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

Notice of an Ordinary Meeting of Council

Dear Council Member

The next Ordinary Meeting of Shire of Bridgetown-Greenbushes will be held on **Thursday, 27 August 2026** in Council Chambers, commencing at 5:30 PM

AGENDA

Ordinary Council Meeting
Thursday, 27 August 2026

Garry Adams

Chief Executive Officer
Date: 21 August 2026

CONTENTS

SHIRE OF BRIDGETOWN GREENBUSHES

ITEM 1 OPENING OF MEETING

Meeting to be opened by the Presiding Member.

ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

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

Council Officers

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

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Councillor T Pratico

ITEM 4 ATTENDANCE OF GALLERY

ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 6 PUBLIC QUESTION TIME

ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS

ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

ITEM 9 APPLICATION FOR LEAVE OF ABSENCE

No matters for consideration

ITEM 10 CONFIRMATION OF MINUTES

10.1 Confirmation of Minutes 23 July 2026 OCM

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

OFFICER RECOMMENDATION

That Council confirms the Minutes from the Ordinary Council meeting held on 23 July 2026.

10.2 Concept Forums and Workshops

OFFICER RECOMMENDATION

That Council notes the following Council Briefings/Workshops were held:

1. **13 August 2026 Concept Forum**
2. **20 August 2026 Long Term Financial Plan Workshop**
3. **22 August 2026 WALGA Planning Essential Training**

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
13 August 2026	Concept Forum - RAP Endorsement - Trails Masterplan Review - UCI Gravel Race - Waste Facility Update - Road Hierarchy - Greenbushes Roads Board Building	Cr Redman; Cr Boyle; Cr Pearce; Cr Robinson; Cr McRae; Cr Carstairs **Via Teams**: Cr Gillies
20 August 2026	Long Term Financial Plan Workshop	Cr Redman; Cr Boyle; Cr Pearce; Cr McRae; Cr Carstairs; Cr Gillies
22 August 2026	WALGA Planning Essential Training	Cr Carstairs; Cr Gillies; Cr Boyle; Cr Pearce; Cr McRae; Cr Robinson

ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

ITEM 12 NOTIFICATION OF DISCLOSURE OF INTEREST

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

ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS

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

14.1 Notice of Motion - AI Acceptable Use and Governance Policy

MOTION

That Council requests the Chief Executive Officer to prepare and present to the November 2026 ordinary Council meeting for Council consideration, an **Artificial Intelligence Acceptable Use and Governance Policy**, together with any associated procedures and implementation guidelines.

The proposed policy should address, at a minimum:

1. **Permitted Uses**
   - Research and information gathering.
   - Drafting of reports and correspondence.
   - Meeting preparation and administration.
   - Data analysis and productivity assistance.
2. **Prohibited or Restricted Uses**
   - Use of confidential, personal, commercially sensitive or legally privileged information in unapproved AI platforms.
   - Automated decision-making without appropriate human oversight.
   - Any use inconsistent with legislation, Council policy or community expectations.
3. **Human Accountability**
   - Confirmation that responsibility for advice, reports, recommendations and decisions remains with Council officers and Councillors.
4. **Privacy, Security and Records Management**
   - Compliance with applicable privacy legislation.
   - Protection of Council information assets.
   - Retention of records consistent with public records requirements.
5. **Transparency and Verification**
   - Requirements for verification of AI-generated content.
   - Appropriate disclosure where AI materially assists in preparing reports or recommendations.
6. **Approved Platforms**
   - Identification of approved AI systems and licensing arrangements.
   - Guidance regarding personal AI accounts and Council information.
7. **Training and Awareness**
   - Appropriate education for Councillors and staff regarding opportunities, risks and obligations associated with AI technologies.
8. **Governance and Oversight**
   - Establishment of an AI register or other mechanism to monitor and periodically review Council's use of AI technologies.

IN BRIEF

Councillor Stephen Carstairs has submitted a Notice of Motion in accordance with the Shire of Bridgetown-Greenbushes Standing Orders Local Law, requesting that the Chief Executive Officer prepare and present an Artificial Intelligence Acceptable Use and Governance Policy, together with associated procedures and implementation guidelines, to the November 2026 Ordinary Council Meeting.

MATTER FOR CONSIDERATION

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

BACKGROUND

Artificial Intelligence (AI) technologies are now being adopted across government, business and community sectors to assist with information management, research, document preparation, meeting administration and decision support.

Shire officers and Councillors are increasingly likely to encounter or utilise AI-enabled tools in the course of their duties. At present, Council does not have a formal Artificial Intelligence Acceptable Use and Governance Policy to guide the appropriate use of such technologies.

The absence of a policy creates uncertainty regarding:

- information security;
- privacy obligations;
- records management requirements;
- management of confidential information;
- accuracy and verification of AI-generated content;
- appropriate use by Councillors and staff; and
- accountability for decisions and advice supported by AI.

A clear governance framework would promote innovation while ensuring Council continues to meet its statutory, ethical and governance obligations.

Rationale

The purpose of the policy is not to restrict innovation but to ensure that emerging AI capabilities are adopted in a manner that is:

- secure;
- transparent;
- accountable;
- legally compliant; and
- consistent with contemporary public-sector governance practices.

The development of such a policy would place Council in a stronger position to evaluate and utilise AI-assisted technologies, including productivity and administrative tools, while maintaining appropriate governance controls assisted technologies, including productivity and administrative tools, while maintaining appropriate governance controls.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

NIL.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the Notice of Motion itself. The preparation of a draft policy, procedures and implementation guidelines would be undertaken within existing officer resources.

Financial implications may arise at the implementation stage, for example in relation to software licensing for approved platforms, system configuration, or training for Councillors and staff. Any such costs would be identified when the draft policy is presented to Council and would be subject to Council consideration through the annual budget process.

STRATEGIC COMMUNITY PLAN

Objective - A Council that provides open, accountable and effective leadership and governance on behalf of the community.

CORPORATE BUSINESS PLAN

Supports the maintenance of an effective governance framework, sound information management practices, and continuous improvement in the delivery of administrative and corporate services.

LONG TERM FINANCIAL PLAN

Any future costs associated with approved AI platforms, licensing or training would be considered through the annual budget process and, if material and ongoing, incorporated into future reviews of the Long Term Financial Plan.

ASSET MANAGEMENT PLANS

NIL.

WORKFORCE PLAN

The Notice of Motion includes a requirement for training and awareness for Councillors and staff. Any training arising from the policy would be delivered through the Shire’s existing learning and development and Councillor professional development arrangements.

RISK MANAGEMENT

The use of AI technologies within the organisation, in the absence of an agreed governance framework, presents risks relating to information security, the inadvertent disclosure of confidential or personal information, non-compliance with records management obligations, the accuracy and reliability of AI-generated content, and consequent reputational risk.

