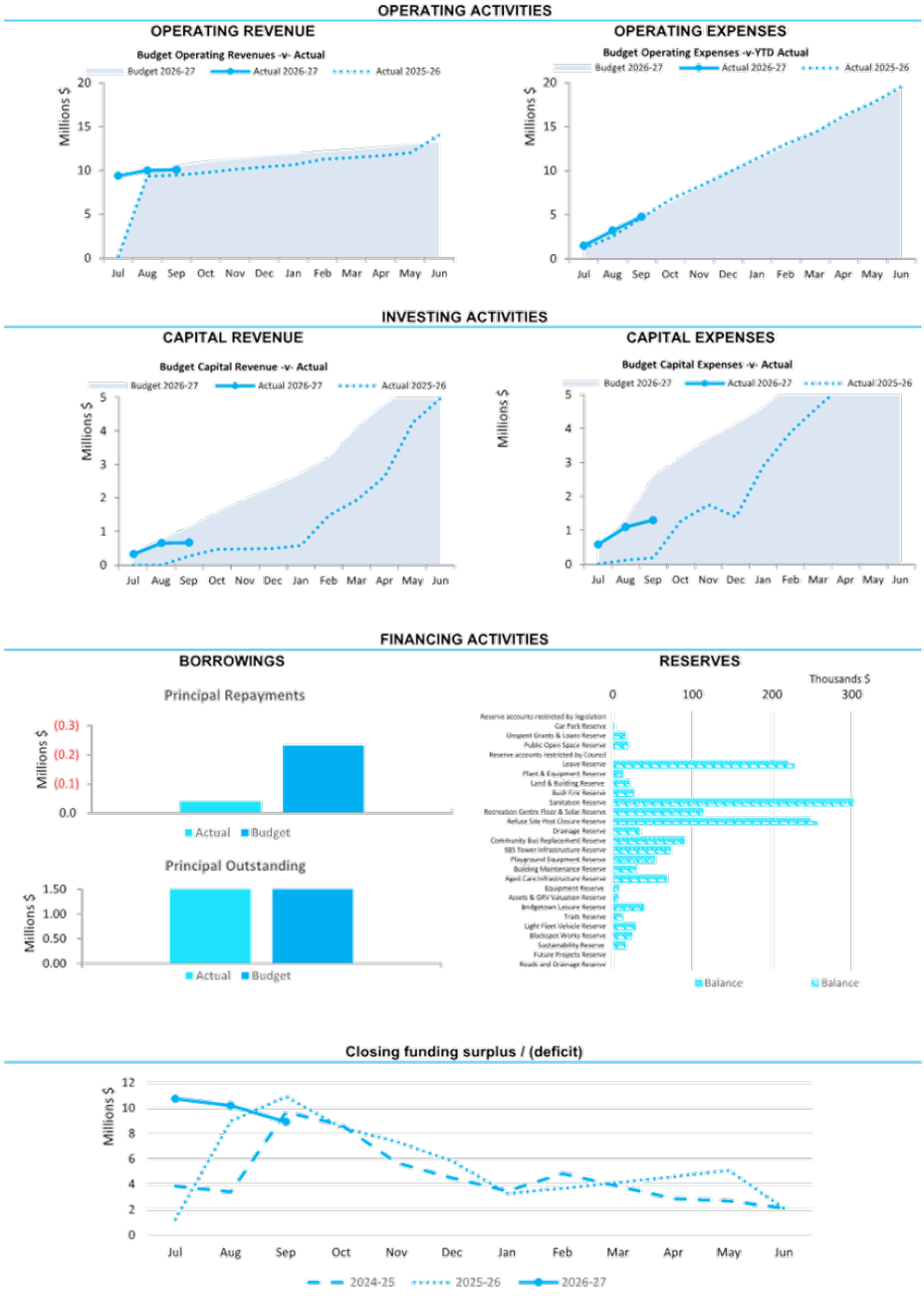
Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

1 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

2 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate
		$	$	$	$		
Cash on hand	Cash and cash equivalents	3,950	0	3,950	0	N/A	0.00%
Municpal Account	Cash and cash equivalents	556,750	0	556,750	0	Westpac	0.00%
On Call Account	Cash and cash equivalents	4,980,917	0	4,980,917	0	WATC	4.30%
Talison on Call Account	Cash and cash equivalents	1,374	0	1,374	0	WATC	4.30%
WATC Investment Account	Cash and cash equivalents	6,272	1,465,350	1,471,622	0	WATC	4.30%
Trust Account		0		**0**	3,306	Westpac	0.00%
Visitor Centre Trust Account		0		**0**	3,221	Westpac	0.00%
Total		**5,545,313**	**1,465,350**	**7,010,663**	**6,527**		

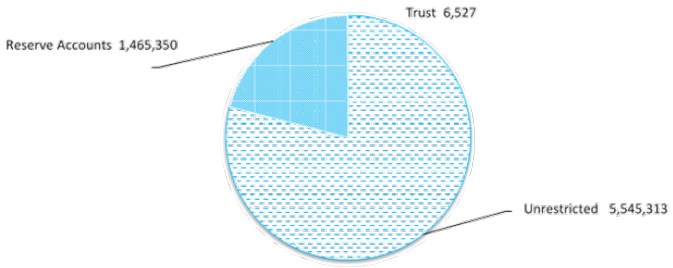
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.



SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

3 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by legislation								
Car Park Reserve	1,141	63	0	1,204	1,141	41	0	1,182
Unspent Grants & Loans Reserve	15,606	859	0	16,465	15,606	567	0	16,173
Public Open Space Reserve	18,590	1,023	0	19,613	18,590	675	0	19,265
Reserve accounts restricted by Council								
Leave Reserve	219,382	12,073	(43,961)	187,494	219,382	7,968	0	227,350
Plant & Equipment Reserve	12,434	364,397	(350,000)	26,831	12,434	452	0	12,886
Land & Building Reserve	20,482	198,569	(153,500)	65,551	20,482	744	0	21,226
Bush Fire Reserve	26,244	0	(26,244)	0	26,244	0	0	26,244
Sanitation Reserve	301,116	0	(301,116)	0	301,116	0	0	301,116
Recreation Centre Floor & Solar Reserve	112,826	0	(112,826)	0	112,826	0	0	112,826
Refuse Site Post Closure Reserve	247,254	531,294	(291,460)	487,088	247,254	8,980	0	256,234
Drainage Reserve	33,240	0	(33,240)	0	33,240	0	0	33,240
Community Bus Replacement Reserve	89,347	0	(89,347)	0	89,347	0	0	89,347
SBS Tower Infrastructure Reserve	72,037	0	(72,037)	0	72,037	0	0	72,037
Playground Equipment Reserve	52,636	0	(52,636)	0	52,636	0	0	52,636
Building Maintenance Reserve	29,071	0	(29,071)	0	29,071	0	0	29,071
Aged Care Infrastructure Reserve	67,480	0	(67,480)	0	67,480	0	0	67,480
Equipment Reserve	7,239	0	(7,239)	0	7,239	0	0	7,239
Assets & GRV Valuation Reserve	6,395	15,352	0	21,747	6,395	232	0	6,627
Bridgetown Leisure Reserve	38,672	0	(38,672)	0	38,672	0	0	38,672
Trails Reserve	11,525	10,634	(11,956)	10,203	11,525	419	0	11,944
Light Fleet Vehicle Reserve	28,215	0	(28,215)	0	28,215	0	0	28,215
Blackspot Works Reserve	23,641	0	(23,641)	0	23,641	0	0	23,641
Sustainability Reserve	15,492	853	0	16,345	15,492	563	0	16,055
Future Projects Reserve	0	654,056	(362,000)	292,056	0	0	0	0
Roads and Drainage Reserve	0	744,755	(744,550)	205	0	0	0	0
	1,450,065	**2,533,928**	**(2,839,191)**	**1,144,802**	**1,450,065**	**20,640**	**0**	**1,470,705**

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings - non-specialised	100,500	60,500	2,288	(58,212)
Buildings - specialised	2,581,271	1,708,271	1,163,472	(544,799)
Furniture and equipment	120,000	10,000	6,723	(3,277)
Plant and equipment	560,686	40,686	42,888	2,202
Acquisition of property, plant and equipment	**3,362,457**	**1,819,457**	**1,215,372**	**(604,085)**
Infrastructure - roads	2,369,550	682,245	64,562	(617,682)
Infrastructure - footpaths	535,000	24,550	27,652	3,102
Infrastructure - drainage	335,000	20,000	3,284	(16,716)
Infrastructure - other	1,307,000	0	0	0
Infrastructure - bridges	675,000	0	0	0
Acquisition of infrastructure	**5,221,550**	**726,795**	**95,498**	**(631,296)**
Total capital acquisitions	**8,584,007**	**2,546,252**	**1,310,870**	**(1,235,382)**
Capital Acquisitions Funded By:				
Capital grants and contributions	5,385,683	1,146,420	673,333	(473,087)
Lease liabilities	35,000	0	0	0
Borrowings	300,000	0	0	0
Other (disposals & C/Fwd)	275,000	0	0	0
Reserve accounts				
Plant & Equipment Reserve	350,000	0	0	0
Land & Building Reserve	153,500	0	0	0
Future Projects Reserve	50,000	0	0	0
Roads and Drainage Reserve	744,550	0	0	0
Contribution - operations	1,290,274	1,399,832	637,537	(762,295)
Capital funding total	**8,584,007**	**2,546,252**	**1,310,870**	**(1,235,382)**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

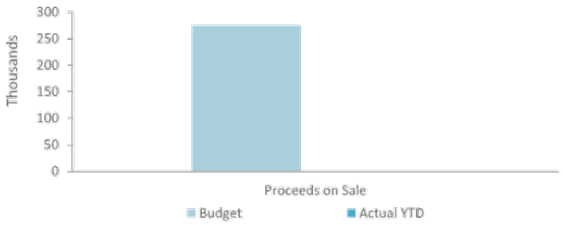
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	$	$	$	$
Buildings - non-specialised				0
146 Hampton Street	28,000	28,000	2,288	25,712
31 Gifford Street	40,000	0	0	0
144 Hampton Street	32,500	32,500	0	32,500
Buildings - specialised				
Shire Administration Building	40,000	20,000	3,730	16,270
Sunnyside Bushfire Brigade	15,000	15,000	12,348	2,652
Bushfire Brigade Water Tanks	110,000	110,000	0	110,000
Major Strategic Project - Bridgetown Civic Centre	15,000	15,000	9,787	5,213
Greenbushes Offices	5,000	5,000	0	5,000
Bridgetown Civic Centre Wet Areas & Foyer	780,000	312,000	0	312,000
Bridgetown Leisure Centre	18,000	18,000	1,800	16,200
Bridgetown Library Renewals	10,000	0	0	0
Depot Buildings	1,583,271	1,208,271	1,135,807	72,464
154 Hampton Street (Jigsaw Gallery)	5,000	5,000	0	5,000
Furniture and equipment				
Governance - IT, Communications Equipment and Software	110,000	10,000	6,723	3,277
Fire Prevention - Shire Funded Equipment	10,000	0	0	0
Plant and equipment				
Ranger vehicle additions	35,000	0	30,164	(30,164)
Public Safety equipment	40,686	40,686	9,009	31,677
2015 Caterpillar 432F Backhoe Loader	230,000	0	0	0
2016 Mitsubishi Fuso 13T Tipper	240,000	0	0	0
Sundry Equipment	15,000	5,000	3,423	1,577
SES Plant and Equipment	0	0	292	(292)
Infrastructure - roads				
Winnejup Road 2023-24	550,000	0	0	0
Kerbing	50,000	50,000	16,212	33,788
Tweed Road Gravel Sheeting	400,000	0	4,700	(4,700)
Kingston Road Gravel Sheeting	600,000	399,999	21,567	378,431
Corbalup Road Gravel Sheeting	300,000	142,246	0	142,246
Crossover Construction	13,000	0	0	0
Gommes Lane Widening And Sealing	60,000	0	0	0
Intersection Realignments	52,000	0	0	0
Roe Street	30,000	0	0	0
Improvements At Steere St Intersections	80,000	80,000	18,893	61,107
Unplanned Road Works	50,000	10,000	0	10,000
Pioneer Street	50,000	0	0	0
Mount Street	40,000	0	0	0
Nairnup Road	30,000	0	3,190	(3,190)
Acrod Bay - Hampton Street	40,000	0	0	0
Talison Greenbushes Footpaths	24,550	24,550	17,902	6,648
Infrastructure - footpaths				
Footpath Accessibility Access	15,000	0	0	0
Steere St Footpath	460,000	0	9,750	(9,750)
Memorial Park Footpath	60,000	0	0	0
Infrastructure - drainage				
Nelson Street Drainage	135,000	0	0	0
Pipe Drainage Easement Between Gleneagles And Aberdeen Ave	20,000	20,000	3,284	16,716
Peninsula Road Drainage Works	70,000	0	0	0
Carbanup Brook Rd Drainage - R2R	110,000	0	0	0
Infrastructure - other				
Bridgetown Cemetery	15,000	0	0	0
Highland Bridgetown Estate Park	700,000	0	0	0
Greenbushes Pool - Playground Equipment	400,000	0	0	0
Bridgetown Leisure Centre Infrastructure Renewals	180,000	0	0	0
Traffic Crossing Shelter	12,000	0	0	0
Infrastructure - bridges				
Winnijup Road Bridge (3315)	150,000	0	0	0
Slades Road Bridge (3331A)	175,000	0	0	0
Winnejup Rd Bridge 3316	250,000	0	0	0
Catterick Road Bridge 3703A	100,000	0	0	0
	8,584,007	**2,551,252**	**1,310,870**	**1,240,382**

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

5 DISPOSAL OF ASSETS

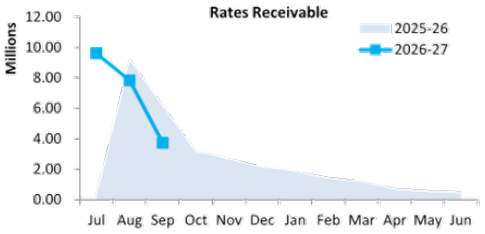
Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	2015 Caterpillar 432F Back Loader	70,000	70,000	0	0	0	0	0	0
	2016 Mitsubishi FUSO 13T Tipper	79,463	150,000	70,537	0	0	0	0	0
	DFES Ute	55,000	55,000	0	0	0	0	0	0
		204,463	**275,000**	**70,537**	**0**	**0**	**0**	**0**	**0**



SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

6 RECEIVABLES

Rates and Statutory receivable	30 Jun 2026	30 Sep 2026
	$	$
Opening arrears previous year	387,055	217,326
Levied this year	8,599,127	9,222,673
Less - collections to date	(8,768,856)	(5,724,328)
Net rates collectable	**217,326**	**3,715,671**
% Collected	97.6%	60.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(2,333)	152,828	167,607	6,212	688,188	1,012,502
Percentage	(0.2%)	15.1%	16.6%	0.6%	68.0%	
Balance per trial balance						

KEY INFORMATION

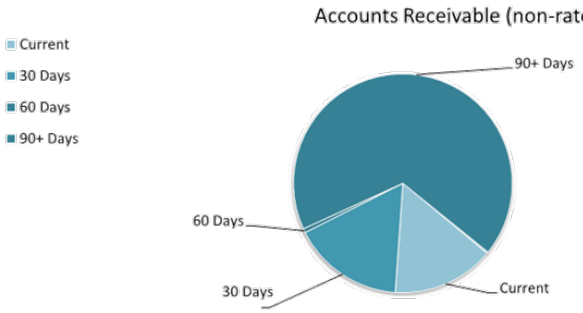
Trade and other receivables include amounts due from ratepayers for unpaid rates and statutory charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

7 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Bridgetown Swimming Pool	112	938,795	0	0	0	(88,416)	938,795	850,379	0	(37,043)
Liquid Waste Facility	116	32,074	0	0	0	(10,483)	32,074	21,591	0	(578)
Youth Precinct Redevelopment	117	98,269	0	0	0	(19,074)	98,269	79,195	0	(1,395)
Bridgetown Civic Centre Revitalisation	118	63,783	0	0	0	(12,380)	63,783	51,403	0	(905)
Youth Precinct Redevelopment (Stage 2)	119	130,397	0	0	0	(16,239)	130,397	114,158	0	(5,680)
Depot Construction	121	2,661,050	0	0	(39,974)	(80,998)	2,621,076	2,580,052	(69,878)	(138,706)
Depot Construction - 2	122	0	0	300,000	0	(4,328)	0	295,672	0	(7,878)
Total		**3,924,368**	**0**	**300,000**	**(39,974)**	**(231,918)**	**3,884,394**	**3,992,450**	**(69,878)**	**(192,185)**
Current borrowings		227,590					187,616			
Non-current borrowings		3,696,778					3,696,778			
		3,924,368					**3,884,394**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2026-27

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Depot Building Completion	0	300,000	WATC	Debenture	20	7,878	5.10	0	300,000	0
	0	**300,000**				**7,878**		**0**	**300,000**	**0**

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

8 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Gym Equipment	007	250,474	0	0	(14,348)	(58,390)	236,126	192,084	(2,880)	(10,524)
2023 Toyota Hilux (CESM)	005	3,644	0	0	0	(3,644)	3,644	0	0	(510)
Phone System	New	0	0	35,000	0	0	0	35,000	0	0
Total		**254,118**	**0**	**35,000**	**(14,348)**	**(62,034)**	**239,770**	**227,084**	**(2,880)**	**(11,034)**
Current lease liabilities		62,034					47,686			
Non-current lease liabilities		192,084					192,084			
		254,118					**239,770**			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

9 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$
Grants and subsidies							
Grants Commission - Roads	0	0	0	0	179,234	44,809	68,978
Grants Commission - General	0	0	0	0	135,498	33,875	34,100
Australia Day	0	0	0	0	10,000	0	0
DFES Migration Activity Fund	0	0	0	0	167,175	41,794	167,175
Fire Prevention Non-Recurrent Grants	0	0	0	0	107,420	26,855	0
DFES contirbution for CESM	0	0	0	0	100,000	25,000	0
LGGS - Fire Brigade	0	0	0	0	260,490	35,490	65,123
LGGS - SES	0	0	0	0	23,030	5,758	5,758
Talison - Place Planning	0	0	0	0	125,000	31,251	0
State Library Grant	0	0	0	0	23,000	5,750	0
Regional Road Group - Direct Grant	0	0	0	0	260,000	65,001	261,329
Regional Road Group - Direct Grant	0	0	0	0	261,329	261,329	0
Heritage Festival Funding	0	0	0	0	2,400	0	0
TOTALS	**0**	**0**	**0**	**0**	**1,654,576**	**576,910**	**602,461**

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

10 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$
Capital grants and subsidies							
DWER Grant - Bushfire Brigade Water Tanks	0	0	0	0	73,330	18,333	0
Sunnyside Brigade Solar	0	0	0	0	15,000	3,750	572
ANPR CCTV Camera Grant	0	40,686	0	40,686	40,686	10,173	0
Talison - Partnering for the Future - Greenbushes Town Hall	0	0	0	0	780,000	195,000	0
Other Recreation & Sport Grants	0	0	0	0	800,000	0	0
Talison - Partnering for the Future - Highlands Estate Park	0	0	0	0	180,000	120,000	0
Talison - Partnering for the Future - Bridgetown Liesure Centre Pool Upgrades	0	0	0	0	300,000	0	0
Talison - Partnering for the Future - Road Projects	0	0	0	0	460,000	114,999	0
Roads to Recovery	0	0	0	0	1,193,333	298,332	334,139
DFES - Bridgetown Shire Depot Construction	0	0	0	0	570,000	142,500	324,244
Winnijup Road Bridge	0	0	0	0	100,000	24,999	0
Regional Road Group	0	359,544	(14,378)	345,166	873,334	218,334	14,378
TOTALS	**0**	**400,230**	**(14,378)**	**385,852**	**5,385,683**	**1,146,420**	**673,333**

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

11 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2026	Amount Received	Amount Paid	Closing Balance 30 September 2026
	$	$	$	$
Other Visitor Centre Commission Sales	630	5,599	(5,308)	**921**
TransWA - Ticket Sales	265	1,456	(909)	**812**
Accomodation Payment Returned	231	0	0	**231**
	1,126	**7,055**	**(6,217)**	**1,964**

