



**Special Council Minutes Index – 11 August 2016**

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Minutes of the Special Meeting of Council to be held in the Council Chambers on Thursday 11 August 2016, commencing at 5.30pm, called for the purpose of Adopting the 2016/17 Budget.

The President opened the meeting at 5.30pm.

**Acknowledgment of Country – Presiding Member**

On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.

**Attendance, Apologies and Leave of Absence**

President - Cr J Nicholas  
Councillors - J Boyle  
- S Hodson  
- D Mackman  
- J Moore  
- A Pratico  
- P Quinby  
- P Scallan  
- A J Wilson  
In Attendance - T Clynch, CEO  
- M Larkworthy, Executive Manager Corporate Services  
- E Denniss, Executive Manager Community Services  
- M Donaldson, Manager Planning  
- M Richards, Grants and Services Manager  
- T Lockley, Executive Assistant

**Attendance of Gallery**

B Bebbington

**Public Question Time**

B Bebbington

1. In relation to the Emergency Services allocations, Yornup is receiving another light unit in June 2017. Is that unit an additional unit for Yornup or is the existing unit going to be delivered to another brigade?

*CEO's response – It is a replacement vehicle. DFES requires the existing vehicle to be returned upon delivery of the new vehicle. DFES will not allow an existing vehicle to be reallocated to another brigade.*

2. The reason I ask that question is in relation to the Sunnyside and Mockerdillup who have FRU's, based on a ute rather than a Landcruiser. The Yornup vehicle was previously the Sunnyside unit which was transferred directly to Yornup, and I understand DFES wish to discontinue the use of the FRU's, as they are the only 2 or 4 in the whole state, and yet I understand it's 2021 before we are likely to get a replacement for that vehicle. Is that a case

that could be put forward to seek the reallocation of the vehicle that already belongs to the Sunnyside brigade?

*CEO's response – The Shire of Bridgetown-Greenbushes participated in a trial of slip on units some years back and the vehicles in question are likely a remnant from that trial. The allocation of vehicles is based on a resource to risk assessment conducted by the local government in partnership with DFES. The Shire is looking to bring forward its next resource to risk assessment in order to look at actual brigade requirements.*

3. In relation to the budget and whilst I am not happy with the 4.3% proposed increase, I am concerned it's not being spread across all rate payers. The cent in the dollar rate, or whatever you want to call it, is actually decreasing for one of the categories and the total rates to be collected compared to last financial year is decreasing, and in another category despite an increase in the cents in the dollar, there is also a reduction in the amount of rates being paid in a sector, is there any reason why the rise isn't spread proportionately across all categories.

*Executive Manager Corporate Services response – The actual percentage has been applied consistently even though a particular category may have decreased. Categories are subject to revaluation, for example the annual revaluation in the UV area.*

4. In regard to the Mining rate, which appears there's still eight properties and it refers to a rateable value. The actual budget document doesn't refer to what the rate or value was the previous year, so we can apply a comparison. So we can't find that out – is that something can be included in future budget documents, the comparisons, so people can see that there has been a decrease in valuations which is most unusual?

*Executive Manager Corporate Services response – The statutory budget follows a statutory format. We consider the Mining rates using a template that is developed for that industry.*

5. I can't find it in the document, but I did read it when I first looked at the agenda item, the reference to the ratio of a 100 percent peak maximum of salaries, wages, of shire staff to rate collections in this year it's 97.3 or 97.4% against the 100%. In the event that we outsource some staff, for example when the Shire went from collecting all the rubbish and going to the waste collection being contracted out which has happened for quite a while, surely then the bench mark should no longer be 100% of rate collections because that allows the Shire to increase the staffing at the impact on ratable rate generation. So is it possible to have that formula looked at?

*CEO's response – There is no set formula or ratio. The comparison of rates revenue to salaries expenditure was raised in Council's Workforce Plan adopted in 2013 where at the time salaries were close to 110% of rates revenue. Since that time we have been working on reducing that ratio so that salaries expenditure is less than rates revenue. It isn't a statutory or reportable ratio. Council could set targets to aim for over a period of time, setting service levels it wants to provide to the community.*

6. I fully understand that the salaries are not the component that is paid for by rates, because is just 38%, a portion of the shire's revenue, so I'm mindful of being careful of not making that comparison. In regard to the document that's sent out with the rates notices, this document that came out last year, it actually has the statement of where are your rates spent and has a pie chart for that, and it does indicate that the rates pay for those items when in fact the rates are only 35 to 40 percent. Can the wording be changed in that document to reflect that this is what our rates contribute to, rather than giving the indication that the total rate collection pays for everything the shire does. It's just something which I picked up today.

*Executive Manager Corporate Services response – The actual pie graph is basically broken into various programmes, that pie graph does reflect what is going to that particular programme, and what is left is what is funded by the rates.*

7. In relation to this year's rate rise which is 4.3%, the 2013/14 budget which was set this time 3 years ago, some of the rate amounts have gone up 28% in three budgets. Considerably above the 1.5 to 2% CPI that we are experiencing within Australia. Is there any way we can make further reductions in expenditure within the Shire? Obviously we have to balance services but is there any further deductions that can be achieved, for example one of the things I raised during the year was the \$240 a month coffee machine in the library. They're the sort of things that we can we reduce. Make things more cost effective for the people out there in the street who are struggling to pay their rates.

*President's response – This Council has taken a strong view about managing its expenditure and the general public need to understand what the cost of goods and services really are. These costs are generally greater than the reported inflation rate. The Shire is continuing to drive for cost efficiencies and this will be ongoing.*

8. In regard to payment of rates and if, for example, I paid with BPay on or before the 23 September, how automated is the system, and what staff involvement is there in processing a rate payment from a ratepayer?

*Executive Manager Corporate Services – The system is an auto electronic one, the file is uploaded from the bank directly into our system daily.*

9. In that regard, seeing as the Shire charges \$10.70 for each installment, what cost is involved to the Shire of having the installments? Is there a labour component or a postage component in the installment programme?

*Executive Manager Corporate Services response – The installment charge is to recoup officer time, printing, folding, postage, and presenting the extra three notices. The installment charge is to cover administration for that option.*

10. So even if someone pays their entire rates at the second installment which they could do, cleaning their bill up, would they still incur the additional \$21.40 charge?

*Executive Manager Corporate Services response - Yes they do, that fee is charged when they first choose the installment option.*

11. The Shire charges 5.5% on outstanding rates and 11% on late rates. It would be hard to see that to print a set of rates, fold a letter and put it in an envelope and pay a dollar postage which you are probably not paying, that it costs \$10.70 in staff time less the postage to generate. Could that be waived, bearing in mind that one of the year's total arrears was something like \$60,000 collected by the Shire? Can we reduce that \$10.70 to be more cost effective to what it is costing the Shire, particularly since a lot of people who are going on installments are the ones who can least afford to pay the rates and we are actually impacting on them even greater. Can we consider reducing that amount?

*CEO's response - Council has already adopted its fees and charges for the year, however each charge can be assessed at any point in time if Council see the need.*

**Petitions/Deputations/Presentations - Nil**

**Comments on Agenda Items by Parties with an Interest - Nil**

**Notification of Disclosures of Interest**

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow a Member to speak, the extent of the interest must also be stated.

Nil

**Business Items**

<b>ITEM NO.</b>	SpC.01/0816	<b>FILE REF.</b>	133
<b>SUBJECT</b>	Adoption of 2016/17 Budget		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Chief Executive Officer and Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	1 August 2016		

Attachment 1 Draft 2016/17 Budget

**OFFICER RECOMMENDATION**

1. That in the 2016/17 financial year, Council impose the following rates in the dollar and minimum rates in the district:

Category	Rate in \$	Minimum Rate
Gross Rental Value (GRV) Properties	8.3307 cents	\$827.00
Rural Unimproved Value (UV) Properties	0.6079 cents	\$1,024.00
Urban Farmland Unimproved Value (UV)	0.5169 cents	\$1,024.00
Mining Unimproved Value (UV)	7.9172 cents	\$1,024.00

[Absolute Majority Required]

2. That in the 2016/17 financial year, Council imposes Rubbish Collection Charges as follows:

- \$87.00 per annum per 120 litre or 140 litre rubbish bin (noting a 240 litre rubbish bin represents two 120 litre services); and
- \$73.00 per annum per 240 litre recycling bin.

and that these charges be included in the 2016/17 Schedule of Fees & Charges.

[Absolute Majority Required]

3. That in the 2016/17 financial year, Council, under Section 66 of the Waste Avoidance and Recovery Act 2007, imposes a Landfill Site Maintenance Rate (for the purpose of funding all its waste services other than kerbside rubbish and recycling collection services). Furthermore Council sets the following rates in the dollar for the Landfill Site Maintenance Rate however noting that under Section 6.35 of the Local Government Act and Regulation 52A of the Local Government (Financial Management) Regulations all rateable properties will be charged the minimum rate only:

GRV - \$0.00018288

UV - \$0.00005951

Minimum Rate - \$171.00

[Absolute Majority Required]

4. That for the Landfill Site Maintenance Rate the following concessions will be applicable:

*“Where more than one assessment is held in identical name or names, no more than one charge will apply, except in the following situations:*

- (i) A habitable dwelling house or commercial rented premises is situated on the additional property; or*
- (ii) The additional properties are separated by more than 10 kilometres as measured cadastrally on an appropriate map”.*

*[Absolute Majority Required]*

5. That in the 2016/17 financial year, Council nominate due dates for the payment of rates and service charges as follows:

<i>Payment in Full</i>	<i>Payment in Instalments</i>
<i>23 September 2016</i>	<i>23 September 2016</i>
	<i>23 November 2016</i>
	<i>23 January 2017</i>
	<i>23 March 2017</i>

6. That in the 2016/17 financial year, Council impose penalty interest at 11% per annum, calculated daily, on rates and service charges remaining unpaid (excluding eligible pensioners opting to defer the payment of their rates), after the due dates identified in Part 5 above.

*[Absolute Majority Required]*

7. That in the 2016/17 financial year, Council impose instalment plan administrative fees and interest for the payment of rates and service charges as follows:

- \$10.70 per instalment (not including the first instalment); and*
- 5.5%.*

*[Absolute Majority Required]*

8. That for the financial year ending 30 June 2017, Council transfer funds to and from the Reserve Funds, as is specified in the 2016/17 Draft Budget.

9. That for the financial year ending 30 June 2017, Council transfer funds to and from the Trust Account, as is specified in the 2016/17 Draft Budget.

10. That Council adopt the balanced 2016/17 Draft (Statutory) Annual Budget, including the Rate Setting Statement which indicates that \$4,130,811 in rates is to be raised, as presented.

*[Absolute Majority Required]*

11. That in accordance with Policy F7 (Reporting Forecast Budget Variations Policy), for the financial year ending 30 June 2017 Council adopt a percentage of plus or minus 10% up to \$50,000 at sub-program level, and 5%

over \$50,000, at sub-program level, to be used for reporting material variances of actual revenue and expenditure in the monthly reports of financial activity. The exception being that material variances of \$1,000 or less are non-reportable.

- 12 That Council approves the following incentive program for the early payment of rates in full by the due date of 23 September 2016:

- 1<sup>st</sup> Prize: \$600 Community Cash Vouchers  
2<sup>nd</sup> Prize: 2 night stay at Perth Ambassador Hotel including breakfast (valued at \$442)  
3<sup>rd</sup> Prize 1 x double pass to WASO's performance of Asher Fisch & WASO: Stuart Skelton Sings Wagner. (double pass valued at \$182)  
4<sup>th</sup> Prize 1 x double pass to WASO's performance of Asher Fisch & WASO: Stuart Skelton Sings Wagner. (double pass valued at \$182)

[Absolute Majority Required]

#### Summary/Purpose

Local Governments must prepare annual budgets in the format as prescribed in the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. This report is for Council to consider:

- Adopting the 2016/17 Annual Budget;
- Confirming its current policy for setting a level of reporting material variances so as to satisfy Council that the annual budget is being implemented satisfactorily;
- Setting fees for kerbside rubbish collection and kerbside recycling collection services.
- Setting the Landfill Site Maintenance Rate under the Waste Avoidance and Resource Recovery Act 2007
- Setting due dates for payment of rates and service charges, either in full or by instalments;
- Setting interest rates for outstanding rates after the due date and for rates paid by instalments and the administrative fee for setting up an instalment plan.
- Transfer of reserve account funds.
- Transfer of trust funds.

#### Background

The 2016/17 budget process commenced in December 2015 with the public advertising of the application process for new community grants in 2016/17 and service agreement applications for up to 3 years from 2016/17. The applications were determined by Council at its meeting held on 26 May 2016.

The annual review of Council's Corporate Business Plan is the key informing document for the annual budget. The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. The plan details the services, operations and projects a local



government will deliver within a defined period. It also includes the processes for delivering these.

The Corporate Business Plan is informed by three other plans developed in response to the Department of Local Government's Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

The Corporate Business Plan contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure. Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Council's Corporate Business Plan.

In April 2016 Senior Management undertook a review of the Corporate Business Plan to identify items that have been achieved, items that require a change to the intended delivery timeline and/or costs and new initiatives that will assist Council in delivery of its Community Strategic Plan.

The recommended changes were presented to Council at its 1<sup>st</sup> Budget Workshop held on 4 May 2016. At this workshop the Corporate Business Plan (CBP) was reviewed via discussion of each Action.

Changes endorsed and made by Council at its workshop were incorporated into the review along with information adopted in Council's recent review of its various 10 Year Capital Works Plans. All changes were included as an addendum to Council's Corporate Business Plan 2013-2017.

The findings from the workshop were presented to the ordinary meeting of Council held on 30 June 2016 where Council adopted the '2016 Review' as an addendum to its 'Corporate Business Plan 2013-2017'.

Council has held two workshops to consider issues pertaining to the development of its 2016/17 budget, on 4 May 2016 and 16 June 2016.

Matters considered at the 1<sup>st</sup> Budget Workshop included:

- i. Corporate Business Plan Review
- ii. Recommendations/Proposals from Council Advisory Committees
- iii. 2016/17 Rating Strategy
- iv. Review of fees and charges
- v. Preliminary Discussion on Possible or Preferred Rate Increase
- vi. Budget Process

At the workshop a rate increase of around 4% was generally agreed for preparation of the draft budget.

Matters considered at the 2<sup>nd</sup> Budget Workshop included:

- i. Asset Management Plans
- ii. 10 Year Roads Program
- iii. Plant/Fleet Replacement Plan
- iv. 2016/17 Building Maintenance/Capital Works Plan
- v. Councillor Proposals
- vi. Lower South West Sports Facility Plan
- vii. Any Other Matters

The draft budget is a balanced budget with a 4.3% rate increase. Note each 1% rate increase equates to approximately \$41,000 in increased revenue.

Set out below is a summary of funding for some of the key features of the draft budget and other related subjects.

**1. Rates in the Dollar**

In accordance with Section 6.36 of the Local Government Act 1995 (the Act) Council was required to establish the differential rates it will advertise prior to considering and adopting the budget. Accordingly at its ordinary meeting held on 26 May 2016 Council resolved to:

*That Council:*

1. *After consideration of its strategic community plan and annual review of the corporate business plan fund the estimated budget deficiency of \$4.13m by applying differential rates when drafting the 2016/17 Annual Budget.*
2. *In accordance with section 6.36 of the Local Government Act 1995 endorses the advertising for public submissions on the proposed differential rates as set out in the table below, and makes available to the public Attachment 6 to this report setting out the objects and reasons for the differential rates:*

Category	Rate in \$	Minimum Rate
Gross Rental Value (GRV) Properties	8.3307 cents	\$827.00
Rural Unimproved Value (UV) Properties	0.6079 cents	\$1,024.00
Urban Farmland Unimproved Value (UV)	0.5169 cents	\$1,024.00
Mining Unimproved Value (UV)	7.9172 cents	\$1,024.00

**3. Direct the CEO to:**

- *report back to Council any public submissions in relation to the proposed differential rates;*
- *seek the approval of the Minister to impose in 2016/17 a differential Mining UV rate which is more than twice the lowest general differential UV rate*

The increases in minimum rates from 2015/16 to 2016/17 are \$34.00 for GRV properties, \$42.00 for Rural UV properties, \$42.00 for Urban Farmland UV properties and \$492.00 for Mining UV properties.

Advertising of the Notice of Intention to Levy Differential Rates for 2016/17 occurred in the Manjimup Bridgetown Times on 7 June 2016. The submission period closed on 30 June 2016 and no submissions were received.

Approval was obtained from the Minister for Local Government on 21 July 2016 for the imposition of a differential mining UV rate which is more than twice the lowest differential UV rate.

## 2. Community Grants and Service Agreements

At its ordinary meeting held on 26 May 2016 Council resolved to allocate \$160,000 in the 2016/17 budget for community donations as follows:

- \$36,282 New service agreements
- \$35,873 Existing service agreements to be carried forward
- \$10,897 New community group grants
- \$2,500 Chief Executive Officer donations
- \$4,000 Chief Executive Officer hall hire donations
- \$850 Rubbish and recycling collection for community events
- \$350 Rubbish and recycling collection for Shire leased facilities
- \$2,000 Bridgetown Biosecurity Group
- \$500 South West Academy of Sport Sponsorship
- \$250 Agricultural Society School Art Prize Sponsorship
- \$1,000 Manjimup Airfield Contribution
- \$41,615 Landcare Officer (1<sup>st</sup> year of guaranteed 3 year funding commitment 2016/17, 2017/18 & 2018/19)
- \$23,883 Geegeelup Village rate discount

The \$10,897 of new community grants is made up of:

- Bridgetown Lawn Tennis Club – resurfacing of hard courts - \$5,500
- Bridgetown Netball Association – purchase of pop up marquee - \$500
- Bridgetown Repertory Club – purchase of sound system - \$4,015
- Blackwood Valley Wine Industry – waiving of stallholder fees - \$882

The continuation of existing service agreements and new service agreements is made up of:

- Blackwood Country Gardens – Year 1 of 3 – administration and promotional costs of festival - \$2000
- Bridgetown Child Health Inc. - Year 1 of 3 – child health services - \$6000
- Bridgetown Family & Community Centre - Year 1 of 3 – Shire rates and insurance costs - \$8,000
- Bridgetown Lawn Tennis Club - Year 1 of 3 – assistance for running costs of annual Easter tennis tournament - \$2000
- Bridgetown Masonic Lodge - Year 1 of 3 – Contribution to Rates - \$750
- Greenbushes Community Resource Centre - Year 1 of 3 – community bus hire - \$700
- Greenbushes Golf Club - Year 1 of 3 – contribution towards insurances - \$1,500
- Greenbushes Ratepayers & Residence Association - Year 1 of 3 – contribution towards insurances - \$332

- Henri Nouwen House Inc. - Year 1 of 3 – operational costs - \$10,000
- Rotary Club of Bridgetown - Year 1 of 3 – assistance for running Blackwood Marathon - \$5,000
- Blues at Bridgetown – Year 2 of 3 – Contribution towards costs of festival - \$18,700
- Greenbushes Masonic Lodge – Year 2 of 3 – rate discount - \$600
- Bridgetown Anglican Parish – year 2 of 3 – recycling bin collections - \$450
- Bridgetown Greenbushes Business and Tourism Association – year 2 of 3 – venue hire and traffic management plan for winter festival - \$3,874
- Bridgetown Golf Club – assistance with costs for tree pruning - \$2,000
- Greenbushes Community Resource Centre – Year 3 of 3 – discounted hall hire - \$865
- Greenbushes Community Resource Centre – Year 3 of 3 – community bus hire - \$345
- Greenbushes Playgroup – Year 3 of 3 – rental assistance - \$450
- Golden Horseshoe Endurance Ride – Year 3 of 3 – traffic management plan - \$3,703
- Bridgetown Historical Society – Year 3 of 3 – phone, internet and insurance costs - \$1,643
- Bridgetown Meals on Wheels – Year 3 of 3 – Assistance towards staff member wages - \$2,594
- Bridgetown Scouts Group – Year 3 of 3 – Contribution towards lease and operating costs - \$649

### 3. Road Works

The draft budget provides for construction works on the following roads:

Winnejump Road (progressive reconstruction)  
Nelson Street (asphalt works completed in 2015/16)  
Hester Street (reconstruct between Lockley Street to Henry Street)  
Hampton Street (reconstruct John Street to Walter Street)  
Henry Street (reconstruct Allnutt Street to Scott Street)  
John Street (reconstruct between Hampton Street and Coronation Street)  
Padbury Road (reconstruct Steere Street to Turner Road)  
Kendall Road (continuation of upgrade)  
Walter Willis Road (gravel resheeting)  
Dalmore Road (gravel resheeting)  
Grange Road (gravel resheeting)  
Wilga Road (2<sup>nd</sup> coat seal)

### 4. Footpaths

The draft budget provides for the following footpath projects:

- Forrest Street (Gifford Road to Padbury Road)
- Hester Street (Nelson Street to Lockley Street)
- Installation of nibs on Steere Street between Hampton Street and railway crossing in order to improve pedestrian crossing of Steere Street.

## 5. Drainage

The budget provides for the following drainage projects:

- Phillips Street
- Palmers Road

## 6. Plant and Fleet Replacement

The budget provides for the following plant and fleet items for replacement in 2016/17 (other than for waste services which is discussed elsewhere in this report):

### *Plant*

2010 John Deere Backhoe Loader  
2005 Hino Rubbish Truck

### *Light Fleet*

2014 Holden Colorado 7 – B16117 (Principal Building Surveyor)  
2014 Subaru Liberty – B8666 (Executive Manager Corporate Services)  
2009 Ford Ranger– B023 (Plant Mechanic) – the 2009 vehicle will not be sold but instead reallocated to the maintenance grader driver as that vehicle does very low kilometres each year (hence no need for a new vehicle at time of changeover). The current vehicle used by the maintenance grader driver is to be reassigned to the waste site with the existing waste site Ford Courier (2002) being disposed of.

Whilst the changeover of light fleet has been included in the budget Council has signalled an intent to review current changeover criteria and therefore no actual light fleet changeovers will occur until that review is completed.

## 7. Recreation

- Staged replacement of exercise equipment in Somme Creek Parklands
- Completion of planning and commencement of construction of the proposed regional bridle trail
- Installation of irrigation/reticulation at Memorial Park
- Completion of works at leisure centre to allow 24 hour member access to gym
- Improvements to potable water supply at Bridgetown Sportsground

## 8. Fire Prevention/Emergency Management

- ESL operating grant (FESA) for bush fire brigades of \$147,000 of which the 1<sup>st</sup> quarter (25%) was paid prior to 30 June 2016 therefore only 75% of this amount is shown in the 2016/17 budget.
- ESL operating grant (FESA) for the Bridgetown SES Brigade of \$14,970 of which the 1<sup>st</sup> quarter (25%) was paid prior to 30 June 2016 therefore only 75% of this amount is shown in the 2016/17 budget.
- A new light tanker for the Yornup Bush Fire Brigade (valued at \$137,900), proposed for delivery in June 2017.
- A new heavy tanker for the Maranup Bush Fire Brigade (valued at \$341,800), proposed for delivery in June 2017.
- A new garage for the Bridgetown Bush Fire Brigade (ESL funded)
- Continuation of funding for employment of a fire mitigation officer for 16 weeks – this person will assist the Community Emergency Services Manager, Ranger staff and bush fire brigade volunteers in completing hazard reduction burns.
- Erection of a static water tank for the Sunnyside Bush Fire Brigade.

