



Notice of an Ordinary Meeting of Council

Dear Council Member

The next Ordinary Meeting of Shire of Bridgetown-Greenbushes will be held on
Thursday, 28 May 2026 in Greenbushes Community Resource Centre,
commencing at 5:30 PM

AGENDA

Ordinary Council Meeting Thursday, 28 May 2026



Garry Adams

Chief Executive Officer

Date: 22 May 2026

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SHIRE OF BRIDGETOWN GREENBUSHES

ITEM 1 OPENING OF MEETING

Meeting to be opened by the Presiding Member.

ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

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

Council Officers

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

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 4 ATTENDANCE OF GALLERY

ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Question 1: Mr Bruce Bebbington

Regarding item 17.4: Does the table for the proposed differential rates accurately reflect the total number of commercial and industrial properties affected? Also, what is the total expected revenue from these new rates?

Response: Casey Radford, Director Corporate, Economic and Community Development

The tables in the report reflect all properties within the Shire, including 107 properties zoned for commercial land use and 28 properties zoned for industrial land use under the Local Planning Scheme. Both are proposed to be reclassified from Shire GRV this year.

The new categories will produce minimal (less than 5k) additional revenue for the Shire, compared to if they stayed as Shire GRV. The purpose for the introduction of the categories to more fairly distribute the rates burden between our different categories of ratepayers according to their predominant use and the relevant demand that they place on Shire infrastructure and services, whilst taking into account the cost of service provision over the district.

For ease of comparison the effect on individual ratepayers equates to an average increase as per the below for our GRV Categories.

2025/26 to 2026/27 Comparison:

Rating Category	Current Rate in \$ (2025/26)	Proposed Rate in \$ (2026/27)	Average Revenue per Property (2025/26)	Proposed Average Revenue per Property (2026/27)
Residential (Shire) GRV	0.073838	0.076910	\$1,656.95	\$1,679.82
Mining GRV	0.221837	0.232929	\$810,814.24	\$851,355.50
Commercial GRV	0.073838	0.083391	\$2,510.64	\$2,811.52
Industrial GRV	0.073838	0.080001	\$2,756.58	\$2,970.22

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 April 2026 OCM

OFFICER RECOMMENDATION

That the unconfirmed Minutes of the Ordinary Council Meeting held on 23 April 2026 be confirmed.

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 - Road Re-sealing Projects****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

MOTION

That Council adopts as standard practice, the requirement that any road re-sealing project within the Shire includes the requirement to undertake an assessment of whether shoulder widening on that road should be undertaken as part of the project.

IN BRIEF

Councillor Tony Pratico has submitted a Notice of Motion in accordance with the Shire of Bridgetown-Greenbushes Standing Orders Local Law proposing the adoption of a policy requirement relating to the assessment of shoulder widening as part of road re-sealing projects.

MATTER FOR CONSIDERATION

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

BACKGROUND

The Notice of Motion proposes that, as part of road re-sealing projects undertaken by the Shire, an assessment be carried out to determine whether shoulder widening should also be undertaken.

The intent of the motion is to ensure that opportunities to improve road safety, functionality and long-term performance are considered at the time of re-sealing works.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

The Notice of Motion proposes the adoption of a new policy requirement relating to road re-sealing projects.

FINANCIAL IMPLICATIONS

Any financial implications would be subject to future project-specific assessments and Council consideration as part of capital works planning and budgeting processes.

STRATEGIC COMMUNITY PLAN

1 A growing community that is diverse, welcoming and inclusive.

CORPORATE BUSINESS PLAN

Supports safe and effective infrastructure planning and service delivery.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

The Notice of Motion introduces a requirement to assess shoulder widening as part of re-sealing projects. Any risks associated with scope, cost or feasibility would be managed through existing project planning, assessment and approval processes.

COMMENT

Officers note the intent of the Notice of Motion to embed consideration of shoulder widening into the planning of road re-sealing projects.

The proposed approach would require an assessment to be undertaken as part of project planning; however, it does not mandate that shoulder widening be carried out in all cases. Any decision to proceed with shoulder widening would remain subject to technical assessment, traffic counts, safety considerations, funding availability and Council approval.

REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

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

ITEM 15 CEO'S OFFICE

15.1 Warren Blackwood Alliance of Councils and Consideration of Strategic Priorities

File Ref

Responsible Officer Garry Adams, Chief Executive Officer

Reporting Officer Krystle Durbin, Executive Assistant

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. **Endorses the following strategic priorities as the Shire of Bridetown-Greenbushes input to developing the future strategic direction for Warren Blackwood Alliance of Councils (WBAC):**
 - (a) **Development and maintenance of the Southern Forests and Valleys brand and website to promote regional tourism**
 - (b) **Development of a Regional Waste and Sustainability Strategy**
 - (c) **Development of shared services arrangements for member shires**
2. **Endorses WBAC to continue providing core advocacy functions on behalf of its members.**

IN BRIEF

The Warren Blackwood Alliance of Councils is an incorporated body that has been operating in different forms for 25 years. There are currently 5 member Councils being the Shire of Bridgetown-Greenbushes, Shire of Manjimup, Shire of Boyup Brook, Shire of Nannup and the Shire of Donnybrook-Balingup.

Each member Council has 2 voting members with the Chief Executive Officer of each fulfilling the role of proxy. The Board meets bi-monthly.

The WBAC exists to help develop a prosperous and sustainable region in the Warren Blackwood and to improve the quality of life for residents in the area. It acts as an advocacy group by supporting or undertaking significant projects relating to economic development and diversity and encouraging regional population growth

MATTER FOR CONSIDERATION

The most recent meeting of the WBAC Board occurred on 21 April 2026 in the Shire of Donnybrook-Balingup Council Chambers. Following the April WBAC meeting, a facilitated session was held with WBAC representatives to identify future priorities for WBAC and explore future options for the operating model of WBAC. Whilst no conclusions were reached during this session, all member Councils were asked to identify what they saw as the three highest priorities for the Alliance moving forward. Whilst the Shire President and the Chief Executive Officer were present during these discussions, it was felt that a Council position should be adopted and then conveyed to the WBAC Board.