SHIRE OF BRIDGETOWN - GREENBUSHES
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

12 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						0
Waste facility final landform and closure study	OCM163-26/27	Operating expenses			(50,000)	(50,000)
Refuse site post closure reserve	OCM163-26/27	Reserve		50,000		0
Traffic crossing shelter	OCM163-26/27	Capital expenses			(12,000)	(12,000)
Future funds reserve	OCM163-26/27	Reserve		12,000		0
				62,000	**(62,000)**	**0**

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
DIRECT DEBITS				
DD20694.1	14/10/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	18,610.22
DD20694.2	14/10/2026	MLC MASTERKEY SUPER	SUPERANNUATION CONTRIBUTIONS	89.05
DD20694.3	14/10/2026	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1,142.31
DD20694.4	14/10/2026	GESB SUPER SCHEME	SUPERANNUATION CONTRIBUTIONS	714.92
DD20694.5	14/10/2026	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	991.54
DD20694.6	14/10/2026	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	117.68
DD20694.7	14/10/2026	NETWEALTH SUPERANNUATION - PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	646.15
DD20694.8	14/10/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	322.55
DD20694.9	14/10/2026	THE TRUSTEE FOR MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	94.59
DD20694.10	14/10/2026	THE TRUSTEE FOR WAIKAWA DREAMING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	396.90
DD20694.11	14/10/2026	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	372.63
DD20694.12	14/10/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	6,285.82
DD20694.13	14/10/2026	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	408.63
DD20694.14	14/10/2026	HOSTPLUS SUPERANNUATION FUND BASIC	SUPERANNUATION CONTRIBUTIONS	669.04
DD20694.15	14/10/2026	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	616.35
DD20694.16	14/10/2026	UNISUPER	SUPERANNUATION CONTRIBUTIONS	969.45
DD20694.17	14/10/2026	COLONIAL FIRST STATE - FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	801.52
DD20694.18	14/10/2026	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	1,714.11
DD20694.19	14/10/2026	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	1,359.80
DD20694.20	14/10/2026	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	374.62
DD20694.21	14/10/2026	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	994.09

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
B/S		WESTPAC BANK	WAGES - PAY PERIOD ENDING 28/10/2026	197,043.03
B/S		WESTPAC BANK	WAGES - PAY PERIOD ENDING 14/10/2026	197,654.04
CREDIT CARD PURCHASES				
WESTPAC CORPORATE CREDIT CARD - CEO				
DD20695.1	31/10/2026	VIBE BRIDGETOWN	SUPPLIES FOR FIRE SAFE COMMUNITY EVENT	12.00
DD20695.2	31/10/2026	VIBE BRIDGETOWN	SUPPLIES FOR FIRE SAFE COMMUNITY EVENT	12.00
DD20695.3	30/10/2026	RED DOT STORES MANJIMUP	SUPPLIES FOR FIRE SAFE COMMUNITY EVENT	47.47
DD20695.4	29/10/2026	WOOLWORTHS ONLINE	SUPPLIES FOR FIRE SAFE COMMUNITY EVENT	246.40
DD20695.5	26/10/2026	BP BALDIVIS	DIESEL - B0100	109.51
DD20695.6	26/10/2026	CPP CONVENTION CENTRE	PARKING FOR MEETING	27.00
DD20695.7	21/10/2026	THE MULBERRY TREE	REFRESHMENTS FOR MEETING	11.90
DD20695.8	08/10/2026	BUNNINGS GROUP	RAFFLE PRIZE FOR FIRE SAFE COMMUNITY EVENT	91.00
DD20695.9	08/10/2026	SIGNET PTY LTD WAKERLEY	SUPPLIES FOR FIRE SAFE COMMUNITY EVENT	93.82
DD20695.10	08/10/2026	VISTAPRINT	SUPPLIES FOR FIRE SAFE COMMUNITY EVENT	164.99
DD20695.11	04/10/2026	CARD FEE	CARD FEE	10.00
WESTPAC CORPORATE CREDIT CARD - DPME				
DD20695.12	28/10/2026	BUSSELTON ADV DRIVER	WORKS STAFF MC SEMI DRIVER TRAINING	1,495.00
DD20695.13	23/10/2026	BADT ADVANCED DRIVER	WORKS STAFF MC SEMI DRIVER TRAINING	500.00
DD20695.14	20/10/2026	UNITED PETROLEUM MANJIMUP	AD-BLUE FUEL	346.96
DD20695.15	20/10/2026	STARLINK	ICC STARLINK INTERNET SERVICE	236.01
DD20695.16	20/10/2026	WOOLWORTHS MANJIMUP	DEPOT GRAND OPENING FOOD AND DRINKS	423.76

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
DD20695.17	14/10/2026	TEAMGANTT LONDON	PROJECT MANAGEMENT GANTT SOFTWARE	288.67
DD20695.18	09/10/2026	MONDAY.COM	MONDAY.COM WORKS DEPARTMENT MAN AGENT SOFTWARE	1,033.67
DD20695.19	04/10/2026	CARD FEE	CARD FEE	10.00
WESTPAC CORPORATE CREDIT CARD - CESM				
DD20695.19	31/10/2026	BP DONNYBROOK	DIESEL - B031	173.60
DD20695.20	25/10/2026	WATTLESEED BARN CAFÉ	MEALS FOR VOLUNTEERS - DFES TRAINING FIREFIGHTING SKILLS	55.40
DD20695.21	21/10/2026	STARLINK	BRMC STARLINK SERVICE 21/10/2016 - 21/11/2026 | CESM STARLINK SERVICE 21/10/2026 - 21/11/2026	169.99
DD20695.22	04/10/2026	CARD FEE	CARD FEE	10.00
DD20695.23	01/10/2026	HARVEY NORMAN BUNBURY	BRMC STARLINK MINI HARDWARE	288.00
DD20695.24	01/10/2026	STARLINK	BRMC STARLINK SERVICE 1/10/2016 - 21/10/2026	55.48
WESTPAC CORPORATE CREDIT CARD - MBMO				
DD20695.25	04/10/2026	CARD FEE	CARD FEE	1,495.00
WESTPAC CORPORATE CREDIT CARD - DCECD				
DD20695.26	30/10/2026	DSAK PTY LTD - MITRE 10	PORTABLE STICK VACUUM FOR BLC	330.60
DD20695.27	30/10/2026	DSAK PTY LTD - MITRE 10	CHEF ELECTRIC UPRIGHT COOKER FOR BLC KIOSK	658.00
DD20695.28	30/10/2026	DSAK PTY LTD - MITRE 10	BBQ COVER, POTTING MIX AND TROWEL FOR OUTDOOR SEATING AREA AT BLC	61.22
DD20695.29	30/10/2026	HILL VIEW GARDEN CENTRE	REPLACEMENT POT PLANTS FOR OUTDOOR SEATING AREA AT BLC	58.00
DD20695.30	29/10/2026	BRIDGETOWN NEWSAGENCY	FAREWELL GREETING CARDS	21.97
DD20695.31	24/10/2026	BUNNINGS BUNBURY	CHEMICAL JIGGLE SYPHON	31.90
DD20695.32	19/10/2026	DJ CITY	SPORTS HEADSET AND RECEIVER FOR GROUP FITNESS PA SYSTEM	161.15
DD20695.33	16/10/2026	DSAK PTY LTD - MITRE 10	STORAGE CONTAINERS AND CLEANING SUPPLIES FOR BLC	48.00
DD20695.34	16/10/2026	BRIDGETOWN NEWSAGENCY	ARCHIVE BOXES	23.80

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
DD20695.35	15/10/2026	INTUIT MAILCHIMP	MAILCHIMP FOR WHAT'S ON - VISITOR CENTRE	38.33
DD20695.36	14/10/2026	DSAK PTY LTD - MITRE 10	STORAGE CONTAINERS FOR BLC	51.00
DD20695.37	12/10/2026	INTUIT MAILCHIMP	MAILCHIMP FOR LIBRARY NEWSLETTER	38.31
DD20695.38	09/10/2026	SOUNDTRACK	ANNUAL COMMERCIAL MUSIC SUBSCRIPTION FOR BLC	729.24
DD20695.39	08/10/2026	DSAK PTY LTD - MITRE 10	HASP AND PADLOCK FOR LIBRARY CABINET	31.95
DD20695.40	06/10/2026	NET WORLD SPORTS LTD	REPLACEMENT WATER POLO NETS AND BALLS FOR BLC	1,452.46
DD20695.41	04/10/2026	BUNNINGS BUNBURY	PAINT SCRAPER, PORTABLE RDC ADAPTER, VANDAL PROOF TAB, CLEANING SUPPLIES	78.85
DD20695.42	04/10/2026	CARD FEE	CARD FEE	10.00
AMPOL FUEL CARD PURCHASES				
DD20756.1	07/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B031 - 48.98L - DIESEL	132.69
DD20756.1	12/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B031 - 50.7L - DIESEL	137.35
DD20756.1	16/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B031 - 54.06L - DIESEL	146.45
DD20756.1	23/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B031 - 61.49L - DIESEL	166.58
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B031 - 62.11L - DIESEL	164.53
DD20756.1	02/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0010 - 54.36L - ULP	126.06
DD20756.1	18/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0010 - 47.66L - ULP	112.91
DD20756.1	26/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B077 - 28.66L - DIESEL	77.64
DD20756.1	25/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B8924 - 72.48L - DIESEL	196.35
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B7949 - 18.25L - DIESEL	48.36
DD20756.1	13/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16240 - 29.18L - ULP	70.00
DD20756.1	14/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16182 - 61.54L - DIESEL	166.71

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
DD20756.1	29/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16182 - 59.88L - DIESEL	158.62
DD20756.1	02/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B1158 - 26.02L - ULP	60.34
DD20756.1	13/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B1158 - 25.39L - ULP	60.91
DD20756.1	20/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B1158 - 26.48L - ULP	62.23
DD20756.1	07/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	25OK - 19.03L - DIESEL	51.55
DD20756.1	02/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	GR34 - 116.41L - DIESEL	320.01
DD20756.1	04/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	122B - 29.6L - DIESEL	81.37
DD20756.1	26/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	122B - 48.05L - DIESEL	130.17
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	122B - 10.82L - DIESEL	28.68
DD20756.1	07/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17105 - 40.68L - DIESEL	110.20
DD20756.1	19/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17105 - 56.28L - DIESEL	152.46
DD20756.1	19/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17105 - 9.42L - ULP	22.61
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17105 - 45.59L - DIESEL	120.77
DD20756.1	07/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1TKA760 - 304.67L - DIESEL	825.35
DD20756.1	06/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17187 - 50.02L - DIESEL	135.50
DD20756.1	14/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17187 - 69.95L - PRMDSLA	187.40
DD20756.1	21/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17187 - 57.03L - DIESEL	151.64
DD20756.1	11/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B15224 - 38.94L - DIESEL	105.49
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0103 - 26.88L - DIESEL	71.21
DD20756.1	02/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B8598 - 33.4L - ULP	77.45
DD20756.1	08/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B8598 - 42.58L - ULP	102.15
DD20756.1	07/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	0B - 56.08L - ULP	132.29

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
DD20756.1	21/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	0B - 54.59L - ULP	127.69
DD20756.1	26/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	0B - 53.23L - ULP	124.42
DD20756.1	02/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IAD685 - 49.75L - DIESEL	136.76
DD20756.1	16/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IAD685 - 58.9L - DIESEL	159.56
DD20756.1	30/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IAD685 - 58.11L - DIESEL	153.93
DD20756.1	30/09/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 21.23L - DIESEL	58.36
DD20756.1	02/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 19.68L - DIESEL	54.12
DD20756.1	05/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 18.23L - DIESEL	49.39
DD20756.1	07/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 18.04L - DIESEL	48.87
DD20756.1	09/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 20.39L - DIESEL	55.24
DD20756.1	12/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 18.92L - DIESEL	51.25
DD20756.1	14/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 17.55L - DIESEL	47.56
DD20756.1	16/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 18.13L - DIESEL	49.13
DD20756.1	19/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 19.08L - DIESEL	51.69
DD20756.1	21/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 17.86L - DIESEL	47.49
DD20756.1	23/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 21.06L - DIESEL	57.07
DD20756.1	26/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 31.96L - DIESEL	86.58
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 17.28L - DIESEL	45.79
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 16.27L - DIESEL	43.10
DD20756.1	30/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B16061 - 19.63L - DIESEL	52.02
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17667 - 13.28L - DIESEL	35.18
DD20756.1	28/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17667 - 21.91L - DIESEL	58.04

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
DD20756.1	11/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17710 - 3.58L - DIESEL	9.71
DD20756.1	21/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17710 - 31.47L - DIESEL	83.68
DD20756.1	23/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B17710 - 18.2L - DIESEL	49.30
DD20756.1	30/09/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IUG348 - 32L - ULP	74.21
DD20756.1	03/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IUG348 - 31.78L - ULP	72.74
DD20756.1	07/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IUG348 - 40.1L - ULP	93.39
DD20756.1	09/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IUG348 - 47.09L - ULP	112.97
DD20756.1	12/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IUG348 - 32.96L - ULP	77.42
DD20756.1	12/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IUG348 - 36.46L - ULP	85.64
DD20756.1	13/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	1IUG348 - 41.21L - ULP	91.03
DD20756.1	05/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0102 - 53.01L - DIESEL	143.60
DD20756.1	02/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0100 - 36.58L - ULP	84.46
DD20756.1	04/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0100 - 35.15L - ULP	80.81
DD20756.1	09/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0100 - 43.02L - ULP	101.05
DD20756.1	13/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0100 - 38.29L - ULP	84.58
DD20756.1	17/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0100 - 48.72L - ULP	111.52
DD20756.1	23/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B0100 - 43.35L - ULP	101.83
DD20756.1	07/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B8880 - 62.94L - DIESEL	170.50
DD20756.1	14/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B8880 - 44.48L - DIESEL	120.50
DD20756.1	21/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	B8880 - 19.6L - DIESEL	52.12

BPAY

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
05102026	05/10/2026	TELSTRA	TELEPHONE & INTERNET CHARGES FOR SEPTEMBER 2026	1,200.38
29102026	29/10/2026	WATER CORPORATION	WATER USAGE CHARGES	6,657.77
30102026	29/10/2026	DEPARTMENT OF TRANSPORT	6 MONTHS VEHICLE REGISTRATION	131.90
291020261	29/10/2026	WATER CORPORATION	WATER USAGE CHARGES	2,724.03
301020261	30/10/2026	PHARMACY 777 BRIDGETOWN	6 X 1LT BOTTLES OF SUNSCREEN	211.66
ELECTRONIC PAYMENTS				
EFT44881	08/10/2026	JULIA ANN BOYLE	COUNCILLOR ALLOWANCES	605.11
EFT44882	08/10/2026	STEPHEN CARSTAIRS	COUNCILLOR ALLOWANCES	2,140.84
EFT44883	08/10/2026	MICHAEL JOHN FLETCHER	COUNCILLOR ALLOWANCES	605.11
EFT44884	08/10/2026	KELLI NARELLE GILLIES	COUNCILLOR ALLOWANCES	605.11
EFT44885	08/10/2026	ANDREW JAMES MCRAE	COUNCILLOR ALLOWANCES	605.11
EFT44886	08/10/2026	LYNDON GRAEME PEARCE	COUNCILLOR ALLOWANCES	605.11
EFT44887	08/10/2026	ANTONINO PRATICO	COUNCILLOR ALLOWANCES	605.11
EFT44888	08/10/2026	REBECCA REDMAN	COUNCILLOR ALLOWANCES	914.03
EFT44889	08/10/2026	SIMON ROBINSON	COUNCILLOR ALLOWANCES	593.54
EFT44890	09/10/2026	ABCO PRODUCTS PTY LTD	CLASSIC BIN LINERS EXTRA HEAVY DUTY, BULK CLEANING SOLUTION	511.83
EFT44891	09/10/2026	ADAM JENKINS TREE SERVICES PTY LTD	REMOVAL OF BOX TREE - CIVIL CARPARK	2,200.00
EFT44892	09/10/2026	ANTHONY STALEY T/AS AJ STALEY CARPENTRY	GREENBUSHES OFFICES & THOMPSON PARK NEW TOILET DOORS	2,255.00
EFT44893	09/10/2026	APPLIANCE TESTING SUPPLIES	DIRECT THERMAL TEST TAGS FOR SEAWARD PROTAG XL ELITE PRINTER	223.30
EFT44894	09/10/2026	ARTISTRALIA	LICENCE FOR ZESTY ZENIOR 7 OCTOBER SCREENING OF HOLY DAYS	176.00
EFT44895	09/10/2026	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LICENCE RENEWAL 254355/1 - GLENTULLOCH ROAD INCLUDING LAND MOBILE/AMBULATORY SYSTEM	1,167.00

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT44896	09/10/2026	B & B STREET SWEEPING PTY LTD	STREET SWEEPING SERVICES FOR THE MONTH OF AUGUST	4,187.04
EFT44897	09/10/2026	BLACKWOOD RURAL SERVICES	CHAINSAW REPAIRS	234.65
EFT44898	09/10/2026	BLACKWOOD VALLEY REALESTATE	ROUTINE PROPERTY INSPECTION	220.00
EFT44899	09/10/2026	BLACKWOOD VALLEY PROPERTY MAINTENANCE AND CONSTRUCTION	REPLACE CEILING TILES AND INSULATE WALL IN KITCHEN - LESSER HALL	1,540.00
EFT44900	09/10/2026	BRIDGETOWN POTTERY RESTAURANT	CATERING FOR OCM 27/08/2026	423.50
EFT44901	09/10/2026	BRIDGETOWN MITRE 10 & RETRAVISION	MICROWAVE, GAS BOTTLES, , BAGGING TROLLEY AND TIE DOWN STRAPS, MAKITA GRINDER SKIN ONLY, PADLOCKS, ROSE FERTILISER, BUILDING MAINTENANCE CONSUMABLES	2,400.37
EFT44902	09/10/2026	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPERS CHARGES FOR LIBRARY AND ADMIN - AUGUST 2026	154.70
EFT44903	09/10/2026	CJM ATTACHMENTS PTY LTD - THE TRUSTEE FOR CHRIS MONK FAMILY TRUST	K-9 KUBE FITTING FOR ANIMAL MANAGEMENT AND TRANSPORT ON RANGER VEHICLE	33,180.40
EFT44904	09/10/2026	XANDRA CURNOCK	FINANCE CONTRACTING SERVICES - 22 AUGUST TO 31 AUGUST 26	1,238.40
EFT44905	09/10/2026	IAN ENGLERT	TUNING OF PIANOS - MAIN HALL STAGE & LESSER HALL, CIVIC CENTRE	600.00
EFT44906	09/10/2026	ENVIROBOOK	VISITORS CENTRE STOCK FOR RESALE	399.85
EFT44907	09/10/2026	FAIRTEL PTY LTD	26/27 MONTHLY TELEPHONE AND NBN CHARGES FOR SES	190.95
EFT44908	09/10/2026	GARVS AUTO ELECTRICS PTY LTD	SUPPLY AND FIT NEW AERIAL AND REWIRE THE RADIO ON B0102	446.00
EFT44909	09/10/2026	GFM CONTRACTING	COMPLETION OF FURTHER SAFE WORK PRACTICES, SAFE WORK METHOD STATEMENTS AND JSA RISK ASSESSMENT	4,730.00
EFT44910	09/10/2026	GRACE RECORDS MANAGEMENT PTY LTD	MONTHLY CONFIDENTIAL BIN DESTRUCTION AND BIN RENTAL	19.07
EFT44911	09/10/2026	HANSEN'S HOT BREAD SHOP	FLAT WHITE BREAD ROLLS, WHITE SLICED SANDWICH LOAVES	121.80
EFT44912	09/10/2026	HARMONIC ENTERPRISES PTY LTD	MANAGED IT SERVICES FEE AND DR HOSTING - AUGUST	10,422.50
EFT44913	09/10/2026	HELEN HIGGINS	RATES REFUND FOR ASSESSMENT A43252	2,962.63
EFT44914	09/10/2026	HILLVIEW ELECTRICAL SERVICE	INSTALLATION OF CEILING SENSOR SWITCHES & REMOVE/REPLACE LIGHT SWITCHES IN ABLUTIONS AND EXIT LIGHTING AT CIVIC CENTRE, ISOLATION OF SCOREBOARDS X 3 AT BLC	2,084.50
EFT44915	09/10/2026	INFIELD SERVICES PTY LTD	SERVICING OF HESTER BROOK LIGHT TANKER	4,541.01
EFT44916	09/10/2026	MB TRAFFIC PLANNING & MANAGEMENT	PREPARE TRAFFIC MANAGEMENT PLANT FOR BLECHYNDEN STREET KERBING	1,237.50