- Carry-forward of funds for the construction of a satellite fire shed in Highland Estate for the Hester Brook Bush Fire Brigade.
- Purchase of a new generator for the Bridgetown SES.
- Provision has been made for installation of more CCTV in Bridgetown subject to a grant application being successful. In recent years these grant applications have been unsuccessful.

#### 9. Community Services

- Funding for implementation of the Seniors (Active Ageing) Strategy
- Funding for administration and progressive implementation of the Access and Inclusion Plan
- Funding for various youth programs and completion of a youth strategy
- Funding for the continuation of the summer evening outdoor film festival
- Upgrade of Visitor Centre website
- In 2015 Council adopted a new Community Development Strategy. This strategy was developed to ensure Council's approach to service delivery is focused on inclusion within Shire owned facilities. This strategic direction will allow for long term sustainability by realistically assessing Council's capacity to deliver services and to add value to the extensive infrastructure investments Council has made in recent years. Programs such as the Disability Services Commission and Shire funded "Me 2!" is an example of this strategy affecting service delivery and 2016/17 will be the 2<sup>nd</sup> year of delivery of this program. The funding was secured to provide access to a wide range of sport, recreation, education and cultural activities within the Shire, over a 2 year period, for people with disability, their family members and carers. This sector of the community is not traditionally a user of the library or leisure/recreation centres. It is anticipated that this program will remove perceptions around the usability of these facilities (and the activities offered) to encourage greater ownership of these facilities/services and ongoing, increased participation within this sector of the community.

#### 10. Governance and Administration

- The Commonwealth has continued to freeze (no indexation) Financial Assistance Grants until 2017/18.
- Council allowances have been frozen for the second consecutive year as determined by Council at its May 2016 meeting.
- Compilation of councillor honour boards for the Council Chambers.
- New microphone/audio system for council chambers.
- Upgrade of Shire website
- The total budgeted wages for 2016/17 is \$4,034,039 which is 1.9% greater than that allocated in the 2015/16 budget. The \$4,034,039 equates to 97.65% of the total to be raised by rates in 2016/17 which achieves the target of 100% set by Council's Integrated Workforce Plan.
- Continuation of asset management planning under the State Government's integrated planning requirements.
- Funding for appointment of an internal facilitator to run the community engagement process for the full review of the Strategic Community Plan.

## 11. Major Building Improvements

The building maintenance/building capital works program endorsed by Council at its 2<sup>nd</sup> budget workshop held on 16 June 2016 includes the following significant works:

- Bridgetown Sportsground – complete works and fitout for new change rooms
- Shire Administration Centre – Commencement of progressive program to repair and renovate external walls of the building, repairs to lead light glass, installation of ventilation
- Greenbushes Hall - level floor and replace stumps, repairs to damaged internal walls, internal painting, replace foyer/toilets roof and other roof repairs and kitchen repairs/reconfiguration
- River Park Ablutions – replace septic tank with larger tank and replace cisterns
- Greenbushes Pool - treat deck woodwork
- Greenbushes Office – replace front doors, repair gutters and exit doors
- Greenbushes Golf Club –repairs to floors in change rooms, install gutters on west side of building
- Bridgetown Old Gaol – repairs to window shutters and rear verandah
- Bridgetown Railway Station – removal of internal lining to facilitate full condition assessment of the building
- Shire Depot – replace termite damaged internal wall and door frames and secure roof on shed
- 31 Gifford Road (Shire Residence) –renew gutters and downpipes
- 144 and 146 Hampton Street - ex Police Quarters – replacement guttering a sub soil drainage
- Hampton Street ablution block – internal painting
- Recreation Centre – replace all court lighting, repair roof leaks, annual reseal of courts
- Yornup School (office of Bridgetown Historical Society) – upgrade switchboard
- Bridgetown Civic Centre – extensive work proposed to remove bee nest in main hall, replace roof sheeting in atrium and various renewal works
- Sunnyside Shelter – general repairs
- Settlers Rest – remove drinking fountain and upgrade of slab seating
- Asbestos assessment and preparation of asbestos register for all Shire buildings
- Termite prevention/management for all Shire buildings
- Greenbushes Cemetery – replace storage shed
- Bridgetown Cemetery – construct toilet facility

## 12. Waste Management

For many years Council has adopted the principle that waste management should be funded on a cost recovery basis. This means that all the expenses associated with waste management are funded by the kerbside rubbish collection charge, kerbside recycling collection charge, the Landfill Site Maintenance Charge plus other waste income such as recycling subsidies and tipping fees.

Council charges on all rateable properties a landfill rate under Section 66 of the Waste Avoidance and Resource Recovery Act 2007. This section of the Act allows a local government to impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.

The annual rate must not exceed —

- (a) 12 cents in the dollar on the gross rental value; or
- (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple.

The following rates in the dollar have been set for this charge:

- GRV - \$0.00018288
- UV - \$0.00005951

Section 6.35 of the Local Government Act and Regulation 52A of the Local government (Financial Management) Regulations allow Council to have more than 50% of rateable properties on the minimum payment if the minimum is less than \$200. On this basis all rateable properties will be charged a minimum rate of \$171.00 with concessions for multiple properties applicable as per previous years. This minimum rate is an increase of \$3 from 2015/16.

In 2015/16 the necessary statutory approvals were obtained for construction of a new tipping cell at the Bridgetown Waste Disposal Site. Construction of this new cell occurred during the year. The new cell was required because the former approved area for disposal of rubbish was nearing capacity. The 2016/17 budget includes expenditure for installation of additional groundwater monitoring bores and for regular testing of these bores.

Two new outright plant purchases for the waste disposal site are intended in 2016/17:

- \$100,000 for purchase of a new waste truck compacter unit as the existing compactor, which is reaching the end of its working life, will be disposed of with the changeover of the Hino rubbish truck.
- \$120,000 for purchase of a second hand BOMAG waste compacter. The intent of purchasing this machine is to achieve higher levels (2-3 times) of waste compaction in the waste cell than can currently be achieved by the Shire's tracked loader. The BOMAG waste compacter will provide greater ground pressure, surface penetration and crushing loads and its use will significantly prolong the life of the waste cell.

Commencing 1 July 2016 several additional areas in Bridgetown and North Greenbushes have been provided a rubbish collection service. As of this date a new contract commenced with Warren Blackwood Waste for kerbside collection of rubbish and recycling bins, and the transport and processing of bulk recycling.

In summary, the budget shows the following waste management charges:

- Rubbish Collection Charge - \$87.00 (increase of \$4 from 2015/16)
- Recycling Collection Charge - \$73.00 (decrease of \$1 from 2015/16)
- Landfill Site Maintenance Rate (all properties on minimum rate) - \$171.00 (increase of \$3 from 2015/16)



The budget contains funds for an increase in street rubbish bins in the Bridgetown town centre.

### 13. Other

- Funds of \$10,000 have been carried-forward from 2014/15 for surveying of the proposed realignment of the Nelson Street/Hampton Street intersection and partial closure of Hester Street adjacent to the Repertory Theatre.
- Continuation as a member of the Warren Blackwood Alliance of Councils and funding of regional trails website and events website.
- Funding for progressive acquisition of land adjacent to Geegelup Brook.
- Increased budget allocation for Christmas decorations.
- Updates to signage at information bays at northern and southern entrances to Bridgetown.
- New "upcoming events" signage, to be erected on the entrances to Bridgetown.
- New niche wall at Bridgetown Cemetery.

### 14. Loans

No new loans are proposed in the budget for 2016/17.

As at 1 July 2016 the Shire's loan liability was \$2,531,853 and under the 2016/17 budget this liability will decrease to \$2,268,671 at 30 June 2017.

### 15. Reserve and Trust Account Transfers

The budget proposes to transfer \$459,694 into reserve, including \$249,454 into Plant Replacement Reserve, \$52,790 into the Building Maintenance Reserve, \$32,750 into the Assets & GRV Valuations Reserve, \$20,000 into the Trails Reserve, \$25,000 to the Strategic Projects Reserve, \$5,000 into the Refuse Site Post Closure reserve, \$5,000 into the Matched Grants Reserve and \$2,500 into the Community Bus Replacement Reserve.

In the budget an amount of \$787,118 is to be transferred from reserves, including:

- \$210,587 from Unspent Grants Reserve (grants received in 2014/15 and earlier but unspent before 30 June 2016).
- \$270,000 from Plant Reserve for changeover of plant and fleet in accordance with the Plant/Fleet Replacement Plan.
- \$120,000 from Sanitation Reserve for purchase of a waste compactor.
- \$63,709 from Land and Buildings Reserve for purchase of five land parcels adjacent to Geegelup Brook.
- \$20,000 from the Strategic Projects Reserve to fund the cost of investigating a strategic land purchase in Bridgetown.
- \$9,000 from the Bridgetown Leisure Centre Reserve for purchase of an additional water feature in the leisure pool.

### 16. Early Payment of Rates Incentive Prizes

Once again it is proposed to offer incentives for the early payment of rates. Property owners that pay their rates in full by the due date are able to lodge an entry into a draw. The draw will be conducted by the Shire President after the closing date for early payment.

Prizes to be offered this year are:

- 1<sup>st</sup> Prize: \$600 Community Cash Vouchers*  
*2<sup>nd</sup> Prize: 2 night stay at Perth Ambassador Hotel including breakfast valued at \$442)*  
*3<sup>rd</sup> Prize 1 x double pass to WASO's performance of Asher Fisch & WASO: Stuart Skelton Sings Wagner. (double pass valued at \$182)*  
*4<sup>th</sup> Prize 1 x double pass to WASO's performance of Asher Fisch & WASO: Stuart Skelton Sings Wagner. (double pass valued at \$182)*

Note the 2<sup>nd</sup> prize has been kindly donated by the Perth Ambassador Hotel.

#### Statutory Environment

Sections 6.2 and 6.47 of the Local Government Act 1995 – Preparation of Annual Budget and Concessions.

Clauses 64 of the Local Government (Financial Management) Regulations 1996 – Set the due date(s) for the payment of rates.

Section 6.45(3) of the Local Government Act 1995 and Clauses 67 and 68 of the Local Government (Financial Management) Regulations 1996 – Setting instalment plan administration charges and an interest rate for outstanding rates and charges.

Section 6.51(1) of the Local Government Act 1995 and Clause 70 of the Local Government (Financial Management) Regulations 1996 – Setting an interest rate for the late payment of rates and charges.

Section 6.11 of the Local Government Act 1995 – Create Reserve Funds.

Sections 6.16 to 6.19 of the Local Government Act – Setting of fees and charges. Fees imposed as part of the budget adoption process do not require public notice to be given.

Section 6.47 of the Local Government Act – Concessions (applicable to the Landfill Site Maintenance Rate)

Section 66 of the Waste Avoidance and Resource Recovery Act 2007 allows a local government to impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.

Section 67 of the Waste Avoidance and Resource Recovery Act 2007 allows a local government to impose a receptacle charge such as for a kerbside rubbish collection service and/or a kerbside recycling collection service.

Regulation 34(5) of the Local Government (Financial Management) Regulations requires a local government, each financial year, to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances.

### Integrated Planning

- Strategic Community Plan
  - Objective 4 - a collaborative and engaged community
  - Outcome 4 - long term financial viability
  - Strategy 4.5.1 - develop and implement the Integrated Planning and Reporting Framework
  - Strategy 4.5.2 - Monitor and consider initiatives through local government reform
  - Strategy 4.5.3 - Seek efficiencies in planning and operations
  - Strategy 4.5.4 - Minimise own source expenditure of capital projects
  - Strategy 4.5.5 - Implement the Corporate Business Plan
  - Strategy 4.5.6 - Regularly review service level provision
  
- Corporate Business Plan

The annual review of the Corporate Business Plan was a principal driver in the preparation of the 2016/17 budget.
  
- Long Term Financial Plan

The contents of the Long Term Financial Plan were a determinant in developing the 2016/17 budget.
  
- Asset Management Plans

Although Council's asset management plans have only recently been reviewed and adopted, the principles outlined in the various plans have been referred to when developing the budget.
  
- Workforce Plan

There are no specific recommendations that directly informed the 2016/17 budget.
  
- Other Integrated Planning

The 10 year Strategic Works Program and Plant/fleet Replacement Plan are both major informing documents in the development of the annual budget.

### Policy

Council Policy F.7 – 'Reporting Forecast Budget Variations' sets out the level of material variances to the budget that must be reported to Council. Although Council has adopted this policy, Regulation 34(5) of the Local Government (Financial Management) Regulations requires Council to annually adopt a percentage or value for reporting of budget variations, hence this matter has been included in the officer recommendation.

### Budget Implications

The annual budget identifies how funds will be sourced and allocated in the forthcoming year, and allows for the imposition of rates which is a primary income stream from which services and upcoming projects may be funded.

Fiscal Equity

Whilst the budget contains a number of projects that have an impact on individuals and groups, this item concerns the adoption of the budget and the allocation of funds towards a large number of activities, functions and projects of the Council.

Whole of Life Accounting

The budget proposes the allocation of funds towards a large number of activities, functions and projects of the Council. Where required for specific projects the concept of whole of life accounting will be investigated and if necessary reported on to the Council.

Social Equity

Whilst the budget contains a number of projects that have an impact on the social fabric of the community, this item concerns the adoption of the budget and the allocation of funds towards a large number of activities, functions and projects of the Council.

Ecological Equity

Whilst the budget contains a number of projects that have an impact on the environment, this item concerns the adoption of the budget and the allocation of funds towards a large number of activities, functions and projects of the Council.

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

The budget will provide funds for a number of tasks or projects that will result in improvements to the functions and processes of the Shire.

Delegated Authority - Nil

Voting Requirements

Simple Majority other when requirement for Absolute Majority is noted for specific recommendation

**Council Decision Moved Cr Boyle, Seconded Cr Quinby**

**SpC.01/0816 That in the 2016/17 financial year, Council impose the following rates in the dollar and minimum rates in the district:**

<b>Category</b>	<b>Rate in \$</b>	<b>Minimum Rate</b>
<b>Gross Rental Value (GRV) Properties</b>	<b>8.3307 cents</b>	<b>\$827.00</b>
<b>Rural Unimproved Value (UV) Properties</b>	<b>0.6079 cents</b>	<b>\$1,024.00</b>
<b>Urban Farmland Unimproved Value (UV)</b>	<b>0.5169 cents</b>	<b>\$1,024.00</b>
<b>Mining Unimproved Value (UV)</b>	<b>7.9172 cents</b>	<b>\$1,024.00</b>

**Absolute Majority 9/0**

**Council Decision Moved Cr Scallan, Seconded Cr Pratico  
SpC.01/0816a That in the 2016/17 financial year, Council imposes Rubbish  
Collection Charges as follows:**

- \$87.00 per annum per 120 litre or 140 litre rubbish bin (noting a 240 litre rubbish bin represents two 120 litre services); and
- \$73.00 per annum per 240 litre recycling bin.

**and that these charges be included in the 2016/17 Schedule of Fees & Charges.**

**Absolute Majority 9/0**

**Council Decision Moved Cr Wilson, Seconded Cr Pratico  
SpC.01/0816b That in the 2016/17 financial year, Council, under Section 66  
of the Waste Avoidance and Recovery Act 2007, imposes a Landfill Site  
Maintenance Rate (for the purpose of funding all its waste services other than  
kerbside rubbish and recycling collection services). Furthermore Council sets  
the following rates in the dollar for the Landfill Site Maintenance Rate however  
noting that under Section 6.35 of the Local Government Act and Regulation  
52A of the Local Government (Financial Management) Regulations all rateable  
properties will be charged the minimum rate only:**

**GRV - \$0.00018288**

**UV - \$0.00005951**

**Minimum Rate - \$171.00**

**Absolute Majority 9/0**

**Council Decision Moved Cr Pratico, Seconded Cr Moore  
SpC.01/0816c That for the Landfill Site Maintenance Rate the following  
concessions will be applicable:**

**“Where more than one assessment is held in identical name or names,  
no more than one charge will apply, except in the following situations:**

**(iii) A habitable dwelling house or commercial rented premises is  
situated on the additional property; or**

**(iv) The additional properties are separated by more than 10 kilometres  
as measured cadastrally on an appropriate map”.**

**Absolute Majority 9/0**

**Council Decision** Moved Cr Pratico, Seconded Cr Scallan,  
SpC.01/0816d That in the 2016/17 financial year, Council nominate due dates for the payment of rates and service charges as follows:

<b>Payment in Full</b>	<b>Payment in Instalments</b>
23 September 2016	23 September 2016
	23 November 2016
	23 January 2017
	23 March 2017

Carried 9/0

**Council Decision** Moved Cr Moore, Seconded Cr Hodson  
SpC.01/0816e That in the 2016/17 financial year, Council impose penalty interest at 11% per annum, calculated daily, on rates and service charges remaining unpaid (excluding eligible pensioners opting to defer the payment of their rates), after the due dates identified in Part 5 above.

Absolute Majority 8/1

Cr Boyle voted against the Motion

**Council Decision** Moved Cr Wilson, Seconded Cr Moore  
SpC.01/0816f That in the 2016/17 financial year, Council impose instalment plan administrative fees and interest for the payment of rates and service charges as follows:

- \$10.70 per instalment (not including the first instalment); and
- 5.5%.

Absolute Majority 9/0

**Council Decision** Moved Cr Scallan, Seconded Cr Pratico  
SpC.01/0816g That for the financial year ending 30 June 2017, Council transfer funds to and from the Reserve Funds, as is specified in the 2016/17 Draft Budget.

Carried 9/0

**Council Decision** Moved Cr Pratico, Seconded Cr Moore  
SpC.01/0816h That for the financial year ending 30 June 2017, Council transfer funds to and from the Trust Account, as is specified in the 2016/17 Draft Budget.

Carried 9/0

**Council Decision** Moved Cr Hodson, Seconded Cr Pratico  
SpC.01/0816i That Council adopt the balanced 2016/17 Draft (Statutory) Annual Budget, including the Rate Setting Statement which indicates that \$4,130,811 in rates is to be raised, as presented.

Absolute Majority 9/0

**Council Decision Moved Cr Wilson, Seconded Cr Pratico**  
**SpC.01/0816j** That in accordance with Policy F7 (Reporting Forecast Budget Variations Policy), for the financial year ending 30 June 2017 Council adopt a percentage of plus or minus 10% up to \$50,000 at sub-program level, and 5% over \$50,000, at sub-program level, to be used for reporting material variances of actual revenue and expenditure in the monthly reports of financial activity. The exception being that material variances of \$1,000 or less are non-reportable.

Carried 9/0

**Council Decision Moved Cr Pratico, Seconded Cr Moore**  
**SpC.01/0816k** That Council approves the following incentive program for the early payment of rates in full by the due date of 23 September 2016:

- 1<sup>st</sup> Prize:** \$600 Community Cash Vouchers  
**2<sup>nd</sup> Prize:** 2 night stay at Perth Ambassador Hotel including breakfast (valued at \$442)  
**3<sup>rd</sup> Prize** 1 x double pass to WASO's performance of Asher Fisch & WASO: Stuart Skelton Sings Wagner (double pass valued at \$182)  
**4<sup>th</sup> Prize** 1 x double pass to WASO's performance of Asher Fisch & WASO: Stuart Skelton Sings Wagner (double pass valued at \$182)


Absolute Majority 9/0

**Closure**

The President closed the Meeting at 6.05pm

**List of Attachments**

Attachment	Item No.	Details
1	SpC.01/0816	Draft 2016/17 Budget

Minutes checked and authorised by CEO, Mr T-P Clynych		12.8.16
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**CERTIFICATION OF MINUTES**

As Presiding Member, I certify that the Minutes of the Special Meeting of Council held on 11 August 2016 were confirmed as a true and correct record of the proceedings of that meeting at the Council Meeting held on 25 August 2016.

.....25 August 2016

**Council Decision** *Moved Cr Wilson, Seconded Cr Pratico*  
**SpC.01/0816j** *That in accordance with Policy F7 (Reporting Forecast Budget Variations Policy), for the financial year ending 30 June 2017 Council adopt a percentage of plus or minus 10% up to \$50,000 at sub-program level, and 5% over \$50,000, at sub-program level, to be used for reporting material variances of actual revenue and expenditure in the monthly reports of financial activity. The exception being that material variances of \$1,000 or less are non-reportable.*

*Carried 9/0*

**Council Decision** *Moved Cr Pratico, Seconded Cr Moore*  
**SpC.01/0816k** *That Council approves the following incentive program for the early payment of rates in full by the due date of 23 September 2016:*

- 1<sup>st</sup> Prize:** \$600 Community Cash Vouchers  
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*Absolute Majority 9/0*

**Closure**

*The President closed the Meeting at 6.05pm*

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.....25 August 2016





Our Ref: 750

Mr M Wauchope  
Commissioner  
Public Sector Commissioner  
Locked Bag 3002  
WEST PERTH WA 6827

Dear Mr Wauchope

## **REPORT OF THE SPECIAL INQUIRY INTO THE JANUARY 2016 WAROONA FIRE**

Thank you for providing an opportunity for stakeholders and members of the public to provide comments on the recommendations of the Report of the Special Inquiry into the January 2016 Waroona Fire.

The following comments provided by the Shire of Bridgetown-Greenbushes have been derived from discussion by staff and councillors at a committee meeting. Today's deadline for submittal of comments on the recommendations of the Special Inquiry did not correlate well with Council's meeting schedule. Whilst the recommendations have been discussed by councillors at a committee meeting they are yet to be formally endorsed at a Council meeting. Endorsement of these comments will be sought at the next ordinary meeting of council to be held on Thursday 25 August 2016 and if any changes to this interim submission are made further advice will be provided.

The Report of the Special Inquiry has made 17 recommendations and 23 'agency opportunities for improvement'.

The Shire of Bridgetown-Greenbushes endorses all the recommendations and 'agency opportunities for improvement' other than Recommendation 15 under 'Rural Fire Capability'.