The Shire President and CEO have since discussed this matter further and recommend that Council endorses the following three priorities as its contribution to the ongoing discussion regarding the future of WBAC:

- Tourism growth through Southern Forests and Valleys
- Development of a Regional Waste and Sustainability Strategy
- Development of shared services arrangements for member shires

These priorities are considered to be over and above the core advocacy functions that WBAC provides on behalf of its members.

BACKGROUND

WBAC has been operating since 2001. It has its own constitution with the body being registered as “The Warren Blackwood Alliance of Councils (Inc).” It is a not-for-profit body with all property and income being applied to the promotion of the objects and purposes of the Alliance.

As per the constitution, the objectives of the Alliance shall be:

- (a) To effectively represent the businesses, community and local governments of the Warren Blackwood Region in its broadest sense and to promote the economic, cultural and environmental development of the region;
- (b) To take an active interest in all matters of the moment affecting the Warren Blackwood Region with the view to improving, promoting and protecting the interests of Members and the Community;
- (c) To establish a rapport with civic, business, ethnic and other sectors of the Community.
- (d) Be recognised as representing and presenting the view of community to the relevant agencies and communities of the participating members.
- (e) To keep Members informed on important matters affecting the economic, cultural and environmental development of the region.
- (f) To consider and respond to and advocate the amendment of Commonwealth or State legislation, regulations and policies and the local laws, regulations and policies of local government bodies and other corporations directly or indirectly affecting the interests of the Warren Page 5 of 16 Blackwood region and for such purposes to take all such steps or proceedings as may be expedient;

- (g) To gain greater recognition of the Warren Blackwood Region.
- (h) To encourage Government and private enterprise to support the Warren Blackwood Region.
- (i) To deliver projects considered beneficial to the whole Warren Blackwood Region.

Each member Council pays a subscription based on the size of the local governments as agreed by the Board. These contributions relate to a number of WBAC projects. The Shire of Bridgetown Greenbushes 2025/26 contribution across all WBAC project areas was \$64,483.76. This excludes the additional funding of \$11,957.70 agreed to as the Shire's contribution to the regional trails strategy project for which WBAC received \$49,690 in State Government funding. The total operating budget for WBAC is \$298,018 excluding the Trails Strategy.

Given the significant investment of member Councils, it was seen as prudent by the WBAC Board to undertake a review of its operations and the proposed operating model moving forward. The initial workshop held on 21 April 2026 did not resolve this issue and further workshops will be required. As part of the determining what model should be adopted for WBAC in the future, it was requested that each member Council put forward 3 strategic priorities for further consideration. The reasons for recommending these three priorities are explained further below.

Tourism plays an important role in economic development and in the diversification of the local economy. Since its inception in 2013, there has been significant investments made by member councils in developing the Southern Forests and Valleys tourism brand and website. The website currently attracts up to 300,000 plus visits per month. This is now a key project of WBAC and is an integral part of "Tourism Infrastructure" for the Shire of Bridgetown Greenbushes.

Waste Management is a critical issue for all member Councils. It would be an expensive and inefficient exercise for member Councils to be exploring their own solutions to such a big and shared problem. A regional waste strategy, using expertise and resourcing from each Council, that seeks to find a shared solution, would be of significant benefit to all residents of the region, whilst also having potential positive benefits for the environment.

The issue of shared services has been talked about for many years in the local government sector. Whilst some examples of successful resource and service sharing exist, there has been little done to move forward with an at scale solution. With large asset bases to service and limited access to opportunities for new increased revenue streams, the containment of operating costs is extremely important. Added to this, the ability to attract a skilled workforce has been heavily impacted by housing availability, increased mining opportunities and an aging population. The exploration and development of shared service arrangements that deliver cost benefits and secure shared expertise within the Region would deliver significant benefits to our communities.

Advocacy is a key benefit that WBAC delivers to member Councils. This was recently demonstrated by the outcome generated for WBAC member Councils in relation to the Forest Products Commission rate exemption issue.

Whilst it is recommended that the three issues identified above be promoted as the Shire of Bridgetown-Greenbushes top 3 priorities, there are several other issues that were considered including climate change, which has been a focus through the WBAC Climate Alliance.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Whilst there are financial implications associated with the ongoing membership and contribution to WBAC and WBAC projects, there are no direct financial implications associated with this particular decision.

STRATEGIC COMMUNITY PLAN

13 Proactive, visionary leaders who respond to community needs.

RISK MANAGEMENT

This decision is requested in order to put forward a Council decision for further discussion with the WBAC Board, therefore, the risk associated with it is low.

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

This decision will help to shape a broader discussion around the future direction of WBAC and in turn to assist the discussions that determine options for the future operating model of the Alliance. This is the first stage in the discussion and will not result in any significant changes to WBAC or its operations. If after future discussions of the WBAC Board, any significant changes are proposed, they will be brought back to Council as appropriate to determine a Council position.

15.2 Support for Bridgetown-Greenbushes Tourism Blueprint - Stage 2**File Ref****Responsible Officer****Reporting Officer** Garry Adams, Chief Executive Officer**Attachments**

1. Attachment A
2. Attachment AB
3. Attachment B
4. Attachment C
5. Attachment D
6. Confidential Attachment E (confidential) (under separate cover)
7. Confidential Attachment F (confidential) (under separate cover)
8. Confidential Attachment G (confidential) (under separate cover)

Voting Requirements Absolute Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council supports the Experience Bridgetown-Greenbushes Tourism Blueprint and agrees to the release of \$20,000 from the 2025/26 budget allocation to be used specifically for consultant engagement.

IN BRIEF

The Experience Bridgetown-Greenbushes Tourism Blueprint is an initiative developed by the Blackwood Chamber of Commerce and Industry (BCCI) with the support of the many tourism stakeholders in and around the Shire of Bridgetown-Greenbushes. Stage one of the Blueprint has almost been completed and the project is now moving into Stage 2 (Community Engagement and Strategy Development), with the majority of required funding in place.

Stage 2 of the project will see the appointed consultant undertake an audit and mapping of local tourism assets, extensive stakeholder consultation, and an experience gap analysis resulting in the development of a strategic action plan and tourism investment analysis. This is documented in **Attachment (a) "Methodology Summary"**.