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT44917	09/10/2026	MCLEODS LAWYERS PTY LTD	LEGAL SERVICES	4,004.00
EFT44918	09/10/2026	METAL ARTWORK BADGES	STAFF BADGES X 8	113.30
EFT44919	09/10/2026	MJP LINEN	DRYCLEANING OF 13 TABLECLOTHS AFTER ZESTY ZENIORS MIDDAY MATINEE	86.52
EFT44920	09/10/2026	MOKOH DESIGN	VISITORS CENTRE STOCK FOR RESALE	275.75
EFT44921	09/10/2026	NATURALISTE TURF	SUPPLY AND APPLICATION OF BROADLEAF HERBICIDE TO ENTIRE TURF SURFACE AT THE BRIDGETOWN SPORTS GROUND	4,168.00
EFT44922	09/10/2026	NJ MECHANICAL	SERVICING OF 2004 POLMAC TRAILER	426.80
EFT44923	09/10/2026	ON2IT	WALKERS STICKERS AND METAL PLATES - 95X95MM SQUARES FOR WALKING TRAILS	1,099.00
EFT44924	09/10/2026	PRINT MEDIA GROUP	DFES VEHICLE IDENTIFIER STICKERS	94.14
EFT44925	09/10/2026	THE QUALITY SHOP	MAMMA MIA DANCE AND MOVIE NIGHT ADVERT	155.00
EFT44926	09/10/2026	QUILLBEN PTY LTD	RATES REFUND FOR ASSESSMENT	1,953.00
EFT44927	09/10/2026	RICHFEEDS AND RURAL SUPPLIERS	APPARENT GLYPHOSATE 450 20LT	1,272.50
EFT44928	09/10/2026	SEEK LIMITED	SEEK ADVERTISING CREDIT FOR 12 MONTHS	16,500.00
EFT44929	09/10/2026	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	291.50
EFT44930	09/10/2026	SOUTHERN LOCK AND SECURITY	SERVICE CALL OUT & LABOUR OF BATTERY CHANGE	240.50
EFT44931	09/10/2026	STATE LIBRARY OF WESTERN AUSTRALIA	ANNUAL BETTER BEGINNINGS SUBSCRIPTION	232.78
EFT44932	09/10/2026	STEWART & HEATON CLOTHING CO PTY LTD	EMERGENCY SERVICES UNIFORM	416.79
EFT44933	09/10/2026	SW PRECISION PRINT	BUSINESS CARDS FOR SIX PERSONNEL	785.00
EFT44934	09/10/2026	THE OWNERS OF BRIDGETOWN GARDENS SP41146	HIRE OF FUNCTION CENTRE FOR 09/09/2026 AND 23/09/2026	500.00
EFT44935	09/10/2026	THE LINEN PRESS	VISITORS CENTRE STOCK FOR RESALE	653.19
EFT44936	09/10/2026	THORPE'S TEST AND TAG	TESTING & TAGGING ALLOWANCE FOR SHIRE ELECTRICAL EQUIPMENT	1,265.00
EFT44937	09/10/2026	TRANSITION BRIDGETOWN	COMMUNITY GRANT FUNDING	1,353.00
EFT44938	09/10/2026	TYRES AND MORE BRIDGETOWN	REPAIR TYRE FOR JOHN DEERE GRADER	150.00

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT44939	09/10/2026	VANGUARD PRESS	VISITORS CENTRE STOCK FOR RESALE	459.76
EFT44940	09/10/2026	WATTLESEED BARN CAFE & FLORIST	FOR SUPPLY OF 50 SAVOURY MUFFINS FOR AUSTRALIA DAY CELEBRATIONS, CATERING FOR COUNCILLORS PLANNING TRAINING DAY	520.00
EFT44941	09/10/2026	WESTRAC PTY LTD	CONVEX MIRROR FOR 2020 CW4 CATERPILLAR ROAD ROLLER	459.97
EFT44942	09/10/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA COURSE - DIPLOMA OF LOCAL GOVERNMENT (PLANNING), ONLINE TRAINING MODULE FOR 2 COUNCILLORS	6,968.00
EFT44943	09/10/2026	WINC AUSTRALIA PTY LTD	OFFICE STATIONERY	181.27
EFT44944	22/10/2026	JULIA ANN BOYLE	COUNCILLOR ALLOWANCES	605.11
EFT44945	22/10/2026	STEPHEN CARSTAIRS	COUNCILLOR ALLOWANCES	2,140.84
EFT44946	22/10/2026	MICHAEL JOHN FLETCHER	COUNCILLOR ALLOWANCES	605.11
EFT44947	22/10/2026	KELLI NARELLE GILLIES	COUNCILLOR ALLOWANCES	605.11
EFT44948	22/10/2026	ANDREW JAMES MCRAE	COUNCILLOR ALLOWANCES	605.11
EFT44949	22/10/2026	LYNDON GRAEME PEARCE	COUNCILLOR ALLOWANCES	605.11
EFT44950	22/10/2026	ANTONINO PRATICO	COUNCILLOR ALLOWANCES	605.11
EFT44951	22/10/2026	REBECCA REDMAN	COUNCILLOR ALLOWANCES	914.03
EFT44952	22/10/2026	2R ELECTRICAL	SUPPLY AND FIT 3 X POWER POINTS WIRE AND FIT OFF AND 2 NEW GPO'S IN THE LESSER HALL.	1,430.00
EFT44953	22/10/2026	ABCO PRODUCTS PTY LTD	BULK TOILET PAPER AND SUPER ABSORBENT GEL	686.24
EFT44954	22/10/2026	ACORN PROJECTS PTY LTD	INSTALLATION OF REPLACEMENT CABINETRY IN LESSER HALL KITCHEN	3,308.00
EFT44955	22/10/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PARTS FOR MOTOR GRADER - B4605	3,520.00
EFT44956	22/10/2026	AMITY SIGNS	900X600 CORNER HOLES 'CHEMICALLY TREATED TIMBER' SIGN	159.50
EFT44957	22/10/2026	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES RECOVERY SEPTEMBER 2026	638.00
EFT44958	22/10/2026	ARTISTRALIA	LICENSE FOR ZESTY ZENIOR'S NOVEMBER MOVIE MATINEE RAT RACE	198.00
EFT44959	22/10/2026	AUSTRALIAN TAXATION OFFICE	PAYG PAYMENT - JULY TO OCTOBER 26	440,110.25
EFT44960	22/10/2026	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	ANNUAL LICENCE RENEWAL - LAND MOBILE AMBULATORY SYSTEM	118.00

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT44961	22/10/2026	AUSQ TRAINING	DEPOSIT TO SECURE TRAFFIC MANAGEMENT TRAINING DATE	1,500.00
EFT44962	22/10/2026	BCE SURVEYING PTY LTD	FEATURE SURVEY: SLK 5.2 – 5.7 TWEED ROAD	8,679.00
EFT44963	22/10/2026	BKS REFRIGERATION & AIRCONDITIONING PTY LTD	BRIDGETOWN SPORTS GROUND PUMPHOUSE - INSTALLATION OF CABINET EXHAUST FAN	1,573.00
EFT44964	22/10/2026	BLACKWOOD RURAL SERVICES	HUSQVARNA CHAINSAW 572 X3	3,996.00
EFT44965	22/10/2026	BLACKWOOD ENVIRONMENT SOCIETY	18 POTS KANGAROO PAW	216.00
EFT44966	22/10/2026	BLACKWOOD HEAVY TILT	TRANSPORTING MITIGATION SKID STEER TO WANDILLUP FIRE STATION.	500.00
EFT44967	22/10/2026	BLACKWOOD RIVER ARTS TRAIL INC	COMMUNITY GRANT FUNDING	2,000.00
EFT44968	22/10/2026	BLACKWOOD VETERINARY CENTRE	VETERINARY CARE FOR RANGER SERVICES	185.64
EFT44969	22/10/2026	BLACKWOOD CHAMBER OF COMMERCE AND INDUSTRY	BCCI BUSINESS EXCELLENCE AWARDS TICKET PURCHASE	880.00
EFT44970	22/10/2026	BRIDGETOWN POTTERY RESTAURANT	CATERING FOR ORDINARY COUNCIL MEETING - 27/08/2026	423.50
EFT44971	22/10/2026	BRIDGETOWN AGRICULTURAL SOCIETY (INC)	COMMUNITY GRANT FUNDING	5,500.00
EFT44972	22/10/2026	BRIDGETOWN LAWN TENNIS CLUB INC	COMMUNITY GRANT FUNDING	6,000.00
EFT44973	22/10/2026	BRIDGETOWN COMMUNITY RESOURCE CENTRE INC	SES POWER CONSUMPTION REIMBURSEMENT	262.70
EFT44974	22/10/2026	BRIDGETOWN BASKETBALL ASSOCIATION	BEVERAGES FOR RESALE AT BLC KIOSK	689.40
EFT44975	22/10/2026	BRIDGETOWN MITRE 10 & RETRAVISION	DISHWASHER, FRIDGE, STORAGE CONTAINERS, BUILDING MAINTENANCE CONSUMABLES	2,026.33
EFT44976	22/10/2026	BRIDGETOWN PAINT SALES	2.1 METRE DUAL PURPOSE LADDER, CONSUMABLES	464.95
EFT44977	22/10/2026	BRIDGETOWN TIMBER & HARDWARE	HIRE OF CONCRETE SAW	530.00
EFT44978	22/10/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	194.92
EFT44979	22/10/2026	CIVIL SAFETY	DOGMAN TRAINING	1,225.00
EFT44980	22/10/2026	CLEANAWAY PTY LTD	2026-27 MONTHLY RUBBISH COLLECTION AND DISPOSAL FEES	82,200.37
EFT44981	22/10/2026	CLOVERS GENERAL & LIQUOR STORE	LEADERSHIP TRAINING CATERING, MONTHLY STAFF AMENITIES FOR BLC	55.81
EFT44982	22/10/2026	DATANET ASIA PACIFIC PTY LTD	INFRINGEMENT PORTABLE PRINTER	2,199.12

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT44983	22/10/2026	DAVMECH	LOADER HIRE	499.99
EFT44984	22/10/2026	ADAM DAVEY CONSULTING	SOIL TEST FERTILISER BLEND 1.6 TONNE	5,491.20
EFT44985	22/10/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES - MONITORING	ANNUAL ALARM MONITORING	1,881.00
EFT44986	22/10/2026	DOMESTIC MAINTENANCE SW	REPAIR TO BENCH SEATS AND PAINTING TIMBER AT GREENBUSHES CEMETERY	3,275.45
EFT44987	22/10/2026	FAIRTEL PTY LTD	BRIDGETOWN SES PHONE MONTHLY CHARGE	190.95
EFT44988	22/10/2026	GARVS AUTO ELECTRICS PTY LTD	INSTALL JUMP START POINT ON HESTER BROOK 3.4	532.00
EFT44989	22/10/2026	JULIE LYNN GARDIN	RATES REFUND FOR ASSESSMENT A14613	806.50
EFT44990	22/10/2026	GLANCY DEVELOPMENTS PTY LTD	12 WEEKS RENT FOR 15 FORREST STREET BRIDGETOWN	6,600.00
EFT44991	22/10/2026	GREENBUSHES COMMUNITY RESOURCE CENTRE	ANNUAL SHIRE SATELLITE SERVICE AGREEMENT PAYMENT	2,600.00
EFT44992	22/10/2026	GROW GREENBUSHES INCORPORATED	CONTRIBUTION TOWARDS GROW GREENBUSHES AUSTRALIA DAY BREAKFAST ANNUAL EVENT	1,545.00
EFT44993	22/10/2026	DEJAN GUJA	EHO WORK SEPTEMBER 2026	8,432.50
EFT44994	22/10/2026	HARMONIC ENTERPRISES PTY LTD	CONFIGURATION, AND INSTALLATION OF NEW POINT OF SALE STANDALONE COMPUTER AND SERVER MOVE	5,050.10
EFT44995	22/10/2026	YVONNE HAYES	PENSIONER REFUND 25/26	817.83
EFT44996	22/10/2026	HESTER BROOK BUSH FIRE BRIGADE	MITIGATION BURN WORKS	1,430.00
EFT44997	22/10/2026	IPWEA AUSTRALASIA	NAMS+ SUBSCRIPTION FOR ASSET MANAGEMENT PLANNING	1,182.50
EFT44998	22/10/2026	ISUBSCRIBE	LIBRARY SUBSCRIPTION	194.98
EFT44999	22/10/2026	IXOM OPERATIONS PTY LTD	SERVICE FEE - 920L CHLORINE RENTAL AUGUST 26	168.63
EFT45000	22/10/2026	LANDGATE	LAND VALUATION ENQUIRY CHARGES	609.77
EFT45001	22/10/2026	LINFOX ARMAGUARD PTY LTD	MONTHLY CASH COLLECTION & PROCESSING FEE	1,149.61
EFT45002	22/10/2026	LOGO APPOINTMENTS	ACTING MANAGER PEOPLE & CULTURE - PARENTAL LEAVE COVER	3,650.79
EFT45003	22/10/2026	LYNAM ENTERPRISES PTY LTD	150MM IRONSTONE SPALLS/RIP RAP BLACKWOOD ROAD STREETSCAPE (GARDEN BEDS)	2,310.00
EFT45004	22/10/2026	MG SETTLEMENTS	RATES REFUND FOR ASSESSMENT A48612	699.54

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT45005	22/10/2026	NATURALISTE TURF	SUPPLY AND APPLICATION OF GRASS WEED HERBICIDE - BRIDGETOWN SPORTSGROUND	4,995.00
EFT45006	22/10/2026	P.A. DOUST & CO.	SUPPLY AND DELIVER 5M OF SCREENED SAND	1,300.00
EFT45007	22/10/2026	PIVOTEL SATELLITE PTY LTD	WORKS CREW SATELLITE PHONE SERVICE SEPTEMBER 2026	260.00
EFT45008	22/10/2026	DARREN REEVES	INSURANCE REPAIRS TO DAMAGED SHIRE ADMIN BUILDING, PAVING OF ROAD ISLANDS AND CONSUMABLES	10,470.00
EFT45009	22/10/2026	REPCO	20L RED CONCENTRATE, 20L GREEN CONCENTRATE AND FIRE EXTINGUISHER WITH FRAME	360.05
EFT45010	22/10/2026	RICHFEEDS AND RURAL SUPPLIERS	APPARENT GLYPHOSATE 450, PPE EYEWEAR, GLOVES, COVERALLS AND RESPIRATORS	1,428.00
EFT45011	22/10/2026	ROTARY CLUB OF BRIDGETOWN	COMMUNITY GRANT FUNDING	5,000.00
EFT45012	22/10/2026	EMILY IRENE ROYCE	2 X WREATHS	260.00
EFT45013	22/10/2026	SCAVENGER SUPPLIES PTY LTD	MONTHLY PANEL TEST FIRE DETECTION SYSTEM (FIP)	357.50
EFT45014	22/10/2026	SCOPE BUSINESS IMAGING	PHOTOCOPYING AND PRINTING CHARGES - AUGUST	1,093.95
EFT45015	22/10/2026	SCULLEY'S SMASH REPAIRS	INSURANCE EXCESS FOR VEHICLE REPAIR	600.00
EFT45016	22/10/2026	SHIRE OF BRIDGETOWN-GREENBUSHES STAFF CLUB	PAYROLL DEDUCTIONS	16.00
EFT45017	22/10/2026	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	1,796.30
EFT45018	22/10/2026	SOUTHERN LOCK AND SECURITY	SUPPLY AND INSTALL COMPLETE CCTV SYSTEM INCLUDING UPS(700VA) AT THE BRIDGETOWN SHIRE DEPOT	11,672.25
EFT45019	22/10/2026	SOURCE MY PARTS PTY LTD	PARTS FOR BOMAG WASTE COMPACTOR	2,447.36
EFT45020	22/10/2026	SOUTHERN WORKWEAR	RANGER UNIFORM	309.95
EFT45021	22/10/2026	SPENCER SIGNS	REBADGE STICKERS FOR HESTER BROOK 2.4 TO YORNUP 2.4	345.95
EFT45022	22/10/2026	BRIDGETOWN-GREENBUSHES SUICIDE PREVENTION NETWORK	COMMUNITY GRANT FUNDING	5,000.00
EFT45023	22/10/2026	STANS MANJIMUP FARM MACHINERY	PARTS FOR ZERO TURN MOWER	332.36
EFT45024	22/10/2026	STEWART & HEATON CLOTHING CO PTY LTD	BUSH FIRE VOLUNTEERS UNIFORM	426.70
EFT45025	22/10/2026	SURVCON SURVEYING SERVICES	FEATURE/CONTOUR SURVEY OF WINNEJUP RD	11,220.00
EFT45026	22/10/2026	SW PRECISION PRINT	SUPPLY SIGNS FOR MEMORIAL PARK	924.00

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT45027	22/10/2026	SYNERGY	ELECTRICITY CHARGES	4,543.13
EFT45028	22/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FRIGHT CHARGES	2,927.26
EFT45029	22/10/2026	THE LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA)	PAYROLL DEDUCTIONS	711.95
EFT45030	22/10/2026	THORPE'S TEST AND TAG	TEST & TAGGING OF SHIRE EQUIPMENT	1,635.00
EFT45031	22/10/2026	T-QUIP	PARTS FOR ZERO TURN MOWER	40.73
EFT45032	22/10/2026	TUCK'S GARDEN SERVICES	WEED CONTROL AT THE REAR OF THE SHIRE DEPOT	4,521.00
EFT45033	22/10/2026	TYRES AND MORE BRIDGETOWN	BATTERY FOR SHIRE LIGHT TANKER 2	466.00
EFT45034	22/10/2026	THE TRUSTEE FOR UNITED PETROLEUM UNIT TRUST	SUPPLY AND DELIVERY OF DIESEL & UNLEADED FUEL	41,814.89
EFT45035	22/10/2026	JOHN & KARON VAN TILBORG	RATES REFUND FOR ASSESSMENT A19366	1,116.23
EFT45036	22/10/2026	VESTONE CAPITAL PTY LIMITED	GYM EQUIPMENT LEASE OCT-DEC 2026	18,951.50
EFT45037	22/10/2026	VISIMAX	MICROCHIP READER AND RANGER SUPPLIES	866.76
EFT45038	22/10/2026	WARREN ELECTRICAL SERVICE	INSTALL CONDUIT AND PIT IN EASEMENT AND CONNECTION OF MAINS POWER	49,549.27
EFT45039	22/10/2026	WESTRAC PTY LTD	REPLACEMENT PARTS FOR FLEET	1,701.74
EFT45040	22/10/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR TRAINING - PLANNING PRACTICES - ESSENTIALS	7,649.24
EFT45041	22/10/2026	WINC AUSTRALIA PTY LTD	FURNITURE FOR NEW DEPOT, STATIONERY SUPPLIES	19,933.26
EFT45042	22/10/2026	WISEMAN SIGNS	UPDATE TO SIGNAGE FOR NEW VISITOR CENTRE HOURS	110.00
EFT45043	23/10/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	BUS TICKET SOLD FOR AUGUST 2026	139.12
EFT45044	23/10/2026	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BUS TICKET SOLD FOR AUGUST 2026	67.78
EFT45045	23/10/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL COLLECTED FOR JULY & AUGUST 2026	5,045.70
EFT45046	23/10/2026	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL COLLECTED FOR JULY & AUGUST 2026	110.00
EFT45047	29/10/2026	PHILLIP ANASTASAKIS	ARIC DEPUTY PRESIDING MEMBER ATTENDANCE & TRAVEL FEES - 2 MEETINGS	540.00
EFT45048	29/10/2026	AT YOUR SERVICE BUILDING RENOVATING PROPERTY MAINTENANCE	SERVICING & REPAIRS TO 2 FIREBOXES 144 AND 146 HAMPTON STREET	1,002.10