Recommendation 15 reads:

*The State Government to create a Rural Fire Service to enhance the capability for rural fire management and bushfire risk management at a State, regional and local level. The proposed Rural Fire Service will:*

- *be established as a separate entity from the Department of Fire and Emergency Services or, alternatively, be established as a sub-department of the Department of Fire and Emergency Services;*
- *have an independent budget;*
- *be able to employ staff;*

- *have a leadership structure which, to the greatest degree possible, is regionally based and runs the entity;*
- *be led by a Chief Officer who reports to the responsible Minister on policy and administrative matters; and to the Commissioner for Fire and Emergency Services during operational and emergency response;*  
*have responsibilities and powers relating to bushfire prevention, preparedness and response; and*
- *operate collaboratively with the Department of Fire and Emergency Services, the Department of Parks and Wildlife, Local Government and volunteer Bush Fire Brigades.*

*In creating the Rural Fire Service, the State Government to consider whether back office and corporate support services could be effectively provided by an existing Department, such as the Department of Fire and Emergency Services or the Department of Parks and Wildlife.*

*The State Government to review the creation of the Rural Fire Service two years after its establishment, to assess whether its structure and operations are achieving the intended outcome.*

The Shire of Bridgetown-Greenbushes questions the need and potential costs of creating and operating a separate rural fire service. In essence its view is that the current systems under the Department of Fire and Emergency Services (DFES) need to be fixed rather than creating a new system.

What would be the cost of creating and operating a rural fire service and how will it be funded? The drawdown of ESL funds to meet the administrative costs of DFES has significantly increased since the initial establishment of the ESL. Initially most of the administrative costs of DFES were funded from the Government's consolidated revenue however over the years this has progressively transitioned to being ESL funded. The consequence has been a reduction in the amount of funding for plant and equipment, especially to volunteer bush fire brigades.

It is assumed that the cost of creating and operating a rural fire service will not be simply be met by a consequent reduction in costs for the balance of DFES.

If Recommendation 15 is accepted there needs to be more detail provided on how a rural fire service will be funded.

The balance of the recommendations and 'agency opportunities for improvement' appear sound and balanced and the Shire of Bridgetown-Greenbushes looks forward to their progressive implementation.

Yours faithfully



TIM CLYNCH  
CHIEF EXECUTIVE OFFICER

12 August 2016

**MEMORANDUM OF UNDERSTANDING**

**between**

**SHIRE OF BRIDGETOWN-GREENBUSHES ("SHIRE")**

**and**

**BLACKWOOD ENVIRONMENT SOCIETY**

**for**

**PROVISION OF A COMMUNITY LANDCARE SERVICE**

**2016**

**Purpose and Scope**

The purpose of this Memorandum of Understanding is to set out the parameters and conditions associated with the provision of the funding by the Shire to the Blackwood Environment Society for provision of a community landcare service within the district of Bridgetown-Greenbushes.

The purpose of the MOU is to establish a framework for a cooperative working relationship between the Shire and the Blackwood Environment Society for the provision of a community landcare service for the district, being land within the boundaries of the Shire of Bridgetown-Greenbushes. It aims to provide guidance to both organisations for:

- Promotion of and support to the community landcare movement within the district; and
- Promotion of and support to community engagement with, ownership of and action on environmental, sustainability and NRM issues within the district.

The timeframe of the document is from 1 July 2016 to 30 June 2019. During the last 6 month period of this timeframe a review will be conducted, the Shire will consider future financial commitments to the provision of a community landcare service, and a further MOU may be generated.

**Responsibilities of the Shire**

In 2016/17 the Shire will provide the Blackwood Environment Society with funding of \$41,615 for it to provide a community landcare service to the district. The funding can be used for employee costs (wages, superannuation, vehicle costs, IT, stationery, tools, etc) and the audit costs for the Annual Audited Financial Statement.

In 2017/18 and 2018/19 this funding will further increase by an amount equivalent to Perth CPI as at the preceding December quarter.

Funding will be paid upon presentation of an invoice by the Blackwood Environment Society in October and February annually.

**Responsibilities of the Blackwood Environment Society**

The Blackwood Environment Society will be the employer of the Community Landcare officer using the funding provided by the Shire.

An Audited Annual Financial Statement will be provided to the Shire showing the expenditure of the Shire's funds, broken down into wages, superannuation, vehicle costs, IT, etc.

Where cost overruns or savings occur from one financial year to the next these are to be shown in the Annual Financial Statement. Savings are to be retained for expenditure in subsequent financial years and cost overruns recouped from subsequent year's funding.

A Project Status Report is to be provided bi-annually to the Shire summarizing the achievements during the previous reporting period.

Regular consultation will occur with the Shire via its Sustainability Advisory Committee. This Committee will have an advisory role only and cannot direct the Blackwood Environment Society in its administration of the community landcare service.

Both parties hereby agree with the contents of this Memorandum of Understanding and undertake to meet their responsibilities as described therein.

**Signed/sealed on behalf of the Shire of Bridgetown-Greenbushes**

[place seal]

.....  
Mr Tim Clynch  
Chief Executive Officer

.....  
Cr John Nicholas, JP  
Shire President

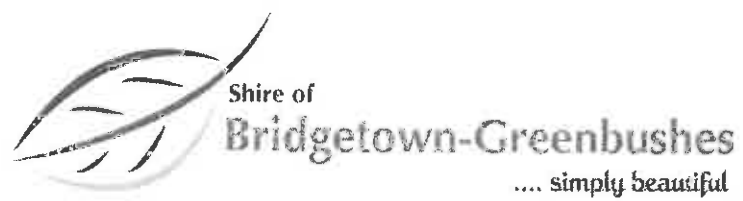
Date.....

**Signed on behalf of the Blackwood Environment Society**

.....  
President

.....  
Secretary

Date.....



LIST OF ACCOUNTS PAID  
July 2016

**SHIRE OF BRIDGETOWN-GREENBUSHES**

**LIST OF ACCOUNTS PAID IN JULY TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b><u>MUNICIPAL FUND</u></b>				
<b><u>DIRECT DEBITS</u></b>				
7072016	07/07/2016	CALTEX STARCARD	FUEL FOR THE MONTH OF JUNE	3,560.72
25072016	25/07/2016	WESTERN AUSTRALIAN TREASURY	GUARANTEE FEE - 112	7,436.49
DD11979.1	06/07/2016	WA SUPER	PAYROLL DEDUCTIONS	16,095.62
DD11979.2	06/07/2016	JURONPI PTY LTD AS TRUSTEE FOR RA & JC	SUPERANNUATION CONTRIBUTIONS	243.00
DD11979.3	06/07/2016	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	383.85
DD11979.4	06/07/2016	COLONIAL FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	118.55
DD11979.5	06/07/2016	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	69.82
DD11979.6	06/07/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	276.06
DD11979.7	06/07/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	51.21
DD11979.8	06/07/2016	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION CONTRIBUTIONS	205.36
DD11979.9	06/07/2016	PLUM SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	205.36
DD11986.1	11/07/2016	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	52.00
DD11997.1	20/07/2016	WA SUPER	PAYROLL DEDUCTIONS	16,737.27
DD11997.10	20/07/2016	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION CONTRIBUTIONS	212.80
DD11997.2	20/07/2016	PLUM SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	212.80
DD11997.3	20/07/2016	JURONPI PTY LTD AS TRUSTEE FOR RA & JC	SUPERANNUATION CONTRIBUTIONS	221.79
DD11997.4	20/07/2016	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	345.00
DD11997.5	20/07/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	370.67
DD11997.6	20/07/2016	COLONIAL FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	92.05
DD11997.7	20/07/2016	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	71.49
DD11997.8	20/07/2016	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	105.36
DD11997.9	20/07/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	21.39
DD12005.1	15/07/2016	COOL CLEAR WATER COMPANY	MONTHLY RENTAL/SERVICE WATER COOLER ADMIN OFFICE	129.80
DD12024.1	28/07/2016	COMMONWEALTH BANK	MONTHLY RENTAL/SERVICE WATER COOLER ADMIN OFFICE	240.97
DD12024.2	08/07/2016	LES MILLS AUSTRALIA	MOBILE PHONE CASE FOR CEO	779.95
DD12024.3	14/07/2016	CAPITAL FINANCE	MONTHLY LES MILLS LICENSING FEES 16/17 BODYPUMP BODYSTEP	687.71
DD12024.4	16/07/2016	FLEXIRENT CAPITAL PTY LTD	MONTHLY PAYMENT ON PRINCIPAL BUILDING OFFICERS VEHICLE	239.68
B/S	01/07/2016	COMMONWEALTH BANK	COFFEE MACHINE RENTAL FOR JULY	533.86
B/S	02/07/2016	COMMONWEALTH BANK	MERCHANT FEES	66.30
B/S	06/07/2016	COMMONWEALTH BANK	EFTPOS FEES	107,799.03
B/S	15/07/2016	COMMONWEALTH BANK	TOTAL WAGES FOR 23.06.2016 - 06.07.2016	177.73
B/S	15/07/2016	COMMONWEALTH BANK	ACCOUNT KEEPING FEES	294.98
B/S	15/07/2016	COMMONWEALTH BANK	BPOINT/BPAY FEES	

**SHIRE OF BRIDGETOWN-GREENBUSHES**

**LIST OF ACCOUNTS PAID IN JULY TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount</b> \$
B/S	20/07/2016	COMMONWEALTH BANK	TOTAL WAGES FOR 07.07.2016 - 20.07.2016	107,667.68
B/S	29/06/2016	COMMONWEALTH BANK - CREDIT CARD	MONTHLY SURVEY MONKEY SUBSCRIPTION	24.00
B/S	1/07/2016	COMMONWEALTH BANK - CREDIT CARD	LUBRICANT & CABLE TIES FOR OFFICE	12.99
B/S	4/07/2016	COMMONWEALTH BANK - CREDIT CARD	LUNCH MEETING WITH DEPARTMENT OF SPORT & REC	36.50
B/S	18/07/2016	COMMONWEALTH BANK - CREDIT CARD	MOBILE PHONE CASE FOR CEO	50.00
B/S	22/07/2016	COMMONWEALTH BANK - CREDIT CARD	REFRESHMENTS FOR SOMME CREEK MEMORIAL FUNCTION	17.48
B/S	25/07/2016	COMMONWEALTH BANK - CREDIT CARD	CLEARING PERMIT FEE	50.00
B/S	27/07/2016	COMMONWEALTH BANK - CREDIT CARD	CLEARING PERMIT FEE - CROWD-WHEATLEY ROAD	50.00
<b>ELECTRONIC PAYMENTS</b>				
EFT21779	14/07/2016	ACROMAT	2015/16 ANNUAL SERVICE & MAINTENANCE TO BASKETBALL COURTS	1,375.00
EFT21780	14/07/2016	ALL WORKS PLUMBING & GASFITTING	CONNECT TO EXISTING HOUSE SYSTEM & THE STORMWATER X 2	1,371.40
EFT21781	14/07/2016	ALLSORTS DOG BEHAVIOUR & TRAINING	DANGEROUS DOG ASSESSMENT & HANDLING WORKSHOP - RANGER	220.00
EFT21782	14/07/2016	B & J CATALANO PTY LTD	SUPPLY APPROX 55TN 75MM LIMESTONE & DELIVERY TO DEPOT	1,861.88
EFT21783	14/07/2016	BANKWEST	AUDIT FEE PERIOD ENDING 30/06/2016	60.00
EFT21784	14/07/2016	BLISS FOR DESIGN	SERVICE CATTERICK BFB TRANSFER PUMP	88.00
EFT21785	14/07/2016	BRIDGETOWN CLEANING SERVICE	MONTHLY CLEANING SERVICE	2,150.64
EFT21786	14/07/2016	BRIDGETOWN MUFFLER & TOWBAR CENTRE	LED LIGHTS FOR 2 X TRAILERS PLUS FITTING & EXHAUST CLAMPS	535.00
EFT21787	14/07/2016	BRIDGETOWN POTTERY RESTAURANT	MEAL FOR BUDGET WORKSHOP	704.00
EFT21788	14/07/2016	BRIDGETOWN MEAT SUPPLY	3KG SAUSAGES FOR OUTSIDE CREW BBQ	32.70
EFT21789	14/07/2016	BRIDGETOWN TIMBER SALES	MATERIALS FOR MINOR REPAIRS, MITIGATION WORKS &	1,927.94
EFT21790	14/07/2016	BRIDGETOWN GOLF CLUB	CEO DONATION - SPONSORSHIP FOR GOLF COMP	200.00
EFT21791	14/07/2016	BRIDGETOWN MITRE 10 & RETRAVISION	ASSORTED NATIVE PLANTS & MONTHLY MINOR ITEMS	563.16
EFT21792	14/07/2016	BRIDGETOWN PAINT SALES	HARDWARE ITEMS	803.91
EFT21793	14/07/2016	BRIDGETOWN TYRES	VARIOUS GLOBES & TYRE REPAIRS	580.00
EFT21794	14/07/2016	BUNBURY MOWER SERVICE	BLADE FOR HEDGE TRIMMER	215.00
EFT21795	14/07/2016	BUNBURY TRUCKS	SHOE ASSY PARK BRAKE	215.82
EFT21796	14/07/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	217.41
EFT21797	14/07/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	838.83
EFT21798	14/07/2016	CHUBB FIRE SAFETY LTD	6 MONTHLY FIRE SERVICE	1,332.65
EFT21799	14/07/2016	CITY & REGIONAL FUELS	BULK FUEL AND OIL	4,603.17
EFT21800	14/07/2016	CJD EQUIPMENT PTY LTD	L/H FRONT FENDER FOR VOLVO FRONT END LOADER PLUS FREIGHT	2,220.25
EFT21801	14/07/2016	TIMOTHY PATRICK CLYNCH	REFRESHMENTS FOR MEETING IN LEEDERVILLE	41.20
EFT21802	14/07/2016	COMMISSIONER OF POLICE	VOLUNTEER POLICE CLEARANCES	29.60
EFT21803	14/07/2016	COURIER AUSTRALIA	FREIGHT CHARGES	24.07

**SHIRE OF BRIDGETOWN-GREENBUSHES**

**LIST OF ACCOUNTS PAID IN JULY TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT21804	14/07/2016	COUNCIL ON THE AGEING (AUSTRALIA)	ORGANISATIONAL MEMBERSHIP ANNUAL FEE 2016-2017	65.00
EFT21805	14/07/2016	LINDSAY CROOKS	REFUND - ANNUAL SUBSCRIPTION FOR AUTOCAD SOFTWARE	265.00
EFT21806	14/07/2016	JON & GRYSJE DOUST	BOOK PURCHASE	55.00
EFT21807	14/07/2016	FAIRFAX MEDIA	ADVERT FOR PARTICIPATE MATE & AD IN 16/17 COMMUNITY DIRECTORY	488.40
EFT21808	14/07/2016	FAT ARTS	2016 LANDSCAPE EXHIBITION AWARD - HIGHLY COMMENDED	250.00
EFT21809	14/07/2016	FRAME-IT	FRAMING OF ANZAC DAY PHOTOGRAPH	260.00
EFT21810	14/07/2016	FRANKLYN WORK SAFETY PTY LTD	SUPPLY VARIOUS SAFE WORK PROCEDURES FOR EWPS	990.00
EFT21811	14/07/2016	FULTON HOGAN PTY LTD	SUPPLY & LAY 30mm NOMINAL THICK ASPHALT AT VARIOUS LOCATIONS	13,258.67
EFT21812	14/07/2016	H C JONES & CO	VARIOUS MINOR REPAIRS TO COUNCIL FACILITIES	1,823.60
EFT21813	14/07/2016	HEMA MAPS PTY LTD	VC STOCK - MAPS & ATLASES	145.84
EFT21814	14/07/2016	HILLVIEW ELECTRICAL SERVICE	INSTALL RCD'S ON POWER CIRCUITS TO TOWN HALL STAGE	539.00
EFT21815	14/07/2016	HITACHI CONSTRUCTION MACHINERY	PARTS	19.23
EFT21816	14/07/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING	ANNUAL PARKS SEMINAR - 13 JUNE 2016	1,083.50
EFT21817	14/07/2016	INTERVISION SECURITY	REPAIR LIBRARY SECURITY SYSTEM & SET UP 2X DURESS BUTTONS	1,330.00
EFT21818	14/07/2016	IP CAMERAS AUSTRALIA PTY LTD	RELOCATE CCTV CAMERA TO NEW GYM IN RECREATION CENTRE	2,288.00
EFT21819	14/07/2016	JCOMM SW	SUPPLY & INSTALL CABLING FOR PHONE LINE IN 24 HOUR GYM	376.20
EFT21820	14/07/2016	ADAM JENKINS TREE SERVICES	POWERLINE PRUNING OF ROBINIA TREES ON HAMPTON ST	1,210.00
EFT21821	14/07/2016	JOLYON ELLIOTT TREE SERVICES	DEAD WOOD TREES REMOVAL	9,600.00
EFT21822	14/07/2016	KANGAROO GULLY BUSHFIRE BRIGADE	ASSISTANCE AT HAZARD REDUCTION BURNS	1,125.00
EFT21823	14/07/2016	KESTRAL COMPUTING	MEMBER RFID CARDS FOR PHOENIX POINT OF SALE	764.50
EFT21824	14/07/2016	ALBERT KLAASSEN ELECTRICAL	REPLACE STAGE LIGHTS WITH LED'S AT THE GREENBUSHES HALL	880.00
EFT21825	14/07/2016	KORDICS BRIDGETOWN TRIPLE F	FOUR WHEEL DRIVE SWITCH REPLACED ON B8880	238.80
EFT21826	14/07/2016	LANDGATE	LAND VALUATION ENQUIRY CHARGES	196.97
EFT21827	14/07/2016	LGIS RISK MANAGEMENT	DEVELOP RISK MANAGEMENT FRAMEWORK & CONTINUITY PLAN	16,500.00
EFT21828	14/07/2016	LGIS INSURANCE BROKING	INSURANCE 2016/17	71,276.30
EFT21829	14/07/2016	LOCAL GOVERNMENT INSURANCE	INSURANCE 2016/17	138,101.95
EFT21830	14/07/2016	MANJIMUP MOTORS PTY LTD	BEVEL GEAR BOX & HAND GUARD PARTS	233.98
EFT21831	14/07/2016	MARKETFORCE	VARIOUS SHIRE ADVERTISEMENTS	1,452.66
EFT21832	14/07/2016	MYCRE DISPLAY	RIVER WALK SIGNAGE	660.00
EFT21833	14/07/2016	PARAMOUNT BUSINESS SUPPLIES	ID LAMINATING POUCHES 60MM X 90MM	58.41
EFT21834	14/07/2016	PETER PUTTICK AUTOMOTIVE ELECTRICIAN	REPAIR HARNESS FOR TRAILER CONNECTION	304.65
EFT21835	14/07/2016	QUALITY SHOP	PRINTING & FINISHING OF JUNE/JULY INSIGHT NEWSLETTER	1,423.80
EFT21836	14/07/2016	RAECO	LIBRARY SUPPLIES	62.92
EFT21837	14/07/2016	RICHFEEDS AND RURAL SUPPLIERS	BULK PARKS & GARDENS CHEMICALS & 2 X WORK BOOTS	2,301.00



**SHIRE OF BRIDGETOWN-GREENBUSHES**

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EFT21838	14/07/2016	THE ROYAL LIFE SAVING SOCIETY	LIFE GUARD TRAINING - REQUALIFICATION - 14 AUGUST 2016	135.00
EFT21839	14/07/2016	SCOTTS TAVERN	REFRESHMENTS FOR BFAC AND BRIGADE MEETINGS	50.99
EFT21840	14/07/2016	SCOPE BUSINESS IMAGING	TRAVEL CHARGES	194.26
EFT21841	14/07/2016	SIMON SIERADZKI	2016 ARCHIE BEST ON SHOW PRIZE FOR "A DOG AND HIS MAN"	500.00
EFT21842	14/07/2016	STATE LIBRARY OF WESTERN AUSTRALIA	FREIGHT RECOUP - INTER-LIBRARY LOANS DELIVERY CHARGES 2015/16	1,169.16
EFT21843	14/07/2016	DION STEVEN	ENVIRONMENTAL WORKS FOR THE MONTH OF JUNE	2,289.00
EFT21844	14/07/2016	ST JOHN AMBULANCE AUSTRALIA	FIRST AID SUPPLIES FOR BRIDGETOWN LEISURE CENTRE	149.29
EFT21845	14/07/2016	TENNANT	MINOR ITEMS	58.09
EFT21846	14/07/2016	THE STABLES IGA	VISITORS CENTRE GROCERIES FOR JUNE	89.03
EFT21847	14/07/2016	TRUCKLINE	FUEL FILTER PART	62.89
EFT21848	14/07/2016	WA RANGERS ASSOCIATION	2 RANGER POLO SHIRTS WITH YELLOW STRIPING	72.75
EFT21849	14/07/2016	WAYNE WEBB	OFFICIAL OPENING OF BRIDGETOWN SWIMMING POOL 15 APRIL 2016	400.00
EFT21850	14/07/2016	DARREN A WILSON	REFUND FOR 50% OF PERSONAL MOBILE PHONE PLAN JAN - JUNE 2016	306.00
EFT21851	14/07/2016	WREN OIL	WASTE OIL DISPOSAL	16.50
EFT21852	14/07/2016	KEVIN JOHN WRIGHTSON	REIMBURSEMENT FOR ESCAPE 40 DAYPACKS PURCHASED	712.30
EFT21853	21/07/2016	AUSTRALIAN TAXATION OFFICE	BAS FOR JUNE 2016	78,158.00
EFT21865	28/07/2016	ACCESS ENGINEERING	PARTS / LABOUR TO REPAIR WOOD CHIPPER DRUM DRIVE FROM	665.89
EFT21866	28/07/2016	ALLMARK AND ASSOCIATES PTY LTD	TIP PASSES FOR INCLUSION IN 2016/17 RATES PACKAGES	3,393.50
EFT21867	28/07/2016	ALL-START ELECTRICAL	6MTHLY SERVICE OF ADMIN LIFT	704.00
EFT21868	28/07/2016	APH CONTRACTORS	48 X (1000x350x170) GRAVEL PLAIN SPLITS PLUS DELIVERY	1,293.60
EFT21869	28/07/2016	TONY ARNOLD	LAY BLOCKS INCL SAND, CEMENT & SITE WORKS AT SWIMMING POOL	6,968.50
EFT21870	28/07/2016	ARROW BRONZE	2 X PLAQUES DEDICATING THE BATTLE OF THE SOMME	1,394.80
EFT21871	28/07/2016	ASSET INFRASTRUCTURE MANAGEMENT	ASSET MANAGEMENT TRAINING FOR COUNCILLORS - 16TH JUNE 2016	1,578.28
EFT21872	28/07/2016	AUSTRALASIAN PERFORMING RIGHT	ANNUAL LICENCE FEES - YORNUP & GREENBUSHES HALL	139.12
EFT21873	28/07/2016	B & B STREET SWEEPING PTY LTD	JUNE - CBD & GENERAL AREA STREET SWEEPING	1,716.00
EFT21874	28/07/2016	BLACKWOOD RURAL SERVICES	REPLACEMENT TOOLS, SAW BAR & CHAINS, WORK BENCH FOR BFB HQ	1,923.48
EFT21875	28/07/2016	BLACKWOOD FRESH	BOTTLED WATER FOR BFB'S	100.00
EFT21876	28/07/2016	BLACKWOOD SKIP BINS	MONTHLY RENTAL AND EMPTY OF GLASS SKIP BIN - JUNE	247.50
EFT21877	28/07/2016	BLACKWOOD HEAVY TILT	TOW ABANDONED VEHICLE - KANGAROO GULLY BFB TO SHIRE DEPOT	110.00
EFT21878	28/07/2016	BLACKWOOD BUTCHERS	MEAT FOR BFB TRAINING, BFAC MEETING & RED SKY RIDE FUNCTION	218.20
EFT21879	28/07/2016	BOC LIMITED	ANNUAL CONTAINER CHARGES	694.35
EFT21880	28/07/2016	BOOKEASY AUSTRALIA PTY LTD	BOOKING RETURNS COMMISSION/MONTHLY FEES FOR JUNE	520.05
EFT21881	28/07/2016	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT21882	28/07/2016	BRIDGETOWN NEWSAGENCY	A4 WHITE PHOTOCOPY PAPER, STATIONERY & MONTHLY NEWSPAPERS	373.30