The full completion of the Stage 2 scope requires a contribution from the Shire of \$20,000 to reach the required total of \$100,000. The majority funding has been obtained via a grant from Talison Lithium.

MATTER FOR CONSIDERATION

Council is requested to consider the release of \$20,000 to Blackwood Chamber of Commerce and Industry to complete the funding requirement needed to complete the Bridgetown-Greenbushes Tourism Blueprint. The funds are available in the 2025/26 budget allocation.

BACKGROUND

The Experience Bridgetown-Greenbushes Tourism Blueprint is designed to deliver a tourism strategy that will position the district for future funding, partnerships and strategic development that will help diversify the economy beyond the mining sector. It focuses on:

- Growing and diversifying local tourism;
- Supporting creative and cultural industries;
- Building pathways for Aboriginal-led Tourism;
- Enhancing collaboration among regional partners; and
- Attracting investment and improving economic resilience.

The Tourism Blueprint 2025 to 2028 (**Attachment ab**) forms one of four pillars of the BCCI-led Regional Prosperity Plan (**Attachment (b)**). Each of the four pillars address specific needs identified through community consultation. In this respect, the Blueprint addresses the following need - “The development of a comprehensive strategy to transform how the region presents itself to visitors, investors, and potential new residents creating compelling narratives and experiences that showcase our unique attributes”.

Three actions identified for 2026 are:

- Community and Indigenous Engagement
- Infrastructure Audit
- Visitor Journey Mapping

Stage one of the Blueprint is almost complete and included the development of the experiencebridgetown.com.au website, development of a community video, establishing relationships with indigenous communities and consultation with all relevant tourism bodies including Australia’s South-West and Southern Forests and Valleys (Warren Blackwood Alliance of Councils) who have expressed support for this project. (**WBAC Letter of Support at Attachment (c)**). No Shire funding was required for Stage 1 works.

In April 2025 Council adopted recommendations contained with a report delivered by the Acting CEO. One of these recommendations included the development of an economic and tourism strategy for Bridgetown-Greenbushes. It was recommended that this be done in conjunction with the local chamber and businesses. In accordance with this adopted recommendation, the Acting CEO continued discussions with BCCI regarding the development of the Blueprint and the Shire’s commitment to partnering with BCCI to further develop the project. In June 2025, the President of BCCI presented to a Council Concept Forum outlining the Regional Prosperity Plan and the Experience Bridgetown-Greenbushes Tourism Blueprint.

In January 2026, BCCI submitted an application for Regional Economic Development (RED) grant funding of \$100,000 for Stage 2 of the Blueprint. As part of this grant process, both Bridgetown-Greenbushes Tourism Association and the Shire provided a letter of support (**Attachment (d)**). The Shire’s letter indicated that should the grant be successful, the Shire’s contribution would “likely be in the order of \$20,000”. This grant was unsuccessful, however, Talison Lithium has contributed an overall amount of \$100,000 across stage one and two of the project, of which \$80,000 is available for Stage two (**budget – confidential attachment e**).

The BCCI is now requesting the Shire contribution of \$20,000 to enable the full scope of Stage 2 of the Blueprint to be undertaken (**confidential email Attachment (f)**). It is recommended that the

Shire pay this amount to BCCI in the current financial year to enable Stage 2 to commence in July 2026. The full amount will be contributing towards the costs of the appointed consultant including the engagement with traditional owners (**confidential Attachment (g) – Consultant Quote and Project Officer Scope**).

The 2025/26 Council budget includes an amount of \$5,000 allocated to major strategic projects business cases, within the economic development section, which budget commentary shows was included for allocation to a project with BCCI. Additionally, there are consultant funds set aside under the CEO's consultant budget for allocation to this project.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The required \$20,000 is included in the current year budget allocation as outlined in the report above, therefore there is no direct impact to the budget bottom line.

STRATEGIC COMMUNITY PLAN

- 12** Bridgetown Greenbushes is regarded to be a major tourist destination.
- 14** Effective governance and financial management.
- 7** Responsible and attractive growth and development.

CORPORATE BUSINESS PLAN

8.1.1 Partner with key stakeholders to determine how the Shire can best support economic development and tourism activities.

LONG TERM FINANCIAL PLAN

ASSET MANAGEMENT PLANS

N/A

WORKFORCE PLAN

N/A

RISK MANAGEMENT

Reputational risks associated with the Shire not being an active partner in the development of such significant regional plan are considered to be high.

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

This project offers significant benefit to the Shire of Bridgetown-Greenbushes and aligns to outcomes in the recently adopted Council plan namely:

Outcome 8: A strong, diverse and resilient economy

Outcome 9: Bridgetown-Greenbushes is a major tourist destination

The proposed Shire contribution positions the Shire as a key partner in the development of the Blueprint and in determining the strategy for tourism and economic development within the Region.

The engagement undertaken by the BCCI so far has ensured that the relevant tourism bodies, businesses and the Shire are aligned in seeking to develop a plan that goes beyond what many other local government areas will be able to achieve.

Having comprehensive and contemporary Tourism Strategy in place will position the Shire well in terms of attracting grant funding to enable the development of much needed infrastructure and the creation of community amenity. It will also assist the Shire to better understand how its current funding of tourism assets is contributing to tourism in the district and in turn whether such expenditure could be better directed.

The contribution of \$20,000 is considered to represent value for money given the extensive scope of the work proposed to be undertaken and the value it will provide to the Shire. Based on recent similar projects being undertaken by other similar sized shires, the minimum commitment required to develop and economic development and tourism strategy (with a reduced scope) would be in excess of \$50,000.

ITEM 16 CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT**16.1 Revision of Policy RV1 - Method of Valuation of Rateable Properties****File Ref**

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

Reporting Officer Xandra Curnock, Finance Contractor

Attachments 1. Existing RV1 - Method of Valuation of Rateable Properties Policy
2. Revised RV1 - Method of Valuation of Rateable Properties Policy

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer:

OFFICER RECOMMENDATION

That Council adopt the revised RV1 – Method of Valuation of Rateable Properties Policy.