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT45049	29/10/2026	BLACKWOOD VALLEY PROPERTY MAINTENANCE AND CONSTRUCTION	SERVICE WALL COURT VENTS, REPAIRS TO EMERGENCY EXIT DOOR ON COURT TWO AT BRIDGETOWN LEISURE CENTRE, PROJECTOR INSTALLATION IN LESSER HALL	1,499.99
EFT45050	29/10/2026	BRIDGETOWN MITRE 10 & RETRAVISION	HOLIDAY PROGRAM SCHOOL SUPPLIES, BUILDING MAINTENANCE CONSUMABLES	216.90
EFT45051	29/10/2026	DAVRIC AUSTRALIA PTY LTD	VISITORS CENTRE STOCK FOR RESALE	410.30
EFT45052	29/10/2026	D & J COMMUNICATIONS	INSTALLATION OF STARLINK TO CESM POD	831.05
EFT45053	29/10/2026	GARVS AUTO ELECTRICS PTY LTD	INSTALL LIGHTS & AERIAL B17663 AND REPAIR RADIO B4780	2,380.30
EFT45054	29/10/2026	H C JONES & CO	ANNUAL BACKFLOW DEVICE TESTING 2026	2,860.00
EFT45055	29/10/2026	HILLVIEW ELECTRICAL SERVICE	REMOVE/REPLACE MERCURY VAPOUR HI BAY LIGHT FITTINGS	1,111.00
EFT45056	29/10/2026	IXOM OPERATIONS PTY LTD	SUPPLY CALCIUM HYPOCHLORITE 70%	3,410.54
EFT45057	29/10/2026	JOHNSON'S FOOD SERVICES	BEVERAGES FOR RE-SALE AT THE BLC CAFE	249.12
EFT45058	29/10/2026	KEVREK (AUSTRALIA) PTY LTD	1 MICRO SWITCH FOR P2038	109.56
EFT45059	29/10/2026	ALAN LAMB	ARIC INDEPENDENT PRESIDING MEMBER FEES AND TRAVEL FOR 2 MEETINGS	638.24
EFT45060	29/10/2026	LOCAL GOVERNMENT INSURANCE SERVICES WA	WORKERS COMPENSATION INSURANCE CONTRIBUTION FOR 30/06/2025 - 30/06/2026	95,595.07
EFT45061	29/10/2026	LPD SURVEYS	FEATURE SURVEY - STEERE ST FOOTPATH RESTORATION	10,725.00
EFT45062	29/10/2026	NJ MECHANICAL	REPAIR BRAKES ON SHIRE LT1, REGO: B17105	1,155.00
EFT45063	29/10/2026	OFFICEWORKS LTD	STATIONERY	106.95
EFT45064	29/10/2026	REDMOND SALES	VISITORS CENTRE STOCK FOR RESALE	574.33
EFT45065	29/10/2026	DARREN REEVES	ATTACH HERITAGE PLAQUE AND FIX UP MASONRY - MEMORIAL PARK	420.00
EFT45066	29/10/2026	RICHFEEDS AND RURAL SUPPLIERS	CHEMICALS FOR PARKS AND GARDENS	3,310.70
EFT45067	29/10/2026	SCAVENGER SUPPLIES PTY LTD	RUGGED EXTREMES STOWAGE BAG, RESPIRATOR BAGS	1,155.00
EFT45068	29/10/2026	SCOPE BUSINESS IMAGING	PHOTOCOPYING AND PRINTING CHARGES - JULY	837.92
EFT45069	29/10/2026	SHEDS WEST DIRECT MANJIMUP	CARRY OUT CONSTRUCTION OF NEW OPEN FACED SHED AND SLAB	21,392.00
EFT45070	29/10/2026	SOS OFFICE EQUIPMENT	PHOTOCOPYING AND PRINTING CHARGES - SEPTEMBER	614.59

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT45071	29/10/2026	SOUTH WEST OIL SUPPLIES	INDUSTRIAL KEROSENE FOR FIRE MITIGATION	990.00
EFT45072	29/10/2026	SOUTHERN WORKWEAR	CORPORATE UNIFORM	85.30
EFT45073	29/10/2026	SYNERGY	ELECTRICITY CHARGES	15,689.34
EFT45074	29/10/2026	TUCK'S GARDEN SERVICES	RURAL ROAD WEED MANAGEMENT ON VERGES AND BRIDGES	9,999.00
EFT45075	29/10/2026	TYRES AND MORE BRIDGETOWN	NEW TYRES FOR STREET SWEEPER	1,445.00
EFT45076	29/10/2026	NATASHA SUE VILES	CATERING FOR ZESTY ZENIOR'S 7TH OCTOBER MIDDAY MOVIE	300.00
EFT45077	29/10/2026	WARREN BLACKWOOD ALLIANCE OF COUNCILS (WBAC)	WBAC CONTRIBUTION JULY - DECEMBER 2026	47,152.17
DIRECT DEBITS - LICENSING				
38507	01/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 01/10/2026	3,624.25
38508	02/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 02/10/2026	4,577.95
38509	05/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 05/10/2026	4,695.90
38510	06/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 06/10/2026	2,541.55
38511	07/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 07/10/2026	8,731.45
38512	08/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 08/10/2026	5,173.55
38513	09/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 09/10/2026	9,761.75
38514	12/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 12/10/2026	3,758.55
38515	13/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 13/10/2026	5,056.65
38516	14/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 14/10/2026	4,267.75
38517	15/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 15/10/2026	5,427.85
38518	16/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 16/10/2026	5,366.80
38519	19/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 19/10/2026	5,567.10

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
38520	20/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 20/10/2026	1,301.20
38521	21/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 21/10/2026	4,154.30
38522	22/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 22/10/2026	2,993.00
38523	23/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 23/10/2026	1,416.80
38524	26/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 26/10/2026	8,001.70
38525	27/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 27/10/2026	4,885.65
38526	28/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 28/10/2026	1,614.00
38527	29/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 29/10/2026	1,996.45
38528	30/10/2026	DEPARTMENT OF TRANSPORT	LICENSING PAYMENT FOR 30/10/2026	4,786.60
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT44859	02/10/2026	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	50.02
EFT44860	02/10/2026	BRIDGETOWN ART AND CRAFT CENTRE INC.	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	85.50
EFT44861	02/10/2026	CHERYL HANRAHAN PHOTOGRAPHY	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	8.02
EFT44862	02/10/2026	CHEEKY DINGO PHOTOGRAPHY	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	195.00
EFT44863	02/10/2026	LISA KATHLEEN HAGUE	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	210.00
EFT44864	02/10/2026	HENRI NOUWEN HOUSE INCORPORATED	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	15.00
EFT44865	02/10/2026	GARY JAMES LOUTH	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	75.00
EFT44866	02/10/2026	PATRICIA LYNETTE NEAL	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	108.75
EFT44867	02/10/2026	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON CONSIGNMENT STOCK SOLD FOR AUGUST 2026	386.30
EFT44868	02/10/2026	JULIE DOREEN STEELE	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	26.25
EFT44869	02/10/2026	STOCKLEY PUBLISHING	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	14.25

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

Payment Number	Date of Payment	Payee	Payment Description	Payment Amount ($)
EFT44870	02/10/2026	JENNIFER SUSAN STOCK	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	165.00
EFT44871	02/10/2026	WUD	CONSIGNMENT STOCK SOLD FOR AUGUST 2026	206.06

This schedule of accounts paid for the Municipal Fund totalling $1,768,704.16 and for the Trust Fund totalling $1,545.15 which was submitted to each member of the Council on the 26th November 2026 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

CHIEF EXECUTIVE OFFICER Thursday, 26 November 2026

Shire of Bridgetown-Greenbushes

POLICY PE19 - Mobile and Itinerant Traders

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

1. Purpose

To provide a clear, fair and transparent framework for the assessment and approval of mobile and itinerant trading under the Shire of Bridgetown - Greenbushes *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.*

2. Objectives

The objectives of this Policy are to:

- Promote a vibrant local economy.
- Provide equitable access to suitable trading locations.
- Protect public safety.
- Maintain safe and unobstructed pedestrian and vehicle movement.
- Protect public amenity, infrastructure and the appropriate use of public places.
- Ensure activities comply with relevant legislation.

3. Scope

This Policy applies to mobile and itinerant trading proposed on thoroughfares, public places and local government property where the Shire is responsible for determining an application for a trader's permit under the Shire of Bridgetown – Greenbushes *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Loc*al Law (Local Law).

This Policy provides guidance for the assessment of applications for mobile and itinerant trading. Each application will be considered on its individual merits, having regard to the provisions and objectives of this Policy, the circumstances of the proposed activity and any other relevant considerations. Nothing in this Policy limits the Shire's discretion in determining an application in accordance with its statutory responsibilities.

This Policy does not apply to the following activities, which may be managed under another Shire policy, approval process or exemption under the Local Law, as applicable:

- alfresco dining associated with an established premises;
- the display or sale of merchandise on a footpath immediately outside an established retail premises;
- stalls or other commercial activities undertaken as part of an approved festival, market or event;
- use of the community kiosk in Hampton Street, Bridgetown; or
- mobile health clinics and other government, emergency, charitable or community services approved by the Shire.

Where applicable, these activities will be managed under the Shire's LE1 - Commercial Activities on Thoroughfares Policy, event approval processes or other relevant Shire requirements.

This Policy is to be read in conjunction with the Shire of Bridgetown-Greenbushes *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law* and other applicable legislation, policies and requirements.

4. Definitions

For the purposes of this policy:

Term	Definition
Mobile Trader	a trader who operates from an approved location and offers goods or services to customers from that location, such as a vehicle parked to sell food, flowers or produce.
Itinerant trader	a trader who travels from place to place offering goods or services and stops temporarily to serve customers, moving on within a reasonable time after the last customer has been served.

5. Approval of Applications

Applications will be assessed having regard to the matters prescribed by clause 6.5 of the Local Law, including relevant Shire policies, the desirability and location of the activity, applicable competition principles and any other relevant circumstances.

In addition to the matters prescribed by clause 6.5 of the Local Law, the Shire will have regard to the following matters when considering an application:

- A complete application has been submitted in the approved form and applicable fee has been paid;
- The proposed trading activity occurs within an approved trading location or another location considered suitable by the Shire;
- The trading activity will not have an unreasonable impact on safety, other users of the space, traffic flow, pedestrians or the public's use of a public place;
- The trading activity is well presented and does not detract from the visual or general amenity of the area;
- The extent to which the activity may contribute to the use, activation or visitor experience of the area;
- The trader has other statutory approvals and accreditations applicable to the operation of the commercial activity, where required;
- The sale or supply of liquor will not be permitted unless separately authorised under applicable liquor licensing legislation and approved by the Shire.

Where the proposed trading location is not under the care, control or management of the Shire, the applicant must obtain any consent required from the landowner, management body or relevant authority before a permit is issued.

Additional information may be sought from an applicant for a Trading Permit to facilitate the assessment of an application for a Trading Permit.

6. Determination

The Shire may approve an application, approve it subject to conditions, or refuse an application in accordance with the Local Law. Approval is not automatic and each application will be determined on its individual merits.

Applications are assessed against public safety, traffic, parking, accessibility, amenity, surrounding land uses, environmental management and community/visitor benefit.

In considering the potential impact on established businesses, the Shire may have regard to the proximity and operating hours of existing businesses, the nature of the goods or services offered, whether the proposed activity complements existing services or addresses an unmet or peak-period demand and whether the proposed trading activity would unreasonably interfere with access to or the operation of surrounding businesses.

7. Permit Duration and Renewal

A Trading Permit may be issued for a period of up to 12 months, or for a shorter period specified in the permit, subject to payment of the applicable fee prescribed in the Shire's adopted Fees and Charges.

Renewal is subject to the requirements of the Local Law, payment of the applicable renewal fee and continued compliance with the permit and its conditions.

Applicants and permit holders will be advised of any applicable objection and review rights in accordance with Part 8 of the Local Law and Part 9 Division 1 of the *Local Government Act 1995*.

8. Legislative and Other References
Local Government Act 1995
Local Government (Administration) Regulations 1996
Shire of Bridgetown Greenbushes Activities on Thoroughfares and Trading in Public Places Local Law
LE1 - Commercial Activities on Thoroughfares Policy
Food Act 2008
Food Regulations 2009
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Shire of Bridgetown-Greenbushes Fees and Charges

9. Review and Monitoring

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

- Legislative changes occur
- Governance requirements change

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

10. Related Documents / Forms

Document / Form	Description / Purpose
Application Form	

11. Approval

Approved By: _____

Position: _____

Date: _____

Signature: _____

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Schedule 1
Conditions of Approval

The following conditions apply to all mobile and itinerant trading approvals unless otherwise specified on the permit:

- The permit must be displayed in a conspicuous place on the trading vehicle, stall or temporary structure while trading. Where there is no vehicle, stall or structure, the permit holder must carry the permit and produce it when requested by an authorised person.
- A trading permit does not provide exclusive use or possession of the approved trading area. The area remains a public place and traders must not restrict reasonable public access.
- Trading must only occur at the approved location and during the approved days and hours.
- Trading may occur for a maximum of four (4) hours per day at an approved location and must cease by 8.30pm. Additional time outside the approved trading period is permitted only as reasonably necessary for set-up and pack-down, provided this does not cause unreasonable noise or disturbance.
- Traders must conduct themselves respectfully and reasonably towards members of the public, other traders and Shire officers.
- Trading activities must not cause unreasonable noise, disturbance, smoke, odour, light or other nuisance. Any music, generators or other noise-emitting equipment must comply with the *Environmental Protection (Noise) Regulations 1997*.
- Traders must provide adequate waste receptacles for waste generated by their activities and customers. All waste must be removed from the site at the conclusion of trading and must not be disposed of in Shire public bins unless specifically approved.
- The trading area and surrounding area must be maintained in a clean, safe and tidy condition and left clean at the conclusion of trading.
- Wastewater, grease, oils or other liquid waste must not be discharged onto the ground, into landscaping or into the stormwater system.
- Trading activities must not damage, obstruct, remove, relocate or modify Shire infrastructure, vegetation, public art, street furniture or other public assets.
- Permanent fixtures are not permitted. All vehicles, equipment, signs, furniture and other items associated with the trading activity must be removed from the site at the conclusion of trading unless otherwise approved.
- The trading activity must not obstruct, restrict access to, or interfere with the operation of public infrastructure, including but not limited to disabled parking bays, ACROD access areas, EV charging stations, RV dump points, public toilets, bus stops, loading zones, pedestrian crossings, emergency access points or other facilities intended for public use.
- Traders must not obstruct pedestrian or vehicle access, interfere with traffic movement or safety, restrict access to adjoining properties or businesses, or create a traffic hazard.
- Traders must not connect to or use Shire water, electricity or other utilities without prior approval.
- Traders are responsible for any damage to Shire property arising from their trading activity and may be required to repair, restore or reinstate the affected area to the Shire's satisfaction.
- The permit holder must maintain public risk/public liability insurance in the amount and on the terms required by the Shire.
- The sale of illegal, prohibited, counterfeit or unauthorised goods is not permitted.
- Traders must comply with all applicable legislation, approvals and permit conditions and must provide evidence of required licences, registrations, insurance or other approvals when requested by an authorised person.
- A trader must comply with any lawful direction given by an authorised person in relation to compliance with the Local Law or conditions of the Trading Permit.

- Trading at an approved location may be temporarily prohibited or relocated where the site is required for an approved community event, emergency, works or other Shire purpose.
- The Shire may impose or vary conditions of a permit in accordance with the Local Law.
- A permit may be cancelled in the circumstances provided for under the Local Law.
- A trader must supply their own adequate lighting for the safety of patrons.

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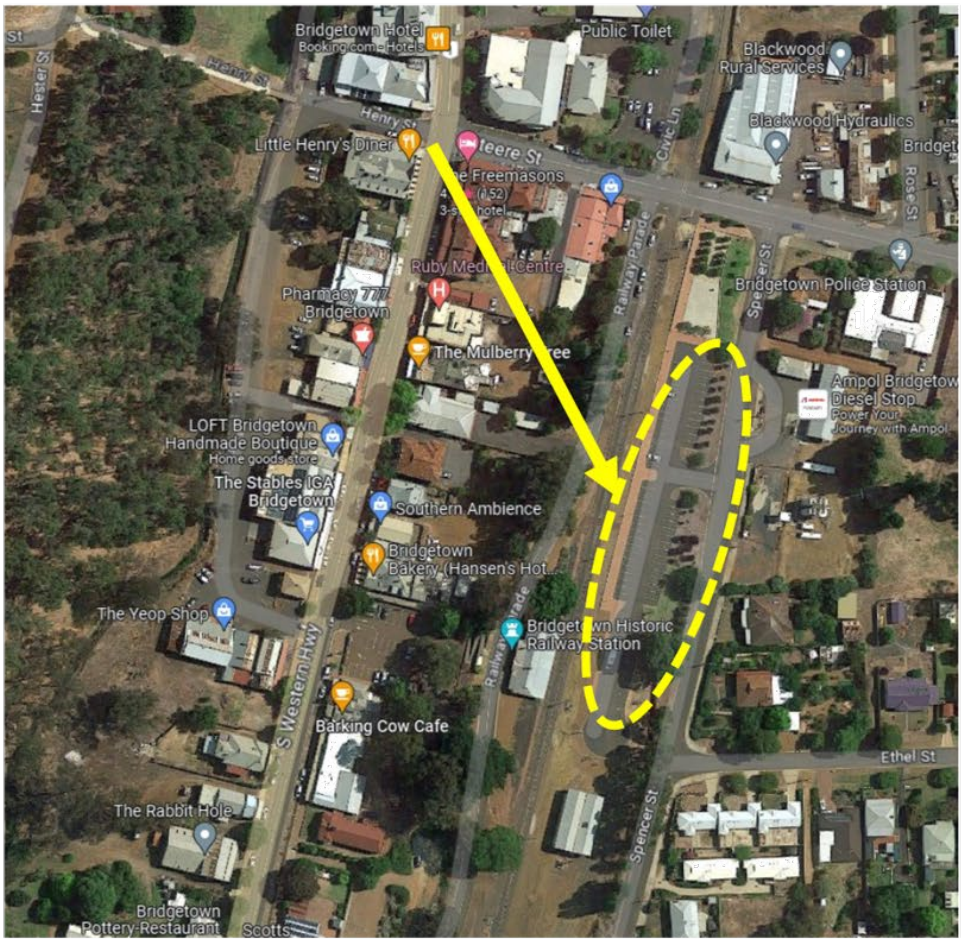
Schedule 2

Schedule of Designated Trading Locations

The following locations have been identified as suitable for mobile trading, subject to the requirements of this Policy, the Local Law and any site-specific conditions. Other locations may be considered by the Shire on application.

Location 1 – Town Square



Designated Mobile Trading Area 1- actual trading position subject to Shire approval

Location 2 – Blackwood River Park



Designated Mobile Trading Area 2 - actual trading position subject to Shire approval

Shire of
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The heart and soul of the South West

AI ACCEPTABLE USE AND GOVERNANCE POLICY

Policy GC18

DRAFT

November 2026
Responsible area: Executive Services
Policy owner: Manager Executive Services
Adopted: [Council resolution / date]
Review: Annually

DRAFT

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1. OBJECTIVE

To enable the Shire to use artificial intelligence (AI) to improve the efficiency and quality of its services, while ensuring that its use is lawful, transparent, secure, and always subject to human accountability.

2. SCOPE

This policy applies to:

- all employees, including casual and temporary employees;
- contractors, consultants, agency staff, volunteers and work experience placements performing work for the Shire; and
- Council Members, in the performance of their functions as Council Members, to the extent set out in this clause.

It applies to all use of AI tools in connection with Shire business, whether the tool is provided by the Shire or accessed personally, and regardless of the device used.

Council Members are subject to the principles of this policy, in particular human accountability (4.1), prohibited and restricted uses (4.3), information security, privacy and data handling (4.4), transparency and disclosure (4.6) and verification and accuracy (4.7). The AI Acceptable Use Procedure is issued by the CEO under section 5.41 of the *Local Government Act 1995* and applies to employees and contractors; it does not apply to Council Members. A Council Member requiring guidance on the application of this policy should contact the CEO.

Nothing in this policy limits the operation of the Code of Conduct for Council Members, Committee Members and Candidates.