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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EFT21383	28/07/2016	BRIDGETOWN COMMUNITY RESOURCE	SES POWER CONSUMPTION FOR PERIOD 27.4.16 - 24.6.16	167.12
EFT21384	28/07/2016	BRIDGETOWN GLASS SERVICE	INSTALL FROSTED GLASS TO FEMALE TOILET WINDOW IN CIVIC	90.15
EFT21385	28/07/2016	BRIDGETOWN PRIMARY SCHOOL P&C	PURCHASE OF SURPLUS DRINKING WATER STOCK FOR BFBS	91.00
EFT21386	28/07/2016	BRIDGETOWN NETBALL ASSOCIATION	KIDSPORT NETBALL ASSOC FEES	3,150.00
EFT21387	28/07/2016	BRIDGETOWN COMPUTERS	LAPTOP CASE	50.00
EFT21388	28/07/2016	BRIDGETOWN MITRE 10 & RETRAVISION	ELECTRIC KETTLE	89.95
EFT21389	28/07/2016	BRIDGETOWN MARTIAL ARTS	KIDSPORT - SEMESTER 1 & 2 MEMBERSHIP FEES	800.00
EFT21390	28/07/2016	BRIDGETOWN TYRES	TYRE REPLACEMENT FOR MANAGER PLANNING B8598	784.00
EFT21891	28/07/2016	ROB BROGAN	REFUND FOR 50% OF PERSONAL MOBILE PHONE PLAN APR - JUNE 2016	123.00
EFT21892	28/07/2016	BUILT RIGHT APPROVALS	CONTRACT BUILDING SURVEYOR SERVICES FOR JUNE	297.00
EFT21893	28/07/2016	BUNBURY TRUCKS	STARTER MOTOR FOR HINO ENG & SMALL PARTS TO REBUILD SPEEDO	1,620.07
EFT21894	28/07/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	217.41
EFT21895	28/07/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	838.83
EFT21896	28/07/2016	CHUBB FIRE SAFETY LTD	ANNUAL SERVICING & MONITORING OF REC CENTRE FOR JUNE	1,013.40
EFT21897	28/07/2016		CANCELLED	
EFT21898	28/07/2016	COURIER AUSTRALIA	FREIGHT CHARGES	170.50
EFT21899	28/07/2016	CUSTOM SERVICE LEASING LTD	VEHICLE LEASING FOR CEM VEHICLE FOR JULY	625.09
EFT21900	28/07/2016	CUTTING EDGES PTY LIMITED	CHOK BLOCK 50MM FOR VOLVO FRONT END LOADER	494.08
EFT21901	28/07/2016	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH COSTS FOR JUNE	3.35
EFT21902	28/07/2016	JOHN DREW	REFUND FOR MEDICAL EXAMINATION AS PER EMPLOYMENT	149.80
EFT21903	28/07/2016	ADRIAN F ELDER	VC MAINTENANCE - TELEPHONE LINE ISOLATION TEST	55.00
EFT21904	28/07/2016	EMAIL MEDIA (NRMJOBS)	ADVERTISING FOR POSITION OF FIRE PROTECTION OFFICER - JULY	165.00
EFT21905	28/07/2016	EMPORIUM BISTRO	LUNCH FOR LOCAL PURCHASING MEETING 14.7.16	124.00
EFT21906	28/07/2016	L.GRCEU	PAYROLL DEDUCTIONS	143.52
EFT21907	28/07/2016	FRIGMAC PTY LTD	REFRIGERATED WATER CHILLER FOR LEISURE CENTRE	1,857.90
EFT21908	28/07/2016	FULTON HOGAN PTY LTD	SUPPLY AND LAY 30mm NOMINAL THICK ASPHALT AT VARIOUS SITES	16,789.92
EFT21909	28/07/2016	GREENLINE BOYUP BROOK	WARRANTY REPAIRS - TRAVEL CHARGES FOR 09.06.2016 & 15.06.2016	183.34
EFT21910	28/07/2016	H C JONES & CO	INVESTIGATE & REPAIR LEAK TO DISABLED TOILET AT HAMPTON	66.00
EFT21911	28/07/2016	J R & A HERSEY PTY LTD	ADBLUE DRUM PUMP FOR TIPTRUCK	296.18
EFT21912	28/07/2016	STEVE HODSON	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT21913	28/07/2016	ISA TECHNOLOGIES	LAPTOP & DOCKING STATION FOR EMWS/VIRUS PROTECTION SHIRE	6,475.34
EFT21914	28/07/2016	IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBERSHIP SUBSCRIPTION 2016/2017	715.00
EFT21915	28/07/2016	JASON SIGNMAKERS	BRIDGE NUMBER TAGS, WIDTH MARKERS & BRACKETS	903.98
EFT21916	28/07/2016	KANIK EXPRESS	FREIGHT CHARGES	133.10

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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EFT21917	28/07/2016	ROSEMARY KELLY	2015-16 FEE FOR PROOF READING OF INSIGHT	495.00
EFT21918	28/07/2016	RAD KOLOC	HRS LABOUR FOR WORK ON SPORTSGROUND CHANGEROOMS	3,280.00
EFT21919	28/07/2016	KOOMAL DREAMING PTY LTD	MOUNTAIN BIKE TRAIL ABORIGINAL ELDER CONSULTATION AND	880.00
EFT21920	28/07/2016	LAMP REPLACEMENTS	30 X 4 PIN FLUORO TUBES & 20 X 10W 4 PIN TUBEPLC	479.60
EFT21921	28/07/2016	LIWA AQUATICS	LIWA AQUATICS ANNUAL STATE CONFERENCE REGISTRATION	630.00
EFT21922	28/07/2016	LOCAL GOVERNMENT INSURANCE	INSURANCE 16/17 - PUBLIC LIABILITY	20,662.79
EFT21923	28/07/2016	DOREEN MACKMAN	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT21924	28/07/2016	JL & GF MAY	RE-DIG GRAVE IN CORRECT POSITION, BACKFILL & LEVEL OFF - 29/06/16	924.00
EFT21925	28/07/2016	MICK TUCK GRADER SERVICE PTY LTD	GRADER TRAINING	308.00
EFT21926	28/07/2016	MIDALIA STEEL	37 X 50NB MED GAL PIPE PE (60.3 x 3.6 x 6.5M) FOR SIGN MAINTENANCE	2,281.10
EFT21927	28/07/2016	MJB INDUSTRIES	56 X 375MM CONCRETE PIPE W/RINGS PLUS STORMWATER LINERS	13,013.00
EFT21928	28/07/2016	MONITORING EXCELLENCE	MONITORING OF SHIRE BUILDINGS BUILDING	500.56
EFT21929	28/07/2016	JOANN MOORE	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT21930	28/07/2016	MOORE STEPHENS	FINAL AUDIT OF 2012-13 CLGF INDIVIDUAL AND REGIONAL ALLOCATIONS	1,870.00
EFT21931	28/07/2016	NATURALISTE HYGIENE SERVICES	SANITARY SERVICE RECREATION CENTRE	1,675.40
EFT21932	28/07/2016	JOHN NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	1,730.00
EFT21933	28/07/2016	A PRATICO	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT21934	28/07/2016	PRESTIGE PRODUCTS	MONTHLY COUNCILLOR ALLOWANCE	264.55
EFT21935	28/07/2016	QUALITY SHOP	TOILET ROLL DISPENSER FOR HAMPTON STREET FEMALE TOILET	445.00
EFT21936	28/07/2016	QUIK SPRAY	PRINTING OF 10 X FIRE PERMIT BOOKS	310.15
EFT21937	28/07/2016	PETER QUINBY	RADIO 1 CHANNEL MOTHER BOARD	880.00
EFT21938	28/07/2016	RAECO	MONTHLY COUNCILLOR ALLOWANCE	399.24
EFT21939	28/07/2016	LYN ROBINSON	LIBRARY SUPPLIES	250.00
EFT21940	28/07/2016	RON'S EXPRESS RUN	LANDSCAPE EXHIBITION AWARD 2016 - HIGHLY COMMENDED	24.20
EFT21941	28/07/2016	P M SCALLAN	FREIGHT CHARGES	880.00
EFT21942	28/07/2016	SCHREURS FAMILY TRUST	MONTHLY COUNCILLOR ALLOWANCE	660.00
EFT21943	28/07/2016	SCOPE BUSINESS IMAGING	LABOUR - FLUSH CEILINGS IN WET AREAS OF CHANGEROOMS	4,657.18
EFT21944	28/07/2016	SHIRE OF BRIDGETOWN-GREENBUSHES	MONTHLY PRINTING & PHOTOCOPYING CHARGES	168.00
EFT21945	28/07/2016	SHIRE OF MANJIMUP	SOCIAL CLUB PAYMENTS FOR JULY	51.00
EFT21946	28/07/2016	SIGMA POOL & SPA SUPPLIES	MANJIMUP TIPPING FEES - ASBESTOS 17/6/2016	712.24
EFT21947	28/07/2016	SOUTHERN LOCK & SAFE	SWIM/GYM CLOCK 40MM WATERPROOF	722.81
EFT21948	28/07/2016	SOUTH WEST FIRE UNITS	10 X SHIRE PADLOCKS KEYS TO F5	432.08
EFT21949	28/07/2016	SOUTH WEST ISUZU	REPLACEMENT BEACONS FOR FIRE UNIT	438.90
EFT21950	28/07/2016	SOUTHERN BLACKWOOD CONCRETE	VARIOUS PARTS FOR ISUZU CREW CAB B0102 CONCRETE FOOTPATH AROUND NEW MEMORIAL AT SOMME CREEK	1,100.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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EFT21951	28/07/2016	TRAFFIC FORCE	TRAFFIC CONTROL FOR BRIDGETOWN IN THE WINTER EVENT	2,051.94
EFT21952	28/07/2016	TRISSET BOSS PTY LTD	4,000 RATE NOTICES, 2,000 INSTALMENT NOTICES & 1,000 DOG REGOS	3,091.00
EFT21953	28/07/2016	VERMEER EQUIPMENT OF WA & NT	DRIVE BELT MULTI RIBB SUIT 1000XL WOOD CHIPPER	287.47
EFT21954	28/07/2016	WARREN BLACKWOOD WASTE	DOMESTIC KERBSIDE REFUSE & RECYCLING COLLECTION - JUNE 2016	26,153.80
EFT21955	28/07/2016	WARREN PONY CLUB	KIDSPORT PONY CLUB FEES	400.00
EFT21956	28/07/2016	WELLINGTON SURPLUS STORES PERTH	10 X HEAD LAMPS, 2 X HAND HELD GPS DEVICES FOR SES	2,069.50
EFT21957	28/07/2016	WESTERN AUSTRALIAN LOCAL	WALGA MEMBERSHIP 2016/17	15,855.91
EFT21958	28/07/2016	ALAN WILSON	MONTHLY COUNCILLOR ALLOWANCE	1,057.08
<b>CHEQUES</b>				
30276	14/07/2016	AUSTRALIAN ARTIST PUBLISHING	AUSTRALIAN ARTIST - ANNUAL SUBSCRIPTION RENEWAL	75.00
30277	14/07/2016	CITY OF BUNBURY	SWEMA ADMINISTRATION ANNUAL FEE 2016/2017	350.00
30278	14/07/2016	FLYING DUCK CAFE	MEAL FOR COUNCIL MEETING 30 JUNE 2016	325.00
30279	14/07/2016	GOOD READING MAGAZINE PTY LTD	GOOD READING MAGAZINE - ANNUAL SUBSCRIPTION RENEWAL	109.50
30280	14/07/2016	TANIA LEE JANSEN	REFUND FOR CHANGE IN DOG REGISTRATION UNSTERILISED -	21.25
30281	14/07/2016	MANJIMUP MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL	145.00
30282	14/07/2016	TRAVIS MOORE	RATES REFUND FOR 29 SKYE LANE BRIDGETOWN 6255	30.66
30283	14/07/2016	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES PETTY CASH RECOUP'S - ADMIN, LIBRARY & REC CENTRE	518.60
30284	14/07/2016	SYNERGY	ELECTRICITY	13,283.85
30285	14/07/2016	FRANCES TAYLOR	VC STOCK - BOOK, BRIDGETOWN THE EARLY YEARS BOOKS 1 AND 2	386.99
30286	14/07/2016	TELSTRA	TELEPHONE	3,247.30
30287	28/07/2016	AUSTRALIAN ARTIST PUBLISHING	AUSTRALIAN ARTIST ANNUAL SUBSCRIPTION RENEWAL	75.00
30288	28/07/2016	BP BRIDGETOWN	4LTS 2T TWO STROKE OIL	77.60
30289	28/07/2016	BRIDGETOWN JUNIOR FOOTBALL CLUB	KIDSPORT MEMBERSHIP FEES	700.00
30290	28/07/2016	DEPARTMENT OF TRANSPORT	12 MONTHS VEHICLE REGISTRATION FOR SHIRE FLEET	15,429.30
30291	28/07/2016	DEPARTMENT OF PLANNING	AMALGAMATION OF LOT 40 HAMPTON, LOT 14 HENRY & LOT 13 HESTER	579.00
30292	28/07/2016	FLYING DUCK CAFE	MEAL FOR STANDING COMMITTEE 14/7/16	240.00
30293	28/07/2016	PIVOTEL SATELLITE PTY LTD	TRACK SPORT TRACKERS - WORKS - JULY 2016	155.00
30294	28/07/2016	TERRY PRICE	RATES REFUND FOR 20 GOLDEN ASH RISE KANGAROO GULLY 6255	162.90
30295	28/07/2016	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTORS FOR JULY	2,152.00
30296	28/07/2016	SYNERGY	ELECTRICITY	1,691.55
30297	28/07/2016	TALISON MINERALS	CONTRIBUTION TOWARDS NEW FIXTURES AT GREENBUSHES	2,646.05
30298	28/07/2016	TELSTRA	TELEPHONE	1,034.66
30299	28/07/2016	WATER CORPORATION	ANNUAL TRADE WASTE FEE 2016/17	235.58
				<b><u>863,037.48</u></b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**

**LIST OF ACCOUNTS PAID IN JULY TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b>TRUST FUND</b>				
<b>DIRECT DEBITS - LICENSING TRUST</b>				
21966	01/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/07/2016	6,811.50
21967	04/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/07/2016	5,298.30
21968	05/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/07/2016	4,654.10
21969	06/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/07/2016	3,366.80
21970	07/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/07/2016	6,523.45
21971	08/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/07/2016	4,908.20
21972	11/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/07/2016	4,889.15
21973	12/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/07/2016	2,845.70
21974	13/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/07/2016	7,727.50
21975	14/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/07/2016	5,179.95
21976	15/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/07/2016	4,055.20
21977	18/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/07/2016	6,182.10
21978	19/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/07/2016	5,878.05
21979	20/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/07/2016	2,913.20
21980	21/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/07/2016	3,704.25
21981	22/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/07/2016	5,662.50
21982	25/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/07/2016	5,643.10
21983	26/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/07/2016	4,999.80
21984	27/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/07/2016	6,831.05
21985	28/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/07/2016	5,752.35
21986	29/07/2016	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/07/2016	21,877.75
<b>CHEQUES - GENERAL TRUST</b>				
2049	21/07/2016	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVIES COLLECTED FOR JUNE	1,962.46
2050	21/07/2016	RAYMOND JOHNSTONE	STANDPIPE BOND REFUND	100.00
2051	21/07/2016	KRISTY MCDONALD	COMMUNITY STALL BOND REFUND	50.00
2052	21/07/2016	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL'S COLLECTED FOR JUNE	121.25
<b>ELECTRONIC PAYMENTS - GENERAL TRUST</b>				
EFT21861	21/07/2016	BRIDGETOWN VOLUNTEER BUSH FIRE	COMMUNITY STALL BOND REFUND	50.00
EFT21862	21/07/2016	BUILDING COMMISSION	BSL'S COLLECTED FOR JUNE	1,927.38
EFT21863	21/07/2016	SIMON GANNAWAY	COMMUNITY STALL BOND REFUND	50.00
EFT21864	21/07/2016	TERRENCE HARRISON	ANIMAL TRAP BOND REFUND	52.10


SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN JULY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
1242	21/07/2016	MEN IN SHEDS	CONSIGNMENT STOCK SOLD FOR JUNE	71.25
1243	21/07/2016	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BUS TICKETS SOLD FOR JUNE	413.54
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT21854	21/07/2016	DAVID BEENHAM	ACCOMMODATION REFUND LESS CANCELLATION FEE	178.00
EFT21855	21/07/2016	BRIDGETOWN GREENBUSHES BUSINESS &	CONSIGNMENT STOCK SOLD FOR JUNE	7.46
EFT21856	21/07/2016	PATRICIA CONROY	ACCOMMODATION REFUND LESS CANCELLATION FEE	78.00
EFT21857	21/07/2016	AMY MURDOCH	ACCOMMODATION REFUND LESS CANCELLATION FEE	338.00
EFT21858	21/07/2016	PANCAKE DESIGNS	CONSIGNMENT STOCK SOLD FOR JUNE	243.00
EFT21859	21/07/2016	PUBLIC TRANSPORT AUTHORITY OF	CONSIGNMENT STOCK SOLD FOR JUNE	1,379.47
EFT21860	21/07/2016	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR THE MONTH OF JUNE	222.88
V300138	07/07/2016	COMMONWEALTH BANK	BUS TICKETS SOLD FOR JUNE	23,638.86
V300139	27/07/2016	COMMONWEALTH BANK	TOTAL ACCOMMODATION FOR JUNE	2,420.00
			ACCOMMODATION PAYMENT FOR BRIDGETOWN COUNTRY COTTAGES	<u>159,007.65</u>

This schedule of accounts paid for the Municipal Fund totalling **\$863,037.48** and for the Trust Fund totalling **\$159,007.65** which was submitted to each member of the Council on 25 August 2016 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/07/2016 is \$101,893.46

  
 .....  
 CHIEF EXECUTIVE OFFICER

25 August 2016



(NEW BRIDGETOWN GARDENS LOGO)

Bridgetown Gardens Survey Strata Scheme  
Management Statement

APPENDIX "A"  
Management Plan

Part 1 - Management of Common Property

~~Issue 3.0~~

~~May 2003~~

APPROVED BY OWNERS OF BRIDGETOWN  
GARDENS ESTATE OCTOBER 2012

## Part 1 - Management of Common Property

### 1 Scope

The strata company has specific obligations under the Strata Titles Act 1985 and the By-Laws of the Bridgetown Gardens survey-strata scheme to maintain the common property, keep records and ensure the survey-strata scheme operates correctly.

This plan for management of the common property forms Part 1 of the management plan for the survey-strata scheme. It is intended to describe the above objectives in further detail, and to set out specific requirements, duties and tasks required to meet these obligations.

Common Property lots ~~have been~~ will progressively be identified and created as part of the staged development process for the scheme.

Work plans for required tasks shall be prepared annually and budget provisions made in the annual strata budget.

For the purposes of this plan the tasks to be carried out on "common property" shall be deemed to include but not necessarily limited to the following:

#### 1.1 Open Space

Open space areas may include arboretum areas, grassed, pasture or ground cover areas or "low fuel" fire control strips.

Such areas of the common property shall be maintained in compliance with the ~~Landscape Management Plan~~ to preserve and enhance the arboretum plantings and general amenity while controlling weed growth and minimising fire hazards to trees and shrubs and to adjacent residential lots.

- a) ~~Trees, fruit, or vines shall be weeded, sprayed, watered, fertilised, pruned and replaced as necessary.~~
- b) Spraying shall be carried out as necessary to control disease and pests, flat weeds and other harmful weeds in general and weed growth adjacent to trees in particular.
- c) Orchards, vineyards or tree crops in the common area shall be properly cared for and maintained.
- d) Existing groves of trees, whether natural or plantation shall be managed to reduce fire hazards by removal of lower branches, clearing of grass and vegetation under trees and removal of all clippings, branches or debris.

- e) Feature garden areas shall be regularly tilled, watered, fertilised, sprayed as required and pruned if necessary.
- f) Firebreaks shall be constructed inside all external boundaries of the estate by spraying as necessary followed by minimum tillage carried out in such a way as to minimise erosion.
- g) Firebreaks shall be constructed within the estate where required under the Fire Management Plan or where directed by the Shire of Bridgetown-Greenbushes.
- h) Permanent or temporary ~~(i.e. portable electric)~~ fencing ~~may be erected shall be provided~~ as necessary ~~for areas to be controlled by grazing.~~
- i) ~~Maintain grassed areas immediately downslope of residential lots on ridges to a height of less than 100 mm for a distance of 35 metres from lot boundaries or otherwise as set out in the current Fire Prevention and Management Plan.~~

#### 1.2 Roads and Tracks

##### 1.2.1 Public entrance road

The dual entrance carriageway terminating at the cul-de-sac adjacent to the fire station site is a public road vested in the Shire of Bridgetown-Greenbushes. The estate has planted existing street trees and garden beds in the road verges and median strip, together with reticulation in the median strip. The Shire will take over responsibility for the maintenance of the road, kerbing and drainage. Gardens, irrigation systems, fencing, street trees and shrubs and signs (other than traffic control signs) shall be deemed to be part of the entry statement and shall be maintained by the strata company.

Any works in the public road reserve, including planting or removal of vegetation, installation or removal of signage will require the approval of the Shire of ~~Bridgetown-Greenbushes~~.

##### 1.2.2 Public access to ~~Function~~ reception Centre

Members of the public attending functions at the ~~Function~~ Reception Centre shall be granted right of carriageway for those sections of Robinia Way between Claret Ash Rise and the relevant parking areas.



### 1.2.3 Private internal subdivisional roads and parking areas

All other sealed roads on the estate are private roads owned, managed and maintained by the Strata Company and forming part of the common property. The Strata Company is responsible for all aspects of management of these roads, including maintenance and future reconstruction, traffic management and public safety.