IN BRIEF

The existing RV1 – Method of Valuation of Rateable Properties Policy has not been reviewed since 2022.

Following a review, it is proposed to update the Policy to improve governance, clarity and alignment with current rating practices and legislative requirements.

The revised Policy introduces a more contemporary framework that better aligns rating categories with land use and zoning under the Shire’s Local Planning Scheme, including the introduction of Commercial and Industrial categories, and renaming the existing “Shire” category to Residential.

The revised Policy supports the Shire’s existing differential rating approach and provides a framework for future refinement of rating categories.

MATTER FOR CONSIDERATION

Council is requested to consider adopting the revised RV1 – Method of Valuation of Rateable Properties Policy.

The revised Policy:

- Maintains compliance with Section 6.28 of the *Local Government Act 1995* regarding the application of Gross Rental Value (GRV) and Unimproved Value (UV);
- Strengthens the link between land use, zoning and rating classification;
- Supports the Shire’s differential rating framework; and
- Introduces additional rating categories to improve fairness and transparency in the distribution of rates.

The key changes include:

- Renaming the existing “Shire” GRV category to Residential;
- Introducing a Commercial category to reflect business and income-generating land uses;
- Introducing an Industrial category to recognise the higher intensity and infrastructure demands of industrial land uses; and
- Providing a framework for future refinement of categories as land use evolves (e.g. short-term accommodation).

The revised Policy does not in itself set rates or impose differential rates but provides the governance framework that supports the annual rating process and associated Statement of Objects and Reasons.

BACKGROUND

Policies and procedures are an essential component of good governance and support consistent, transparent and accountable decision-making within local government.

The Shire’s current RV1 – Method of Valuation of Rateable Properties Policy was last reviewed in June 2022.

Since that time, there has been an increased focus across the local government sector on ensuring rating structures are:

- Transparent;
- Equitable; and
- Aligned with land use and planning frameworks.

The *Local Government Act 1995* requires that:

- Land used predominantly for rural purposes is rated on an Unimproved Value (UV) basis; and
- Land used predominantly for non-rural purposes is rated on a Gross Rental Value (GRV) basis.

While the Shire has an established differential rating framework, the existing policy provides limited guidance on how land use and zoning inform rating categories.

A review of the Policy identified opportunities to:

- Improve clarity around classification of land;
- Better align rating categories with the Local Planning Scheme; and
- Introduce additional categories to reflect the diversity of land uses within the district.

In particular, the introduction of commercial and industrial categories reflects contemporary local government practice and ensures that properties are rated more appropriately based on their use and the relative demand they place on Shire infrastructure and services.

The revised Policy also establishes a framework to support future refinement of rating categories as land use within the Shire continues to evolve.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

RV 1 - Method of Valuation of Rateable Properties

The existing RV1 – Method of Valuation of Rateable Properties will be revoked and replaced with the revised copy, both attached to this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the adoption of this policy.

The revised policy is expected to support improved financial outcomes through strengthened rate modelling practices.

STRATEGIC COMMUNITY PLAN**14 Effective governance and financial management.**

The proposed policy supports strong governance, transparency and accountable financial management practices.

CORPORATE BUSINESS PLAN

No direct impact.

LONG TERM FINANCIAL PLAN

No direct impact.

ASSET MANAGEMENT PLANS

No direct impact.

WORKFORCE PLAN

No direct impact.

RISK MANAGEMENT

If the existing policy remains in place, risks may include:

- inconsistent classification of land for rating purposes;
- reduced transparency in how rating categories are applied; and
- misalignment between land use, zoning and rating outcomes.

The revised Policy mitigates these risks by providing clear, structured and compliant guidance on the application of valuation methods and the alignment of rating categories with land use and zoning.

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

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

COMMENT

The proposed Policy represents a governance improvement by modernising the Shire’s rating framework and aligning it with current legislative requirements and contemporary local government practice.

The introduction of clearly defined rating categories, including Residential, Commercial and Industrial, strengthens the alignment between land use, zoning and rating outcomes. This enhances transparency, consistency and equity in the application of rates across the district.

The revised Policy provides clearer guidance for the classification of land and supports the Shire’s differential rating approach, ensuring that the distribution of the rating burden more accurately reflects the level of demand placed on infrastructure and services by different land uses.

Overall, the updated Policy supports improved governance, informed decision-making and a more equitable and sustainable rating framework for the Shire.

16.2 Monthly Financial Report March 2026**File Ref**

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

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

Attachments 1. Monthly Financial Report - March 2026

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receives the March 2026 Financial Activity Statements.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

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

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

For the period 1 July 2025 to 31 March 2026:

- Operating Income is under budget by 0.56 %; and
- Operating Expenditure is under budget by 1.88%.

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

Nature of Income/ Expenditure	Variance \$	Variance %	Var .	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Operating grants, subsidies and contributions	98,058	6.98%	▲	Timing	Favourable variance mainly due to a timing difference receipt of grants for operating purposes, including Talison funding for completed and invoiced 2024 projects.
Fees and charges	(63,410)	(2.52%)	▼	Timing	Delay to the issuing of annual food business permits (Health Act licences) and outdoor traders permits due to staff resourcing (16k), Timing variation for user pays fees for the landfill site (11k), reduction in rates enquiry charges in March (5k), less fines issued than expected for animal control (5k) and fire prevention (4k). Building Licences are less than expected compared to budget (8k) and sewerage fees are less than year to date budget by (4k). The remaining (10k) is made up of a number of minor timing differences attributable to other services
Other revenue	(48,661)	(17.49%)	▼	Timing	Variance is mainly attributable to the timing of invoicing to partner shires for the cost of the Bushfire Mitigation Officer and the invoicing of DFES for their portion of the Community Emergency Services Manager role (46k), offset by further minor variances.
Profit on asset disposals	(47,911)	(56.97%)	▼	Timing	Vehicles and plant were sent to auction in March 26.
Expenditure from operating activities					
Materials and contracts	187,475	5.46%	▲	Timing	Materials and Contracts are below budget YTD Estimates. Variances include a 115k timing variance due to the late receipt of the waste collection invoices for March, 28k variance in the timing of plant operation costs and external repairs costs, 23k timing variance in routine maintenance of unsealed roads, 22k variance in office of the CEO consultants year to date.
Utility charges	35,593	14.00%	▲	Timing	Utility charges accounts are currently under budget due to the natural timing of bill cycles over different shire assets, and the timing of the use of water over the seasons.
INVESTING ACTIVITIES					
Capital grants, subsidies and contributions	(260,674)	(11.86%)	▼	Timing	Capital grants are currently being held in the balance sheet until their corresponding capital project has met its milestones. The majority of these funds relate to DFES funding 148k and Road grants for works currently planned for future months.