3. DEFINITIONS

Term	Meaning
Artificial intelligence (AI)	An engineered system that generates predictive outputs such as content, forecasts, recommendations, or decisions for a given set of human defined objectives or parameters without explicit programming. This definition is adopted from the WA Government Artificial Intelligence Policy.
Generative AI	A form of artificial intelligence that produces new content, including text, images, audio, video, code or data, in response to a prompt.

Term	Meaning
AI tool	Any product, service or feature that uses artificial intelligence, whether a standalone product, a feature within other software the Shire licenses, or capability introduced by a supplier.
Shire-provided AI tool	An AI tool that the Shire has procured, licensed or deployed for use in connection with Shire business, made available through the Shire's ICT environment, and recorded in the AI Register.
Credentials	Passwords, passphrases, PINs, multi-factor authentication codes, API keys, access tokens, encryption keys, certificates, and any other information used to authenticate to, or secure, a Shire system, account or device.
Approved platform	An AI tool listed in the AI Register as approved for the relevant information classification, together with the configuration requirements and conditions of use attached to that approval.
AI use case	A defined task or process in which an AI tool is used to support Shire business.
High-risk use	A use that affects a person's rights, entitlements, obligations or safety, or that supports a statutory decision. The screening test is set out in the AI Acceptable Use Procedure.
Human-in-the-loop	An arrangement in which a person reviews AI output at a defined point, is able to reject or change it, and is accountable for the result.
AI Register	The record maintained by the Shire of approved platforms and registered AI use cases.

4. POLICY PRINCIPLES

4.1 Human accountability

- Every AI use case has a named accountable officer.
- AI supports decisions; it does not make them. An officer remains fully responsible for any advice, document or decision they produce with AI assistance, as if they had produced it unaided.
- Accountability cannot be delegated to a tool, a vendor or a supplier's model.

4.2 Permitted uses

AI may be used to support Shire business, subject to the data handling rules at 4.4 and the verification requirements at 4.7. Permitted uses include:

- drafting, summarising, editing and reformatting internal documents;
- research and first-pass analysis, subject to verification;
- code, formulas, templates and workflow automation;
- transcription and meeting notes, subject to consent, records requirements and the tool's approved configuration (see 4.7 and 4.8); and
- accessibility and plain-English translation of Shire content.

This list is illustrative and not exhaustive. A use that is not listed is not for that reason prohibited, but must comply with this policy and be registered where the AI Acceptable Use Procedure requires it.

4.3 Prohibited and restricted uses

AI must not be used to:

- make or determine a statutory decision, or produce a determination affecting a person's rights, entitlements or obligations, without a human decision-maker exercising independent judgement. This includes infringements and enforcement action, development applications, employment and recruitment decisions, tender and procurement evaluation, and the determination of complaints;
- enter information above the permitted classification into a tool not approved for it (see 4.4);
- generate content that is published or issued externally without human review and approval;
- impersonate a person, or generate synthetic audio, video or imagery of an identifiable person;
- enter credentials into any AI tool, including a Shire-provided AI tool or an approved platform;
- circumvent, disable or evade a security control, access restriction or monitoring arrangement applied to Shire systems, information or devices, or develop code, content or techniques for that purpose;
- process, analyse or enrich information that was obtained without lawful authority, or that the user is not authorised to access;
- connect an AI tool to a Shire system, account or data source (including email, calendars, file storage or the recordkeeping system), or grant an AI tool permission to act on a user's behalf, unless that connection has been approved under 4.8; or

- generate legal advice, or an interpretation of legislation, that is to be relied upon by the Shire.

AI may assist in the preparation of an officer report, including with structure, drafting, summarising and editing. The recommendation, and the reasoning supporting it, must be the officer's own work. The officer remains accountable for every statement in the report as if it had been prepared without AI assistance.

4.4 Information security, privacy and data handling

- Information may only be entered into an AI tool where that tool is approved for the classification of that information.
- Personal information, confidential information, and information subject to legal professional privilege must not be entered into a tool that is not approved for it.
- Credentials must never be entered into any AI tool. Credentials entered into or exposed to an AI tool in error must be reported immediately as an information security incident so that they can be changed or revoked.
- Staff must assume that information entered into a publicly available AI tool leaves the Shire's control and may be used to train the provider's model.

The information classification scheme, the classification ceiling applying to each approved platform, and the de-identification requirements are set out in the AI Acceptable Use Procedure.

The Shire's obligations under the Privacy and Responsible Information Sharing Act 2024 apply to all handling of personal information, including handling through an AI tool.

4.5 Records management

- AI-generated content that informs or evidences a Shire decision is a record and must be captured in the Shire's recordkeeping system in accordance with the Record Keeping Plan.
- Prompts and AI conversation transcripts are captured as records where the exchange itself documents how a decision was reached, where the matter is subject to a complaint, review, freedom of information application or legal proceeding, or where the accountable officer directs it. They are not otherwise captured as a matter of course.
- AI involvement does not change the retention or disposal of a record.

4.6 Transparency and disclosure

- The Shire discloses material use of AI in content published to the community.
- Disclosure is required where AI has materially generated content or analysis that a reader would otherwise attribute to an officer. Disclosure is not required where AI has

been used for spelling, grammar, formatting, translation, or summarising material the officer wrote themselves.

- Officer reports to Council and committees carry a statement of AI assistance where the threshold above is met.
- The standard wording, and where it is placed, are set out in the AI Acceptable Use Procedure.

4.7 Verification and accuracy

- All AI output must be verified by the responsible officer before it is relied on, acted on, or released.
- Factual claims, legislative references, citations, calculations and quotations must be checked against an authoritative source.
- AI output must not be treated as advice, and must not be cited as a source.
- Where an AI tool can distribute or publish output automatically (for example, meeting recaps or summaries sent to attendees), that feature must be disabled, or configured so that output is held for review, so that the output is verified before it is released.

4.8 Authorised AI tools and approved platforms

- Shire-provided AI tools may be used for Shire business in accordance with their approved configuration and conditions of use.
- Any AI tool that is not provided by the Shire must be approved under this clause before it is used for Shire business. This includes free or personally held accounts, browser extensions, add-ins and plug-ins, mobile applications, meeting assistants, and AI features newly enabled in third-party software.
- An AI tool, whether Shire-provided or not, must not be connected to, or granted access to, a Shire system, account or data source unless that connection has been approved.
- A platform is approved by the CEO, on the recommendation of the Executive Leadership Team, against the security, privacy, records, contractual and cost criteria set out in the AI Acceptable Use Procedure.
- Each approved platform is assigned a classification ceiling, being the highest classification of information that may be entered into it.
- Approval of a platform is approval of the tool in a specified configuration. Before a platform is made available, the AI Register records the required configuration settings, conditions of use, user guidance, and records management requirements for it, and the platform may only be used in accordance with them. A user must not change a setting that is a condition of approval.

- Approval may be withdrawn at any time.

4.9 Training and awareness

- Staff must complete AI awareness training before using AI tools for Shire business. This requirement applies from the date set out at clause 10.
- Training covers acceptable use, data handling, verification, disclosure and records obligations.
- Training is refreshed at least annually, and on material change to this policy.

4.10 Governance and oversight

- The Shire maintains an AI Register recording, for each use case: description, accountable officer, tool, approved configuration and conditions of use, information classification, risk rating, approval date and review date.
- The Register is reviewed quarterly by the Executive Leadership Team.
- The Register, and compliance with this policy, are reported to the Audit, Risk and Improvement Committee at least annually, and through that Committee to Council.
- High-risk uses require a documented risk assessment, approved by the CEO, before commencement.
- A serious incident involving the use of AI is reported by the CEO to Council.

5. ROLES AND RESPONSIBILITIES

Role	Responsibility
Council	Adopts and reviews this policy; receives annual reporting through the Audit, Risk and Improvement Committee
CEO	Issues supporting procedures and guidelines; approves platforms and high-risk use cases; reports serious incidents to Council
Executive Leadership Team	Recommends platforms for approval; approves standard use cases within their directorates; reviews the AI Register quarterly
Manager Executive Services	Policy owner; maintains the AI Register, including approved configurations and conditions of use; coordinates training and reporting
Managers and supervisors	Ensure staff compliance; identify use cases for registration
Employees, contractors	Comply with this policy; use only Shire-provided or approved

Role	Responsibility
and volunteers	AI tools, in their approved configuration; never enter credentials into an AI tool; verify output; register new use cases before commencing; report incidents
Council Members	Comply with the principles of this policy as set out at clause 2

6. NON-COMPLIANCE

Non-compliance with this policy may be dealt with under the Shire's disciplinary procedures and, for Council Members, under the Code of Conduct for Council Members, Committee Members and Candidates.

A person who reports their own error promptly and in good faith under the incident provisions of the AI Acceptable Use Procedure will not be disciplined for the error itself.

7. RELATED DOCUMENTS

- Code of Conduct for Council Members, Committee Members and Candidates
- Code of Conduct – Employees
- Record Keeping Plan
- [ICT / Acceptable Use of Technology Policy]
- Cyber Security Policy
- [Information Classification Policy – if adopted]
- Risk Management Framework
- Purchasing Policy
- AI Acceptable Use Procedure (CEO-issued)
- AI Implementation Guidelines (CEO-issued)
- AI Register

8. Statutory and policy environment

- *Local Government Act 1995* – s 2.7 (role of Council), s 5.41 (functions of the CEO)
- *State Records Act 2000*
- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *Freedom of Information Act 1992*
- *Copyright Act 1968 (Cth)*

- WA Government Artificial Intelligence Policy and Assurance Framework (Office of Digital Government)
- Artificial Intelligence and Record Keeping (State Records Office of Western Australia)
- National framework for the assurance of artificial intelligence in government
- Australia's AI Ethics Principles

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 Shire adopts its definitions and principles as better practice.

9. REVIEW

This policy will be reviewed annually, or earlier on material change to the legislative or technological environment.

The CEO may amend the AI Acceptable Use Procedure and the AI Implementation Guidelines at any time, and those amendments do not require a resolution of Council.

10. TRANSITIONAL PROVISIONS

Training. Clause 4.9 applies from [1 April 2027]. Until that date, a person who uses AI tools for Shire business must comply with all other provisions of this policy, and must complete AI awareness training when it is made available to them.

Existing uses. An AI use in existence at the date this policy is adopted must be registered in the AI Register by [1 April 2027]. A use commenced after the date of adoption must be registered before it commences.

Immediate effect. Clauses 4.1, 4.3, 4.4, 4.6, 4.7 and 4.8 apply from the date of adoption. From that date, an AI tool that is not provided by the Shire must not be used for Shire business until it has been approved under clause 4.8.

Shire of
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The heart and soul of the South West

AI ACCEPTABLE USE PROCEDURE

DRAFT

DRAFT

August 2026

Responsible area: Executive Services

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Shire of Bridgetown-Greenbushes

1. Purpose

This procedure sets out how the Policy is applied day to day: how AI platforms are approved, how uses are registered and risk-assessed, what information may be entered into which tool, how AI use is disclosed, what must be captured as a record, and what to do when something goes wrong.

It is issued by the CEO under section 5.41 of the *Local Government Act 1995*. It can be amended by the CEO at any time and does not require a Council resolution.

2. Who this applies to

All employees, contractors, consultants, agency staff, volunteers and work experience placements performing work for the Shire. It applies whether the tool is provided by the Shire or accessed personally, and whatever device is used. A tool that is not provided by the Shire must be approved under section 4 before it is used for Shire business.

Council Members are subject to the Policy but not to this procedure. Council Member queries go to the CEO.

3. Roles

Role	Responsibility under this procedure
CEO	Approves platforms; approves high-risk use cases; issues and amends this procedure
ELT	Recommends platforms for approval; approves standard use cases in their directorate; reviews the AI Register quarterly
Manager Executive Services	Procedure owner; maintains the AI Register, including each platform's approved configuration, conditions of use and user guidance; triages registrations, platform requests and incidents; coordinates training
ICT / managed service provider	Technical and security assessment of platforms; tenancy configuration; applying and maintaining each platform's approved configuration; controlling connections between AI tools and Shire systems; access control
Records Officer	Advises on capture requirements; confirms records treatment for each registered use case
Accountable officer	Named owner of a registered use case; responsible for output, verification, disclosure and records
All staff	Use only Shire-provided or approved AI tools, in their approved configuration, for approved purposes; never enter credentials into an AI tool; verify output; register new uses; report incidents


Shire of
Bridgetown-Greenbushes

Shire of Bridgetown-Greenbushes

4. Platform approval

4.1 What needs approval

Shire-provided AI tools have already been through this process and are recorded in the AI Register. Any other AI tool must be approved before it is used for Shire business (Policy cl 4.8). If you are unsure whether a tool is Shire-provided, check the approved list on the intranet or ask the Manager Executive Services before using it.

Approval is required for any AI tool used for Shire business that is not already recorded in the AI Register, including:

- standalone AI products and websites;
- AI features switched on inside existing software the Shire already licences (this catches most of it - the AI features in our existing systems still need assessment before use);
- free or personally held accounts and subscriptions, including a personal account on a tool the Shire also licenses;
- browser extensions, add-ins, plug-ins and mobile applications;
- meeting assistants and note-takers that join, record or summarise meetings;
- AI capability introduced by a contractor or consultant delivering work for the Shire.

Connections need approval too. Connecting any AI tool, including a Shire-provided one, to a Shire system, account or data source (email, calendars, OneDrive or SharePoint, the recordkeeping system), or granting it permission to act on your behalf, requires approval of that connection (Policy cl 4.3 and 4.8). A request for an administrator to consent to an app's access to Microsoft 365 is a platform approval request and goes through 4.2.

Approval is not required for AI features that operate entirely on-device and send no Shire information to a third party (predictive text, autocorrect, on-device transcription).

> ***Drafting note:*** *The second bullet is the one people miss. Vendors enable AI features by default and the Shire finds out afterwards. The Register is what makes this visible; the quarterly ELT review is what keeps it current.*

4.2 How to request approval

1. **Submit** - the requesting officer completes Form 2 (Appendix B) and sends it to the Manager Executive Services.
2. **Triage** - within 5 working days, the Manager Executive Services confirms whether the tool is already approved, already registered under another name, or needs full assessment.
3. **Assess** - assessment against the criteria at 4.3, drawing on ICT, the Records Officer and (where relevant) People and Culture and the Shire's insurer or legal adviser. The assessment also sets the configuration and conditions of use required for compliant operation (see 4.6).
4. **Recommend** - ELT considers the assessment and recommends approval, conditional approval or refusal.

5. **Decide** - the CEO approves, approves with conditions (including the maximum information classification permitted and the required configuration), or refuses.
6. **Record** - the Manager Executive Services adds the platform to the AI Register with its approved classification ceiling, required configuration, conditions of use, user guidance, records requirements, approved connections and review date.
7. **Configure** - ICT applies the required configuration, and confirms this to the Manager Executive Services, before the platform is made available to staff.
8. **Communicate** - approved platforms, with their user guidance, are published to staff on the intranet.

   Target time from submission to decision: 20 working days for a standard request; longer where procurement or legal review is needed.

4.3 Approval criteria

Each platform is assessed against the following. A material failure in the first four is normally fatal to approval.

Data and privacy

- Where data is stored and processed, and whether it leaves Australia.
- Whether inputs are used to train the vendor's models, and whether that can be switched off.
- Whether data is retained after deletion, and how deletion is evidenced.
- Whether the tool can be operated without personal information being entered.

Security

- Tenancy isolation from other customers.
- Single sign-on and multi-factor authentication.
- Encryption in transit and at rest.
- Independent assurance - ISO 27001, IRAP, SOC 2 or equivalent.
- Administrative control over who can access the tool.

Contract and legal

- Ownership of input and output; any licence granted to the vendor.
- Liability, indemnity and warranty position.
- Ability to terminate and extract data.
- Unilateral change rights over terms, pricing or model behaviour.
- Whether terms can be accepted by a click-through, and who is authorised to do so.

Records

- Whether output and conversation history can be exported in a usable format.

- Whether the tool can be integrated with, or output readily captured into, the Shire's recordkeeping system.

Configuration

- Default settings that send, share or publish output automatically (for example, recaps emailed to meeting attendees), and whether they can be switched off or held for review.
- Whether settings can be enforced centrally by an administrator, so that users cannot change them.
- The access the tool requests to Shire systems (mail, calendars, files, contacts), and whether it can be limited to the minimum needed.
- Whether the tool joins, records or acts automatically, without the user starting it each time.

Practical

- Cost, and compliance with the Shire's Purchasing Policy and tender thresholds.
- Fit with the existing Microsoft 365 environment, and whether the capability already exists in a tool the Shire licences.
- Accessibility.
- Vendor viability and support.
- Training burden.

4.4 Classification ceiling

Every approved platform is assigned a classification ceiling in the Register - the highest classification of information that may be entered into it. See section 6.

4.5 Withdrawal

Approval may be withdrawn by the CEO at any time, including where the vendor changes its terms, a security incident occurs, or the tool is used outside its approved conditions. Withdrawal is recorded in the Register and communicated to staff immediately.

4.6 Approved configuration and conditions of use

Approval of a platform is approval of the tool in a specified configuration (Policy cl 4.8). Approving the tool alone is not enough: a tool that is acceptable in one configuration can put its users in breach of the Policy in another. For each approved platform, the AI Register records:

- the required configuration settings, including any features that must be switched off;
- the conditions of use;
- the user guidance staff must follow;
- the records management requirements: what is captured, where, and by whom; and
- any approved connections to Shire systems, and the permissions granted.

ICT applies the configuration before the platform is made available, and enforces it centrally where the tool allows. Users must not change a setting that is a condition of approval. Where a vendor update changes a default setting or introduces a new feature, ICT and the Manager Executive Services reassess the configuration before the changed feature is used.

Example - AI meeting assistant. A meeting assistant may be approved for transcription and meeting notes (Policy cl 4.2), but its default configuration may email an AI-generated recap to every attendee as soon as the meeting ends. That releases unverified output, contrary to Policy cl 4.7. Typical conditions of approval would require automatic recaps to be switched off, or sent only to the meeting organiser for checking; automatic joining of meetings to be switched off; calendar access to be limited to the user's own calendar; and the verified notes to be captured in the recordkeeping system.

5. Use case registration

5.1 What needs registering

A use case is a task or process where an AI tool is used regularly to support Shire business - drafting a recurring report type, summarising submissions, generating meeting notes, analysing a dataset, automating a workflow.

Register a use case where the use is **ongoing, or feeds into a decision, or involves anything above UNOFFICIAL information**.

Do not register one-off, incidental use of an approved tool on UNOFFICIAL information (looking something up, tidying the wording of an internal email). That would drown the Register and nobody would maintain it.

5.2 Workflow

1. **Register before starting.** The proposing officer completes Form 1 (Appendix A).
2. **Screen for high risk.** Form 1 includes the six screening questions at 7.1. Any "yes" makes it a high-risk use case.
3. **Standard use cases** - approved by the relevant ELT member. Target: 10 working days.
4. **High-risk use cases** - full risk assessment (Form 3, Appendix C) completed by the accountable officer with the Manager Executive Services, then referred to the CEO for decision. Target: 20 working days.
5. **Register entry** - the Manager Executive Services records the use case in the AI Register.
6. **Review** - standard use cases reviewed annually; high-risk use cases reviewed every six months, or sooner on material change.

5.3 AI Register fields

Field	Notes
Reference	Sequential

Field	Notes
Use case title	
Description	What the AI does, and what a human does
Business unit	
Accountable officer	Named individual, not a position group
Platform	Must be a Shire-provided or approved platform
Configuration relied on	Settings and conditions of use the use case depends on, from the platform's Register entry
Connections	Shire systems the tool is connected to for this use case, and the permissions granted
Highest information classification used	
Risk rating	Standard / High
Human oversight point	Where in the process a person checks and signs
Disclosure required	Yes / No, and where
Records treatment	What is captured, and where
Approved by / date	
Next review date	
Status	Active / Suspended / Decommissioned

6. Data handling by classification

6.1 The rule

Do not put information into a tool whose classification ceiling is below the classification of that information.

If you are unsure of the classification, treat it as the higher one and ask before proceeding.

Credentials are never permitted. Passwords, API keys, access tokens, connection strings and other credentials must not be entered into any AI tool, whatever its classification ceiling (Policy cl 4.3 and 4.4). Check scripts, configuration files, error logs and screenshots before pasting them in, and remove any credentials first. If a credential is entered by mistake, report it immediately under section 10.