The Strata Company shall include the costs of repair and maintenance for the internal road system in the Strata Company budget. Maintenance tasks will include -

- a) the repair of potholes, and minor surface damage,
- b) repair of the road shoulders,
- c) ensuring that the road drainage system is in good working order, and
- d) removing leaves, plant refuse and rubbish from the roads and verges,
- e) ~~m~~Maintaining traffic control signs, street name signs and traffic control structures.

### 1.2.4 Access and Exit Tracks, paths and trails

~~A network of internal tracks, paths and trails which will either exist, or need to be constructed and maintained over time to serve the needs of estate maintenance and fire exit routes, walking paths or horse riding trails. Fire exit routes shall be developed to the arrangement shown in Annexure "D" of the Fire Prevention and Management Plan and may be paved, partly paved or unpaved with laterite gravel as required, taking into account maintenance, and the likely need for accessibility in all weathers.~~

~~The strata company shall develop this network having regard to the recreational needs of residents as lots are sold and houses built and occupied.~~

~~Tracks may be paved, partly paved or unpaved as required, taking into account maintenance, and the likely need for accessibility in all weathers, with laterite gravel.~~

~~Tracks or trails shall be located so as to minimise the effects of erosion. Appropriate forms of drainage structure and culverts should be provided where necessary using informal construction methods such as stone pitching, treated pine log weirs etc.~~

~~Gates in external boundaries on fire exit routes shall be constructed to the requirements of the Fire & Emergency Services WA.~~

## 1.3 Outdoor Facilities and Equipment

### 1.3.1 Entry statement

The entry statement shall be deemed to be part of the common property and shall be maintained by the Strata Company whether its components are on common property or on a road vested in the Shire of Bridgetown-Greenbushes. This shall include all associated signs, security and other gates, gardens and fencing.

### 1.3.2 Tennis court

The tennis court ~~is~~ ~~will~~ be an all-weather surface. Maintenance will focus mainly on keeping the playing surface clean. ~~The m-~~Maintenance of the adjacent grounds will focus on bank erosion and ongoing development of paths and courtside amenities.

### 1.3.3 Dam Picnic Areas

Maintenance of this area will include any fixtures and fittings, to a safe and functional condition.

~~Picnic areas are likely to be in places associated with water or bushland. Potential locations include the Cascades, Dogwood Pond, the Bridgetown Gardens Lagoon, and the Marri Grove "lovers' leap" rock.~~

~~Management will include providing shade, paths, decks through rushes and sedges at dams and similar environmental control measures. It shall be the responsibility of all residents to clean up and remove all rubbish after using such areas. Careful attention must be given to precautions against fire, as set out in the fire prevention and management plan.~~

### 1.3.4 Water Resources features

~~Dams, ponds and watercourses, whether for recreational, irrigation, stormwater drainage or nutrient stripping use, shall be regarded as most valuable assets and shall be carefully managed in accordance with the requirements of the landscape management plan.~~

The strata company shall maintain all dams, ponds and watercourses in such a way as to ensure public safety, sound environmental management and sound erosion minimisation practices.

## **1.4 Function Centre Recreational buildings**

### **1.4.1 Community centre**

Maintenance of the ~~Function community Centre~~ shall include all furniture, fixtures, fittings and equipment in a safe and functional condition and meeting all health requirements of the Shire of Bridgetown-Greenbushes.

Management and operation of the facility is to be in accordance with Part 4 of this Management Plan, Management of the Function Community Centre and with the requirements of the Health (Public Buildings) Regulations 1992.

### **1.4.2 Reception Centre**

~~The strata company may allocate certain areas of the Community Centre for use as a Reception or Function Centre under such terms and conditions as may be determined from time to time.~~

~~The strata company may apply for any necessary amendments to the current Town Plan to permit the use of such centre as a licensed or unlicensed restaurant.~~

### **1.4.3 Shop (future)**

## **1.5 Services Facilities, Buildings and Services**

### **1.5.1 Water System**

The water scheme is owned and operated and maintained by the Sstrata Ceompany. The responsibility of the Water Corporation terminates at a "break tank" near the north-west corner of the estate. From this tank water is pumped to refill a 320 kl storage tank on the ridge at the western boundary. An automatic booster pump system pressurises water from this tank to provide the required minimum pressure in the water mains along the ridge top.

Maintenance required will consist of periodic adjustment of the pump float switches and controls to suit the growing requirement for water flows as housing is constructed. ~~A service contract or arrangement with a local electrician is to be set up with arrangements for after-hours callouts.~~

Arrangements must be made for the ability to effect repairs in the case of accidental breakages in reticulation pipes or lot service pipes, either by equipping and training estate staff or arrangements with a local plumbing contractor.

~~Meter reading and billings will be arranged by Water Corporation under a service agreement with the strata company.~~

### **1.5.2 Electrical System**

The electrical system is owned, operated and maintained by the Sstrata Ceompany. Western Power supplies HV electricity from a high voltage line at the front of the estate to the transformer near the Function community Centre. ~~There is a A-backup alternator has been provided by the developer to provide power for water pumps and other essential circuits in the event of a power failure during a major fire.~~

Any works that are required to the transformer or the HV line must be undertaken by a licenced HV contractor.

~~All maintenance must be carried out by licensed electricians. The strata company should make arrangements with a local electrical contractor, including arrangements for after-hours callout.~~

~~Meter reading and billing will be carried out by Western Power.~~

~~Cables have been provided for the future installation of street lighting services to the main entry road.~~

### **1.5.3 Telephone system**

Telephone circuits have been provided by Telstra to a main distribution frame at the Function Centre clubhouse. Reticulation to pits serving each lot is the responsibility of the developer.

~~Installation of residential telephones must be arranged and carried out by a licensed AusTel contractor. The proprietor must apply to Telstra or through a licensed installer for connection of the service.~~

~~The strata company is responsible for maintenance of any of the internal reticulation, using an AusTel approved contractor only.~~

~~Proprietors are responsible for maintenance on each lot, using AusTel approved contractors.~~

## **1.6 Fencing**

Fencing to be managed by the Sstrata Ceompany may include stock-proof boundary and internal fencing. Such fencing shall be maintained by the Sstrata Ceompany.

External boundary fencing shall be maintained in a stock-proof condition.

All other fencing shall be maintained to a standard appropriate to its function.

## **1.7 Irrigation ~~S~~ystems**

~~The irrigation system progressively being installed~~ by the Developer shall be ~~owned, operated and~~ maintained by the ~~S~~trata ~~C~~ompany.

## **1.8 Plant**

The Strata Company shall provide and maintain equipment required to manage the estate.

All machinery, tools, vehicles, office equipment and other equipment purchased or owned by the ~~S~~trata ~~C~~ompany shall be secured to prevent theft and shall be maintained to preserve the value of the asset and its functionality and to minimise the risk of damage or claims by the public.

## **1.9 Other ~~F~~acilities and ~~S~~ervices**

The ~~S~~trata ~~C~~ompany shall manage, maintain and operate such other items as may be authorised or developed in the common property from time to time by the ~~S~~trata ~~C~~ompany.

## **2 Keeping of Records**

The strata company shall maintain the following records -

- a) Engineering and drawings and specifications of all buildings, roads, services and civil works;
- b) Reasonable photographic records of vegetation, trees and shrubs buildings, and equipment;
- c) An inventory of all plant and equipment owned and purchased by the Strata Company for identification and taxation purposes.
- d) A maintenance log should be maintained on site by the ~~E~~state ~~M~~anager. The log should incorporate the servicing, maintenance and repairs to the following
  - ~~fire hoses~~
  - ~~fire hydrants~~
  - emergency motor
  - fencing
  - pump system
  - ~~water testing~~

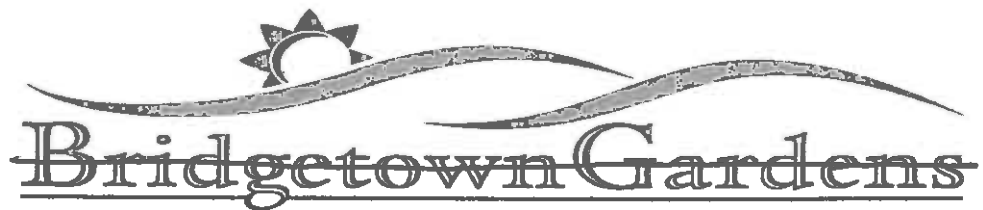
## Bridgetown Gardens

### Details of Management Plan Changes

#### Part 1- Management of Common Property

<b>Section</b>	<b>Change</b>	<b>Reason</b>
1. Scope	Deletion and insertion	Present tense
1.1 Open Space	Capitalisation	Proper nouns
1.1a) Open Space	Deletion of paragraph (a)	Repeated at (c)
1.1h) Open Space	Deletion and Insertion	Improve understanding and provide choice.
1.1i) Open Space	Deletion of paragraph (i)	Areas do not exist
1.2.1 Public entrance road	Insertion	Full name of Shire
1.2.2 Public Access to centre	Deletion and insertion	Full name of centre added and capitalised
1.2.2 Public access to centre	Insertion and deletion	Change of centre name to Function centre from Reception centre
1.2.3 Private internal subdivisional roads and parking areas	Capitalisation	Proper nouns (Strata Company)
1.2.3c)	Deletion	Unnecessary "and"
1.2.3d)	Deletion	Unnecessary "stop"
1.2.3e)	Deletion and insertion	Removal of capital letter
1.2.4 Access and exit tracks paths and trails	Deletions and capitalisation	Title capitalised, paths and trails not applicable
1.2.4 Paragraph 1	Deletions, insertions and capitalisation	Paths, trails, walking paths & horse riding trails do not exist on the estate so have been deleted. Fire Prevention Management Plan capitalised. Inserted relevant information from deleted paragraphs 2, 3, 4, & 5.
1.3.1 Entry Statement	Insertion	Full name of Shire
1.3.2 Tennis Court	Insertions and deletion	Bringing to present tense and deleting capital.
1.3.3 Picnic area	Renaming	Title changed to reflect only dam picnic area
1.3.3 Dam Picnic Area	Insertion of new paragraph, deletion of	Paragraph now focused on maintenance of Dam Picnic area.

	previous two paragraphs.	
1.3.4 Water features	Deletion and insertion	Titled changed to reflect actual resources
1.3.4 Water Resources	Deletion	Remaining paragraph Provides current water resource management.
1.4 Recreational Building	Reworded title	Recreational centre described in a number of ways in Plan. Now consistently called function centre.
1.4.1 Community Centre	Deletions	Title deleted and Function replacing community in all paragraphs. Also inserted full name of Shire.
1.4.2 Reception Centre	Deletion	Section fully deleted as not required.
1.4.3 Shop (future)	Deletion	Not required
1.5 Services Facilities, Buildings and Services	Capitalised	Section Title
1.5.1 Water System	Deletions and insertions	Service contract obligation deleted as not practicable. Metre reading by Water Corporation not practicable.
1.5.2 Electrical system	Deletions, insertions and capitalisations.	Title Capitalised. Strata Company capitalised. Bringing information u to date and eliminating unwanted information.
1.5.3 Telephone system	Insertions and deletions	Deleted out of date information and old information.
1.6 Fencing	Capitalisation	Strata Company capitalised
1.7 Irrigation systems	Capitalisation and deletion	Strata Company and systems capitalised.
1.9 Other facilities and services	Capitalisation	Title and Strata Company capitalised.
2 Keeping of Records	Capitalisation and deletion	Estate Manager capitalised. Deleted item are not assets of the estate.



**Bridgetown Gardens Survey Strata Scheme  
Management Statement**

**APPENDIX "A"  
Management Plan**

**Part 2 – Managing for Public Safety**

~~Issue 3.0~~

~~May 2005~~

## Part 2 – Managing for Public Safety

### 1 Potential hazards

Living in a rural community there are inherent dangers from floods, fire and freak storms. Proprietors who have chosen the lifestyle of Bridgetown Gardens have the right to expect a safe and tranquil environment.

The Strata Company thus has obligations to ensure that the safety of proprietors, occupiers and visitors is protected at all times.

The Strata Company has the additional responsibility of regulating and managing traffic on the estate, as the provisions of the Road Traffic Act may not apply to private roads.

The following measures are to be applied to inform all persons of hazards and escape plans in case of danger from fire, storm and other acts of nature.

### 2 Natural hazards

The Strata Company shall ensure that signs are erected and maintained where appropriate that inform people where possible dangers exist. In particular warning signs should draw attention to the following dangers:-

- a) Dams and ponds
- b) Trees that are subject to falling cones, nuts and branches or other hazards
- c) Embankments that are liable to crumble or slip

Swimming in ponds or dams situated within the common property is prohibited. Children must be supervised by an adult at all times when in the vicinity of water bodies.

### 3 Fire precautions

The responsibilities of the strata company in respect to fire prevention and management are set out in the by-laws and the Fire Prevention and Management Plan. An important responsibility will be that of community education and training.

The Fire Warden(s) appointed by the strata company shall liaise with the Kangaroo Gully bush fire brigade in educating proprietors and residents in actions to be taken in preparation for the fire season, in fighting fires on their own lots or on the estate, and in escape procedures and routes to be taken when so directed by the Fire Control Officer.

At this point the Estate Manager (Mary Roberts) is considered the most appropriate fire warden.

Responsibilities of Fire Wardens may include-

- a) ensure that adequate signs are erected and maintained that indicate the fire escape exits from the property
- b) ensure every occupier of a lot is provided with a fire evacuation plan showing the emergency exits and the location of hydrants as well as emergency telephone numbers
- c) conduct an evacuation drill of the property at the beginning of summer and at least once a year
- d) ensure that the diesel powered emergency alternator providing backup power to the water scheme pump stations is properly maintained and regularly tested under load
- e) provide a supply of fire hoses with nozzles and hydrant adaptors
- f) maintain and regularly test the fire hydrants
- g) ensure that there is minimal flammable material on the lots and common property lots
- h) distribute educational materials available from FESA, the Shire and the Insurance Council of Australia to residents.

### 4 Traffic management

The Strata Company shall ensure that the speed limit, parking and other traffic control signs are maintained and positioned so that all persons entering the estate are aware of the limitations.

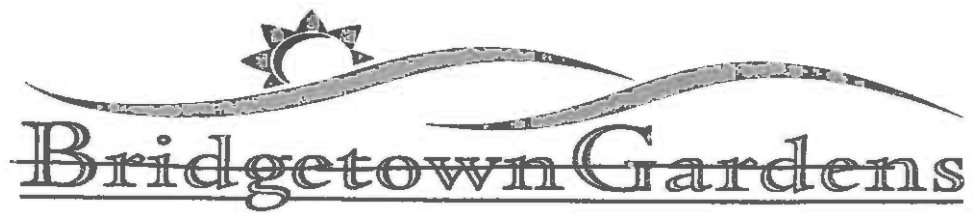
The strata company shall liaise with the Police and the Shire in developing and implementing procedures for effective management of traffic on the estate.

The Strata Company in conjunction with the Estate Manager will shall develop a strategy to advise persons breaking the speed limit of their misdemeanour and will may invoke action prohibit against drivers who persistently speed from driving any vehicle on the estate.

Speed limits within the estate to be a maximum of 40km.







Bridgetown Gardens Survey Strata Scheme  
Management Statement

APPENDIX "A"  
Management Plan

Part 3 - Buildings and Fencing

~~Issue 3.1~~

~~August 2005~~

## Part 3 - Buildings and Fencing

### 1 Objectives

Bridgetown Gardens Estate is planned to be a desirable and harmonious place to live. To ensure this, a set of building and fencing guidelines have been prepared to ensure an appropriate range of architectural styles that is consistent with the Bridgetown environment and lifestyle.

Buildings, fencing and other improvements on any lot must –

- (a) Be sympathetic to neighbouring buildings and not create visual blight, shadows or other problems
- (b) Present an attractive appearance from all aspects, including any view from public roadways passing the estate.

### 2 Strata company approval

To preserve the asset and amenity of all proprietors, the approval of the Strata Company shall be required for any building or extension to a building.

Under the provisions of the Management Statement approval in writing from the Strata Company will be required by the Shire of Bridgetown-Greenbushes before Planning Approval is given.

A proprietor of a lot wishing to build or extend a house or other building on a residential lot shall submit to the Strata Company plans and specifications of the proposed building(s) before applying to the Shire of Bridgetown-Greenbushes for planning approval or a building permit.

The Strata Company shall assess and approve each building application based on 1(a) and 1(b) as above in "Objectives" and other issues detailed in the Management Statement Schedule. The Strata Company and may in its absolute discretion refuse the application or give an approval subject to certain design modifications or other conditions. In the latter cases it shall give written reasons and shall refer to the items below. (See Checklist at end of this document)

### 3 Design requirements

- (1) ~~Wherever possible, buildings are to apply the guidelines in the commonwealth publication "Australian Guide to Good Residential Design" produced and printed by The Faculty of the Constructed Environment, Royal Melbourne Institute of Technology (RMIT).~~

- (2) Buildings shall apply energy efficient design principles including passive use of solar energy.

- (3) In designing buildings and landscaping on a lot the Fire prevention guidelines for residential lots, being Annexure "A" of Part 8 of this Management Plan, shall be implemented.

- (4) Where houses are within 50 metres of a grove of trees the appropriate level of construction set out in Australian Standard AS 3959, Construction for of Buildings in Bushfire-Prone Areas shall be adopted.

- (5) All buildings shall be sited within the approved building envelope shown on the approved subdivision guide plan. The building envelope shall be set back 10 metres from both the front and rear boundaries and 5 metres from the side boundary of each lot, except in the case of Lot 17, for which specific setbacks shall apply.

- (6) ~~Where an alternative building site is desired an application for relocation of the building envelope is to be submitted to the Shire for consideration of planning approval. Prior to submitting this application to the Shire the written endorsement of the strata company will be required.~~

- (7) All earthworks, retaining walls and bank treatments shall comply with any relevant planning document of the Shire of Bridgetown-Greenbushes.

### 4 Architectural guidelines

Design concepts that are considered appropriate and that proprietors are encouraged to incorporate include :-

- (a) ~~s~~Steeply pitched main roofs with hips, gables and other embellishments
- (b) ~~l~~Large verandahs where appropriate (having regard to passive solar design requirements)
- (c) ~~r~~Rails, fretwork, filigree etc. to verandahs
- (d) ~~d~~Designs tailored to the natural surface to minimise earthworks and reduce risks associated with erosion.
- (e) ~~c~~Careful design of "pole houses" to minimize unsightly views from below and adjacent lots
- (f) ~~t~~The use of weatherboard profiles for wall cladding in place of flat sheet cladding

- (g) ~~o~~Outbuildings constructed in the similar design and materials to the main structure
- (h) ~~r~~Retaining walls which use natural stone or timber
- (i) ~~a~~Above-ground rainwater tanks to be complementary of the colour of house or buildings. Multiple tanks shall be the same colour. Tanks can be screened by creepers, brush fencing or bushes
- (j) ~~a~~Ancillary areas and equipment (clothes drying areas, rubbish bins, air conditioners, hot water systems) to be located or disguised by planting so that they are not obvious from outside the building lot
- (k) ~~d~~Driveways conforming as closely as possible to the natural contours of the land
- (l) ~~c~~Colours of building materials generally blending with the landscape or conforming with the range of colours of historical Bridgetown buildings.
- (m) ~~f~~Television antennae, satellite dishes, solar hot water systems etc should be located not more than 1.5 metres above the roof line unless otherwise approved by the Strata Company.
- (n) Outdoor lighting is to be directed at the ground or shrouded to prevent inconvenience to other lot owners within the estate.

## **5 Services**

- (1) Each house shall be serviced by septic tanks and leach drains constructed to the requirements of the Shire of Bridgetown-Greenbushes. Leach drains shall be not less than 1.8 metres clear from the rear boundary or within the building envelope.
- (2) Where a lot is required by the Shire of Bridgetown-Greenbushes or otherwise to install an Alternative Treatment Unit (ATU) then the disposal area for this unit shall be located within such envelope as is approved by the Shire.
- (3) ~~Rubbish bins are to be stored in such a way that they cannot be seen from the outside of the building lot.~~
- (4) All siteworks are to make proper provisions for stormwater collected by roofs and paving area. Provision of a rainwater tank of sufficient size to store all roof runoff is strongly recommended. *As a guide ????*
- (5) Where stormwater is discharged onto adjoining land it shall be done so that the adjoining property is not damaged or eroded.

## **6 Fencing**

### **6.1 Boundary fencing**

Side and rear Boundary fencing of residential lots shall be constructed using treated pine posts with optional intermediate steel posts, supporting stock proof mesh.

Pine posts to be 125mm in diameter at crown and 1250mm long.

### **6.2 Front boundary and returns**

Proposals for all types of fencing at the frontage to street and on returns to the building line must be submitted to the Strata Company for approval. Solid fencing above 900mm will not be permitted.

## **7 CONSTRUCTION CHECK LIST** **Refer Addendum A**

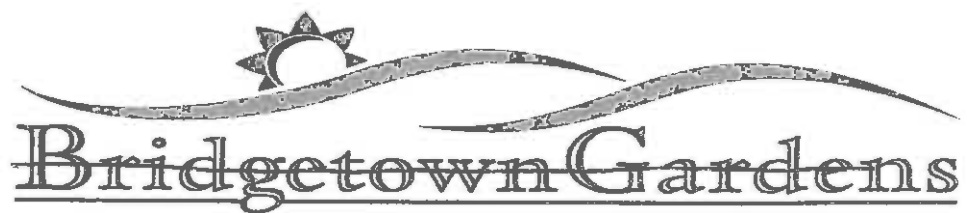
## Bridgetown Gardens

### Details of Management Plan Changes

#### Part 3. Buildings and Fences

<b>Section</b>	<b>Change</b>	<b>Reason</b>
1. Objectives	Insert the word "Estate" in paragraph 1	Correct title.
2. Strata Company approval	Capitalisation of "Strata Company" in paragraphs 2, 3, & 4.	Correct capitalisation
	Insert the words "of Bridgetown-Greenbushes" in paragraph 2.	Full name of Shire.
	Insert "based on 1(a) and 1(b) as above in "Objectives" and other issues detailed in the Management Statement Schedule. The Strata Company may"..... Delete "and" in paragraph 4.	Clarify approval guidelines
	Insert " (See checklist at the end of this document).	Information guide.
3. Design requirements	Delete paragraph 1	Obsolete
	Capitalise "Management Plan" in paragraph 3	Correct capitalisation
	Insert the word "for" delete the word "of" and capitalise "Buildings in Bushfire Prone Areas" in paragraph 4	Grammatical and capitalisation correction
	Insert the words "both" and "and rear" and change the word "boundary" to "boundaries" in paragraph 5	Grammatical correction
	Delete paragraph 6	Obsolete
4. Architectural guidelines	Capitalise words at the beginning of sections (a) to (m)	
5. Services	Insert the words " of Bridgetown-Greenbushes" in paragraphs 1 & 2.	Correct title
	Delete Paragraph 3	Obsolete
	Delete the words "As a guide" in paragraph 4	Not necessary
6.1 Boundary fencing	Insert the words 'Side and rear' and delete the word Boundary in paragraph 1.	Clarification
6.2 Front boundary and returns	Capitalise "Strata Company"	Correct capitalisation.