Proceeds from disposal of assets	(211,432)	(96.54%)	▼	Timing	Sale of disposal of assets coming in lower than budget year to date as they have only recently been sent to auction.
Purchase of property, plant and equipment	833,707	21.48%	▼	Timing	Refer to Note 8 for tracking of individual projects
Purchase and construction of infrastructure	1,506,937	53.72%	▼	Timing	Refer to Note 8 for tracking of individual projects

Council for the financial year ending 30 June 2025 adopted a percentage of plus or minus 10% or dollar value of \$20,000 (whichever is the lesser amount) at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.

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

BACKGROUND

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The budget is currently ahead of budget, with an overall surplus of \$3.3m year to date.

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

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

1. Segregation of duties;
2. Varying levels of delegated financial authority dependent on level and role; and
3. The Shire's internal control processes.

COMMENT

A review of employment costs is continuing to ensure wages that are attributable to capital works are costed to the relevant capital budget.

A review of all labour and corporate overheads is also continuing to ensure that overhead costs are allocated appropriately and the charged rates are updated in preparation for the 26/27 budget.

16.3 List of Accounts for April 2026

File Ref

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

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

Attachments 1. List of Accounts - April 2026

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council Receives the April 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).

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

In April 2026 the list of accounts is summarised below:

Municipal Direct Debits Payments	\$121,359.68
Municipal EFT Payments	\$1,240,073.42
Corporate Credit Card Payments	\$5,998.94
Fuel Card Payments	\$7,019.77
BPAY Payments	\$35,388.13
Licencing Direct Debit Payments	\$79,845.55
Trust Payments	\$774.00
Cheques	\$0.00
Total Payments for April 2026	\$1,490,459.49

BACKGROUND

Where the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- a) the payee's name; and
- b) the amount of the payment; and
- c) the date of the payment; and
- d) sufficient information to identify the transaction.

The list of accounts is to be:

- a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b) recorded in the minutes of that meeting.

Regulation 13A states If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the same information as above.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

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

FM 7 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

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

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

COMMENT

Nil.

ITEM 17 EXECUTIVE SERVICES UNIT**17.1 Revocation of Policy P18 – Performance Management and Policy P20 – Professional Development and Performance Review****File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments**

1. P 18 - Performance Management
2. P 20 - Professional Development and Performance Review

Voting Requirements Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION**That Council**

1. **Revokes Policy P18 – Performance Management and Policy P20 – Professional Development and Performance Review, on the basis that both policies relate solely to internal workforce management, personnel and organisational performance matters, and do not require determination by Council under section 2.7(2)(b) of the *Local Government Act 1995*; and**
2. **Notes the transition of performance management, professional development and performance review arrangements to an administrative Management Practice, to be approved, implemented and maintained by the Chief Executive Officer in accordance with section 5.41 of the *Local Government Act 1995*.**

IN BRIEF

Policies P18 and P20 govern internal employee performance management, professional development, training and performance review processes. These matters relate exclusively to workforce management and do not involve Council decision making, strategic direction, or external governance obligations.

Under the Local Government Act 1995, Council's role is to determine the policies of the local government in the context of its governing body and strategic direction responsibilities (s.2.7), while the Chief Executive Officer is responsible for the day-to-day management of the local government, including staffing and organisational performance (s.5.41).

Both policies contain detailed procedural and operational content that gives effect to functions and duties assigned by legislation to the CEO. Retaining them as Council adopted policies is therefore inconsistent with the legislated separation of roles between Council and administration.

Revoking the policies and transitioning these functions to CEO-approved Management Practices improves governance clarity, reduces risk, and aligns with legislative intent and contemporary local government good practice

MATTER FOR CONSIDERATION

Council is asked to consider whether Policies P18 and P20 should remain Council adopted policies, or whether employee performance management, professional development and performance review arrangements should appropriately sit as administrative Management Practices under the authority of the Chief Executive Officer.

BACKGROUND

Policy P18 – Performance Management (adopted 2 November 2023) and Policy P20 – Professional Development and Performance Review (adopted 15 April 2024) set out detailed procedural requirements relating to:

- Employee performance management, including investigation, review, improvement and disciplinary processes
- Performance reviews and documentation requirements
- Professional development planning and training
- Study leave and training approvals
- Payment, reimbursement and repayment of training costs
- Employee obligations relating to performance and development activities

Both policies apply exclusively to employees and govern internal human resource and organisational management processes. They do not affect Council's strategic decision-making role, external accountability, or statutory governance responsibilities.

Under sound governance practice, Council policies are intended to establish strategic direction, governance frameworks and high-level principles, not detailed internal operational procedures. Retaining these policies exposes Council unnecessarily to operational, industrial and procedural matters that fall within the statutory responsibilities of the Chief Executive Officer.

Councillors attended a Concept Forum on 14 May 2026 where the proposed governance changes were presented and discussed. No feedback proposing further changes was received.

STATUTORY ENVIRONMENT

Local Government Act 1995

- Section 2.7(2)(b) - Council determines the local government's policies, in the context of its role as the governing body responsible for strategic direction.
- Section 5.41 - The Chief Executive Officer is responsible for the day-to-day management of the local government, including staffing, industrial matters and internal administrative systems.

Performance management, professional development and workforce systems are integral to the CEO's statutory responsibilities. There is no legislative requirement for Council to adopt policies governing these internal matters.