> ***Drafting note:*** *This section assumes the WA Government Information Classification Policy has been adopted. If it has not been adopted by the time this procedure issues, replace the labels below with plain descriptors - "public information", "internal business information", "personal, confidential or sensitive information" - and keep the same three tiers so the section maps across cleanly later.*

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6.2 What the classifications mean at the Shire

UNOFFICIAL - information already public, or with no business impact if released.

Examples: published agendas and minutes; adopted policies; issued media releases; the Local Government Act and regulations; general research not specific to the Shire; content you have written yourself that contains no Shire-specific detail.

OFFICIAL - routine Shire business information. Limited impact if released, but not intended for public circulation.

Examples: draft officer reports on non-confidential matters; internal procedures and templates; project plans and schedules; correspondence containing no personal information; non-sensitive operational and asset data; draft budgets before adoption.

OFFICIAL: Sensitive - information where release would cause harm to a person, the Shire, or a third party.

Examples: anything containing personal information (ratepayer, customer, complainant or applicant details); complaints and the identities of complainants; ranger, dog and cat management records; infringement records; employee records, recruitment material, performance and disciplinary matters; workers compensation and return-to-work information; WHS incident reports; legal advice and material subject to privilege; tender submissions and evaluations; confidential Council items under s 5.23(2); CCTV footage; building and security details for Shire facilities.

6.3 What you may use, by classification

Classification	Permitted tools	Additional requirements
UNOFFICIAL	Any approved platform, including general-purpose public tools	Verify output before use (Policy cl 4.7)
OFFICIAL	Tenancy-bound approved platforms only - no public or personal-account tools	Use case registered; output captured as a record where it informs a decision
OFFICIAL: Sensitive	Tenancy-bound approved platforms with an OFFICIAL: Sensitive ceiling only	Accountable officer's prior approval for the use case; de-identify where the task allows; records capture confirmed with the Records Officer before commencing

Regardless of platform, the prohibited uses in the Policy (cl 4.3) always apply. There is no classification at which a tool may determine an infringement, evaluate a tender, or decide an employment matter.

6.4 Worked examples

What you want to do	Classification	What you may use	Notes
Summarise a published	UNOFFICIAL	Any approved	Check every fact against

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What you want to do	Classification	What you may use	Notes
Council agenda for a community post		platform	the agenda before posting
Research how other WA local governments have handled an issue	UNOFFICIAL	Any approved platform	Verify citations - treat any legislative reference as unconfirmed until checked
Draft a media release	UNOFFICIAL	Any approved platform	Disclosure not required (see 8.3)
Tidy the structure of an officer report	OFFICIAL	Tenancy-bound only	No disclosure needed if the reasoning is yours
Summarise survey responses to a community consultation	OFFICIAL, or Sensitive if responses are identifiable	Tenancy-bound; Sensitive ceiling if identifiable	Strip names and contact details first; register the use case
Draft a response to a customer complaint	OFFICIAL: Sensitive	Sensitive ceiling only	Replace names with "the complainant" before input; reinsert afterwards
Analyse WHS incident data for trends	OFFICIAL: Sensitive	Sensitive ceiling only	De-identify; confirm with the WHS Officer before commencing
Summarise a ranger matter for a file note	OFFICIAL: Sensitive	Sensitive ceiling only	Register the use case; output is a record and must be captured
Draft correspondence about a dog attack complaint	OFFICIAL: Sensitive	Sensitive ceiling only	Not to be used to determine the outcome - only to draft, after the officer has decided
Evaluate or score tender submissions	—	**Prohibited**	Policy cl 4.3, no exceptions
Draft a performance review or disciplinary letter	OFFICIAL: Sensitive	Sensitive ceiling only, with People and Culture approval	The assessment and the decision must be the manager's; AI may assist with wording only
Generate legal advice or an interpretation to be relied on	—	**Prohibited**	Policy cl 4.3 - obtain advice through the usual channel
Transcribe a meeting with staff or community members	Depends on content	Approved platform at the right ceiling	Tell participants beforehand and get agreement; see 9.3

What you want to do	Classification	What you may use	Notes
Troubleshoot a script, formula or error log	Depends on content	Approved platform at the right ceiling	Remove passwords, API keys, tokens and connection strings first - never paste credentials
Connect a meeting assistant to your Outlook calendar	Depends on content	Only if the tool and the connection are approved	Request approval (Form 2); automatic recaps must be off, or sent only to you for checking
Use a free or personal AI account for Shire work	—	Only if that tool is approved	Policy cl 4.8 - check the approved list first
Use AI to get around a blocked website, filter or other security control	—	Prohibited	Policy cl 4.3, no exceptions

6.5 De-identifying before input

Where the task can be done without personal information, remove it first:

- replace names with roles or labels - "the complainant", "Officer A", "Property 1";
- remove addresses, assessment numbers, dates of birth, contact details, and registration or licence numbers;
- remove anything that would identify a person in a town this size even without their name - a distinctive property, an unusual circumstance, a role held by only one person;
- keep a private mapping of labels to real details, outside the AI tool, so the output can be reinstated.

The last point matters here. In a district of this size, de-identification is often incomplete. If in doubt, treat as identifiable.

7. Risk assessment for high-risk uses

7.1 Screening

A use case is high-risk if the answer to any of these is yes:

1. Does the output affect a person's rights, entitlements, obligations, or safety?
2. Does it support, inform or produce a statutory decision or determination?
3. Does it involve personal information, or OFFICIAL: Sensitive information?
4. Is output published or issued externally without a person reviewing each item?
5. Does it involve monitoring, assessing or profiling individuals - staff or community?
6. Would an undetected error cause material financial loss, legal exposure, or reputational harm to the Shire?

7.2 Assessment

High-risk use cases require Form 3, covering:

Purpose and alternative - what problem this solves, and what happens if it isn't done this way. If a non-AI method achieves the same outcome at similar cost, say why AI is being used.

Information - what goes in, what comes out, classification, whether personal information is involved, source and quality of any dataset.

Accuracy - how the output will be tested before go-live, and what accuracy is good enough. Include a documented sample test: run the process on [20] real cases and have the accountable officer check every one.

Fairness - whether the output could systematically disadvantage a group, and how that would be detected.

Human oversight - the precise point at which a person reviews, and what that person is expected to check. "Reviewed by the officer" is not sufficient; state what they are looking for and what would cause them to reject the output.

Failure modes - what happens if the tool is wrong, unavailable, or changes behaviour after a vendor update. What the manual fallback is.

Records and disclosure - what is captured, where, and what is disclosed to whom.

Review and decommission - review frequency, and the trigger that would cause the use case to be suspended.

Risk is rated using the Shire's existing Risk Management Framework matrix. Do not create a separate AI risk scale.

7.3 Decision

The CEO may approve, approve with conditions, defer pending testing, or refuse. Approved high-risk use cases are reported to ELT quarterly annually.

8. Disclosure

8.1 The test

Disclose where AI has **materially generated content or analysis** that a reader would otherwise attribute to an officer.

Do not disclose where AI has been used for spelling, grammar, formatting, translation, or summarising material the officer wrote themselves. These are tools, not authorship.

8.2 Where disclosure goes

Content type	Where the statement goes
Officer report to Council or committee	Immediately below the Comment section

Content type	Where the statement goes
Correspondence issued to a member of the public	Foot of the letter or email
Content published on the website or social media	Foot of the post or page
Internal report or briefing	Foot of the document
Images, audio or video	On the item itself

8.3 Standard wording

For documents:

> *This document was prepared with the assistance of artificial intelligence. The content has been reviewed and verified by the responsible officer, who remains accountable for its accuracy and for the recommendation it contains.*

For community-facing content:

> *Artificial intelligence was used to help prepare this content. It has been checked by Shire staff before publication.*

For AI-generated images, audio or video:

> *This image was generated using artificial intelligence.*

Synthetic images, audio or video of an identifiable person are prohibited under the Policy - no disclosure makes that acceptable.

9. Records

9.1 What must be captured

Capture the output where it informs, evidences or supports a Shire decision or action. That includes advice, analysis, correspondence, reports and file notes produced with AI assistance.

Capture into the Shire's recordkeeping system in the ordinary way, against the relevant file - not in the AI tool, and not in a personal folder.

9.2 What need not be captured

Prompts and full conversation transcripts are not captured as a matter of course. They are captured where:

- the exchange itself documents how a decision was reached; or
- the matter is subject to a complaint, review, FOI application or legal proceeding; or
- the accountable officer directs it.

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> ***Drafting note:*** *[DECISION] Confirm with the Records Officer before issue. This is the narrow position and is the recommended one - a rule requiring every prompt to be captured cannot be complied with, and a rule nobody follows is worse than a narrower one that they do. Whichever way it lands, make sure it is reflected in the Record Keeping Plan at its next review.*

9.3 Transcription and meeting notes

Before recording or transcribing a meeting using an AI tool:

1. Tell everyone present, before it starts, that a tool is being used.
2. Confirm nobody objects. If anyone does, don't use it.
3. Check the classification of what will be discussed against the tool's ceiling.
4. Check the tool's approved configuration. Automatic recaps, summaries or action lists must not go to attendees until you have checked them (Policy cl 4.7).
5. Treat the transcript as a record if the meeting is one whose outcome is recorded.
6. Delete transcripts of meetings that are not records, in line with the retention rules for working papers.

Do not use AI transcription for Council or committee meetings without the Manager Executive Services' express approval - the statutory minutes are the record, and an unofficial parallel transcript creates FOI and evidentiary exposure.

9.4 Retention

Records produced with AI assistance are retained under the same disposal authority as the equivalent record produced without it. AI involvement changes nothing about retention.

10. Incidents and breaches

10.1 What to report

Report immediately if:

- information was entered into a tool not approved for its classification, including a personal account;
- personal, confidential or sensitive information may have been exposed;
- AI-generated content that was wrong, misleading or fabricated was relied on, issued or published;
- a tool behaved unexpectedly, or its output changed materially without explanation;
- an approved platform suffered a security incident or changed its terms;
- credentials were entered into, or exposed to, an AI tool;
- an AI tool was used, connected to a Shire system, or given access to Shire information without approval;
- an AI tool sent, shared or published output automatically before it was verified;

- someone used AI for a prohibited purpose.

Reporting is a requirement, not a discretion. Staff who report their own error promptly and in good faith will not be disciplined for the error itself.

10.2 How to report

1. **Stop.** Do not continue using the tool for that task.
2. **Report** to your manager and the Manager Executive Services immediately, and in any case within 24 hours. Use Form 4 (Appendix D), or report verbally and complete the form afterwards.
3. **Preserve** the evidence - screenshots, the conversation, the output, the record of what was entered. Do not delete it.

10.3 Response

Step	Who	Timeframe
Initial assessment and containment	Manager Executive Services with ICT	Within 24 hours of report
Change or revoke any exposed credentials	ICT	Immediately on report
Determine whether personal information was involved	Manager Executive Services	Within 48 hours
Notify CEO	Manager Executive Services	Immediately, where personal information or published content is involved
Assess notification obligations	CEO, with legal advice as needed	Within 72 hours
Correct any published or issued content	Accountable officer	Immediately on confirmation
Record in the AI Register and the Shire's incident register	Manager Executive Services	Within 5 working days
Review of the use case, and suspension if warranted	ELT	Within 10 working days

10. 4 Notification

Where an incident involves personal information, the CEO determines whether it is notifiable, and to whom.

> ***Drafting note:*** *The WA Privacy and Responsible Information Sharing Act 2024 establishes a notifiable information breach scheme. Confirm the commencement date and whether local governments are captured, and by when, before this procedure issues - the answer determines whether 10.4 is a live obligation or a good-practice provision. Also confirm the position with the Shire's insurer, since cyber*

> *policies commonly impose their own notification timeframes that run shorter than the statutory ones.*

10.5 Serious incidents

An incident involving a suspected data breach, published misinformation, or a prohibited use is reported by the CEO to Council. Systemic issues trigger a review of this procedure.

Appendix A - Form 1: AI Use Case Registration

Section 1 - Proposal

- Use case title
- Business unit
- Accountable officer (name and position)
- What the AI will do
- What a person will do
- Platform proposed (must be on the approved list)
- Expected frequency of use
- What is being done now, and why this is better

Section 2 - Information

- What information goes in
- Highest classification of that information
- Does it include personal information? Y/N
- If yes, can it be de-identified first? Y/N - if no, explain why not

Section 3 - High-risk screening

The six questions at 7.1, answered Y/N. Any "yes" means Form 3 must be completed and the use case referred to the CEO.

Section 4 - Controls

- Where a person checks the output, and what they check for
- Configuration settings the use case relies on (for example, automatic sharing switched off), and any connections to Shire systems
- Disclosure required? Y/N - and where it goes
- What is captured as a record, and where (confirmed with the Records Officer)
- What happens if the tool is unavailable

Section 5 - Approval

- Recommended by (manager) / date
- Approved by (ELT member, or CEO if high-risk) / date
- Conditions
- Register reference / next review date

Appendix B - Form 2: Platform Approval Request

- Tool name, vendor, and URL
- What it does, and what the Shire would use it for
- Is the capability already available in a tool the Shire licences? Y/N - if yes, why is this needed
- Cost (initial and ongoing), and licensing model
- Number of users
- Where data is stored and processed
- Does the vendor train models on customer input? Can it be disabled?
- Security assurance held (ISO 27001 / IRAP / SOC 2 / none)
- Does it support single sign-on and MFA?
- Link to terms of service and privacy policy
- Can output and history be exported?
- Default settings that send, share or publish output automatically - can they be switched off or enforced centrally?
- Access requested to Shire systems (mail, calendar, files, recordkeeping) and the permissions sought
- Proposed configuration, conditions of use and user guidance
- Highest classification proposed
- Requesting officer / date
- ICT assessment / date
- Records assessment / date
- ELT recommendation / date
- CEO decision, classification ceiling, required configuration, conditions / date

Appendix C - Form 3: High-Risk Use Case Assessment

Structured against section 7.2: purpose and alternative; information; accuracy and testing; fairness; human oversight; failure modes; records and disclosure; review and decommission trigger. Risk rated using the Shire's Risk Management Framework matrix. Signed by the accountable officer, the Manager Executive Services, and the CEO.

Appendix D - Form 4: AI Incident Report

- Reported by / date and time
- Date and time of the incident
- Platform involved

- Use case reference, if registered
- Were credentials involved? Y/N - if yes, when ICT was told
- What happened
- What information was involved, and its classification
- Was personal information involved? Y/N - whose, and how many people
- Was anything published, issued or acted on? Y/N - details
- Immediate action taken
- Evidence preserved and where
- Assessment (Manager Executive Services)
- Action taken and outcome
- Register and incident register updated / date

Related documents

- Policy GC[__] - Artificial Intelligence Acceptable Use and Governance
- AI Implementation Guidelines
- AI Register
- Record Keeping Plan
- Code of Conduct - Employees
- Risk Management Framework
- Purchasing Policy
- [ICT / Acceptable Use of Technology Policy]
- Cyber Security Policy

> ***Drafting note:*** *Two things to confirm before issue: the classification labels at section 6 (depending on where the classification policy lands at ELT), and the PRIS Act position at 10.4. Everything else can be settled internally.*

CS 1 – Community Grants Policy

1 Objectives

The main objectives of the Community Grants Policy are to:

1.1 Demonstrate Council's commitment to community and economic development.

1.2 Assist to build the capacity of the community.

1.3 Enhance the capacity of community groups, clubs, not-for-profits and social enterprise organisations to provide one-off projects, community services and events.

1.4 Increase community and visitor participation in community activities and/or events.

1.5 Support innovation, creation and the development of community initiatives.

1.6 Offer a one-year grant funding opportunity to support one-off activities and projects.

1.7 Offer a three-year grant funding opportunity to cover ongoing operational costs for community services and/or events.

2 Scope

This policy applies to eligible community groups, clubs, not-for-profits and social enterprise organisations seeking support for projects, events and activities that:

2.1 Provide social or economic benefit to the community;

2.2 Produce results in one or more of Council's five key aspirations identified in the Community Strategic Plan:

- A friendly, welcoming and inclusive community;
- Our natural environment is valued, conserved and enjoyed;
- Our built environment is maintained, protected and enhanced;
- Our economy is strong, diverse and resilient; and
- Our leadership is visionary, collaborative and accountable.

3 Definitions

3.1 Auspicing Organisation

means an incorporated organisation with a current ABN which agrees to work with a non-incorporated community group to receive, hold and disburse grant funds on behalf of the non-incorporated group. The auspicing organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the acquittal of those funds within the agreed timeframe.

3.2 Sporting Club

means an association dedicated to a particular sport, that can demonstrate formal membership.

3.3 Community Group

means a not-for-profit entity that offers programs and services to meet the needs of the community through a common goal/interest or cause. Most members of a community group work voluntarily. A

community group must demonstrate that it has provided financial or in-kind support to the community, beyond its immediate membership.

3.4 Incorporated Association

means an organisation that has been incorporated under the *Associations Incorporation Act 2015*.

4 Policy

Council will provide grant funding to assist established community groups, sporting clubs and incorporated associations, within the Shire, to establish new, or to continue current services, projects or activities that result in social or economic benefit to the community.

4.1 Allocation of Resources (Financial and In-Kind)

4.1.1 Council will review and confirm the allocation of resources annually as part of the annual budgetary processes.

4.1.2 A single tranche will be allocated and available to community groups, sporting clubs and incorporated associations on an annual basis.

4.1.3 Eligible organisations can apply for a one-year grant (maximum value of $5,000 per annum).

4.1.4 Alternately, eligible organisations can apply for a three-year grant (maximum value of $5000 per annum).

4.2 Timeline

Council's Community Grants Program opens on the first Monday of December (9:00am) and closes on the first Friday of the following March (4:30pm). The Program operates on an annual basis, targeting projects and/or events beginning in July of the following financial year.

A Working Group comprising of Councillors will assess eligible grant applications and will make recommendations to Council in accordance with the assessment criteria (outlined below). This assessment will take place no later than early May, with Working Group recommendations put to Council in the May Ordinary Meeting of Council.

4.3 Categories

4.3.1 One-Year Grant

This grant is available to eligible entities to support one-off or annual activities and projects. The maximum limit is $5,000.

Funding may be used for construction, purchase of equipment, salaries, contract services, operations, marketing, consumables and administration expenses.

4.3.2 Three-Year Grant

This grant is available to eligible entities to support ongoing operational costs only. The three-year grant is to provide longer-term security for the group, enabling the applicant to forward-plan and support the sustainability of community and economic development.

Funding may be used for utility expenses, insurance, rent, wages, and other ongoing operational expenses.

4.4 Eligibility

Funding applications must satisfy the eligibility criteria set out in the Funding Guidelines, which include (but are not limited to):

4.4.1 The organisation must be based within the Shire.

4.4.2 Applicants must offer a project, event or activity within the Shire's local government boundary.

4.4.3 Applicants must have successfully completed and acquitted any project, activity or event for which the applicant had previously received Shire funding.

4.4.4 Funding will not be awarded to private businesses or individuals.

4.4.5 Projects, events and activities must be completed in the financial year in which the funding is provided.

4.4.6 Projects, activities or events will not be funded if they have already commenced before funding has been awarded.

Organisations are eligible for a maximum of one grant per funding category (per financial year) to a maximum of $5,000 per category per year. An Auspicing Organisation is eligible to apply for funding for its own organisation as well.

4.5 Assessment of Applications

Applications will be assessed against the Community Grants Program priority of Building Capacity, Partnerships and Leveraging Resources:

4.5.1 Maximise in-kind, cash donations and volunteer time from community, business and/or other funding bodies (partnerships).

4.5.2 Facilitate ways in which recipients can give back to the community.

4.5.3 Encourage community participation and capacity building.

4.5.4 Demonstrate a result that will have an impact beyond the Community Grant Program.

4.5.5 Demonstrate accountability for the expenditure of public funds.

4.5.6 Adopt a risk management-based approach to project management.

4.5.7 Clearly define aims, objectives and outcomes that are measurable and relevant to the Shire's visions and objectives.

4.5.8 Provide well-planned and achievable milestones within a detailed timeline.

4.5.9 Provide a detailed budget.

4.5.10 Seek to maximise value for money.

4.5.11 Outline how the group will recognise the Shire's contributions.

4.6 Grant Conditions

4.6.1 A representative from the organisation applying for funding must meet with a representative from the Shire prior to applying. The contact details are provided on the application form.