The development of a policy, procedures and implementation guidelines, together with an AI register and periodic review, is a proportionate treatment for those risks and is consistent with the Shire's Risk Management Framework.

A secondary risk is that controls are set at a level that unnecessarily constrains legitimate productivity gains. This would be managed through the drafting process, by ensuring that permitted uses are clearly articulated and that restrictions are directed at the handling of confidential, personal and sensitive information rather than at the use of the technology generally.

Adoption of the motion carries no material risk in itself, as Council retains the decision as to whether to adopt any policy ultimately presented.

COMMENT

Officers note the intent of the Notice of Motion. The matters listed in the motion are consistent with the direction being taken across the Western Australian local government sector and with guidance issued at a State level and provide a sound framework for the preparation of a policy.

The motion requests preparation of a policy for Council's consideration; it does not of itself adopt a policy or commit the Shire to the use of any particular AI platform. Council would retain full discretion in relation to the content of any policy presented in **November 2026.**

In preparing the policy, officers would have regard to model policies and guidance material available through WALGA and comparable local governments, the Shire's existing Record Keeping Plan and information security arrangements, and the practical circumstances of an organisation of this size. It is anticipated that a draft would be presented to a Concept Forum in advance of the November 2026 ordinary Council meeting to allow Councillors an opportunity to consider and provide feedback on the draft prior to formal consideration.

Officers further note that AI-enabled functionality is increasingly embedded within mainstream business software already licensed by the Shire, rather than being confined to standalone products. The policy would therefore need to address embedded functionality as well as discrete AI platforms, and interim guidance may be provided to staff and Councillors in the period prior to the policy being adopted.

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

15.1 Revocation of DB-2 - Building Permit Application Fee Exemptions

File Ref	DB2
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Mackenzie Walmsley, Principal Planner
Attachments	1. DB-2 Building Permit Application Fee Exemptions
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer:

OFFICER RECOMMENDATION

That Council:

1. **Revokes Policy DB-2- Building Permit Application Fee Exemptions; and**
2. **Notes that building permit application fees will continue to be administered in accordance with the *Building Act 2011, Building Regulations 2012* and the Shire's adopted Fees and Charges.**

IN BRIEF

Policy DB-2- Building Permit Application Fee Exemptions provides that no exemptions will be granted to sporting, charitable or community groups for building permit application fees.

The policy was originally adopted in 2001 and last reviewed in 2022. A review has identified that the subject matter is substantially governed by State legislation and that the policy does not provide a separate or additional local government framework.

It is therefore recommended that Council revoke DB-2-Building Permit Application Fee Exemptions.

MATTER FOR CONSIDERATION

Council is requested to consider whether DB-2 remains necessary within the Shire's policy framework.

Building permit application fees are prescribed under the Building Regulations 2012. The Regulations establish the applicable fees and provide the statutory framework for any reduction, waiver or refund of fees.

DB-2 does not establish a separate fee structure or provide an additional statutory mechanism. Its substantive position is to state that the Shire will not provide exemptions to particular community groups.

As the applicable fees and statutory requirements are established under State legislation, retaining DB-2 provides limited additional value and may create uncertainty as to whether Council has discretion to exempt applicants from prescribing fees.

Revocation of the policy would not alter the fees payable or the statutory requirements applying to building permit applications.

BACKGROUND

DB-2 Building Permit Application Fee Exemptions was adopted on 20 December 2001 and last reviewed on 28 April 2022, with a scheduled review date of 27 April 2023.

The policy states:

> "No exemptions will be granted to sporting, charitable or community groups for the payment of building licence permit application fees".

The policy identifies section 2.7(2)(b) of the *Local Government Act 1995*, section 16(i) of the *Building Act 2011* and Schedule 2 of the *Building Regulations 2012* as applicable legislation. The Shire's Fees and Charges are identified as a related document.

A review of the policy has been undertaken as part of maintaining a current and streamlined Council policy framework.

STATUTORY ENVIRONMENT

Building Act 2011

Local Government Act 1995

Section 2.7(2)(b of the *Local Government Act 1995* provides that Council is to determine the local government's policies.

Council may therefore establish policies where a local policy position is appropriate. However, there is no requirement to maintain a policy where the relevant matter is adequately addressed by State legislation.

Building permit application fees are prescribed under the *Building Regulations 2012*, including through Schedule 2.

The statutory framework therefore determines the applicable fees independently of DB-2.

The Regulations also provide for specific circumstances in which fees may be reduced, waived or refunded. These statutory provisions will continue to apply following revocation of DB-2.

POLICY IMPLICATIONS

DB 2 - Building Permit Application Fee Exemptions

Revocation of DB-2 will remove an outdated and largely redundant policy from the Shire's policy register.

The proposal supports a streamlined policy framework by avoiding duplication of State legislative requirements.

There is no proposed change to the Shire's Fees and Charges as a result of this report.

FINANCIAL IMPLICATIONS

Nil.

Revocation of the policy will not change the applicable building permit fees or the Shire's budgeted revenue.

COUNCIL PLAN

Nil.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

The risk associated with revoking DB-2 is considered low.

The applicable statutory requirements for building permit fees will continue to apply regardless of whether the policy is retained.

Revocation may reduce governance risk by removing a policy that could be interpreted as providing Council with a discretion in relation to fees that are prescribed under State legislation.

COMMENT

The applicable building permit fees and requirements are established under the *Building Act 2011* and *Building Regulations 2012*.

Revoking DB-2 will simplify the Shire's policy framework without changing the statutory requirements or fees applicable to building permit applications.

ITEM 16 CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT

16.1 List of Accounts July 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 - July 26
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil
	Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receives the July 2026 List of Accounts.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

In July 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	$78,747.90
Municipal EFT Payments	$2,231,405.41
Corporate Credit Card Payments	$5,920.46
Fuel Card Payments	$4,562.24
BPAY Payments	$2,446,620.91
Licencing Direct Debit Payments	$102,708.05
Trust Payments	$1,077.10
Cheques	$0.00
Total Payments for July 2026	**$4,871,042.07**

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 (Functions and General) Regulations 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

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

FM 7 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

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

COUNCIL 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 Shires internal management processes.

COMMENT

Nil.

16.2 Monthly Financial Report - June 2026 (Draft)

File Ref	
Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	1. Monthly Financial Report - June 26 (Draft)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council receives the drafted June 2026 Financial Activity Statements.

IN BRIEF

The purpose of the report is for Council to receive the interim June 2026 Financial Activity Statements. Council is to note this is the draft year to date June 26 position as a number of end of financial year reconciliations are still in progress.

MATTER FOR CONSIDERATION

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

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

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

For the period 1 July 2025 to 30 June 2026:

- Operating Income is under budget by 2.00%; and
- Operating Expenditure is under budget by 0.35%.