Advice from the Western Australian Local Government Association (WALGA) confirms that:

- Council's policy-making role is confined to governance and strategic direction.
- Functions and duties assigned to the CEO under s.5.41 include responsibility for internal management systems.
- Policies and procedures that give effect to these CEO functions are administrative in nature and should be approved and maintained by the CEO.

Additional governance frameworks reinforce this separation, including:

- The Model Code of Conduct for Council Members, which prohibits involvement in administration.
- Financial and audit legislation placing responsibility for internal systems and controls with the CEO.

Council retains oversight through performance monitoring, audit processes, and CEO performance review, but this does not extend to operational workforce management.

POLICY IMPLICATIONS

P 18 – Performance Management

P20 – Professional Development and Performance Review

FINANCIAL IMPLICATIONS

There are no direct financial impacts arising from revoking Policies P18 and P20.

The transition to Management Practices does not remove employee entitlements or funding provisions established through the Annual Budget, Awards, or employment contracts.

Indirect benefits include reduced organisational risk, improved administrative efficiency, and clearer governance accountability.

STRATEGIC COMMUNITY PLAN

16 An engaged and effective workforce.

CORPORATE BUSINESS PLAN

The recommendation aligns with actions relating to:

- Governance improvement
- Clear delineation of roles between Council and administration
- Strengthening organisational systems and workforce capability

LONG TERM FINANCIAL PLAN

There is no direct impact on the Long Term Financial Plan.

ASSET MANAGEMENT PLANS

Not applicable.

WORKFORCE PLAN

Revoking Policies P18 and P20 supports a modern workforce governance approach by enabling performance management and professional development systems to be maintained as Management Practices that can be updated responsively to:

- Legislative changes
- Industrial requirements
- Organisational needs

RISK MANAGEMENT**Risks of retaining Policies P18 and P20:**

- Council exposure to operational and industrial matters
- Reduced flexibility to update procedures in response to Fair Work or industrial changes
- Increased governance and compliance risk due to procedural rigidity

Risk mitigation:

- Transitioning to a Management Practice places responsibility appropriately with the CEO
- Allows timely updates without Council resolution
- Maintains procedural fairness while improving governance clarity

COMMENT

Policies P18 and P20 contain detailed procedural and operational content that is more appropriately managed as administrative Management Practices rather than Council policies.

Revoking the policies does not remove or weaken performance management or professional development processes. Instead, it ensures these functions are maintained under the appropriate statutory authority, allowing them to be updated efficiently in line with industrial best practice and legal requirements.

This approach reinforces the separation of roles between Council and administration, improves governance clarity, reduces organisational risk, and aligns with contemporary local government governance standards.

17.2 Fraud and Corruption Policy**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments**

1. G13 - Fraud and Corruption
2. DRAFT GC10 - Fraud and Corruption Policy

Voting Requirements Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION**That Council:**

1. **Revokes Policy G13 – Fraud and Corruption; and**
2. **Adopts the recommendation of the Audit, Risk and Improvement Committee (ARIC) to approve the Fraud and Corruption Policy (GC10); and**
3. **Authorises the Chief Executive Officer to make minor administrative updates to the adopted policy to ensure ongoing legislative compliance and clarity, provided no change is made to the intent or effect of the policy.**

IN BRIEF

Council is requested to consider the adoption of a revised Fraud and Corruption Policy (GC10), which replaces the existing Policy G13.

The proposed policy represents a substantial rewrite and modernisation rather than a minor update. It strengthens governance clarity, aligns with contemporary legislative and oversight expectations, and clearly separates Council-level policy from operational procedures.

Due to the extent of the changes, it is recommended that the existing policy be formally revoked and the new policy adopted in full.

MATTER FOR CONSIDERATION

Whether Council adopts the revised Fraud and Corruption Policy as a new policy instrument, revoking the existing policy to ensure clarity, governance integrity and audit defensibility.

BACKGROUND

The existing G13 - Fraud and Corruption Policy was first adopted in 2018 and last reviewed in June 2024. While it continues to reflect the Shire's commitment to integrity, the policy combines governance principles, operational detail and procedural instructions within a single document.

The proposed GC10 - Fraud and Corruption Policy has been developed as part of broader governance reform and policy rationalisation work. It replaces G13 with a clearly structured,

Council-level policy that sets expectations, roles and accountability, supported by administrative procedures managed by the Chief Executive Officer.

Councillors attended a Concept Forum on 14 May 2026 at which the proposed policy and governance changes were presented and discussed in detail. Following the workshop, Councillors were invited to provide feedback; however, no feedback proposing any further changes was received.

Audit, Risk and Improvement Committee (ARIC) Consideration

The proposed Fraud and Corruption Policy (GC10) was presented to the Audit, Risk and Improvement Committee (ARIC) for consideration at its April meeting.

ARIC's recommendation to Council was as follows:

RECOMMENDATION

ARIC 007/2026

- 1. That the Audit, Risk and Improvement Committee recommends that Council approves the Fraud and Corruption Policy (GC10).**

Moved: Mr Anastasakis

Seconded: Cr Carstairs

For: 4 / Against: 0

Policy Review - Key Changes

The changes between G13 and GC10 are material and substantive, including:

- A complete restructure of the policy to operate as a high-level governance instrument, rather than a procedural manual.
- Updated definitions and terminology aligned with the *Corruption, Crime and Misconduct Act 2003* and current reporting frameworks.
- Clear distinction between misconduct and serious misconduct for statutory reporting purposes.
- Explicit recognition of the Audit, Risk and Improvement Committee (ARIC) and its contemporary oversight role.
- Clearer articulation of Council, CEO and Executive Leadership Team responsibilities.
- A dedicated and strengthened Public Interest Disclosure section aligned to the *Public Interest Disclosure Act 2003*.
- Improved clarity around reporting, investigation pathways and external notification obligations.

These changes go beyond incremental improvement and represent a new policy framework, rather than an amendment to the existing policy.

Councillors attended a Concept Forum on 14 May 2026 at which the proposed policy and governance changes were presented and discussed in detail. Following the workshop, Councillors

were invited to provide feedback; however, no feedback proposing any further changes was received.