Bridgetown Gardens Survey Strata Scheme  
Management Statement

APPENDIX "A"  
Management Plan

Part 4 – Function Community Centre

~~Issue 3:0~~

~~May - 2005~~

## Part 4 – Function Community Centre

### 1 Facilities

#### Current facilities include:

~~A number of recreational and other buildings and facilities will be progressively developed over the stages of the Bridgetown Gardens survey strata scheme. Currently planned facilities include:~~

- ~~(a) The Community centre building, to be operated as the Bridgetown Gardens Function Private Clubhouse and as a Reception Centre, and possible in the future as a restaurant.~~
- (b) Tennis court; adjacent to the Function community Centre
- (c) Large open dam for recreation use
- (d) Open walk paths and recreational spaces

### 2 Management

#### 2.1 Committees

The Strata Company may delegate such of its powers as it determines from time to time to one or more committees for the management of the Function Centre Private Club and other recreational facilities.

These committees with the support of the Strata Company will coordinate and regulate the purpose and use of all such facilities as determined by the lot proprietors at the previous AGM.

#### 2.2 ~~Operation as Private Clubhouse~~

~~The committee charged with management of this facility shall develop rules covering bookings, behaviour, damage to community property and general use of the facility and shall generally oversee the use and maintenance of the building.~~

#### 2.3 Operation as Function reception Centre

~~A permitted use of The Function community Centre building under the relevant Town Plan of the Shire of Bridgetown-Greenbushes is for a "reception recreation centre". Planning approval will have been sought by the developer for use of this building as a public reception centre, to provide a valuable resource to the Bridgetown community.~~

The Management Committee shall develop procedures for the hiring and operation of such facilities while still ensuring access to certain facilities by proprietors, residents and their guests. This use could, if necessary, require the delegation of

certain aspects of the operation to a commercial operator. (eg. Restaurant, café, health club etc).

Such procedures, together with scales of charges and conditions of hire shall be subject to confirmation by the Strata Company.

Management and operation of the facility as a Function reception centre or restaurant would be subject to all relevant requirements of the Health Act and Regulations.

### 3 Eligibility for use

Use of the Function Centre private clubhouse and tennis court shall be restricted to lot proprietors, tenants and their accompanied guests only or as determined by the consensus of all lot proprietors at the previous AGM.

Where part or all of the premises are to be used as a Function reception Centre or restaurant members of the public attending shall have the right to use the relevant facilities as well as the right to use private roads and parking areas within the estate to enable access to the venue only

### 4. Management Issues.

Issues to be discussed in relation to Public use and access include:-

- (a) Street parking (ie. Vehicles, coaches, mini buses taxis etc)
- (b) Hours of Operation
- (c) Alternative parking when car park is full
- (d) Noise restrictions
- (e) Lighting
- (f) Cleaning
- (g) Charge rates, bonds/deposits
- (h) Storage of food, drink supplied by others
- (i) Safety – fire, gas explosion, power failure etc; Emergency Management Plan
- (j) After hours contacts include –Police, Fire, Ambulance, Care Taker, Centre Manager, Service Contractors (electrical Plumbing)

*Bridgetown Gardens Estate - Management Plan*  
*Part 4 – Community Centre*

- (k) ~~s~~Security – open/closure of Function  
Centre
- (l) ~~code~~ Key access for lot proprietors
- (m) ~~s~~Signage
- (n) ~~i~~nspections following use by others
- (o) User profiles – acceptable/unacceptable  
based on risks exposed to facility and  
investment in property assets
- (p) ~~l~~Liquor licences
- (q) ~~c~~Catering
- (r) ~~L~~easing



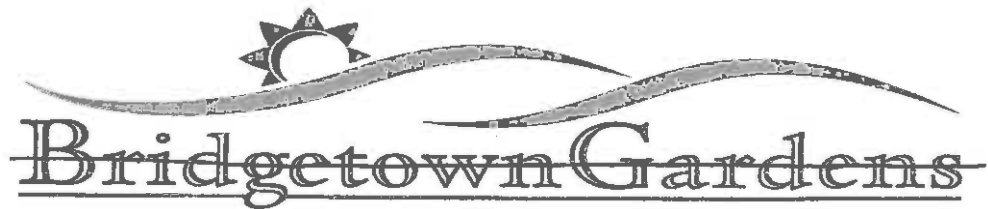
## Bridgetown Gardens

### Details of Management Plan Changes

#### Part 4. Function Centre

<b>Section</b>	<b>Change</b>	<b>Reason</b>
Title	Change from Community Centre to Function Centre	Consistent approach
1. Facilities	Delete first paragraph and replace with " Current facilities include:	Original paragraph is obsolete.
	Reword paragraph(a) to read " The centre building , to be operated as the Bridgetown Gardens Function Centre.	Deleted obsolete wording.
	Delete the word "community" and insert "Function" in paragraph (b)	Spelling correction and new name.
	Delete paragraph (c)	Dam not to be for recreational purposes.
2. Management	Capitalise "Strata Company, delete the words "Private Club" and replace with "Function Centre" in paragraph 1.	Correct capitalisation and consistency of name.
2.2 Operation as Private Club.	Delete entire section	Obsolete
2.3 Operation as reception centre.	Amend title to read "Operation as Function Centre"	Consistency on name.
	Delete the words "A permitted use of", "community", "recreation" & all of the second sentence in paragraph 1. Insert "T" and words " Function", " of Bridgetown-Greenbushes", "for a reception" in the first sentence	Consistency of name and item are obsolete.
	Capitalise "Management Committee" in paragraph 2.	Correct capitalisation.,
	Capitalise "Strata Company" in paragraph 3.	Correct capitalisation
	Delete the words "reception" and "or restaurant" and insert the word "Function" in paragraph 4.	Consistency of name.

3. Eligibility for use	Delete the words "private club" and replace with "Function Centre" in paragraph 1.	Consistency of name.
	Delete the words "reception" & "or restaurant" and replace with "Function Centre" in paragraph 2.	Consistency of name.
4. Management issues	Capitalisation of proper nouns and sentences in all sections.	Proper grammar
	Insert the word "include" and delete the words "care taker" in paragraph (j).	Care taker obsolete and grammar correction.
	Insert the word "Function" in Paragraph (k)	Consistency
	Delete the word "Key" and replace with "Code" in paragraph (l)	Right wording



Bridgetown Gardens Survey Strata Scheme  
Management Statement

APPENDIX "A"  
Management Plan

Part 5 – Rural Pursuits and Enterprises

~~Issue 3.0~~

~~May 2005~~

## Part 5 – Rural Pursuits and Enterprises

### 1 Objectives

The pursuits and enterprises covered in this Part have the following objectives-

- (1) To devolve to proprietors or others the responsibility for meeting the requirements of the management plan in respect to certain areas of the common property
- (2) To provide additional sources of revenue for the strata company
- (3) To provide certain services and facilities for residents of the estate.

### 2 Rural Pursuits

The development objective of Bridgetown Gardens Estate is to integrate residential lots with spectacular views and unsurpassed environment with a range of rural activities typical of the region. These may include –

- (a) Development of arboretum groves including rare and exotic trees, and aimed at providing a unique garden environment
- (b) Development of horticultural crops such as grapes, olives, fruit or nuts
- (c) Grazing and animal husbandry generally
- (d) Equestrian pursuits including agistment of horses for residents.

### 3 Development by Estate

Appropriate rural pursuits may be developed by the Strata Company to provide services and facilities to residents. Such facilities could, for example, include agistment paddocks for residents' horses where space does not permit these to be kept on residential lots.

Any such development shall comply with uses permitted under the relevant Town Plan of the Shire of Bridgetown-Greenbushes.

Planning approval of the Shire shall be obtained for any such development.

The Strata Company shall arrange for access or tracks, fencing, water supply (which may be stock water only provided from the internal irrigation systems).

Planning approval and building permits shall be obtained from the Shire for any sheds, shelters or stables to be constructed.

The strata company shall set appropriate fees for the provision of such services to user residents and may

require prepayment from a syndicate of residents before proceeding with such a development.

All proprietors and their tenants shall have the right to participate in such services developed and provided by the Strata Company. At a cost to be determined by the Strata Council.

### 4 Development by lessees

The strata company may lease areas of the common property for development by a proprietor or proprietors, tenants, or others of suitable rural pursuits and enterprises under such conditions and on such terms as it sees fit.

Where a leased operation involves fencing off part of the Common Property, the proposal shall be approved by a Special Resolution of the strata company.

An applicant shall obtain the planning approval of the Shire before any such application may be approved by the strata company.

Any such lease shall require the lessee to meet all relevant requirements of the Management Plan (and specifically the landscape management plan and the fire prevention and management plan) at own expense, and shall include provisions for the strata company to carry out any necessary work at the expense of the lessee should these requirements not be met.

All lessees shall indemnify the Strata Council and owners against all risks associated with their occupation of the property.

### 5 Grazing

The Strata Company may for the purposes of controlling fire risk run sheep or other grazing animals on any area of the common property, and shall provide such temporary or permanent fencing as is necessary for protection of arboretum or other trees.

### 6 Agricultural controls

Surrounding properties may depend on orchards, market gardens crops or grazing for their livelihood and may be subject to strict control and inspections by the Department of Agriculture and Food.

The Strata Company shall ensure that any rural enterprise on the estate shall be managed in such a way as to restrict the possibility of disease, pests,

noxious or other weed growth or overspray that could impact on adjoining properties.

## **7 Animal husbandry**

~~Where rural pursuit activities involve the keeping of animals, the stocking rate shall not be such as to result in overgrazing or be likely to cause erosion.~~

## **8 Reduction in stocking rates**

~~With the intention of preventing land degradation the Shire may, with advice of Agriculture Western Australia, require reduction in stock numbers on any part of the estate.~~

## **9 Estate nursery**

~~The original proprietor (the developer) shall be granted a lease of portion of the common property for the purposes of continuing the operation of the existing plant and shrub nursery, either in its present location or elsewhere on the estate.~~

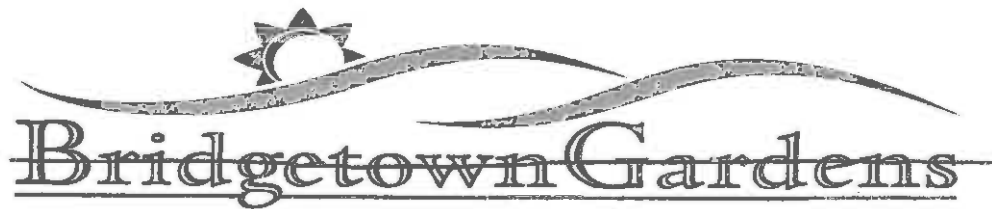
~~This lease shall be at a peppercorn rent. It shall continue while development and landscaping works are still in progress and shall revert on completion.~~

## Bridgetown Gardens

### Details of Management Plan Changes

#### Part 5. Rural Pursuits and Enterprises

<b>Section</b>	<b>Change</b>	<b>Reason</b>
2. Rural Pursuits	Capitalise heading	Grammar
2. (a)	Capitalise paragraph	Grammar
2. (b)	Capitalise paragraph	Grammar
2. (c)	Capitalise paragraph	Grammar
2. (d)	Deletion	Obsolete
3. Development of Estate	Capitalise heading	Grammar
	Capitalise " Strata Company" para 1, 4 & 7	Grammar
	Delete second sentence para one.	Obsolete
	Delete para. 3	Not required
	Delete para. 5 & 6	Obsolete
4. Development of leasees	Delete entire section	Obsolete
5. Grazing	Capitalise " Strata Company"	Grammar
6. Agricultural controls	Add "and Food" in para1	Correct name of Department
	Capitalise "Strata Company" in para2	
7, 8 &9	Delete in entirety	Obsolete



Bridgetown Gardens Survey Strata Scheme  
Management Statement

APPENDIX "A"  
Management Plan

Part 6 – Estate Management

~~Issue 2.2~~

~~January 2003~~

## Part 6 – Estate Management

### 1 Management tasks

Management of the estate will involve a range of activities including –

- (a) professional management of the Survey-Strata Scheme requirements under the Act.
- (b) development of strategies for implementing the requirements of the Management Plan as a whole, and specifically of management of the common property, the Landscape Management Plan and the Fire Prevention and Management Plan
- (c) work planning and budgeting for the implementation of the above strategies within available resources
- (d) development, maintenance and operation of physical facilities both through employed staff and contractors
- (e) development and maintenance of dams and irrigation services
- (f) providing various services to residents
- (g) carrying out various supervisory and regulatory tasks required by the By-Laws and Management Plan.
- (h) Complying with the requirements of statutory authorities from time to time.

### 2 Estate Management

~~In the longer term~~ Most of the above tasks would be carried out by the Strata Managing Agent and the Estate Manager appointed under the by-laws, working with other full or part time estate staff or contractors.

Particularly during the initial stages, when resources of the strata company will be limited it may be necessary for a greater proportion of the above responsibilities to be carried by the Council of the strata company, or a delegated sub-committee of proprietors, residents, or other associated persons, particularly in respect to planning, strategic and financial aspects.

### 3 Duties of Estate Manager

Duties of the Estate Manager shall be as set down by the Strata Council of the strata company from time to time.

The Strata Council may delegate one or more of its members or a sub-committee to coordinate the day-

to-day activities of the Estate Manager. In such case the Manager shall report to this person or persons or sub-committee.

The council or its delegated person or sub-committee may arrange with contractors, casual employees or others for maintenance or other tasks or may include responsibility for the arrangement of such tasks as part of the duties of the Estate Manager as it sees fit.

### 4 Liaison with developer

~~For some time a substantial proportion of the estate will take the form of one or more superlots owned by the developer. These will progressively be re-subdivided during the staged development.~~

~~Options open to the developer in respect to these superlots will include~~

- (a) ~~Use the land on an interim basis for appropriate rural pursuits, subject to planning approval from the Shire~~
- (b) ~~Proceed with development of the landscaping in advance of re-subdivision in accordance with the landscape management plan approved by the Shire~~
- (c) ~~Proceed with development of rural pursuit enterprises to be transferred to the strata company upon re-subdivision~~

~~In any case the developer is responsible for compliance with relevant provisions of the fire management and landscape management plans in respect to these superlots.~~

~~The strata company may authorise the estate management to carry out such of these tasks as they see fit at the expense of the developer, upon request by the developer or in the event of non-compliance with requirements of the Management Plan.~~

### 5 Services for Residents

The Estate Manager may at the request of, and at the expense of proprietors or their tenants arrange for ~~carry out~~ works on or in connection to residential lots ~~or superlots~~ that contribute to the achievement of the management plan.

Such works could include vegetation removal or mulching, cleaning of lots and removal of unsightly material, or maintenance of fences.

~~Requisitions for such work shall be made in writing authorising the work and accepting responsibility for payment.~~



## **6 Rubbish Collection**

Shire of Bridgetown-Greenbushes will provide both refuse and recycling collection from all residential lots and other estate facilities

~~While the estate is currently outside the Shire's rubbish collection area, Shire Officers have advised that the Shire will consider extending the rubbish collection area to include Bridgetown Gardens at such time as sufficient development has occurred within the estate, in the opinion of the Shire, to justify such a service.~~

~~Until that time specific arrangements are to be made between the strata company and the Shire on arrangements for disposal of rubbish in the Bridgetown rubbish disposal area following collection by estate management.~~

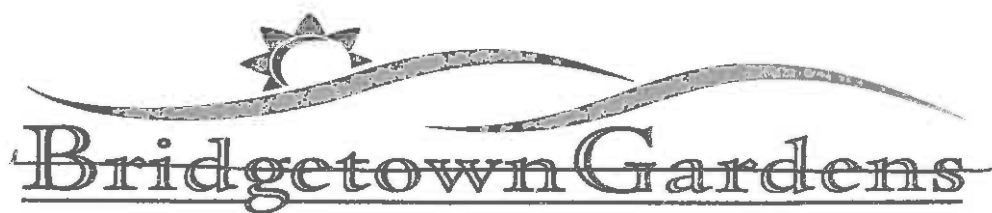
~~In the event of the estate being included within the Shire's rubbish collection area, arrangements will have to be made for access to the private roadways by Shire vehicles to permit kerb side collection or for the development by the strata company of a central rubbish collection point on the public main entrance road.~~

## Bridgetown Gardens

### Details of Management Plan Changes

#### Part 6. Estate Management

<b>Section</b>	<b>Change</b>	<b>Reason</b>
1. Management Tasks	Capitalise proper nouns in paras. (a), (b), & (g)	Grammar
	Delete para (f)	Incorrect
	Delete capital at beginning of para.(h)	Consistency
2. Estate Management	Capitalise heading	Consistency
	Delete "In the long term" in para 1.	Unnecessary
3. Duties of Estate Manager	Capitalise proper nouns in all paras.	Grammar
	Insert "Strata" before Council in paras.1 & 2.	Correct name.
	Delete "of the strata company" in para 1.	Duplication.
4. Liaison with developer	Delete entire section	Obsolete
5. Services for residents	Capitalise heading	Consistency
	Capitalise proper nouns in para. 1	Grammar
	Insert "arrange for" in para 1	New arrangement
	Delete "Carry out" & "or superlots" in para. 1	Obsolete
	Delete para 3 entirely	Obsolete
6. Rubbish collection	Capitalise heading	Consistency
	Insert new para 1	Current system
	Delete entirely original paras. 1,2 & 3	Obsolete



Bridgetown Gardens Survey Strata Scheme  
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APPENDIX "A"  
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Part 7 – Landscape Management

~~Issue 2.1~~

~~December 2002~~

## Part 7 – Landscape Management

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## Part 7 – Landscape Management

### 1 Scope

This Part sets out guidelines for planning and implementing sustainable, aesthetically pleasing, environmentally sound and financially viable landscape management of the estate as a whole, including

- (a) residential strata lots
- (b) arboretum areas within the common property
- (c) areas for recreation of residents and their guests
- (d) areas within the common property assigned for rural pursuits and enterprises by the Strata Company, and
- (e) other public areas of the common property.

### 2 Objectives

This plan aims to integrate the development fully with its surroundings, blending the existing landscaping vision implemented in Stage 1 with alternative landscape structures that will meet the expectations of both future owners and the community as a whole.

The landscape approach must be economically viable, so that it will be possible for the strata company to continue to implement the scheme on a viable basis in the future. The approach taken balances this requirement against the vision of the original “arboretum” concept.

### 3 Integration with eEnvirons

~~The project~~ Bridgetown Gardens Estate is planned to integrate with the surrounding environment of Kangaroo Gully and the general Bridgetown area.

In this area, remnant blocks and strips of native forest bound outer urban development, rural smallholdings and, to the east, normal farming properties. These various properties blend exotic “English countryside” areas containing exotic tree species with a patchwork of grazing paddocks, remnant orchards or plantations of *Pinus Radiata* or Eucalypts.

The original “arboretum” concept, ~~currently~~ implemented in the western portion of the site ~~only~~, is superimposed on the environment, rather than integrated with it. ~~Although it is intended to complete the implementation of this section,~~ The landscaping approach of other areas of the site will integrate more with their surrounds.

### 3.1 Existing trees

The property was previously fully developed as a farm with some areas of *Radiata* pine plantation in the south east corner. Other than the grove of *Marri* trees south of the main ridge in the stage 3 area, only isolated large native trees remain within the site. All these will be retained. No native understorey remains on the estate.

Stands of native trees exist in the bush block to the South West and on the Kangaroo Gully Road verge.

Other native species on site have been planted in recent years. These are limited to trees and shrubs adjoining the farmhouse, an avenue of trees east of the Function Centre el**u**bhouse, and planting of pines and eucalypts between Kangaroo Gully Road and the ridge on the western boundary.

~~Special A~~ttention ~~will need to be~~ has been given to retained trees in the existing groves under the requirements of the Fire Prevention and Management Plan, to remove lower branches and attend to weed and grass control under the trees.

### 3.2 Removal of eExisting trees

No trees or shrubs shall be felled or removed from the site except where:

- (a) required for approved development works
- (b) required to permit the establishment of a fire break
- (c) trees are diseased or dangerous, or
- (d) removal is required under the approved Landscape Management Plan or Fire Management Plan.

### 3.3 Existing aArboretum planting

~~The original plan for these areas — generally north and south of the main Western ridge — will be continued, with efforts focusing on~~

- replacement of trees lost through disease, lack of watering or insects
- treatment of existing trees subject to attack by disease or nutrient deficiencies
- management of weeds and excess fuel
- development of effective ground control measures for low-fuel strips.

### **3.4 New pPlantings**

Planting of new areas in the eastern half of the property will focus on clumped shelter belt planting of native species along the cadastral boundaries between residential lots and common area, and around rural pursuit areas as these evolve into a longer term pattern of operation.

Groups of trees will be provided for shade within grazing paddocks.

The selection of street trees in later stages will be determined in the light of experience with the initial exotics framing the entrance road and the western ridge road, as well as water availability.

### **3.5 Habitat cCreation**

Opportunities for habitat creation will be incorporated within the detailed design of new water bodies and structural planting running through pastoral and gully areas.

Intensive planting around water bodies at boundaries will fulfil the a dual role of providing shelter for native bird and animal species as well as nutrient utilization. Where practicable planting shall be designed to provide corridors to surrounding bushland for birds and native animals.

Corridors aimed at introducing bird life to the estate should be designed to include a range of tree, shrub and understorey species and sizes to provide protection for small bird species against predators.

Residential lot areas can provide very effective destinations for these corridors if owners are encouraged to plant appropriate ranges of trees and shrubs and are prepared to exercise responsible control of cats.

The valley containing the "Cascades" dams is an extension of a corridor implemented by adjacent landowners that provides access from the Blackwood River to the timbered area at the south western boundaries of the estate. By appropriate bridging planting to link with the strata lots this corridor could encourage small birds such as blue wrens to take up residence in the housing lot areas.

### **3.6 Water bBodies**

Existing and new water bodies on the site will be utilised for informal passive recreation. Public access will be managed through low-key marked tracks. Ongoing planting will take place around water bodies.

### **3.7 Erosion Ceontrol**

Planting will also be used in coordination with ground modelling techniques to control and manage gully erosion.

Drainage structures on contour banks and channels should, where possible, be constructed using one of the following:

- Local laterite stone with or without cement mortar grouting
- Treated pine posts as logs.
- The use of geotextiles to prevent washing out of fine soil at structures should be encouraged.
- Black poly sheeting must be concealed (i.e. buried) if used.

## **4 Grazing**

As set out in the Fire Management Plan, control of fire fuels will be largely achieved by grazing over all areas of the property not occupied by development or horticulture.

Permanent or temporary stock proof fencing will be provided in such areas, either as perimeter fencing, enclosure of groups of arboretum and other trees, or individual tree guards.