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					
Rates	(169,399)	(2.35%)	▼	Permanent	The (169k) variance in rates revenue is attributable to an assessment that was previously assumed to be rateable but was later confirmed to be held under a miscellaneous licence and is therefore exempt from rates under new legislation.
Fees and charges	(74,202)	(2.68%)	▼	Timing	Health Act licences are ($15k) less than budgeted expectations. Animal control ($13k) less than budgeted with less registrations and less penalties being issued than anticipated. Landfill Concessions are ($13k) less than budget. Rate enquiry fees are ($10k) less than budgeted, due to less chargeable enquiries than anticipated. Staff housing rental income is ($9k) less than assumed. Fire prevention fees and charges ($7k) less than budgeted with less fines issued. Sale of water from standpipes is ($5k) less than anticipated. Community bus fees are ($2k) less than budget with less usage than anticipated
Interest revenue	(37,737)	(13.34%)	▼	Timing	($33k) of the variance relates to interest on reserve funds. Investments were less than expected resulting in less interest being received. Remaining balance is general interest on muni funds being less than anticipated
Other revenue	63,201	20.57%	▲	Timing	One off contribution of $52k from Forest Products Commission to the value of their expected rates amount. $46k re legal fees reimbursement for rates debt collection. $9k more workers compensation reimbursements. $5k additional insurance claim income reimbursements. Partially offset by ($49k) less fire prevention income with less grants than anticipated.
Profit on asset disposals	(57,031)	(59.29%)	▼	Timing	Profit on Vehicles sold year to date has come in below expectations. See note 7 for further information.
Expenditure from operating activities					
Employee costs	(225,205)	(2.92%)	▼	Timing / Permanent	Unfavourable permanent variance for Salaries and Wages at the Leisure centre over budget ($111k), mostly attributable to always having 2 recreation officers on, extended user group opening hours being staffed and additional hours required for additional point of sale system configuration. Permanent variance for salaries and wages for the Visitor Centre

					($60k) and Fire prevention services ($48k). The remaining ($6k) are minor variances over a number of other accounts.
Materials and contracts	239,593	4.79%	▲	Timing	Permanent variance of $130k relating to transfer station design and $40k regarding inert waste area cleanup projects not going ahead. Variance of $100k is a permanent variance due to the Geegeelup Brook Detail Design project being reprioritised pending completion of the place planning project. $55k permanent variance on LPS consultant costs not required. Partially offset by overspend on shire website, intranet and councillor portal ($44k) and rates debt recovery ($38k). The remaining ($3k) variance is various overspends.
Utility charges	(56,892)	(19.11%)	▼	Timing	Utility charges accounts are over budget, with ($28k) relating to the Bridgetown Leisure Centre. Parks and gardens electricity bills have come in ($17k) higher than budget. Sunnyside Fire station electricity is ($5k) higher than assumptions. The remaining ($7k) is across multiple shire owned buildings. Accruals for utilities are yet to be processed so may reduce this variance. Further cost saving measures are now in place to reduce utility bills.
Loss on asset disposals	17,338	69.63%	▲	Timing	Lower than expected loss for sold assets YTD. Refer to note 7 for further information.
INVESTING ACTIVITIES					
Capital grants, subsidies and contributions	(2,417,986)	(33.41%)	▼	Timing	Mainly relates to Talison partnering for the future grant funding ($1.5m), Roads to recovery ($736k) and SES equipment grants ($163k) being less than budget YTD. These are currently being held in the balance sheet and will be recognised once final year end reconciliation process has been completed to ensure all milestones have been met.
Proceeds from disposal of assets	(105,069)	(38.91%)	▼	Timing	Refer to Note 7 for tracking of budgeted proceeds on sale
Purchase of property, plant and equipment	2,077,094	29.31%	▲	Timing	Refer to Note 8 for tracking of individual projects
Purchase and construction of infrastructure	1,243,343	22.60%	▲	Timing	Refer to Note 8 for tracking of individual projects
FINANCING ACTIVITIES					
Transfers to reserve accounts	1,410,746	58.67%	▲	Timing	Transfers to reserves in line with Council endorsed movements as per June 2026 OCM item 16.4

<table>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="6">Council for the financial year ending 30 June 2025 adopted a percentage of plus or minus 10% or dollar value of $20,000 (whichever is the lesser amount) at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of $10,000 or less are non-reportable.
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual as per the adopted materiality threshold.</td></tr>
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BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The budget is currently ahead of budget, with an overall surplus of $2.103m year to date. This is likely to change, pending the completion of a number of year-end balance sheet reconciliations, including employee provisions and unspent grants received in advance.

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.

COMMENT

Council is to note that these are interim statements as a number of year end processes and balance sheet reconciliations are still in progress. These processes will generate further transactions that will affect the final 25/2026 financial position. The Shire is required to submit a copy of our 25/26 Financial Report to the our contract auditor and the Office of the Auditor General on or before the 30th of September 2026.

16.3 Draft Reconciliation Action Plan 2026 - 2028

File Ref	
Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	1. Reconciliation Action Plan July 2026 - Jan 2028
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council adopts the Draft 'Reflect' Reconciliation Action Plan 2026 -2028

IN BRIEF

The Draft 'Reflect' Reconciliation Action Plan (RAP) is presented to Council for adoption. It is the first of four types or series - Reflect, Innovate, Stretch and Elevate, developed by the Shire of Bridgetown Greenbushes and sanctioned by Reconciliation Australia.

MATTER FOR CONSIDERATION

The Draft 'Reflect' Reconciliation Action Plan July 2026 – January 2028, is intended to be a dynamic document to help prepare the organisation to engage in reconciliation meaningfully. Implemented over 12 to 18 months, committing to a Reflect RAP will work towards engaging staff and leaders in understanding the importance of reconciliation, developing relationships with Aboriginal and Torres Strait Islander stakeholders, and scoping where the organisation can best have impact in their sphere of influence.

Implementation of the RAP will imbed reconciliation into the core of our operations, policies, and services and actively contribute to closing the gap on Aboriginal and Torres Strait Islander peoples' disadvantage. The RAP will serve as a roadmap for creating a more just and inclusive Shire that truly reflects the values of reconciliation and mutual respect.

BACKGROUND

Developing a Reconciliation Action Plan is a journey and collaborative partnership with Reconciliation Australia. Reconciliation Australia provides organisations with a framework as a structured approach to advance reconciliation. The framework of relationships, respect and opportunities, enables organisations to turn their good intentions into action and to support the national reconciliation movement.

Reconciliation Australia formally endorses RAPs, approving the final designed document and publishing the plan on the Reconciliation Australia website. The RAP then becomes a public commitment, and the organisation is recognised as a member of the RAP network.