4.6.2 Applicants must answer all questions in the grant application and provide full details on all questions (including by providing a detailed budget).

4.6.3 Applications must reach the Shire no later than 4:30pm on the first Friday in March annually. Late applications will not be considered and will not be presented to the Working Group.

4.6.4 A detailed acquittal of the one-year grant funded activity must be provided to the Shire by the end of the financial year in which the funding was provided.

4.6.5 An annual report must be provided to the Shire by the end of each financial year for the duration of a three-year grant.

4.6.6 A detailed acquittal of the three-year grant funded activity must be provided to the Shire by the end of the three-year period for which the funding was provided.

4.6.7 Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).

4.6.8 Council may use the information provided by the funded entity for its own promotional purposes.

4.6.9 All funded entities will be required to enter into an agreement with the Shire, which will detail specific conditions and terms relevant to that project.

4.6.10 All funded entities must acknowledge the support of the Shire in all their promotional material.

4.6.11 Allocation of grant funding (partial or entire) will be at the sole discretion of Council.

4.6.12 The Chief Executive Officer is authorised to approve or reject variation requests for a change in purpose on funded projects.

5 Risk Management

The risks of not having this Policy in place include:

5.1 Non-compliance with financial legislation;

5.2 Reputational risk by not providing transparent and clear criteria and structure to the Community Grant process.

6 Accountabilities and Responsibilities

6.1 Council is accountable for:

- Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
- Endorsing (or not) each organisational policy document in a timely and effective manner.
- Delegating implementation of each policy document to the CEO.

6.2 The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.

6.3 The Executive Management Team and Managers is responsible for:

- Ensuring that all employees under their direction comply with this policy document.
- Enacting process to redress non-compliance with this policy document.

6.4 All employees are individually responsible for complying with this policy document.

7 Applicable Legislation and Documents

Act	*Local Government Act 1995* s.2.7(2)(b) – The council is to determine the local government's policies s.6.7 Municipal Fund
Regulation	*Local Government (Financial Management) Regulations 1996*
Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

8 Administration

Original Adoption Date	23 May 2024
Last Reviewed	
Scheduled Reviewed Date	23 May 2027

Shire of Bridgetown-Greenbushes

MP[XX] – Grievance Resolution Management Practice

Purpose

- Provide a clear process for resolving work-related grievances promptly.
- Ensure grievances are handled fairly, transparently, in a timely way and in line with natural justice.
- Help managers resolve or decide grievances fairly and impartially.
- Help employees resolve grievances at the lowest appropriate level within the Shire of Bridgetown-Greenbushes (the Shire).
- Promote consistency in how similar matters are managed across the Shire.

Scope

This Management Practice applies to all Shire employees, whether ongoing, fixed-term or casual.

Contractors, labour hire workers and volunteers may raise a concern about their treatment at work with People and Culture, who will apply the principles of this Management Practice as far as practicable. The formal stages and referral to the Western Australian Industrial Relations Commission (WAIRC) are available only to employees.

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

If a person takes a grievance to an external body under legislation, the Chief Executive Officer (or the Shire President, where the Chief Executive Officer is a party) may stop action under this Management Practice after consulting the parties (see Grievances about the Chief Executive Officer or Council members).

This Management Practice does not apply to the following, which have their own processes:

1. performance management under P18 Performance Management;
2. P1 – Anti-Discrimination, Sexual Harassment and Bullying Policy
3. Shire of Bridgetown-Greenbushes Standards for CEO Recruitment, Performance and Termination
4. disciplinary action that has already commenced;
5. workers compensation claims and disputes;
6. public interest disclosures and suspected misconduct (see Matters that must be diverted);
7. complaints about Council members (see Grievances about the Chief Executive Officer or Council members); and
8. any decision that has its own review or appeal process.

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Definitions

Complainant: the person raising the grievance.

Respondent: the person whose conduct or decision is the subject of the grievance.

Grievance: any problem, concern or complaint about work or the work environment, including any act, behaviour, omission, situation or decision the employee considers unfair or unjustified. This includes discrimination, bullying, harassment, sexual harassment, psychosocial hazards and other inappropriate workplace conduct.

Natural Justice: a process that is fair to all parties and free of bias. It includes the right to:

- be heard before any decision that may affect them is made;
- be told of the allegations in enough detail to respond to them;
- respond;
- have the matter decided by someone free of bias, or any reasonable perception of bias; and
- have a support person and, where appropriate, a representative.

Support Person: someone a complainant or respondent may bring to a meeting for emotional support. A support person does not advocate for anyone and should not be a witness or otherwise involved in the matter.

Representative: a person chosen by a complainant or respondent, such as a union representative or colleague, to advise them, speak for them at meetings and make submissions. A representative does not answer questions about the party's own conduct or knowledge.

Serious Matter: a grievance alleging sexual harassment, assault or threatened violence, serious or repeated bullying, possible criminal conduct, or conduct posing a serious risk to someone's health or safety.

Vexatious or Malicious Complaint: a complaint made knowing it is false or misleading, or made mainly to harass, annoy or cause detriment to another person.

Victimisation: subjecting, or threatening to subject, a person to any detriment because they have made, or intend to make, a grievance, or have been involved in one as a witness, support person or representative.

Management Practice Process

The Shire is committed to a safe, healthy and inclusive workplace where employees can raise and resolve work-related grievances through a fair and impartial internal process. Grievances will be dealt with fairly, promptly, sensitively and confidentially, and everyone involved is expected to take part in good faith.

Matters that must be diverted

Some matters must be dealt with under legislation rather than through this Management Practice. They must not be dealt with by self-resolution, mediation or conciliation.

1. **Public interest disclosures.** A disclosure that is, or may be, a public interest disclosure under the *Public Interest Disclosure Act 2003* will be referred to the Shire's PID Officer and handled under that Act, including its confidentiality requirements. A disclosure may also be made directly to the Public Sector Commission, particularly where the PID Officer or the Chief Executive Officer is involved.
2. **Suspected misconduct.** The Chief Executive Officer will notify the Corruption and Crime Commission of reasonably suspected serious misconduct, and the Public Sector Commission of reasonably suspected minor misconduct, as required by the *Corruption, Crime and Misconduct Act 2003*, and will follow any direction or advice from that body.
3. **Possible criminal conduct.** The complainant will be told of their right to report the matter to WA Police, and the Shire will consider whether it must report it.

If a matter is diverted, the Shire will still take any steps needed to protect the health, safety and wellbeing of the people involved.

Serious Matters

A Serious Matter is first assessed under Matters that must be diverted. If it is not diverted, it is dealt with under this section.

A Serious Matter does not go through self-resolution, informal resolution or Stage 1 (Supervisor) or Stage 2 (Manager or Director) of the Formal Complaint Procedure. It is reported directly to People and Culture or the Chief Executive Officer, who will:

1. assess within 2 working days whether the matter must be diverted and whether interim measures are needed;
2. decide whether to formally investigate and, if so, appoint an investigator; and
3. make sure the complainant is supported and is not asked to approach or meet the respondent.

After any investigation, the Chief Executive Officer will decide the matter and advise the parties in writing, with reasons. If the matter remains unresolved, Stage 4 applies.

The Shire has a positive duty to take reasonable and proportionate measures to eliminate sexual harassment. It will act on a report of sexual harassment even if the complainant does not want to make a formal complaint, while respecting their wishes as far as possible.

Grievances about the Chief Executive Officer or Council members

Where the Chief Executive Officer is a party to a grievance, the grievance is made directly to the Shire President or, where the Shire President has a conflict of interest, to the Deputy Shire President. An employee may instead ask the Manager People and Culture to pass the grievance on confidentially. The Manager People and Culture must not tell the Chief Executive Officer about it.

The Shire President will arrange for the grievance to be assessed and, if needed, investigated by an independent external investigator, under the standing authority given by Council for this purpose. Any action arising from the outcome will be taken in line with

the Chief Executive Officer's employment contract and the Shire's Standards for CEO Recruitment, Performance and Termination.

The Chief Executive Officer will have no role in deciding the matter, including any decision to stop action under this Management Practice or to put interim measures in place. Any interim measures needed to protect the complainant will be put in place by [nominated senior employee] acting under delegation. Anyone may also report suspected misconduct by the Chief Executive Officer directly to the Corruption and Crime Commission.

An employee's grievance about the behaviour of a Council member is dealt with under the Shire's Code of Conduct for Council Members, Committee Members and Candidates. People and Culture will help the employee make the complaint, and the Chief Executive Officer will manage any risks to the employee's health and safety. A complaint under the Code of Conduct must generally be made within one month of the behaviour, so People and Culture will help the employee lodge it promptly. Conduct that may breach the rules of conduct in the Code, such as a Council member directing or trying to improperly influence an employee, is a minor breach matter dealt with by the Local Government Standards Panel.

Continuation of normal work and interim measures

Normal work should continue while a grievance is being resolved. This does not affect the outcome.

Where the allegations are serious, or there is a risk to anyone's health or safety, the Chief Executive Officer (or, where the Chief Executive Officer is a party, the person nominated under Grievances about the Chief Executive Officer or Council members) may put interim measures in place, such as separating the parties, changing reporting lines or work locations, or directing an employee not to attend work on full pay. Interim measures are not a finding against anyone, will be reviewed regularly and must not disadvantage the complainant.

Remedial or corrective action

If a grievance is substantiated, the Shire should take remedial or corrective action without delay so that it does not recur.

Victimisation

No employee may victimise a complainant, respondent, witness, support person or representative because of their involvement in a grievance. Victimisation may result in disciplinary action, up to and including termination of employment.

Vexatious or malicious complaints

A complainant who deliberately makes a vexatious or malicious complaint may face disciplinary action, up to and including termination of employment. A complaint is not vexatious or malicious just because it is not substantiated. Employees who raise a genuine concern in good faith will not be disadvantaged, whatever the outcome.

Shire of Bridgetown-Greenbushes

Confidentiality and records

Everyone involved must keep information about a grievance confidential, except where disclosure is needed to deal with it, to seek advice or support (including from a support person, representative or the Employee Assistance Program), or is required by law. Information is shared only on a need-to-know basis. Personal information in grievance records is handled in line with the Information Privacy Principles in the Privacy and Responsible Information Sharing Act 2024. *(WA)*

Grievance records, including complaints, investigation reports and outcome letters, are kept in a restricted file in the Shire's recordkeeping system, separate from the employee's personnel file. Access is limited to People and Culture, the Chief Executive Officer and anyone the Chief Executive Officer authorises to deal with the matter. Records are kept and disposed of in line with the General Disposal Authority for Local Government Records.

Work health and safety

A grievance alleging bullying, harassment, sexual harassment, violence or another psychosocial hazard is also a work health and safety matter. People and Culture will tell the WHS Officer only what is needed so the hazard can be identified, the risks assessed and controlled, and any incident reported in line with G 15 Work Health & Safety Policy and the *Work Health and Safety Act 2020*.

Support for the parties

Complainants, respondents and witnesses can use the Shire's free, confidential Employee Assistance Program (EAP) at any stage. People and Culture will tell each party about the EAP when a grievance is raised and when the outcome is advised.

Responsibilities of the parties

Where a grievance can be resolved by agreement, the parties are expected to make a genuine attempt to do so. In doing this, they must:

- establish or verify the facts;
- distinguish facts from perceptions and opinions;
- maintain confidentiality in line with this Management Practice; and
- start or recommend actions to stop the grievance recurring.

Grievance Resolution Process

The steps below apply to all grievances except Serious Matters and matters that must be diverted. If a grievance is not resolved at one stage, it moves to the next.

At any stage, the complainant and the respondent may each have a support person and/or a representative, and the Shire may be represented by an external party. Anyone may seek advice from People and Culture at any stage.

At every stage, the respondent will be told of the grievance and heard before any decision affecting them is made (see Informing and hearing the respondent). At the end of each stage, the parties will be advised of the outcome in writing, with reasons.

If the person who would deal with the grievance at any stage is a party to it or has a conflict of interest, the grievance moves to the next stage. Where that person is the Chief Executive Officer, see Grievances about the Chief Executive Officer or Council members.

Timeframes in this Management Practice are indicative. If a timeframe cannot reasonably be met (for example, because of leave, witness availability or the complexity of the matter), the person managing the grievance will tell the parties in writing of the revised timeframe and why.

Self-resolution

If comfortable doing so, the complainant may first try to resolve the issue directly with the person concerned by explaining what has caused offence and its impact, and asking that the conduct stop. The other person may not realise their behaviour is causing offence. Self-resolution is never required, and must not be used for Serious Matters.

If the complainant is not comfortable doing this, or it does not work, they should seek advice from their supervisor/manager or People and Culture about their options.

Informal resolution

A complaint may be dealt with informally as follows:

1. The complainant raises their concerns with their direct manager or People and Culture and discusses possible resolutions and the outcome they want.
2. The manager or People and Culture explains the options for resolving the complaint.
3. If the complainant wants to proceed, People and Culture may:
    a) arrange mediation between the complainant and the respondent, where both agree;
    b) meet with the complainant and the respondent separately to discuss the issues and explore solutions; and
    c) where the respondent is asked about the concern, make sure they are told what it is about and have a fair opportunity to give their side.

If the matter is resolved, it will be closed and the outcome confirmed in writing to the parties. If not, the complainant may lodge a formal complaint, which is dealt with in up to four stages.

Formal Complaint Procedure

People and Culture is notified of every formal grievance, keeps the record, advises the decision-maker at each stage and may attend meetings. If People and Culture has a conflict of interest, the Chief Executive Officer will arrange alternative human resources support.

Where the matter has already been raised with the Supervisor, Manager or Director informally, People and Culture may agree with the complainant that the formal process starts at Stage 2 or Stage 3.

Shire of Bridgetown-Greenbushes

Stage 1 – Supervisor

The complainant notifies their Supervisor of the grievance in writing (see Submitting a formal complaint), and the Supervisor notifies People and Culture. The complainant should say whether a support person or representative will be involved. The Supervisor will meet with the complainant within 3 working days of receiving the grievance to try to resolve it. If the Supervisor is a party to the grievance, it goes directly to Stage 2.

Stage 2 – Manager or Director

The next most senior manager who is not involved in the matter (the Manager of the business unit or, where appropriate, the Director) will meet with the complainant within 5 working days of the referral and try to resolve the matter as in Stage 1. The employee may have a support person or representative present. If the Supervisor is also that manager, this stage does not apply. If the grievance is not resolved, it moves to Stage 3.

Stage 3 – Chief Executive Officer

The grievance goes beyond the business unit to the Chief Executive Officer, who will meet with the parties within 10 working days of the referral and advise their decision in writing, with reasons. The employee may have a support person or representative. If the grievance is not resolved, it moves to Stage 4.

Stage 4 – WAIRC

If the matter remains unresolved, either party may refer it to the WAIRC for conciliation and, if it is still unresolved and the WAIRC has jurisdiction, arbitration. Any referral is subject to the dispute settlement procedure in the relevant industrial agreement or award and the *Industrial Relations Act 1979*. Stage 4 is available only to employees.

Submitting a formal complaint

A formal complaint should be made in writing using the Grievance Complaint Form (available on the Intranet) and include:

1. the complainant's name and contact details;
2. details of the specific issue or incident;
3. the name of the person the complaint is about;
4. the names of any witnesses who were present or have specific knowledge of the issue;
5. the outcome being sought; and
6. any action already taken to resolve the issue.

Informing and hearing the respondent

To meet the principles of natural justice, wherever a grievance concerns another person's conduct or decision:

1. Before any meeting or decision that concerns them, the respondent will be told in writing of the allegations, with enough detail (including dates and events) to respond properly.
2. The respondent will have at least 5 working days to respond, in writing or at a meeting, and may have a support person and/or a representative.

3. If there is an investigation, the respondent will be able to comment on any proposed adverse findings before the report is finalised.
4. Before any disciplinary or other adverse action is decided, the respondent will be told in writing of the proposed action and the reasons for it, and given at least 5 working days to respond. The decision-maker will consider that response before deciding.
5. The respondent will be advised of the outcome in writing (see Advising the outcome).

The complainant will also have an opportunity to respond to any new material from the respondent that is relied on in deciding the matter.

Investigation of Complaint

Before any formal investigation, the relevant manager or People and Culture will make a preliminary inquiry to:

1. assess how serious the complaint is, including whether it is a Serious Matter;
2. decide whether there is enough evidence to proceed;
3. decide whether the matter must be diverted (see Matters that must be diverted) or should be investigated; and
4. consider whether interim measures are needed.

The Chief Executive Officer, on the advice of People and Culture, may then require a formal investigation. This may happen at any stage where the facts are in dispute, and will normally happen for Serious Matters.

The Chief Executive Officer will appoint an investigator who has no involvement in the matter and no conflict of interest. An external investigator will be engaged where the respondent is a manager, where People and Culture has a conflict of interest, or where the seriousness or complexity of the matter means an internal investigation would not be, or would not be seen to be, independent.

The investigator gathers information, reviews documents, interviews the parties and witnesses, and makes findings on the balance of probabilities. The depth of the investigation depends on the nature of the complaint. The investigator does not decide what action is taken. That decision is made by the Chief Executive Officer or their delegate, who must not be the investigator.

The investigation report will include:

1. the allegations and their circumstances;
2. the respondent's response;
3. whether the allegations are substantiated;
4. any breaches of policy or legislation identified;
5. the evidence gathered, such as emails, statements and other records;
6. any other information provided; and
7. any recommendations, including on systemic or work health and safety issues.

Outcomes may include an apology, an agreement not to repeat the behaviour, training, counselling, mediation, changes to work arrangements, or verbal or written warnings.

Where the findings support it, disciplinary action up to and including termination of employment may be taken, in line with the relevant industrial agreement or award and only after the respondent has had an opportunity to respond. Transfer or demotion may only be used where the relevant industrial agreement or award allows it.

A complainant will not be transferred, or have their duties or conditions changed, because of their grievance unless they ask for it. Any change made at their request must not disadvantage them.

Advising the outcome

The complainant and the respondent will each be advised of the outcome in writing, with reasons. The complainant will be told whether the allegations were substantiated and whether action has been taken, but not the details of any disciplinary action, which are confidential to the respondent. Both parties will be told of any further options, including Stage 4 where it applies.

Related documents

Internal

Shire of Bridgetown-Greenbushes Code of Conduct

Shire of Bridgetown-Greenbushes Code of Conduct for Council Members, Committee Members and Candidates

Shire of Bridgetown-Greenbushes Outside Workers Industrial Agreement 2026

Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2023

G 15 – Work Health & Safety Policy

P18 Performance Management

Grievance Complaint Form

Employee Assistance Program

External

Equal Opportunity Act 1984 (WA)

Corruption, Crime and Misconduct Act 2003 (WA)

Industrial Relations Act 1979 (WA)

Local Government Act 1995 (WA)

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

Public Interest Disclosure Act 2003 (WA)

Sex Discrimination Act 1984 (Cth)

Work Health and Safety Act 2020 (WA)

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

Shire of Bridgetown-Greenbushes

General Disposal Authority for Local Government Records (State Records Office of WA)

Privacy and Responsible Information Sharing Act 2024

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Waterwise Council Action Plan

Shire of Bridgetown - Greenbushes

2026-2031

November 2026

The Waterwise Council Program supports the State Government's vision to grow waterwise communities in Boorloo (Perth) and Bindjareb (Peel).

A waterwise Boorloo and Bindjareb is where communities care about and value water, while making best use of its various sources (groundwater, dams, stormwater, sea water and wastewater).

Our city provides healthy natural environments, supporting a range of cultural, social, ecological and economic benefits.

In the spirit of reconciliation, we acknowledge the Traditional Custodians of Country throughout WA and their enduring connections to land, sea and community. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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Waterwise Council Program Overview

The Waterwise Council Program aims to build a cooperative working relationship with local governments in Western Australia by acknowledging councils that are demonstrating leadership in sustainable water management. The Program supports the State Government's vision to build waterwise communities.

Delivered jointly with the Department of Water and Environmental Regulation (DWER), the program supports local governments to improve water efficiency and adopt waterwise practices within their operations and local communities. In conjunction with building waterwise communities, it recognises how Waterwise Councils are leading by example and inspiring residents to use water wisely.

Objectives

This plan will be valid for a period of 5 years and forms the basis of annual reporting requirements.