STATUTORY ENVIRONMENT

Local Government Act 1995

Corruption, Crime and Misconduct Act 2003

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Public Interest Disclosure Act 2003

POLICY IMPLICATIONS

Nil

Adoption of GC10 will:

- Replace and supersede Policy G13 in full;
- Align the Shire's fraud and corruption governance with contemporary best practice;
- Support clearer separation of governance (Council) and operations (Administration); and
- Improve audit, risk and compliance defensibility.

FINANCIAL IMPLICATIONS

Implementation will be managed within existing operational budgets and resources.

STRATEGIC COMMUNITY PLAN

14 Effective governance and financial management.

CORPORATE BUSINESS PLAN

Supports strong governance, risk management and organisational integrity.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Maintaining an outdated or overly procedural policy presents risk, including:

- Unclear authority and reporting pathways;
- Reduced audit defensibility; and
- Misalignment with current legislative and governance expectations.

Adoption of GC10 mitigates these risks by providing a clear, modern and governance-focused policy framework.

COMMENT

Revoking the existing G13 – Fraud and Corruption Policy and adopting the proposed GC10 – Fraud and Corruption Policy provides improved clarity, consistency and governance integrity within the Shire’s policy framework.

The existing policy combines Council-level principles with operational and procedural detail, which can create ambiguity around roles, responsibilities and accountability. The proposed policy resolves this by clearly articulating Council’s governance role in setting expectations for ethical behaviour, fraud prevention and corruption control, while recognising the Chief Executive Officer’s responsibility for implementing and maintaining appropriate administrative procedures.

The revised policy reflects contemporary governance practice and aligns with current legislative, regulatory and oversight expectations. It supports a clear separation between policy and procedure, improves audit defensibility, and enhances transparency for Councillors, staff and external stakeholders.

Given the substantial nature of the rewrite, adopting the proposed policy as a new instrument and formally revoking the existing policy provides a clear and unambiguous transition to the updated governance framework.

17.3 Amendment to Advisory and Working Groups Policy**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Merridith Morrell, Manager of Executive Services Unit**Attachments** 1. CC5 - Advisory and Working Groups**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION**That Council:**

- 1. Amends the Advisory and Working Groups Policy (CC5) to clarify the appointment of Presiding and Deputy Presiding Members in accordance with the *Local Government Act 1995*, distinguishing between committees and groups established under section 5.8 of the Act and advisory or working groups established by Council resolution only.**
- 2. Endorses amendments to the Terms of Reference for all current and future advisory and working groups to reflect the revised Policy, including where applicable the ability for non-statutory advisory and working groups to elect their own Presiding and Deputy Presiding Members.**

IN BRIEF

The Advisory and Working Groups Policy (CC5) currently requires Council to elect the Presiding and Deputy Presiding Members for all advisory and working groups. This does not reflect the statutory framework of the *Local Government Act 1995*.

This report proposes a targeted amendment to the Policy to clarify when Council is required to appoint presiding positions under legislation, and when it is open to Council to permit advisory or working groups to elect these positions themselves.

MATTER FOR CONSIDERATION

For Council to consider amendments to the Advisory and Working Groups Policy to correctly reflect the legislative requirements of the *Local Government Act 1995* and provide flexibility for non-statutory advisory and working groups to elect their own Presiding and Deputy Presiding Members.

BACKGROUND

The Advisory and Working Groups Policy (CC5) was adopted to provide a consistent governance framework for Council-established advisory and working groups.

Clause 6.4 of the current Policy states that a Presiding Member and Deputy Presiding Member are “elected by Council from among the group members.” This approach does not distinguish between:

- Advisory or working groups established by Council resolution only; and
- Committees established under section 5.8 of the *Local Government Act 1995*.

Advisory and working groups that are not established under section 5.8, have no delegated authority and are not formal decision-making bodies. Their purpose is to provide advice, expertise and community perspectives to Council.

The proposed amendment seeks to clarify this distinction and ensure legislative accuracy, governance clarity and policy consistency.

STATUTORY ENVIRONMENT

Nil

The *Local Government Act 1995* provides different requirements depending on how a committee or group is established.

Where an advisory or working group is not established under section 5.8, there is no legislative requirement for Council to appoint a Presiding or Deputy Presiding Member, unless required by other specific legislation applicable to that group.

POLICY IMPLICATIONS

CR 8 – Advisory Committee

The proposed amendment updates the Advisory and Working Groups Policy to:

- Clearly differentiate between statutory committees of Council and non-statutory advisory or working groups;
- Ensure the Policy accurately reflects legislative requirements; and
- Allow Council discretion to permit advisory and working groups to elect their own Presiding and Deputy Presiding Members, where appropriate.

This amendment would also be reflected in the Terms of Reference for each group.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

1 A growing community that is diverse, welcoming and inclusive.

Clear and well-governed advisory and working groups support effective community participation and informed Council decision-making.

CORPORATE BUSINESS PLAN

Supports good governance, transparent engagement mechanisms, and effective advisory structures.

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

Failure to accurately reflect legislative requirements within Council policies presents governance and compliance risks, including confusion regarding roles, accountability and procedural validity.

The proposed amendment mitigates this risk by clarifying statutory obligations and governance discretion.

COMMENT

The proposed amendment is a clarification rather than a structural change. It ensures the Advisory and Working Groups Policy aligns with the requirements of the *Local Government Act 1995* and contemporary governance practice.

By distinguishing between statutory committees established under section 5.8 of the Act and non-statutory advisory or working groups, the Policy provides greater flexibility while maintaining governance integrity. It also reinforces the advisory nature of these groups and avoids unintended elevation of non-decision-making bodies into formal committee structures.

Allowing advisory and working groups to elect their own Presiding and Deputy Presiding Members, supports collaborative engagement, shared ownership and effective operation, while retaining Council oversight through approved Terms of Reference.

ITEM 18 DEVELOPMENT AND REGULATORY SERVICES**18.1 Application for Single Dwelling with Rear Lot Boundary Setback Variation - Lot 193 (No. 27) Aberdeen Avenue, Bridgetown**

File Ref	P031/2026
Responsible Officer	Leigh Guthridge, Director of Development and Regulatory Services
Reporting Officer	Mackenzie Walmsley, Principal Planner
Attachments	1. Proposed Plans & Applicant Cover Letter 2. Location Plan
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer:

OFFICER RECOMMENDATION

That Council grants development approval for the proposed Single Dwelling at Lot 193 (No. 27) Aberdeen Avenue, 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).