The Shire of Bridgetown Greenbushes commenced a reconciliation journey in 2021. With Council's endorsement of the Cultural Inclusion Advisory Committee made up of local First Nations People, community members, a representative from the Historical Society and Councillors, the committee was instrumental in starting the journey. The committee has since been disbanded, but once the RAP is adopted by Council, a Reconciliation Working Group to help drive its initiatives, will need to be formed.

During the development of the plan, the Cultural Inclusion Advisory Committee recommended a number of important initiatives that are incorporated into the plan. These include:

(a) Dual naming of the Blackwood River to be called the Goorbilyup-Blackwood River.

(b) The development and manufacturing of the NAIDOC Week Banners which are installed at the northern entrance to Bridgetown

(c) The development and printing of a brochure outlining the meaning of Sandra Hill's included on the NAIDOC Week banners

(d) The development and manufacturing of the Harmony Week banners

(e) The development of a standardized Acknowledgement of Country

(f) The development of a visual Acknowledgement of Country to be included on the glass doors of the Shire customer service area in the Administration Building, the Bridgetown Leisure Centre and the Bridgetown Library

(g) The development of a Welcome to Country in language to be included in the new Visitor Centre and the tourist bays at both entrances to town

(h) High School Excursions to Sandra Hill's Stolen Generation art installation at the Balingup Packing Sheds for NAIDOC Week

Due to internal administration shifts over the past 12 to 24 months, delays in completing the RAP ensued. However, the Cultural Advisory Committee remained proactive making recommendations to Council who approved implementation of many of the above action items devoid of the unfinished plan. To this end, action item 1 above has already commenced at 75% completion, with all the other actions 100% completed. This is except for action items 6 and 7.

Considering the context of this agenda item, it would be remiss not to highlight that the planning to implement action item 6 - The development of a visual Acknowledgement of Country to be included on the glass doors of the Shire customer service area in the Administration Building, the Bridgetown Leisure Centre and the Bridgetown Library is about to commence. This work is in keeping with the Council resolution made at their 27 June 2024 Council meeting where they adopted the revision of Council Policy – G4 Welcome to Country and Acknowledgement of Country. This policy included locations where an Acknowledgement (or Welcome) of Country is appropriate i.e.:

- Council and committee agendas and minutes.
- Employee meeting agendas and minutes.
- Corporate documents (e.g. Council Plan, Asset Management Plan etc.).
- Employee and Councillor email signatures.
- Shire managed public facilities (Library, Leisure Centre, Administration Building and Visitor Centre)
- Shire websites, Facebook Page and other social media.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

G4 Welcome to Country and Acknowledgement of Country

FINANCIAL IMPLICATIONS

A budget of $5,000 has been provided for in the 26/27 financial year to progress actions out of the Reconciliation Action Plan 2026-2028.

COUNCIL PLAN

1 A diverse, welcoming and inclusive community.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

Adoption of the Reconciliation Action Plan presents a low to moderate organisational risk. Key risks relate to the Shire's capacity to adequately resource and deliver the actions identified within the Plan, meet nominated timeframes, appropriately engage with Traditional Custodians and relevant Aboriginal organisations, and manage community expectations.

These risks will be mitigated through allocation of responsibility for individual actions, ongoing engagement with Traditional Custodians and relevant stakeholders, monitoring and reporting of implementation progress, and consideration of any financial implications through Council's annual budget process.

COMMENT

The draft 'Reflect' Reconciliation Action Plan July 2026 – January 2028 is an 18-month plan. It is the first Reconciliation Action Plan in a series of four to be developed by the Shire.

Engagement activities with the Cultural Inclusion Advisory Committee have been facilitated to inform the draft and a number of actions have already been completed or commenced with approval by Council.

A draft version of this plan was forwarded to Reconciliation Australia for review and they have given the RAP official accreditation. Once endorsed by council it will then be uploaded to their website, and the Shire recognised as a member of the RAP network.

The Shire has already progressed some of the actions listed for July 2026 in the plan, with the remaining to be actioned after council endorsement of the plan.

16.4 25/26 Council Plan Progress Report

File Ref	
Responsible Officer	Casey Radford, Director Corporate, Economic and Community Development
Reporting Officer	Casey Radford, Director Corporate, Economic and Community Development
Attachments	1. Council Plan 2025-2035 progress update matrix
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council:

1. **Receives the Council Plan 2025-2035 progress update matrix as presented.**
2. **Notes the progress made towards achieving the 25/26 strategic objectives and principal activities identified within the Council Plan 2025-2035.**

IN BRIEF

The Council Plan 2025-2035 progress update matrix is presented to Council to provide an update on the implementation of the priorities, objectives and principal activities contained within the Council Plan. The matrix outlines the status of actions within the Plan and identifies achievements and ongoing progress on action items for the 25/26 financial year.

MATTER FOR CONSIDERATION

Council is requested to receive the attached progress update matrix and note the progress achieved against the outcomes, objectives and activities contained within the Council Plan 2025-2035.

The matrix has been prepared to:

- Monitor implementation of strategic priorities.
- Provide transparency and accountability to Council and the community.
- Identify completed, ongoing and future actions.
- Support continuous improvement and informed decision making.

BACKGROUND

The Council Plan combines the Shire's Strategic Community Plan and Corporate Business Plan, providing the framework for delivering community outcomes over the 2025-2035 period. The Council Plan was adopted at the March 26 Ordinary Council meeting.

The Local Government Act 1995 (WA) requires local governments to plan for the future and to integrate strategic planning with resourcing and reporting frameworks.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendations of this report. Actions identified within the Council Plan are delivered through the adopted Annual Budget and Long Term Financial Plan.

COUNCIL PLAN

10 Proactive, visionary leadership and effective governance.

LONG TERM FINANCIAL PLAN

There are no direct long term financial plan implications resulting from the recommendations of this report.

ASSET MANAGEMENT PLANS

There are no direct asset management plan implications resulting from the recommendations of this report.

WORKFORCE PLAN

There are no direct workforce plan implications resulting from the recommendations of this report.

RISK MANAGEMENT

The regular reporting of progress against the Council Plan supports effective governance and oversight by enabling Council to monitor the implementation of its strategic priorities and identify emerging issues, delays or changes in organisational capacity.

There is a risk that, without regular progress reporting, Council may have limited visibility of the status of Council Plan actions, which could result in delays, competing priorities or resource constraints not being identified and addressed in a timely manner. Regular reporting assists in mitigating this risk by providing transparency and accountability for delivery against adopted priorities.

COMMENT

The progress update matrix demonstrates continued implementation of the Council Plan 2025-2035 and provides Council with visibility of progress against the Shire's strategic priorities.