The objectives of this Waterwise Council Action Plan are to:

- Assess current water management activities across council operations and the community;
- Identify opportunities to save water;
- Set goals to improve water management outcomes;
- Prepare an action plan and implement water actions to progress towards your targets;
- Provide a process for annual reporting on implementation of water actions;
- Work towards creating waterwise communities beyond water efficiency.

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Shire of Bridgetown - Greenbushes Waterwise Council Action Plan

Contact Details

LGA details	
Administration office address	1 Steere Street, Bridgetown WA 6255
Telephone	08 9761 0800
General email	btnshire@bridgetown.wa.gov.au
Chief Executive Officer	
Name	Garry Adams
Telephone	08 9761 0800
Email	GAdams@bridgetown.wa.gov.au
Primary Program Contact	
Name	Alexa Tunmer
Position	Sustainability & Environmental Officer
Telephone	08 9761 0831
Email	ATunmer@bridgetown.wa.gov.au
Secondary Program Contact	
Name	Morgan Gillham
Position	Director Projects & Environment
Telephone	08 9761 0800
Email	MGillham@bridgetown.wa.gov.au

Water Management Team

Name	Position / Department	Email	Completed online training*? Course name and year
Alexa Tunmer	Sustainability & Environmental Officer	ATunmer@bridgetown.wa.gov.au	Water auditing by end of 2026-27. Waterwise gardening during 2027-28.
Leith Poad	Manager Building Maintenance and Operations	LPoad@bridgetown.wa.gov.au	Request that Water auditing is completed by 2028-29.
Damian Franken	Supervisor Parks & Gardens	DFranken@bridgetown.wa.gov.au	Request that Waterwise gardening is completed by the end of 2027-28.
Aquatic Centre Staff	TBD	TBD	Water auditing by the end of 2029-30.

*For a list of free Waterwise training please visit Waterwise training - Water Corporation, WA.

Water Corporation recommends that at least 30% of the water management team members complete one training module by end of year 1, and that all team members complete at least one training over the course of the five-year plan.

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Waterwise Council Milestones

Milestone	Reporting Year
Endorsement Status	Endorsed 2024/25, since 2019/20.
Gold Status	N/A
Platinum Award (Council of the Year)	N/A
10 Year Waterwise Council	5 Year

Main Strategic Documents

Table 1: Summary of relevant strategic documents

Main Strategic Document	Link	Notes
Environmental Sustainability Strategy 2027-2032	*Draft in progress. Expected adoption date: mid 2027.*	
Council Plan 2025-2035	*https://www.bridgetown.wa.gov.au/documents/1344/council-plan-2025-2035*	
Related Strategic Document	**Link**	**Notes**
Verge Planting Guidelines & Policy 2026	*Draft in progress. Expected adoption date: early 2027.*	
WBAC Regional Climate Action Plan	*https://www.wbac.net.au/_files/ugd/5f664a_7207501ad81f4a60980f5a5bd0f48d23.pdf*	*Action Plan period completed*
Managing the natural environment policy	*https://www.bridgetown.wa.gov.au/documents/828/em-1-managing-the-natural-environment*	*Proposed to be superseded by the Environmental Sustainability Strategy following its adoption.*
Verge Management Policy	*https://www.bridgetown.wa.gov.au/documents/1299/r-14-verge-management-policy*	*Currently being reviewed and updated. Expected adoption: early 2027*

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Waterwise Achievements

Buildings

- The Building Maintenance team continues to progressively upgrade taps, toilets, showers and other water fixtures to more water-efficient models as assets require replacement or reach the end of their service life.
- All new buildings including new Depot Administration, and 2 new fire stations have received only WELS 4 or greater rated fixtures and fittings as well as rainwater capture for toilet flushing.

Aquatic Centre

- Upgraded to heat pumps at the Aquatic Centre, removing the old leaking solar matting.
- Installed new pool blankets, including a cover for the balance tank.

Parks

- Systematic replacement of larger sprayer sprinklers with micro sprayers (more efficient, targeted and reduce water loss) has continued.
- In 2025-26 we installed a Centralis connected Hunter ACC2 Controller and all new irrigation system at the Bridgetown Sports Ground with the same system now installed at the Greenbushes Sports Ground.
- Parks and Gardens team continue to cover gardens with mulch to reduce water loss in summer, replacing it as it breaks down.
- Continued transition towards greater use of native and waterwise plant species in garden beds at Shire facilities.
- Continued monitoring and maintenance of irrigation infrastructure at parks, particularly where systems are accessed during community events and markets.
- Application of soil amendments like 'wetta-soil' to ensure water permeates into plant root zones.

Alternative water sources

- Installed water tanks at five Shire facilities during 2024-25, providing a combined storage capacity of 675kL.
- In 24-25 the Shire installed a new lined dam at the sportsground receiving water from overland flow, the sportsground drainage system and the Football Club building roof.
- Built new Depot Administration building that has included rainwater capture that is plumbed to the building for all toilet flushing.
- Planning to install 100kL water tanks on a further 4x Fire station facilities 26/27.
- Signed Water Take Agreement with the Water Corporation for the Dumpling Dams for irrigation of the Greenbushes Golf Club and Sportsground.

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Water Use Inventory

Corporate water consumption

Table 2: Summary of corporate total water consumption overtime from potable and non-potable water sources

Water source	2023/24 (kL)	2024/25 (kL)	2025/26 (kL)
Potable water	*30,802*	*25,070*	*28,422*
Non-potable, licensed groundwater	*N/A*	*N/A*	*N/A*
Non-potable alternate water source *(Recycled water/stormwater etc.)*	*N/A*	*25,000*	*15,000*
Total water consumption	*30,802*	*50,070*	*43,422*

Total corporate water consumption increased by 3,352kL (13%) during 2025-26. In comparison, total consumption decreased by 5,732kL during the previous reporting period. This is largely contributed to the top 2 water consuming assets.

Table 3: Top 5 potable water consuming assets

Account #	Common name	Water use source	2024/25 (kL)	2025/26 (kL)	Notes
9006870817	*BT Aquatic Centre (swimming pool)/ Skate Park*	*Scheme*	*5,222*	*6,910*	*1*
9006884450	*GB Thomson Park/Town Hall/Skate Park*	*Scheme*	*1,820*	*3,332*	*2*
9006879336	*River Park*	*Scheme*	*2,333*	*2,141*	*3*
9006878405	*Memorial Park*	*Scheme*	*1,995*	*2,120*	*4*
9021915606	*Bridgetown Sportsground*	*Scheme*	*1,923*	*1,379*	*5*
			13,293	*15,882*	

Top water consuming sites

1. The **Aquatic Centre** remains the Shire highest consuming asset, accounting for approximately half of the overall increase in potable water consumption. This meter also includes irrigation, drinking fountain and a toilet at the neighbouring **Skate Park.** Infrastructure improvements are being progressively made, however high water use continued throughout 2025/26.

Aquatic Centre + Skate Park water use can be attributed to the following contributing causes:

- End of life solar water heating system on neighbouring Recreation Centre roof was leaking
- Increased backwashing as the filter sediments reached end of life
- Water loss associated with ageing balance tank infrastructure and evaporation
- The irrigation at the Skate Park had issues not turning off properly

Proactive action through the installation of a data logger is underway, to help us to identify and respond to future water use spikes in real time, without acting reactively to bills weeks or months later.

2. A new addition for the top 5 assets to #2 is **Thompson Park (which includes the Greenbushes Town Hall, Toilets and Skate Park**), jumping from #6 last reporting period up by 1,512kL.

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Water use can be predominantly attributed to the completion of the landscaping (plants and turf) in the Skate Park area. This is in addition to the existing water use for irrigation of the wider park area and grass. A contributing factor could also be a water leak identified in April 2026: leaking cisterns in Hall toilets (both systems were replaced).

3. River Park maintained its #3 placing, with a decrease in water use of 192kL. The water use remained high enough to stay in the top 5 but has decreased when compared to the last reporting period.

4. Memorial Park maintained its #4 placing with an increase of 125kL. This is likely due to an underground water leak detected near the water fountain earlier this year. The old pipe had cracked and was subsequently replaced when the ground was reported to be waterlogged. There were also issues reported with the dog water bowl tap timer malfunctioning with high pressure and not timing out.

5. Bridgetown Sportsground (includes Incident Control Centre, Shire Depot and Sportsground) has also maintained its #5 placing but has decreased by 544kL.

Rose Street Standpipe is a paid water service which supports our community and based on this it has been removed from the corporate top 5 water consuming assets (was stable at #2).

The remaining places are the Bridgetown CBD Kiosk and toilets (937kL), the Library (918kL), the Bridgetown Cemetery (810kL), the Town Square/24hr Rest Spot/Visitors Centre Precinct (662kL) and Shire Admin and halls (597kL).

Water Licence Compliance

The Shire of Bridgetown-Greenbushes does not currently hold any licences to take groundwater or surface water for corporate purposes.

Table 4: All Corporate licenses to take water

Licence #	Current Licensed allocation (kL)	Actual metered abstraction 2023/24 (kL)	Actual metered abstraction 2024/25 (kL)	Actual metered abstraction 2025/26 (kL)	Notes
No corporate licences	*0*	*0*	*0*	*0*	-

Community water consumption

This year all sectors decreased, apart from residential.

Based on census data, the Shire's population is increasing by approximately 2.5% annually from the 2021 baseline (as published in the Shire Youth Friendly Community Plan 2024-28). In 2021 the population was 5,376 and in 2026 it is projected to have reached 6,079 – an increase of 703 people or 13%. However, only a proportion of those will be on scheme water.

Residential water use increased by 5,851kL during 2025/26. This increase broadly aligns with the Shire's estimated population growth and ongoing residential development, particularly given that average water consumption remains relatively low at approximately 192kL per residential account per year.

Table 5a: Community potable water use sectors + consumption over time

Water use source	2023/24 (kL)	2024/25 (kL)	2025/26 (kL)	
Residential	403,872	335,341	341,192	Increase of 5,851 after downward trend
Commercial	136,196	141,103	129,270	Decrease of 11,833
Education	16,307	10,881	9,100	Decrease of 1,781
Total water use	556,375	487,325	479,562	Decrease of 7,763kL

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Residential: Residential water use remained highest within the Greenbushes (low-density housing at 5,966kL), Hester (low-density housing at 1,810kL) and Bridgetown (high-density housing at 1,146kL) service areas. This may reflect both the size of these residential areas and the presence of higher-density accommodation such as worker accommodation and aged care facilities.

Commercial: After an increase last reporting period, water use in this category has declined overall, with Bridgetown Hospitality being the only category to record an increase.

Table 5b: Top 5 Commercial Sources

Water use/allocation source	2024/2025 (kL)	2025/2026 (kL)	Notes/Update
Culture, recreation, personal & other services (Bridgetown)*	33,783	29,595	Decreased by 4,188
Mining (Greenbushes)	31,480	26,853	Decreased by 4,627
Hospitality (Maranup)**	32,289	26,126	Decreased by 6,163
Hospitality (Bridgetown)	13,508	14,977	Increased by 1,469
Health and community services (Bridgetown)	16,343	9,836	Decreased by 6,507
Total potable water	127,403	107,387	Decreased by 20,016

(* Culture, recreation, personal and other services are defined as community run amenities such as golf clubs, showgrounds, sportsground and trotting track, religious places and non-profit hubs, sporting groups, community garden, churches, historical buildings, RSL, bushfire brigades and emergency/fire and rescue etc).

** This is a significant water user. Water demand within this area is likely influenced by a range of commercial and residential activities, including workforce accommodation and associated services. When combined with direct mining-related water use, the mining sector represents one of the largest commercial water users within the Shire.

Educational: Educational continues to trend towards a decrease in water use of 1,781kL. Less so than the last reporting period but still maintaining its downward trajectory. This decrease is likely attributable to the installation of a groundwater bore in 2024, reducing reliance on scheme water for irrigation.

Overall community potable water consumption decreased by 7,763kL during 2025/26, with reductions in the commercial and educational sectors offsetting the increase recorded in the residential sector.

Table 6: Community non-potable water allocation over time

Water use source	2023/24 (kL)	2024/25 (kL)	2025/26 (kL)
Garden bores	No data	No data	No data
Licensed, self-supply surface water users for example schools, sports clubs, industry, construction and horticulture	418,000	588,000	708,000
Total water use	418,000	588,000	708,000

Across the Shire of Bridgetown-Greenbushes, there are small-scale unlicensed water abstraction from the local groundwater resources, however you do not need to register or licence a domestic garden bore provided it meets standard domestic exemptions (under 2,000 square metres). No data is collected by the Department of Water and Environmental Regulation for groundwater.

Areas proclaimed and require a license to take under the Rights in Water and Irrigation Act 1914 are limited within the Shire. There may be additional take of groundwater and surface water outside the proclaimed area that does not need to be licensed.

Total licensed surface water entitlements increased from 418,000kL in 2023/24 to 588,000kL in 2024/25 following the addition of one new licence. In 2025/26, total licensed entitlements across the four licences increased to 708,000kL, representing an increase of 120,000kL from the previous reporting period.

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Waterwise Vision and Goals

From the Shire's Council Plan (2025-2035) our Waterwise priorities are:

- Value, conserve and enhance our natural environment for current and future generations to enjoy;
- Provide attractive and sustainable parks and reserves;
- Carefully consider our options and make balanced choices to care for our community, planet and economy;
- Encourage the adoption of sustainable practices across Shire operations and the wider community;
- Create vibrant, attractive and welcoming towns and public facilities (e.g. by renovating public toilets, as well as the street and verge policies).

Corporate Water Management

The Shire of Bridgetown-Greenbushes' corporate water management goals are:

- Monitor water use, establish baseline consumption data and identify opportunities to improve water efficiency across Shire operations by 2031.
- Progress at least one priority water efficiency initiative to funding application, detailed design or implementation stage by 2031.
- Incorporate Waterwise principles into Shire landscaping, planning and operational decision-making, including Water Sensitive Urban Design in relevant planning and infrastructure processes.
- Increase staff awareness of water conservation and available water-saving opportunities through quarterly education and communications.

Community Water Management

The Shire of Bridgetown-Greenbushes' community water management goals are:

- Increase community awareness of water conservation, Waterwise gardening and available water-saving opportunities by 2031.
- Increase participation in Water Corporation water efficiency rebate and incentive programs by 20% above the 2025/26 baseline by 2031.
- Promote Waterwise landscaping principles through educational signage, demonstration sites and community communications.
- Encourage the adoption of low-water-use and climate-appropriate gardens across the Shire through education, demonstration and community engagement.
- Increase awareness of Water Sensitive Urban Design principles and their benefits for local water management.

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Waterwise Endorsement Action Table

The Responsible Department column has been removed as all actions are coordinated through the Projects and Environment team, led by the Shire Sustainability and Environment Officer.

Table 7a: Corporate Actions

Water Area	Corporate Water Objective	Action	Key Milestone and Completion Year	Status	Updates/ Evidence
Facilities and Parks	Improve water consumption monitoring and data collection	Develop a proposal for installation of sub-meters at the Incident Control Centre, Depot, Sportsground and Skate Park to improve water monitoring and leak detection. Identify priority sites for installation of water data loggers to improve leak detection and water monitoring to more readily identify leaks and reduce water loss.	2026-27: Develop and cost a proposal for priority sub-meters. 2027-31: Install four sub meters to priority locations. 2027-28: Identify priority sites and develop a costed proposal for water data logger installation. 2029-31: Install at least one data logger at a priority location. Note: Delivery is dependent on internal, or external funding.	Planned	
Facilities and Parks	Identify, seek funding for and implement water efficiency improvements at the	Investigate opportunities to improve monitoring and/or reduce reliance on scheme water at priority facilities	Progress at least one priority water efficiency initiative identified through monitoring and investigation activities to	Planned	

	Shire's highest water-consuming assets.	and parks. Examples include additional meters, data loggers, water recycling, alternative water sources, rainwater harvesting and irrigation efficiency improvements.	funding application, detailed design or implementation stage by the end of 2031 .		
Landscaping	Landscaping policies and/or plans to include low water use plants, Waterwise mulch, hydro zoning and soil amendments.	Install signage boards to educate our community and visibly show how a waterwise garden can serve multiple benefits, including water savings. Incorporate Waterwise principles into future landscape designs and upgrades where practical.	Educational signage installed at one location per year commencing 2027-28.	Planned	
Water Sensitive Urban Design (WSUD)	Work with the Planning Department to incorporate WSUD principles into the next Local Planning Policy review.	Raise Water Sensitive Urban Design principles during the next review of relevant planning policies and major capital projects for inclusion. Implement water sensitive urban design initiatives in development and capital works projects (paired with informational signage).	WSUD guidance incorporated into at least one planning or infrastructure process by 2029-30.	Planned	

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Staff Education	Bring active awareness to staff of water use and rebates	Water use information and water-saving opportunities shared with staff at least quarterly. This information can also be used for Shire comms to the community.	Water use information and rebate opportunities shared with staff at least quarterly from 2026-27.	Planned	

Table 7b: Community Actions

Water Area	Community Water Objective	Action	Targets	Status	Updates/ Evidence
Residential	Increase awareness and uptake of Waterwise programs and rebates	Review waterwise information on the Shire website and ensure it is updated annually. Deliver a minimum of three Waterwise communications each year. Promote Waterwise rebates, incentives and programs each summer. Monitor uptake of Waterwise programs. Increase community participation in water efficiency rebate and incentive programs by 20% above the 2025/26 baseline by 2031 (refer to Table 8 below).	2026-27: Website updates 2027-31: Promotion campaigns 2030-31: Participation exceeds baseline by 20% from 2025/26 levels.	Planned	

	Support Waterwise Verge planting and landscaping	Publish the Verge Planting Guideline and Policy and add information to Shire website under its own webpage. Establish two demonstration verges or gardens showcasing Waterwise landscaping principles by 2031. Organise a Verge Garden Competition to encourage participation.	2026-27: Guideline and Policy published. 2027-31: Establish two demonstration sites. Deliver community workshops and/or information sessions. Conduct a Verge Garden Competition.	In progress	First draft is currently being developed and associated policies being reviewed.
	Integrate Waterwise information into Shire processes.	Include Waterwise information and prompts within building and development applications (e.g. grey water retrofits and new build considerations, and alternative septic system types).	Waterwise information incorporated into at least one building, planning or landscaping information package by 2026-27.	Planned	
Educational	Provide practical Waterwise education to the community.	Install Waterwise signage at public sites.	Captured in the Corporate Action Plan	Planned	

The following data establishes the baseline participation rates for Water Corporation rebate programs within the Shire of Bridgetown-Greenbushes and will be used to measure progress against the target of increasing participation by 20 per cent by 2031.

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Table 8: Baseline Water Corporation Rebate Program Participation Data (2023-26)

	2025/26 (unit)	Water saving (estimated kL)	2024/25 (unit)	Water saving (estimated kL)	2023/24 (unit)	Water saving (estimated kL)
Showerhead Swap Program	23	349.20	45	620.80	47	756.60
Dual Flush Toilet Rebate	1	29	Rebate not available	-	-	-
Rainwater Tank Rebate	2	121	5	400	7	586
Total estimated water savings (kL)		**499.20**		**1020.80**		**1342.60**

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Endorsement of Waterwise Council Action Plan		
The Shire of Bridgetown – Greenbushes:		
a)	Will implement the water management measures stated in the Waterwise Council Action Plan and ensure employees and contractors assist in implementing actions.	
b)	Acknowledges that the Water Corporation and/or Department of Water and Environmental Regulation may comment on the Action Plan and/or request additional information relating to the Action Plan.	
c)	Acknowledges that the Water Corporation and Department of Water and Environmental Regulation will monitor the Action Plan and failure to meet requirements of the program may result in the withdrawal of Waterwise endorsement.	
d)	Will submit an annual report, in accordance with the Waterwise Endorsement Action Table, detailing progress made on the Action Plan in order to maintain endorsement as a Waterwise Council.	
Name		
Position		
Signature		Date
Water Corporation and Department of Water and Environmental Regulation acceptance of the Waterwise Council Action Plan		
Water Corporation and Department of Water and Environmental Regulation has reviewed and accepted the Action Plan. With acceptance of this Action Plan the Shire of Bridgetown – Greenbushes will be eligible for endorsement/re-endorsement as a Waterwise Council.		
Water Corporation		
Name		
Position		

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Signature		Date
Department of Water and Environmental Regulation		
Name		
Position		
Signature		Date