PURPOSE OF REPORT

The purpose of the report is for Council to consider a development application seeking approval for a variation to the rear setback requirement applicable to a single dwelling at Lot 193 (No. 27) Aberdeen Avenue, Bridgetown. The application proposes a variation to the Town Planning Scheme No. 4 (TPS4) by way of the rear lot boundary setback. During the public consultation period an objection was received in response to the variation. The application is presented to Council as Officers do not have delegated authority to determine development applications where an objection is received on valid planning grounds which cannot be reasonably addressed by negotiated minor variations to the application and/or which conditions of approval.

For the reasons discussed in the report, it is considered that the proposal is consistent with the objectives of TPS4 and the Residential Design Codes and it is therefore recommended that the application is approved subject to conditions.

BACKGROUND

The dwelling was previously considered under an early planning assessment process through Development Application P073/2025 to which the dwelling design was deemed compliant at the time of assessment. Subsequent to the 2025 approval, the applicant undertook further investigation of the site conditions and topography. This identified that the previous approved dwelling position would require more extensive earthworks than initially anticipated, resulting in increased construction complexity and cost.

To better respond to the site's physical constraints, amended plans were submitted repositioning the dwelling footprint on the lot. The amended siting reduces the extent of site works required and provides a more practical construction outcome having regard to the existing landform.

The amended dwelling position results in a variation to the rear setback requirement under the Town Planning Scheme No. 4 (TPS4), which has triggered the requirement for the current development application.

Officer assessment of the current application is limited to the rear setback variation associated with the amended dwelling siting. The dwelling design itself was previously considered and deemed compliant as part of the earlier assessment process and is not proposed to be reassessed as part of this application.

COMMENT

The subject site is zoned Special Residential No. 2 (SRes2) under the Shire's Town Planning Scheme No. 4 (TPS4). The lot boundary setback provisions for this zone are 12m from the front and rear and 4m from the sides.

The amended dwelling siting results in a variation to the 12m rear lot boundary setback provision under TPS4. It is noted the subject site is a corner lot, which presents additional siting constraints when seeking to accommodate compliant setbacks to multiple street frontages in conjunction with side and rear setback requirements. In this instance, achieving compliance with the applicable setback provisions while also responding appropriately to the site topography would significantly constrain the available building envelope.

In accordance with the Shire's consultation procedures, the application was advertised to the affected adjoining landowners. One submission objecting to the proposal was received during the advertising period. The submission raised concern that the dwelling is located too close to the adjoining boundary.

The proposed setback variation has been assessed against the relevant design principles of the Residential Design Codes and general planning framework. It is considered that:

- The variation respond separately to the physical constraints and topography of the site;
- The amended siting represents a practical outcome for a corner lot configuration;
- Similar setback variations have previously been supported within the locality in recognition of comparable site constraints; and
- The proposal is not considered to result in unreasonable impacts on adjoining properties.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Section 3.4.4 of the Shire's Town Planning Scheme No. 4 states:

Except for development in respect of which the Residential Planning Codes apply under this Scheme, if a development the subject of an application for planning approval does not comply with a standard prescribed by the Scheme with respect to minimum lot sizes, building height, setbacks, site coverage, car parking, landscaping and related matters, the Council may, notwithstanding that non compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit. The power conferred by this clause may only be exercised if the Council is satisfied that:

a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;

b) the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Income: Development Application fees received - \$886.50

STRATEGIC COMMUNITY PLAN

7. Responsible and attractive growth and development.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

RISK MANAGEMENT

There are no anticipated risks to the Shire if the application is supported.

ITEM 19 PROJECT MANAGEMENT AND ENVIRONMENT*No matters for consideration***ITEM 20 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES****20.1 Audit Risk and Improvement Committee - 24 April 2026****File Ref**

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

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

- Attachments**
1. ARIC Minutes 24 April 2026 - Unconfirmed
 2. Attachment 5.1.1 - ARIC - Minutes - 5 December 2025
 3. Attachment 6.1.1 - Audit Strategy Memorandum - Shire of Bridgetown-Greenbushes
 4. Attachment 7.1.1 - 2023 Reg 17 Audit Recommendations (2024 Progress Report) (confidential) (under separate cover)
 5. Attachment 7.1.2 - Reg 17 Audit Log Quarterly Status - Q3 25-26 (confidential) (under separate cover)
 6. Attachment 7.1.3 - Reg 17 Audit Log Assurance Table and Summary - Q3 25-26 (confidential) (under separate cover)
 7. Attachment 7.2.1 - 2025 FMSR Report Shire of Bridgetown - Greenbushes - Finalised (confidential) (under separate cover)
 8. Attachment 7.2.2 - Financial Management System Review Log (confidential) (under separate cover)
 9. Attachment 7.3.1 - Compliance Calendar (April 26 - June 27)
 10. Attachment 7.4.1 - Risk Activity Report
 11. Attachment 7.5.1 - Corporate Risk Register
 12. Attachment 7.6.1 - GC17 Privacy and Information Sharing Policy
 13. Attachment 7.7.1 - DRAFT GC10 Fraud and Corruption Policy

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receives the minutes of the Audit Risk and Improvement Committee Meeting held on 24 April 2026.

20.2 Local Emergency Management Committee Minutes 05 May 2026**File Ref****Responsible Officer** Garry Adams, Chief Executive Officer**Reporting Officer** Krystle Durbin, Executive Assistant**Attachments** 1. Local Emergency Management Committee Minutes 05 May 2026**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION**That Council receive the minutes of the Local Emergency Management Committee for its meeting on 5 May 2026.**

ITEM 21 URGENT BUSINESS APPROVED BY DECISION

ITEM 22 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 23 ELECTED MEMBERS QUESTIONS WITH NOTICE

ITEM 24 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

No matters for consideration

ITEM 25 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)

No matters for consideration

ITEM 26 CLOSURE

The Presiding Member to close the meeting.