Regular progress reporting supports effective governance by enabling Council to monitor delivery of commitments, identify emerging issues and opportunities, and ensure resources remain aligned to community priorities and desired outcomes. The report also assists in maintaining accountability and transparency regarding the achievement of the objectives established through extensive community consultation.

Overall, progress to date indicates that implementation of the Council Plan remains underway, with a number of actions completed and others progressing in accordance with planned timeframes as outlined in the attached matrix. Council is therefore requested to receive the report and note the progress achieved.

ITEM 17 EXECUTIVE SERVICES UNIT

17.1 Appointment of Fire Control Officer

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Mark Allies, Senior Governance and Ranger Services Officer
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council appoints the following officers as Fire Control Officers for the Shire of Bridgetown–Greenbushes in accordance with the *Bush Fires Act 1954*, effective immediately:

1. **Mark Allies – Senior Governance and Ranger Services Officer**
2. **Alan Footer – Project Officer**
3. **Alistair Marsh – Emergency Services General Hand**

IN BRIEF

The purpose of this report is to seek Council approval to appoint three (3) internal staff members as Bush Fire Control Officers under section 38 of the *Bush Fires Act 1954* for the 2026/27 fire season. The appointments will support statutory compliance and provide continuity in fire control functions, including the issuing and signing of permits to burn during the restricted burning period.

BACKGROUND

Section 38 of the *Bush Fires Act 1954* provides that a local government may, from time to time, appoint such persons as it considers necessary to be its Bush Fire Control Officers for the purposes of the Act. The Shire appoints Bush Fire Control Officers annually through the adoption and publication of the Fire Prevention and Fire Control Officer Public Notice. The recently adopted 2026/27 Fire Control Officer Public Notice listed Senior Ranger Donna Baker as the only Ranger Services team member appointed to that role. Donna Baker is currently on extended leave, and Mark Allies has recently been appointed as Senior Governance and Ranger Services Officer, with supervisory responsibility for the Ranger Services function.

Mark Allies and Alan Footer will assist with fire inspections for the upcoming 2026/27 fire season. Appointment as Bush Fire Control Officers will provide them with the statutory authority required to carry out relevant functions under the *Bush Fires Act 1954*, including functions associated with fire control, compliance and permits to burn.

Alistair Marsh is employed as an Emergency Services General Hand. His appointment as a Bush Fire Control Officer is appropriate to support operational capacity, continuity and efficiency during the 2026/27 fire season.

COMMENT

The appointment of these three (3) internal staff members as Bush Fire Control Officers will:

- support the Shire's statutory functions under the *Bush Fires Act 1954*;
- provide continuity of fire control governance and operational oversight;
- enable the timely and lawful issuing and signing of permits to burn during the restricted burning period; and
- provide additional internal capacity to undertake fire inspections and support compliance activities during the 2026/27 fire season.

The proposed appointments are considered appropriate given each officer's role, experience, operational involvement and capacity to support the Shire's fire control responsibilities for the 2026/27 fire season.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

3 A safe community.

CORPORATE BUSINESS PLAN

Nil.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

The appointment of the proposed Bush Fire Control Officers will reduce operational and compliance risk by ensuring the Shire has sufficient authorised officers available to undertake fire control functions, support inspections and issue permits to burn during the 2026/27 fire season.

ITEM 18 PROJECT MANAGEMENT AND ENVIRONMENT

18.1 Receival of Road Hierarchy Specifications & Guidelines

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Morgan Gillham, Director of Project Management and Environment
Attachments	1. Road Hierarchy Specifications & Guidelines
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That Council receives the Road Hierarchy Specifications & Guidelines.

IN BRIEF

The Road Hierarchy Specifications & Guidelines is an important document that determines the design of new and improved roads in the Shire and specifies the level of maintenance servicing of them.

MATTER FOR CONSIDERATION

That Council received the Road Hierarchy Specifications & Guidelines so that officers can then develop a new Roads Hierarchy Policy that will refer directly to this document.

BACKGROUND

The *Road Hierarchy Specification and Guidelines* establish a clear, consistent, and strategically aligned framework for the classification, management, maintenance, renewal, and future development of the road network within the Shire of Bridgetown–Greenbushes.

A well-defined road hierarchy is fundamental to effective asset management and transport planning. It ensures roads are managed according to their functional role within the network, enabling the Shire to allocate resources efficiently while maintaining appropriate service levels that reflect community needs, economic priorities, and available funding.

The Shire manages an extensive local road network comprising approximately 836 km, including 280 km of sealed roads and 556 km of unsealed roads. Collectively referred to as Local Government Roads, these assets play a critical role in enabling the safe and efficient movement of people and goods.

The road network performs a diverse range of functions, providing essential access to residential properties and rural landholdings, whilst supporting regional freight movement and broader economic activity. It underpins key industries such as agriculture, forestry, and mining.

This hierarchy recognises the varying importance, usage, and functional roles of roads across the network. Roads are classified based on traffic composition, levels of use, and operational demands, ensuring each is managed in alignment with its intended purpose.

This framework provides a structured basis for:

- **Asset Management and Lifecycle Planning**
  Supporting evidence-based decision-making to optimise the performance, condition, and longevity of road assets while balancing cost, risk, and service delivery expectations.

- **Maintenance and Renewal Prioritisation**
  Directing limited financial and operational resources toward roads that have the greatest impact on network functionality, safety, and economic productivity.

- **Road Design and Construction Standards**
  Guiding the application of appropriate engineering standards, including pavement design, geometry, drainage, and surface treatments, based on road classification.

- **Traffic Management and Transport Planning**
  Assisting in the management of traffic flows, heavy vehicle movements, and road safety outcomes, while supporting integrated land use and transport planning.

- **Funding Applications and Strategic Advocacy**
  Strengthening the Shire’s ability to secure external funding by clearly demonstrating the importance and function of key routes within the transport network.

- **Clarification of Movement and Access Functions**
  Defining the balance between mobility (movement of people and goods) and accessibility (property access), ensuring roads are managed according to their primary role.

- **Risk Management and Service Level Definition**
  Supporting a risk-based approach by aligning maintenance standards and intervention levels with the criticality of each road category.

The hierarchy aligns with broader State and regional transport frameworks, recognising the role of Main Roads Western Australia (MRWA) in managing primary freight and arterial routes, while focusing the Shire’s responsibilities on local and district road infrastructure.

By implementing this classification system, the Shire of Bridgetown–Greenbushes aims to:

- Improve transparency and consistency in infrastructure decision-making

- Enhance the efficiency and sustainability of road asset management practices

- Support economic development, particularly in agriculture, tourism, and resource sectors

- Maintain safe and reliable access for residents, businesses, and visitors

- Ensure the long-term resilience and performance of the road network

This *Road Hierarchy Specification and Guidelines* is therefore a critical tool guiding the planning, investment, and operational management of the Shire's transport infrastructure, ensuring the network continues to meet current and future community needs.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Road Hierarchy Specification & Guidelines will allow for more rigorous and accurate forward budgeting for both road construction and maintenance, assisting with the development of the Long Term Financial Plan, as well as forward grant applications.