## **5 Landscaping dDesign**

~~This section should be read in association with the Landscape Master Plan, being Annexure B of this Part.~~

The property site divides naturally into a number of "character areas" based upon topographical changes, ~~proposed to~~ land uses, vegetation and the main road entry. Each "character area" will have its own distinctive landscape approach, reinforcing individual area characteristics within an overall rural theme.

The site's current dominant landscape character is of undulating open pastoral land with significant ridge top views across to surrounding forest and grazing areas. Landscape design will enhance and reinforce this character by managing the dominant landscape character areas as follows.

### **5.1 Kangaroo Gully Road fFrontage**

Kangaroo Gully Road provides direct linear all-weather access with some existing verge trees providing screening. Additional native tree and shrub planting should be carried out to add character and interest for the road viewer while screening the road more fully from within the site.

Approval of ~~from the Shire of Bridgetown-Greenbushes~~ will be required for any proposed activities in the public road reserve, including the entrance roadway between Kangaroo Gully Road and the Fire Station cul-de-sac.

Ongoing development to be considered will need to be discussed with the Shire's Road Verge Conservation group. Suggested activities could include:

- Removal of invasive species such as blackberry and bridal creeper
- Piping and kerbing the existing open drain immediately east of the main entry (future).
- Suitable ground covers on the exposed earth cuttings in the road reserve.
- Planting of new trees and shrubs appropriate to the various sections of the verge.

## 5.2 Entry Road and Dam Wall Landscaping

A significant visual entry incorporates exotic plantings in the median strip with the existing avenues of deciduous trees. These provide claret and golden foliage along the entry road up to the clubhouse when in leaf.

Species planted up to the first T-junction past the Club Function Centre include:

- Claret Ash
- Golden Ash
- Red Ash (*Fraxinus pennsylvanica*)
- Golden Robinia
- Red Flowering Plum

On the east of Claret Ash Rise, evergreen conifers will be used to screen and visually break up the dam wall.

Species	Appearance	Ht	Dia
Cupressus Leylandii – Castlewellan Gold	Fine foliage with golden tinge.	6 m	4 m

Two rows of these conifers have been planted. The upper row is set on the first bench level to screen the dam wall. The lower row is set at the toe of the lower bank.

In Robinia Way, the existing deciduous species will be supplemented by evergreens.

## 5.3 Dam-wall stabilisation

The frontage to Claret Ash Rise and part of the Kangaroo Gully Road frontage will be landscaped to

minimise runoff erosion and visual impact using the following:

- Appropriate grasses (now being trialled)
- Hardy native ground covers
- Appropriate landscaping features including rocks, sleepers and natural mulches.

Landscaping of the lower bank may also include areas of feature plantings.

## 5.4 Western Ridge Residential Lots – Stage 1

The gently curving streets aligned generally with the ridges will emphasise native and exotic avenue street trees and belts of shrubs between lots.

Roads will be unkerbed (except at intersections and culs-de-sac). Boundary plantings of shrubs between residential lots will provide some privacy. Initial plantings will provide a skyline mix for initial growth. However the lot proprietors should be encouraged to plant suitable shelter species as recommended in the guidelines for residential lots in the Fire Management Plan

Outstanding work now in progress in this area by the developer involves maintenance and rectification of street trees that have been affected by construction of services.

Street trees planted in this section are at approximately 6 metre centres and include:

- Golden Robinia
- Red Ash
- Chinese Chestnuts
- Silver Birch
- Acer var (Maples)
- Ornamental Pear
- Jacaranda
- Ornamental Red Flowering Plum

## 5.5 Northern Slopes – Stage 1

These slopes form the part of the arboretum development that will be most visible to the public. In this area additional exotic and native plantings in the existing groves will emphasise the Arcadian landscape character and reinforce the character arboretum concept.

Walking trail markers, decks to water bodies and other elements will incorporate natural local materials and maintain a dominant rural character.

A land use study identified a number of locations in this area suitable for small horticultural development

~~by the strata company. The following have been developed or are in progress:~~

By the Strata Company which have been developed

- An area of about 1 hectare on the east of Robinia Way and adjacent to the main dam has been planted with a variety of grape vines ~~for aesthetic purposes.~~
- A small area west of Robinia Way between Lots 41 and 44 ~~is being~~ has been developed with approximately 200 olive trees.

A rectilinear strip of Pinus Radiata and Eucalypts already exists between the Kangaroo Gully Road frontage and the pine tree grove at the top of the ridge that encloses the main water tank. ~~The availability of water will once again influence this decision by the Strata Company at an appropriate time in the future.~~

The area immediately to the north of the public entry road cul-de-sac and the ~~future~~ fire station site is referred to as a “heritage orchard”. This is planted with exotic species rather than normal domestic varieties. ~~It is planned that this orchard will be extended by planting additional groups of fruit trees in the high class soil that exists between the two nutrient stripping dams and the Kangaroo Gully Road boundary.~~

### 5.5.1 Existing ~~t-Tree~~ gGroves - ~~nNorth~~ wWest ~~sSlopes~~

#### Grove 2

- Silver Birch
- Cotinus
- Photinea
- Jacaranda

#### Grove 5A

- Paulownia
- Acer shindeshojo
- Weeping Willows
- Tangle willows

#### Grove 5C

- Magnolia grandifolia
- Robinia
- Gardenia
- Vitex trifolia purpurea

#### Grove 5D

- Magnolia
- Acer bonsia (Maple)

#### Grove 8

- Silver Birch
- Robinia (green)

- Ornamental flowering Peach, Plum, Pear
- Conifers
- Maples

#### Grove 9

- Silver Birch
- Robinia (green)
- Ornamental flowering Peach, Plum, Pear
- Conifers
- Maples

#### Grove 12

- Pittosporum - Irene Patterson
- Pittosporum - Whalams Gold

#### Heritage orchard

- Persimmon
- Quince

## 5.6 Stage 1 Southern Slopes

The area between the western ridge lots and the bush blocks at the western end and the “cascades” dams at the east has ~~already been~~ planted with the arboretum species ~~and is reticulated from the central system.~~

~~Future management will consist of replacing any unsatisfactory plants and control of weeds around the trees. Other areas may be controlled by grazing sheep using portable electric fences and stock watering troughs fed from the irrigation system.~~

### 5.6.1 Tree groves - southern slopes

#### Grove 14

- Chinese Chestnuts
- Ornamental Pears and Plums
- Maples

#### Grove 15

- Ornamental Pears and Plums
- Maples
- Conifers
- Willows

#### Grove 16

- Maples
- Conifers
- Weeping Willows

## 5.7 ~~Cascades area~~

~~This area will be developed as a picnic area. An access track will be provided.~~

~~Vegetation associated with these dams which provides nutrient stripping will be protected by controlling access to specific formed paths and possible future timber decks out over the water surface.~~



~~As these are permanent spring fed dams it is likely that some water will be harvested and used in the main irrigation system.~~

### **5.7.1 Tree groves - Cascades area**

#### **Grove 17A**

- Silver Birch
- Weeping Willows
- Tangle Willows
- Poplars
- Rubinia
- Maples

#### **Grove 17B**

- Silver Birch
- Maples
- Willows

#### **Grove 17C**

- Maples
- Robinias
- Weeping Willows

#### **Grove 17D**

- Maples
- Silver Birch

#### **Grove 18**

- Maples

### **5.8 North East Slopes**

~~This area will be developed with a rural ambience, with lots backing onto grazing areas. Evergreen tree belts will be developed along the rear boundaries of the lots. These will be complemented with scattered shade trees or groups of trees in the grazing areas.~~

### **5.9 South East Slopes**

~~The steeply sloping areas are unsuitable for operation of any machinery and are thus not usable for intensive agriculture. These slopes will be used for grazing or agistment of residents' horses or sheep.~~

~~Lower sections of this area are partly occupied by stands of radiata pine which will be left.~~

~~Remaining cleared areas of the lower slopes are suitable for appropriate horticulture or grazing.~~

## **6 Shire planning approval**

~~Although potential has been identified for viticulture, specific Shire planning approval will be required for any such development. In addition to proving the suitability and capability of the subject land to~~

~~support the establishment of viticulture, any application is to provide evidence that impacts from management practices such as spray drift, machinery noise, pest control etc will not interfere with the amenity of adjacent lots.~~

## **7 Strategy for chemical use**

~~Special Provision (e) of Amendment 38 of the Shire's Town Planning Scheme No 4, sets out the following condition of approval for this project:~~

~~"In addition to establishing and managing the arboratum, common areas on the property are to be managed as a farm as is currently the case with neighbouring properties. These activities entail the use of fertilizers, pesticides and herbicides which, subject to other statutory controls, are permitted activities. However the use of chemicals is to be minimized wherever possible and organic farming methods are the preferred solution".~~

~~The by-laws require the strata company to~~

~~"develop strategies and guidelines for the responsible use of chemical herbicides, pesticides and fertilizers on the estate".~~

~~The strata company should consider the establishment of a competent sub-committee to examine such issues and prepare guidelines from time to time for both residential lots and common areas.~~

~~Recommendations for the use of chemical herbicides, pesticides and fertilisers, based on normal agricultural practice, are set out below as a basis for interim use and ongoing review by the group developing a strategy for use of chemicals on the estate.~~

## **8 Crop, and Pasture Health, Vineyard and Olives**

~~The management referred to herein encompasses:~~

- ~~pasture management~~
- ~~weed control of all areas/sections of the property so that one section does not impact adversely on any other section~~
- ~~crop health management of any specifically cropped areas of the estate, being the arboratum tree groves, any vineyard, olive grove or tree plantation.~~

~~Crop or pasture health must be considered from several aspects, including:~~

- (i) ~~Nutritional health, and~~
- (ii) ~~Insect pests, and~~

(iii) Plant disease status.

All of these management issues are directly related to weed and pasture control, and the crop health management is also related to nutritional requirements.

### 8.1 Soil fertility of farm

In order to have stock grazing and have quality stock to sell to market, soil fertility will need addressing and inorganic fertilizers need to be applied to the soil.

Overall the soil fertility needs to be boosted, particularly the levels of trace elements.

The soil generally is acidic, and lime is needed.

Nitrogen levels are only fair. While it is important to ensure that runoff of nitrogen from the site as a whole is minimised, some soil improvement will be required, either through use of clovers or through annual applications of urea.

A schedule of typical fertilizer use is set out in Annexure "A" to this Part.

### 8.2 Crop Health Requirements

Pesticides will be required not only to cultivate Vineyards or Olives but also to ensure

- (i) Adequate and good pasture for stock grazing
- (ii) Sufficient growth of arboretum trees.

### 8.3 Pasture

Pesticides/herbicides are required periodically (when climate conditions are favourable) for control of:

- (i) Red legged earth mite
- (ii) Lucerne flea
- (iii) Rust
- (iv) Wild oats.

There are no economically viable alternatives for controlling these pests and situations.

### 8.4 Arboretum trees

Climatic conditions at Bridgetown can result in good rainfall in autumn and spring and occasionally in summer, ensuring that diseases can proliferate in some years.

1 or 2 sprays of the fungicide Copper Oxychloride per year will prevent these diseases spreading and affecting the tree growth.

### 8.5 Vineyards or Olives

There are "soft" pesticide options routinely used for vineyards/olives. These crops - particularly olives - have few pests and diseases that require regular pesticide application. Sulphur is mainly used for powdery mildew, and copper hydroxide/oxychloride can be used for botrytus control. Only in particularly wet seasons would other pesticides be required.

Olives are affected by scale, requiring only 1 - 2 applications of oil (DC Tron) per year. Olives have the capacity to be grown organically, but any nearby olive growers would need to be consulted as to their experiences of spraying and the need to do so given the regional climatic condition.

### 8.6 Weed/pasture control

Properties in this area are subject to rapid weed growth, principally flat weeds, wild oats, and to a lesser extent Guildford grass.

Weed growth must be controlled adjacent to arboretum trees and shrubs, and should be controlled in adjacent grazing areas.

Once flat weeds are established it is necessary to spray with a contact herbicide such as 2-4-D Amine. This should be done after the break of season.

### 8.7 Need for chemical sprays

Chemical control with herbicides is required because:

- (a) Certain weeds are selectively not grazed by stock and will multiply rapidly causing hazard to estate and stock alike - e.g. doublegee and wild oats.
- (b) Broadleaf weeds, if not selectively controlled by herbicide, can easily and very quickly take over the pasture, reducing the quality of feed to stock and reducing the marketability of stock. A high level of rye grass, clover or other pasture species is desirable if commercial grazing is proposed.
- (c) to reduce the likelihood of reinfection of weed-free strips of cropped areas with broadleaf weeds such as cape weed, wild radish, turnip, fat hen, and other species such as couch grass or kikuyu.
- (d) Chemical spraying is necessary for fire management and maintenance of the fire breaks around the perimeter of the property.
- (e) Chemical spraying will be necessary for weed control in areas inaccessible to grazing stock
- (f) Chemical spraying may be necessary for weed control in road reserves on the property.

To control wild oats completely by grazing on the relatively steep terrain it would be necessary to stock at rates that could give rise to erosion. It is possible to spray selectively for wild oats while leaving the Rye grass - using PUMA-S. This should be done after the break of the season while the wild oats are germinating or have just germinated.

Grazing or slashing will not affect the Guildford grass. If found necessary to control this it can be sprayed with GLEAN.

For broadleaf weed control in pasture 1 or 2 sprays of 2,4-D Amine 500 is recommended during the period May – August.

For vineyard and tree crops application of Glyphosate (“Roundup”) is recommended at 4L/ha about 3 to 4 weeks before planting. At planting, application of Sarflan (6L/ha), Simazine (1L/ha) and Sprayseed (2L/ha) is recommended to give residual control until summer (4 – 5 months). The strip along each side of the planted vine or tree will become an established weed-free strip, regularly maintained by applications of Sprayseed in the first two years, with Glyphosate after the first two years. Glyphosate is unsuitable to be sprayed around young trees or vines.

**Annexure "A" - Typical fertilizer application rates**

Element	Current status	Requires	Application rate/ha	
			Vines, tree crops	Pasture,
Soil pH	Soil is acidic	Lime	5 - 10 t	5 - 10 t
Nitrogen	Levels only fair	Urea	300 kg	50 - 100 kg
Phosphorus	Adequate	Super	3 - 4 t	150 kg
Potassium	Fair	Muriate of potash	500 kg	100 kg
Trace elements	In short supply. Availability of Magnesium and Potassium will be reduced by liming. Manganese and boron are already low.	Essential Minerals	400 kg	400 kg
		Epsom salts		100 kg

**Annexure "B" - Landscaping master plan**

# Bridgetown Gardens

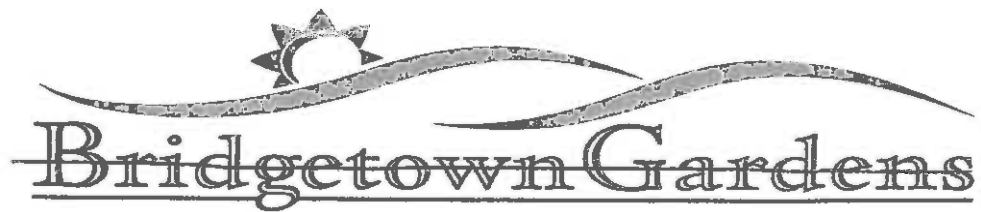
## Details of Management Plan Changes

### Part 7. Landscape Management

<b>Section</b>	<b>Change</b>	<b>Reason</b>
Table of Contents	Delete entirely	No longer appropriate.
1. Scope	Capitalise "Strata Company" and insert the word "and" in paragraph (d)	Capitalisation and grammar.
3. Integration with Environs	Capitalise "Environs" in title.	Capitalisation
	Delete the words "the project" and insert the words "Bridgetown Gardens Estate" in paragraph 1.	No longer a project
	Delete the words "currently", "only" and "Although it is intended to complete the implementation of this section." Capitalise "t" to commence new sentence in paragraph 3.	Obsolete. No longer applicable.
3.1 Existing Trees	Capitalise "Trees" in title	Capitalisation
	Delete the word "clubhouse" and insert "Function Centre" in paragraph 3.	Consistent title
	Delete the words "Special", "will need to be" and insert the words "has been" in paragraph 4	Present tense as this has happened
	Capitalise "attention" and "Fire Prevention Management Plan" in paragraph 4	Capitalisation
3.2 Removal of Existing Trees	Capitalise "existing" & "trees" in title	Capitalisation
3.3 Existing Arboretum Planting	Capitalise "arboretum" and "planting" in title	Capitalisation
	Delete first sentence	Obsolete
3.4 New Plantings	Capitalise "plantings" in title	Capitalisation
	Delete the words "in later stages" in paragraph 3.	No later stages
3.5 Habitat Creation	Capitalise "creation" in title	Capitalisation
	Delete the words "will" and "a" in paragraph 2	Current tense
3.6 Water Bodies	Capitalise "bodies" in title	Capitalisation
3.7 Erosion Control	Capitlise control" in title	Capitalisation

5. Landscape Design	Capitalise "design" in title	Capitalisation
	Delete paragraph 1 entirely	Obsolete – No Annexure B
	Delete the words "site", "proposed" and insert the words "property", "to" and a , in paragraph 2	Obsolete
5.1 Kangaroo Gully Road Frontage	Capitalise the word "frontage" in title.	Capitalisation
	Delete the word "of" and insert the words "from" and "of Bridgetown-Greenbushes" in paragraph 2.	Grammar and full shire name.
	Delete paragraph 3 entirely	Obsolete
5.2 Entry Road and Dam Wall Landscaping	Capitalise "road, dam, wall, landscaping" in title	Capitalisation
	Delete the word "Club" and insert "Function Centre" in paragraph 2.	Correct name.
	Delete paragraph 4 entirely.	Not correct
5.3 Dam wall stabilisation	Delete entire section	Completed
5.4 Western Ridge Residential Lots – Stage 1.	Capitalise "residential lots" In title	Capitalisation
	Delete the word "will" in paragraph 1.	Current tense
	Capital "Fire Management Plan" in paragraph 2	Capitalisation
	Delete paragraph 3 entirely	Obsolete
	Correct spelling of "Silver Birch" in paragraph 4	Spelling correction
5.5 Northern Slopes – Stage 1	Delete the words "emphasise the Arcadian landscape and" and "arboretum concept" and insert the word "character"	Present tense
	Delete paragraph 2 entirely	Obsolete Not to happen
	Delete the words "by the strata company. The following have been developed or are in progress" and insert the words "By the Strata Company which have been developed.	Present situation.
	Delete the words "for aesthetic purposes." In dot point 1.	Not necessary

	Delete "1" and "2" and "is being" and insert "41" and "44" and "have been" in dot point 2.	Current situation and revised lot numbers
	Delete second sentence in para 4	Obsolete
	Delete the word "future" and second sentence in paragraph 5	Obsolete
5.5.1 Existing Tree Groves-North West Slopes.	Capitalise trees, grove, north, west, slopes in title.	Capitalisation
5.6 Stage 1 Southern Slopes	Delete the words "already" and " and is reticulated from the central system" in paragraph 1	Not true
	Delete second paragraph entirely	Obsolete
5.7 Cascades Area	Delete paragraphs 1, 2, 3.	Not planned to happen
5.8 North East Slopes	Delete entire section	Obsolete
5.9 South East Slopes	Delete entire section	Obsolete
6.0 Shire planning approval	Delete entire section	Obsolete
7.0		



Bridgetown Gardens Survey Strata Scheme  
Management Statement

APPENDIX "A"  
Management Plan

Part 8 – Fire Prevention and Management

~~Issue 2.2~~

~~June 2005~~



## Part 8 – Fire Prevention and Management

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# Part 8 – Fire Prevention and Management

## 1 Introduction

Bush fires threaten life, property and environmental values in Western Australia each year. Although fire brigades, support agencies and the general community work hard to control and suppress these fires, losses are experienced each year, often resulting in personal and financial hardship.

In some cases, especially on hot and windy days or when multiple fires are burning, fire brigades may not be able to stop a fire front or attend to every house that is threatened, until weather conditions ease or until additional resources become available.

In these cases, protection from fire can only be achieved through fire prevention measures built into individual properties and the "self help" of individual residents.

Bush fire prevention planning provides the basis for such protection. It can assist with the protection of a whole Shire, an Estate such as Bridgetown Gardens, or an individual house.

This Plan has been prepared as a starting point for an ongoing process of fire prevention planning and fire management planning for the community of the Bridgetown Gardens Estate.

Under the Management Statement of the Survey-Strata Scheme, the Strata Company is charged with the responsibility of maintaining and updating this Plan as well as:

- actively working to minimise risks on the estate,
- encouraging and supporting self-help activities by the residents of the estate,
- providing precautionary or first response equipment for use on the estate, ~~(and)~~
- liaising with and supporting the Kangaroo Gully Volunteer Bush Fire Brigade, the Bridgetown Fire Brigade, and the Shire of Bridgetown-Greenbushes in fire protection and management activities.

Time limits for the updating and revision of this Plan shall be as follows:

- *Time limit for review and, if necessary, updating of this plan:* **Yearly**
- *Time limit for revision of this plan:* **Every 5 years**

## 2 Aim

This plan sets out guidelines for prevention of fire on the estate and for procedures to be adopted to minimize the impact of fire, both on residential lots and assets in the common property.

## 3 Objectives

- (1) Identify areas of the estate where valuable assets are located (Section 4)
- (2) Define and rank fire hazard areas (Sections 4, 5)
- (3) Nominate individuals and organisations responsible for fire protection and associated works on the Estate and adjacent properties (See Section 7)
- (4) Propose fire prevention strategies with due regard for life, property and the environment (Section 6)
- (5) Provide a detailed works program for all works associated with fire prevention and assign responsibilities (Section 6)
- (6) Evolve and implement an assessment procedure which will evaluate the effectiveness and impact of fire prevention work and strategies
- (7) Provide guidelines for minimum standards

## 4 Description of the area

### 4.1 General

~~(The)~~ Bridgetown Gardens Private Estate is located on the south side of Kangaroo Gully Road, approximately 4.5 km by road from the Bridgetown town centre.

In this area, remnant blocks and strips of native forest bound outer urban development and rural smallholdings. To the east of the Estate are normal farming properties. These various properties blend exotic "English Countryside" areas containing exotic tree species with a patchwork of grazing paddocks, remnant orchards or plantations of Pinus Radiata or Blue Gum.

South west of the estate, the land falls into a loop of the Blackwood River. The south east quadrant of the estate drains into Ti-tree Creek, a salt creek which runs in a south westerly direction to join the river. Northward, the estate drains to Kangaroo Gully

Creek which crosses Kangaroo Gully Road to the west and flows parallel to Mattamattup Road into the river.

The Estate itself was until recently operated primarily as a grazing property, and was generally in a run-down condition.

## **4.2 Climate**

The climate is Mediterranean with a hot, dry summer and a colder, wet winter. In the nine years from 1988 to 1996 annual rainfall has varied between 552 mm and 921 mm, with the number of rain days per annum ranging from 89 to 135.

Normally rain will be experienced through to about September/October and will commence again in ~~(February/March)~~ April/May. Surface grass is thus likely to be in a dry condition between about October/November and March/April.