COUNCIL PLAN

7 Safe, affordable and efficient transport options.

The Road Hierarchy Specification & Guidelines will improve the way our roads are managed with a view to safer transport within our shire.

LONG TERM FINANCIAL PLAN

The Road Hierarchy Specification & Guidelines will allow for more rigorous and accurate forward budgeting for both road construction and maintenance, assisting with the development of the Long Term Financial Plan.

ASSET MANAGEMENT PLANS

The Road Hierarchy Specification & Guidelines will directly impact the update of the Shires Asset management Plans.

WORKFORCE PLAN

NA

RISK MANAGEMENT

Nil

COMMENT

The Road Hierarchy Specification & Guidelines will assist with better managed roads throughout the Shire and will improve budget forecasting.

18.2 Green Waste Fee Waiver prior to 2026/27 Fire Season

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

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OFFICER RECOMMENDATION

That Council approves the waiving of the green waste fee at the Bridgetown Waste Facility for Shire residents and ratepayers from the 15th September to the 15th November 2026.

IN BRIEF

The Shire of Bridgetown-Greenbushes requires all landowners to install firebreaks or reduce the fuel load around the house by the 15 November. This proposal will ensure landowners are not discouraged to do so due to the recently introduced green waste charge.

MATTER FOR CONSIDERATION

Officers are proposing that Council allow the free disposal of green waste at the Bridgetown Waste Facility in the lead up to the mandatory requirement to install firebreaks and reduce the fuel load around the house by the 15th of November 2026.

BACKGROUND

Council adopted the 26/27 fees and charges in August 2026, which included the use of tip tokens and a user pays charge for green waste at the Bridgetown Waste Facility. The new user pays charge is to ensure equity for all rate payers in the Shire, reduce contamination, encourage reuse and reduce opportunities for the free disposal of green waste by non-residents of the Shire. This was in response to significant increases in green waste disposal and contamination rates at the waste facility that has resulted in the Shire's costs of management and disposal increasing significantly to approximately $140,000.

It has been suggested by Shire residents that the fee could act as a disincentive for residents to comply with requirements to install firebreaks and reduce fuel loads. As the new fee was introduced 2.5 months prior to the mandatory requirement to install firebreaks and reduce the fuel load around the house by the 15th of November, a free green waste disposal period is recommended for the months leading up to that date to ensure landowners are not discouraged to do so due to the recently introduced green waste charge.

Non-residents will be required to pay the prescribed fee during this period.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

It is likely that the proposal will result in a reduction in fees and charges revenue during this period. Given the uncertainty around the number of people who would take up this offer, the amount of revenue to be foregone is not quantifiable.

COUNCIL PLAN

3 A safe community.

10 Proactive, visionary leadership and effective governance.

LONG TERM FINANCIAL PLAN

NA

ASSET MANAGEMENT PLANS

NA

WORKFORCE PLAN

NA

RISK MANAGEMENT

Assuming residents utilise the free disposal period, the proposal will reduce fire risks due to fuel load reduction within the Shire.

COMMENT

Nil

ITEM 19 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES

19.1 Unconfirmed Minutes - Audit, Risk and Improvement Committee Meeting held 14 August 2026

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. ARIC Unconfirmed Minutes 14 August 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil
	Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receives the unconfirmed minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on 14 August 2026 as contained in Attachment (1), noting that any recommendations requiring Council consideration are dealt with as separate items in the OCM Agenda.

IN BRIEF

- An audit, risk and improvement committee meeting was held on Friday 14 august 2026.
- Eight reports were presented to the committee.
- Three of those matters require a resolution of council and are presented as separate reports on this agenda.
- The remaining committee recommendations are administrative or receive-and-note recommendations and are given effect by part 2 of the officer recommendation.

MATTER FOR CONSIDERATION

Receipt of the Unconfirmed Minutes of the ARIC meeting held 14 August 2026, and adoption of the recommendations contained in those Minutes other than those dealt with by separate report on this Agenda.

BACKGROUND

An Audit, Risk and Improvement Committee Meeting was held on Friday 14 August 2026.

The Unconfirmed Minutes from that meeting are presented to Council to receive. The Minutes will be confirmed by the committee at its next meeting as required by the *Local Government Act 1995*.

In accordance with the Committee's terms of reference:

- the committee's recommendations must be adopted by council before implementation; and
- any recommendation for action from the committee will be presented to the next ordinary meeting of council for consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Audit) Regulations 1996
ARIC is an advisory committee and holds no delegated authority. Its recommendations have no effect until adopted by Council.

POLICY IMPLICATIONS

Clause 2.5 - the Committee will provide a formal report to Council after each meeting (no timeframe).
Clause 7.3 — minutes must be submitted to Council within 14 days of the meeting.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from receipt of the Minutes.

COUNCIL PLAN

- Outcome 10 - proactive, visionary leadership and effective governance.
- Objective 10.1 - achieve excellence in leadership, governance and service delivery with a "can do" culture.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

Timely receipt of committee minutes and consideration of committee recommendations supports council's oversight of the shire's audit, risk and compliance functions. Failure to bring committee recommendations to council would prevent their implementation under the terms of reference and would weaken the assurance framework the committee exists to provide.

COMMENT

The committee was presented with eight reports, being:

- Item 6.1 - Quarterly Regulation 17 Audit Log
- Item 6.2 - Quarterly Assurance Summary
- Item 6.3 - Office of The Auditor General Published Reports - April to July 2026

- Item 6.4 - WHS Activity Report
- Item 6.5 - Disposal of Surplus Assets Policy Review
- Item 6.6 - 2025 Compliance Audit Return (CAR)
- Item 6.7 - Policy - Senior Designated Employees
- Item 6.8 - Financial Management System Review

The following items are presented as stand-alone reports on this Agenda because the committee's recommendation requires a resolution of Council:

- Item 6.5 - Disposal of Surplus Assets Policy Review
- Item 6.6 - 2025 Compliance Audit Return (CAR)
- Item 6.7 - Policy - Senior Designated Employees

The recommendations arising from items 6.1, 6.2, 6.3, 6.4 and 6.8 are receive-and-note recommendations. Under the Committee's terms of reference, committee recommendations must be adopted by Council before implementation. Part 2 of the Officer Recommendation therefore adopts those recommendations, which has the effect of Council noting the matters recorded in them. No separate resolution is required for those items.

Where a matter is dealt with by a separate report on this agenda, part 2 of the Officer Recommendation expressly preserves Council's determination on that separate report, so there is no risk of Council resolving twice, or inconsistently, on the same matter.

19.2 Draft Policy FA13 - Disposal of Surplus Assets

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. DRAFT FA13 - Disposal of Surplus Assets
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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AUDIT COMMIITTEE RECOMMENDATION

1. **Recommends that Council adopt Draft Policy FA13 Disposal of Surplus Assets; and**
2. **Recommends that Council requests the CEO to develop a Draft Policy to address portable assets including those of cultural and heritage importance with a value less than $5,000.**

The above recommendation is the recommendation of The Audit, Risk and Improvement Committee as recorded in the unconfirmed minutes of 14 August 2026 and is reproduced as recorded.

IN BRIEF

- The Shire does not currently have a documented policy governing the disposal of surplus assets, including information technology assets.
- The absence of such a policy was identified as recommendation 6.2.4 of the 2025 Financial Management System Review.
- Draft Policy FA13 has been prepared in response and establishes approval pathways, lawful disposal methods, valuation and notice requirements, conflict of interest controls, secure disposal expectations and record keeping obligations.
- ARIC considered the draft policy at its meeting held 14 August 2026 and recommended that Council adopt it.

MATTER FOR CONSIDERATION

Adoption of draft policy FA13 - Disposal of Surplus Assets (Attachment (1)).

The draft Policy establishes a transparent and legally compliant framework for identifying, approving and disposing of surplus Shire assets. It sets out disposal pathways including public auction, public tender, private treaty where lawful, donation, trade-in, recycling and lawful refuse disposal, and requires officers to consider legislative compliance, probity, value for money, environmental responsibility, risk management and community benefit.

The draft Policy also supports internal control by requiring appropriate approvals, valuation and notice requirements where applicable, management of conflicts of interest, record keeping through a disposal register, and removal of disposed assets from the asset register or relevant inventory systems. These controls respond directly to the financial management system review recommendation and support council's oversight of asset safeguarding, financial governance and legislative compliance.

BACKGROUND

Recommendation 6.2.4 of the 2025 Financial Management System Review identified that the Shire did not have a documented policy for the disposal of Shire assets, including information technology assets, and recommended a formal policy to support transparent, consistent and secure disposal practices.

Draft Policy FA13 — Disposal of Surplus Assets has been prepared in response to that recommendation.

The draft Policy was presented to the Audit, Risk And Improvement Committee at its meeting held 14 August 2026 (Item 6.5). The Committee reviewed the draft Policy and resolved to recommend that Council adopt it. The matter is now presented to Council for determination.

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Functions And General) Regulations 1996
Local Government (Financial Management) Regulations 1996
State Records Act 2000

POLICY IMPLICATIONS

Policy FA13 is a new Policy within the Shire's Policy Manual. On adoption:

- The Policy Register will be updated to include FA13;
- The Policy will operate alongside the Shire's Purchasing Policy, Asset Management Policy and Delegations Register; and
- The Policy will be reviewed in accordance with the Shire's standard policy review cycle.

The draft Policy does not supersede or amend any existing Shire policy.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from adoption of the Policy.

COUNCIL PLAN

- Outcome 10 - proactive, visionary leadership and effective governance.
- Objective 10.1 - achieve excellence in leadership, governance and service delivery with a "can do" culture.

LONG TERM FINANCIAL PLAN

Nil.

ASSET MANAGEMENT PLANS

Nil.

WORKFORCE PLAN

Nil.

RISK MANAGEMENT

The absence of a documented asset disposal policy was identified in the Financial Management System Review as creating risks that assets may not be disposed of in a manner that maximises value, ensures transparency or complies with legislative and governance requirements. The review also identified specific risks associated with IT asset disposal, including data breach, unauthorised access to sensitive or confidential information and potential privacy non-compliance.

Adopting the draft Policy will reduce these risks by establishing consistent approval pathways, lawful disposal methods, valuation and notice requirements, conflict of interest controls, secure disposal expectations and record keeping requirements. The Policy therefore strengthens the Shire's internal control environment and supports ongoing oversight of asset safeguarding and legislative compliance.

COMMENT

The draft Policy is a control document rather than an operational procedure. Its effectiveness will depend on officers applying it consistently, particularly in relation to the valuation and local public notice requirements that attach to private treaty disposals under section 3.58, and to the secure destruction of data-bearing it assets before disposal.

Officers will incorporate the policy requirements into existing asset disposal and procurement practices, and the operation of the policy will be visible to the Committee through the disposal register and future assurance reporting.

19.3 2025 Compliance Audit Return

File Ref	
Responsible Officer	Garry Adams, Chief Executive Officer
Reporting Officer	Merridith Morrell, Manager of Executive Services Unit
Attachments	1. Compliance Audit Return 2025 (under separate cover)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil
	Responsible Officer: Nil

COMMITTEE RECOMMENDATION

That Council adopts the 2025 Compliance Audit Return, and that the adopted Return, certified in accordance with regulation 15 of the *Local Government (Audit) Regulations 1996* and accompanied by a certified copy of this resolution, be submitted to the Departmental Chief Executive Officer by 30 September 2026.

The above recommendation is the recommendation of The Audit, Risk and Improvement Committee as recorded in the unconfirmed minutes of 14 August 2026 and is reproduced as recorded.

IN BRIEF

- Regulation 14 of the *Local Government (Audit) Regulations 1996* requires the Shire to complete a Compliance Audit Return (CAR) for each calendar year.
- The return for the period 1 January 2025 to 31 December 2025 has been prepared and was reviewed by the Audit, Risk and Improvement Committee on 14 August 2026.
- The adopted return, together with a certified copy of the Council resolution, must be submitted to the Department by **30 September 2026**.
- This is the only Ordinary Council Meeting before the submission deadline that allows time for certification and lodgement. Deferral would place the Shire at risk of a statutory non-compliance.

MATTER FOR CONSIDERATION

Adoption of the 2025 Compliance Audit Return (attachment (a)) for submission to the Department.

The draft Return has been prepared following an internal review of the Shire's compliance with the matters prescribed by the Department for the period 1 January 2025 to 31 December 2025. Internal consultation was undertaken with relevant responsible officers and through review of governance records, statutory registers, compliance monitoring systems and assurance documentation.

In preparing the Return, consideration was given to:

- Council resolutions and the council resolution register;
- Audit, risk and improvement committee agendas and minutes;
- The regulation 17 compliance review and audit log;
- The financial management system review and associated action log;
- The council plan 2025–2035;

- Statutory registers and governance records;
- Compliance calendar monitoring activities; and
- Compliance controls managed through attain.

BACKGROUND

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires each local government to carry out a compliance audit for the period 1 January to 31 December each year against the requirements prescribed in regulation 13 and Schedule 1. The return is a prescribed self-assessment of selected legislative compliance obligations.

The Return must be reviewed by the audit committee, which reports to council, before it is presented to and adopted by council. The adopted Return, certified by the mayor or president and the CEO, together with a certified copy of the relevant Council resolution, is then submitted to the Department.

The Compliance Audit Return is ordinarily released in December with a statutory submission deadline of 31 March. For the 2025 return, the timetable was deferred by six months in connection with the local government reform program, and the submission deadline is **30 September 2026**.

The Audit, Risk and Improvement Committee reviewed the draft Return at its meeting held 14 August 2026 (item 6.6) and resolved to recommend that Council adopt it.

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

NIL.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from adoption of the Compliance Audit Return.

COUNCIL PLAN

- Outcome 10 - Proactive, visionary leadership and effective governance.
- Objective 10.1 - Achieve excellence in leadership, governance and service delivery with a "can do" culture.

LONG TERM FINANCIAL PLAN

NIL.

ASSET MANAGEMENT PLANS

NIL.

WORKFORCE PLAN

NIL.

RISK MANAGEMENT

The Compliance Audit Return is an important governance assurance mechanism that assists Council to identify legislative compliance obligations and monitor the effectiveness of governance controls.

Failure to adequately review, adopt or submit the return within the statutory timeframe may expose the shire to regulatory and reputational risk, and is itself a compliance failure that would be reportable in the following year's return.

The Return is a self-assessment. Council should be satisfied that the responses recorded are supported by evidence, as the return is certified by the president and the CEO and relied upon by the Department.

COMMENT

Following Council adoption, the Adopted Compliance Audit Return and a certified copy of the Council Resolution will be submitted through the Department's Compliance Audit Return Portal within the required statutory timeframe.

Members are advised that this is the last Ordinary Council Meeting that allows a comfortable margin before the 30 September 2026 deadline once certification and lodgement time is allowed for.

Deferral of the Item would compress that margin significantly.

19.4 Senior Designated Employees Policy

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

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AUDIT COMMITTEE RECOMMENDATION

That Council:

1. **Adopts the Senior Designated Employees Policy (attachment 1) as the Shire's framework for designating and managing senior employees under the *Local Government Act 1995; and***
2. **Recommends that Council requests the CEO to review the Workforce Plan specifically to address appropriate resourcing of the Planning Department under the two Director Structure.**

The above recommendation is the recommendation of The Audit, Risk and Improvement Committee as recorded in the unconfirmed minutes of 14 August 2026 and is reproduced as recorded.

IN BRIEF

- The Shire does not currently have a policy that formally designates senior employees under section 5.37 of the *Local Government Act 1995*.
- This report presents a Senior Designated Employees Policy for adoption, which identifies specified senior positions and sets out how the associated statutory obligations are administered.
- Formal designation provides clarity and legal certainty regarding the respective roles of the CEO and Council in the employment, management and dismissal of senior employees.
- ARIC considered the Policy at its meeting held 14 August 2026 and recommended that it be adopted.

MATTER FOR CONSIDERATION

Adoption of the Senior Designated Employees Policy (attachment (a)), and the designation of senior employee positions under section 5.37(1) of the *local government act 1995*.

BACKGROUND

Section 5.37(1) of the *Local Government Act 1995* provides that a local government may designate employees, or persons belonging to a class of employee, to be senior employees. the designation is discretionary; however, once made, it engages a number of statutory obligations.

Where a position is designated as a senior employee position, section 5.37(2) requires the CEO to inform Council of each proposal to employ or dismiss that senior employee, and Council may accept or reject the CEO's recommendation, providing written reasons if it rejects it. This qualifies the CEO's general employment powers under section 5.41(2)(d). Senior employees must also be engaged under written contracts that specify performance criteria, in accordance with section 5.39.

A review of the Shire's governance framework identified that senior employees have not been formally designated by Council since the restructure carried out in April 2025 This creates uncertainty as to which positions attract the provisions of sections 5.37 and 5.39. The attached Policy identifies the designated positions (supported by the Organisational Chart at attachment (b)), and sets out how the statutory requirements are met.

This matter was initially presented to Council at the July Concept Forum, where the proposed Policy and the associated statutory designations were discussed. The Policy was subsequently presented to the Ordinary Council Meeting held on 23 July 2026, where it was resolved that the matter be referred to the Audit, Risk and Improvement Committee for further consideration prior to adoption.

ARIC considered the Policy at its meeting held 14 August 2026 (Item 6.7) and recommended that the Policy be adopted. This report brings the matter back to Council for formal adoption, having regard to the feedback provided at the Concept Forum and the recommendation of the Committee.

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

The Senior Designated Employees Policy is a new policy within the Shire's governance framework. It consolidates related documentation dealing with senior employees and, on adoption, will operate alongside the Shire's existing employment and governance policies.

On adoption, the Policy Register will be updated, and the Policy will be reviewed in accordance with the Shire's standard policy review cycle.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the adoption of the Policy or the designation of senior employee positions.

COUNCIL PLAN

- Outcome 10 - Proactive, visionary leadership and effective governance.
- Objective 10.1 - Achieve excellence in leadership, governance and service delivery with a "can do" culture.

LONG TERM FINANCIAL PLAN

NIL.

ASSET MANAGEMENT PLANS

Not applicable.

WORKFORCE PLAN

The Policy is directly relevant to the Workforce Plan. Formal designation clarifies the Shire's senior organisational structure and the governance arrangements applying to senior positions, supporting consistent and compliant workforce management.

RISK MANAGEMENT

Adoption reduces governance and employment risk by removing uncertainty about which positions are senior employees and by documenting the process for their employment and dismissal under section 5.37(2). Failure to correctly apply these provisions carries legal and reputational risk; a clear, adopted policy mitigates that exposure.

Conversely, if the designation itself is not clearly made by resolution of Council, the uncertainty the Policy is intended to remove may persist. This is addressed in the Comment section below.

COMMENT

Formally determining the high-level organisation structure, designating senior employees and adopting a supporting policy provides Council and the administration with a clear, defensible framework for managing the Shire's most senior positions. It confirms the Shire's senior structure, the positions to which sections 5.37 and 5.39 apply, the CEO's obligation to inform Council of proposals to employ or dismiss those positions, and the requirement for written contracts with performance criteria.

Once adopted, the Policy will provide certainty for both Council and staff, support consistent decision-making, and align the Shire's practice with the requirements of the Act.

ITEM 20 URGENT BUSINESS APPROVED BY DECISION

ITEM 21 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 22 ELECTED MEMBERS QUESTIONS WITH NOTICE

ITEM 23 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

No matters for consideration

ITEM 24 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)

No matters for consideration

ITEM 25 CLOSURE

The Presiding Member to close the meeting.