Moderate to fresh winds can be experienced from the south-east to north-east during hot and dry conditions. Winds from westerly directions will normally be cooler, and possibly associated with frontal conditions and likelihood of rain or showers.

In cases where tropical cyclones take a southerly path it is possible to experience very strong winds such as those experienced in Cyclone Alby, which came at a time when there was extensive burning off in the South West and caused extensive spread of wildfires throughout the south west. Depending on the track of a cyclone, such winds could be experienced from almost any direction. Although traditionally cyclones follow a more southerly path later in the season (January – March) it is possible that one could occur any time during the cyclone season of about November to April, especially with the onset of global climate change.

## **4.3 Topography and landform.**

Topography of the site is shown in Drawing 1, Annexure "D". Layout of the Estate is shown in the Arrangement Drawing No 2.

The site consists of a main east-west ridge with a further ridge forming a "tee" with the leg leading to the south.

Various combination of slope, soil and vegetation occur in different parts of the site, and it is proposed to deal with each such area in detail in Section 4.4 to 4.8.

## **4.4 Main ridges**

### **4.4.1 Location**

Refer topographical and arrangement drawings of the site (Drawings 1 & 2, Annexure "D").

### **4.4.2 Topography and landform**

The ridge areas are classified as the "Hester Gneiss Ridge" (HRg), phase of the Hester Sub-System, which in turn forms part of the Darling Range Plateau System. They exhibit the gently rounded ridge tops typical of this landform.

### **4.4.3 Bush fire fuels**

Most of the ridge areas will be occupied by residential lots, and on these it is likely that the existing fuel will be modified by residential development. See Annexure "A" for guidelines relating to for residential lots. Vacant lots will be subject to the growth of wild oats and a mixture of other grasses and weeds which will need to be controlled by Estate Management..

At the western end is a small plantation of advanced Radiata Pines. (~~enclosing an open area containing the first of two planned water tanks.~~) These trees extend right up to the lot boundaries of the two westernmost lots (Lots 17 and 18).

Grass in the section inside the pines will need to be controlled by manual slashing, spraying or controlled burning. The understorey of the pines needs to be cleared out and lower branches trimmed and removed. A height of 2.0 metres above ground is generally required for effective vertical separation, but this could be reduced to 1.5 metres in the case of these trees.

### **4.4.4 Land use**

Predominantly residential lot or access road development.

### **4.4.5 Assets**

Residential lots, housing and outbuildings.

Water tank and pump station. Function Centre, dam, roads and tracks, utilities such as telephone, water and lighting

### **4.4.6 Access**

Primary access is by the bitumen road network which generally runs along or near ridge tops.

Emergency access routes from the eastern ridge areas is generally by fire access tracks from the cul-

de-sac ends to an emergency gate in the Kangaroo Gully Road frontage, as shown in the arrangement drawing.

A further emergency access route leads from the cul-de-sac end of Silver Birch Heights through the pine grove to a gate in the Western boundary fence into the Shambhala Guesthouse property. An easement over this property provides all weather access to Rokewood Heights and thus to Kangaroo Gully Road. In turn emergency access to Shambhala is formalised by an easement through the common property into the Estate road system.

~~(Alternative fire access to lots on the southern ridge (Stage 5 area) will be provided by upgrading the present track from the ridge down to Dogwood Pond, and connecting this to a new fire access track running to the north below the Stage 2 lots. This in turn will connect with a new fire access track through the Marri Grove and linking to the Stage 4 area).~~

#### **4.4.7 Water supply**

Standard below-ground hydrants served by the scheme water system are located at intervals of not more than 200 metres along all roads.

Builders' service hose taps are located at the frontage of each residential lot. Lot owners will be required to install 4 x 20mm hose taps at the corners of each house. These shall be served by 25mm poly underground pipe.

#### **4.4.8 Special precautions**

##### **4.4.8.1 Water system installation**

The internal water system for the Estate is operated from a 320 kL tank within the pine grove at the western end of the main ridge. The system is pressurised to about 30 metres above static head.

The tank is of double brick construction with reinforced concrete cavity and a steel deck roof, thus protecting the PVC liner.

~~(It is recommended that manually operated heavy duty irrigation sprinklers connected to the pressure mains be mounted on the roof of the tank and pumphouse to wet down the roof areas in case of fire in the surrounding pines.)~~

##### **4.4.8.2 Residential lots 17 and 18**

The Category of bushfire attack for Lots 17 and 18, where the building envelope is 15 metres from existing pine trees, should be regarded as High for the purposes of Australian Standard 3959, Construction of buildings in bushfire-prone areas.

Houses on these lots should therefore comply with the requirements for "Level 2 Construction" under AS 3959.

##### **4.4.8.3 Residential lots 91, 92, (93) 94, 95 and 96**

These lots extend partly into the northern fringe of the Marri grove and it may be difficult to meet desirable clearances without removing at least some trees. These lots will require special design treatment in regard to building envelopes and may need to comply with Level 3 construction requirements under AS 3959 levels of construction. See also Sections 4.8.3 and 6.1.7 in relation to the adjacent Marri Grove.

~~(N.B. Lot numbers referred to in this area may change at subdivision and will need to be conformed as part of the implementation of this Plan.)~~

#### **4.5 North west slopes**

##### **4.5.1 Location**

This section lies between the main east west ridge and Kangaroo Gully Road, and from the Western boundary fence. Refer topographical and arrangement drawings of the site (Drawings 1 & 2, Annexure "D").

##### **4.5.2 Topography and classification**

This area is classified as the "Balingup Moderate Slopes" (BL4) phase of the Balingup sub-system which is part of the Lowden Valleys System.

The area slopes from the ridge to the more level areas near Kangaroo Gully Road at about a 15% grade, or approximately 9 degrees.

Within this overall trend two minor ridges extends northwards from the main ridge. The westernmost of these is occupied by the North West Cul-de-sac, and extends for about 150 metres. A smaller ridge extends north of the Clubhouse and recreation facilities.

The effect of these ridges is to increase the slope up to the housing lots or the Function Centre (clubhouse) area. In the case of the housing lots this slope increases to around 16 degrees or more on the western and northern face, with a consequent increase in fire hazard. This slope is too steep to work on with slashers and fuel will need to be contained by spraying, grazing, or controlled burning.

#### 4.5.3 Bush fire fuels

- (a) Trees in the arboretum groves in this area were planted at spacings allowing for mature tree sizes. They will be well separated for some years and are not likely to be a significant contributor to fuel for some time. This situation could change in the future and should be kept under review. The main fuel supply will be from grass and weeds under the trees and it will be important to develop control procedures for this, whether by grazing, spraying, slashing or development of alternative evergreen ground covers.
- (b) Along the western boundary a strip of radiata pines has been planted. This strip is about 350 metres long and two trees wide, and set about 5 metres off the boundary fence. These trees are presently about 8 metres high. This strip extends to within about 15 metres of the larger grove of pines (including some eucalypts) on the summit of Water Tank Hill. Grass in the section between the pines and the boundary needs to be controlled by grazing, slashing or spraying. The understorey of the pines needs to be cleared out and lower branches trimmed and removed.
- (c) The downslope from the residential lots will need to be maintained in a close cropped condition (no more than 100 mm height of dried grass) for a width of 35 metres as part of the minimum protection required for the housing lots.

#### 4.5.4 Land use

- (a) Arboretum planting
- (b) Wetland vegetation associated with nutrient stripping ponds
- (c) Tree crops on western boundary
- (d) Heritage orchard near main entrance road
- (e) Function Centre (~~Clubhouse~~) and recreation areas
- (f) ~~(House lot 1 and 2)~~
- (g) Fire station.
- G (h) Vineyard.
- H (i) Olive grove.

#### 4.5.5 Assets

- (a) Rare trees in Arboretum and trees on western boundary

(b) Function Centre (~~Clubhouse~~) and recreation facilities

(c) ~~(Manager's house)~~

C (d) Work/equipment shed, pump shed and standpipe at dam, generator and shed at Function Centre

D (e) Water pumping station and polyethylene break tank.

E (f) ~~(Fire station)~~

E (g) Olive grove and vineyard.

F (h) Electrical substation

G (i) Reticulation system

(j) ~~(Trees on western boundary)~~

#### 4.5.6 Access

Emergency fire access to and from lots in this area is by a fire access track from the cul-de-sac at the western end of Silver Birch Heights to the emergency gate into Shambhala guesthouse. See Section 4.4.6, above.

In the landscaped downslopes of this area a number of Estate management tracks provide access for fire fighting and will serve as strategic firebreaks.

#### 4.5.7 Water supply

(a) Fire hydrant at Main Entry Road (Claret Ash Rise) Cul-de-sac.

~~(b) (Hose taps at Nursery)~~

(c) Builders' service hose taps located at the frontage of each residential lot. Lot owners will be required to install 4 x 20mm hose taps at the corners of each house, to be served by 25mm poly underground pipe.

(d) Hydrant in North West Cul-de-sac (Jacaranda Place)

(e) Hydrants in Western Ridge Road (Silver Birch Heights).

(f) Water in Bridgetown Gardens Dam

#### 4.5.8 Special precautions

The internal water system for the Estate commences at a polyethylene break tank adjacent to a brick pump station building at the north west corner of the Estate. It will be necessary to ensure that all fuel is removed for a radius of at least 20 metres from this tank.

~~(It is recommended that a manually operated heavy duty irrigation sprinkler connected to the incoming~~

## 4.6 North eastern slopes

### 4.6.1 Location

This section lies between the main east west ridge and Kangaroo Gully Road to the South and North, to the eastern boundary fence of the Estate. Refer topographical and arrangement drawings of the site (Drawings 1 & 2, Annexure "D").

### 4.6.2 Topography and landform

This area is classified as the "Balingup Upper Valleys" (BLu) phase of the Balingup sub-system of the Lowden Valleys System..

The area slopes from the main east-west ridge towards the more level areas near Kangaroo Gully Road at about a 10% grade, or approximately 6 degrees.

Within this overall trend two minor ridges extend northwards. These will be occupied by Cottonwood Close and the continuation of Robinia Way with their associated residential lots.

Between these ridge developments a smaller Cul-de-sac (Magnolia Retreat) extends into the downslope area serving 8 lots.

In the more gently sloping environment of the BLu landform, these ridges do not result in local enhancement of downslope grades as is the case for the north-western slope area.

### 4.6.3 Bush fire fuel

The existing pasture on residential lot areas is likely to be completely modified (see Annexure "A").

Areas of residential lot boundaries will be planted with native species in groups. The understorey in such areas will need to be controlled by spraying, slashing or cropping.

### 4.6.4 Land use

Areas of this section not occupied by residential lots will be developed as grazing and pasture. This will result in effective control of fuel over this area.

### 4.6.5 Assets

- (a) Residential lots, housing and outbuildings
- (b) Trees bordering residential lots.

### 4.6.6 Access

- (a) Fire access track from Robinia Way cul-de-sac to a new emergency entrance and gate on

Kangaroo Gully Road approximately 50m east of the main dam.

- (b) Fire access track from Cottonwood Close cul-de-sac to emergency gate in (a) above.
- (c) Fire access track from Magnolia Retreat cul-de-sac to join with track (b).
- (d) Fire access tracks from each cul-de-sac will be linked to the emergency gate ~~(at the time of development of the relevant stages of residential lots)~~
- (e) ~~(Other Estate management tracks will provide fire fighting access and serve as strategic fire breaks).~~

### 4.6.7 Water supply

- (a) Fire hydrants in culs-de-sac of the three roads into this area.
- (b) Further hydrants along length of all roads at 200m max spacing.
- (c) Builders' service hose taps located at the frontage of each residential lot. Lot owners will be required to install 4 x 20mm hose taps at each corner of the house, to be served by 25mm poly underground pipe.
- (d) Water in Bridgetown Gardens Dam ~~(48,000 kilolitres.)~~

## 4.7 South western slopes

### 4.7.1 Location

This section forms an "L" shaped strip between the main east-west ridge, the south ridge and the north and east boundaries of the bush block owned by the Dewing family. It is bounded by the Shambhala Guesthouse property on the west and on the south by an existing Pine plantation. ~~(Refer topographical and arrangement drawings of the site (Drawings 1 & 2, Annexure "D").~~

### 4.7.2 ~~(Topography and classification)~~

~~(This area is classified as the BT5 Phase of the Bridgetown subsystem of the Lowden Valleys System.~~

~~On both legs of the "L" it slopes down from the ridge to the boundary at slope of between 20% and 25%, or between 11 degrees and 13 degrees).~~

### 4.7.3<sup>2</sup> Bush fire fuels

- (a) Trees in the arboretum groves in this area are well spaced and are not likely to be significant

contributors to fuel for some years. This situation could change in the future and should be kept under review. The main fuel supply will be from grass and weeds under the trees and it will be important to develop control procedures for this, whether by grazing, spraying, slashing or development of alternative evergreen ground covers.

- (b) At the western end of this area the clearance between the adjacent bush block and the southern boundary of lots on the ridge is less than the desirable clearance of 100 metres. In the extreme case (Lot 18) the distance from the building envelope to the boundary of the Estate is about 55 metres. In such cases housing on the lots concerned should comply with the appropriate classification of Australian Standard 3595 - Construction of buildings in bushfire-prone areas.
- (c) The downslope from the housing areas will need to be maintained in a close cropped condition (no more than 100 mm height of dried grass) for a width of 35 metres as part of the minimum protection required for the housing lots.

#### 3 4.7.4 Land use

This area will be occupied partly by arboretum groves and partly by open grassland.

#### 4 4.7.5 Assets

- (a) Arboretum planting
- (b) ~~(Picnic/barbecue facilities at the Cascades Water Garden).~~

#### 5 4.7.6 Access

Alternative fire access to housing facing this area has already been dealt with in Section 4.4.6

A number of Estate maintenance tracks will provide access through the south west slopes area for fire fighting purposes, and will also serve as strategic firebreaks.

#### 6 4.7.7 Water supply

- (a) Fire hydrants along the length of all roads at 200m max spacing.
- (b) Builders' service hose taps at the frontage of each residential lot. Lot owners will be required to install 4 x 20mm hose taps at the corners of each house, to be served by 25mm poly underground pipe.
- (c) Water in the Cascades dams.

## 4.8 South eastern slopes

### 4.8.1 Location

- (d) This section lies south of the main east west ridge and east of the main south ridge. Refer topographical and arrangement drawings of the site (Drawings 1 & 2, Annexure "D").

### 4.8.2 Topography and classification

This area is classified as the "Balingup Moderate Slopes" (BL4) phase of the Balingup sub-system which is part of the Lowden Valleys System. This area is a more extreme case of this landform than the North West Slopes area, with much steeper grades.

On both the eastern and southern slopes the grade is about 27%, or 15 degrees. This slope is too steep to work on with slashers and fuel will need to be contained by spraying, grazing or controlled burning.

In the mid levels of this quadrant slopes are somewhat more moderate..

The lower levels of the quadrant are occupied by radiata pine groves surrounding the "Dogwood Pond" area. These have little understorey vegetation but have not been carefully trimmed to reduce lower dead branches.

### 4.8.3 Bush fire fuels

The downslopes immediately below the main ridges are free of trees and scrub with the exception of the Marri Grove and some isolated trees associated with a small creek line between the east and south facing slopes. These downslopes contain pasture grasses and wild oats and will preferably be controlled by grazing.

The Marri grove is generally open and good vertical separation exists. However it has a grassed understorey (in some cases with stony ground which could not be effectively slashed). Fuel in this grove will need to be very closely controlled to minimise risk to housing on the ridge above. There is some existing dead timber on the ground which should be removed.

The mid-slope area has a high grass fuel content. It will be necessary to control this by grazing, slashing, spraying or controlled burning.

While the radiata pine groves surrounding Dogwood Pond have little or no understorey vegetation, they have not been properly trimmed to reduce lower dead branches. This should be attended to as time permits.



#### 4.8.4 Land use

This area will be used for various types of grazing, or for preservation of existing trees in the Marri grove and the Dogwood Pond pine groves. ~~(A level area on the southern boundary may be suitable for equestrian activities.)~~

#### 4.8.5 Assets

- (a) Grazing land
- (b) Tree groves

#### 4.8.6 Access

~~(The) An existing 4 wheel drive track (unsealed Estate track) from the Southern Ridge Road down to Dogwood Pond (will be upgraded to serve as an emergency fire access. This will link with a new emergency fire access track running to the north below the Stage 5 lots).~~

#### 4.8.7 Water supply

- (a) Fire hydrants along the length of all roads at 200m max spacing.
- (b) Water in Dogwood Pond and a small dam on the east facing slope.

### 5 Fire problem

#### 5.1 Bush fire history

Recorded fire history of the property and the area generally is not extensive. There is little or no evidence of fire on trees, whether dead and fallen or in groves such as the Marri Grove.

Anecdotal evidence suggests that the last major threat was during Cyclone "Alby" on 4 April 1978. This cyclone passed west of Cape Leeuwin and high winds backing from north east to north westerly were experienced at a time when burning off under permit was under way in many locations through the South West.

It is likely that the apparent absence of a fire history may be more a result of the level of record keeping. Small fires on overgrazed properties which were quickly brought under control by the owner or the local brigade may often have not been recorded.

With the change in land use there is more fuel together with more sources of ignition. This has been borne out by recent experience, with recent fires being local events caused by injudicious slashing. For example:

- (a) A fire occurred in the Draper subdivision across Kangaroo Gully from the Estate in about 1999. Slashing was in progress at about 10 AM on a hot morning when the fire broke out.
- (b) A fire occurred on a property in Elwin Road just over the hill from Kangaroo Gully in about February 2001, when slashing was being carried out at about midday in warm conditions.
- (c) A fire occurred on the Estate in the North West Slope area in about March 2001, when slashing was being carried out at about mid morning. The fire quickly spread up the steep slopes and burnt a number of trees in the Arboretum groves. The fire was able to spread because fire fighting equipment on hand was inadequate.

In each of the above cases the Bridgetown Brigade attended and the fire was controlled.

#### 5.2 Bush fire risk

Anecdotal evidence is that the estate was always well grazed when operated as a farm. The risk ~~(has)~~ increased during the stage of development as a strata subdivision, ~~(when certain areas are "out of sight, out of mind" and fuel sources can build up).~~

The common areas on the estate are managed well by grazing and fire prevention work undertaken by the Estate Manager

Fuel loads on vacant lots are monitored by the Strata Company

~~(When the subdivision is fully developed this will be less of a problem. However during 5 year life of this Plan it is likely that there will be an ongoing task of reducing fuel stocks in areas not yet under development.~~

~~While fuel stocks are high there is always the chance of ignition by lightning strike. However the main risk is through incautious use of machinery).~~

#### 5.3 Bush fire hazard

Hazard will be greatest where long grass has been allowed to dry off. The management of the Estate must concentrate on putting in place effective measures to control grass height in particular.

Hazard will be increased where such grass is within groves of trees - for example in the pine strip on the western boundary, or the Marri grove.

Hazard is greatest where such areas of risk are adjacent to assets, for example:

- (a) Where areas of high fuel are downslope from residential lots

- (b) Where groves of trees have limited clearances from assets

The reality is that in some lots the clearances from trees will be below a desirable optimum planning situation, and this is probably the case through much of Bridgetown. However if reduction of fuel sources is assigned a major priority at all times, and buildings are constructed to resist fires in accordance with the Australian Standard 3959, then the resulting hazard can be minimized.

The approach taken with this project is that where the recommended clearances are not met, then the house on an affected lot should be built to the level of construction specified in AS 3959 for the actual clearance available.

#### **5.4 Bush fire threat**

The threat is greatest where residential development or other assets are close to fuel sources of any kind, and any activity is carried out or permitted that can ignite these.

#### **5.5 Bush fire problem - Summary**

In summary the problem for the Bridgetown Gardens Estate is:

- (a) To remove fuel sources that can cause or aggravate a hazard, ~~(and)~~
- (b) To avoid any actions that are likely to cause ignition
- (c) To provide the required clearances or, if not possible, to specify that the appropriate level of construction set down by AS 3959 should be complied with.

### **6 Fire prevention strategies**

#### **6.1 Hazard management**

##### **6.1.1 Property generally**

Establish an annual works program for property including:

- (a) Fuel reduction by spraying, slashing, grazing or controlled burning
- (b) Provision of statutory firebreaks
- (c) Requirements for internal firebreaks or low fuel control areas
- (d) Provision and maintenance of access tracks and emergency access routes

- (e) Maintenance of fire service facilities (e.g. hydrants etc).

##### **6.1.2 Housing lots**

- (a) Standard of construction for each house to be appropriate for hazard level.
- (b) Landscaping of each lot to follow fire prevention guidelines (See Annexure "A")
- (c) Fuel on lots to be controlled by owners
- (d) Fuel on vacant lots to be controlled by Estate management

##### **6.1.3 Function Centre (~~Clubhouse~~)**

- (a) Prepare plan for use of the Function Centre (~~clubhouse~~) in fire emergency situations.
- (b) Prepare plan for protection of building in event of a fire advancing up the north slope.
- (c) Fuel on northern approach slopes to be controlled by Estate management.

##### **6.1.4 Arboretum planting areas**

Develop optimum procedures for controlling fuel in these areas.

##### **6.1.5 Downslope areas below housing lots in common property**

- (a) Develop optimum procedures for reducing fuel in these areas to not more than 100 mm height for a strip of width 35 metres downslope.
- (b) Research appropriate types of ground cover complying with the above.

##### **6.1.6 (~~"Specific use" areas of common property~~)**

~~(These are areas of the common property which have been set aside for development and management as a separate unit by residents or others. Examples could be paddocks for agistment or grazing of horses or other animals.~~

- ~~(a) Set appropriate stocking levels for these paddocks to ensure fuel control~~
- ~~(b) Determine requirements for individual firebreaks if any)~~

##### **6.1.<sup>6</sup>~~7~~ Marri grove**

- (a) Remove and burn all dead wood on ground
- (b) Institute regular annual program of grazing, spraying or carefully controlled burning.

- (c) Housing on adjacent lots should be designed to level of construction under AS 3959 appropriate for the relevant clearance from trees in the grove.

### 6.1.7 Western boundary pines

- (a) Ensure low fuel buffer is maintained to separate pines on western boundary from main hilltop grove. Consider the removal of some pines from the south end of the boundary strip.
- (b) Spray or graze the section between the strip of pine trees and boundary fence

### 6.1.8 Water tank hill pine grove

- (a) Remove lower branches to provide clear understorey
- (b) Maintain ground clear of droppings

### 6.1.9 Dogwood pond pine groves

Remove lower branches to provide clear understorey  
Maintain ground clear of droppings

## 6.2 Bush fire risk management

### 6.2.1 Restrictions on use of machinery

A significant proportion of fires in the Kangaroo Gully area result from use of machinery such as slashers, angle grinders, harvesting or rotary hoeing in grassed areas during hot weather. Any such work should preferably be restricted to times when vegetation is still green. A rule of thumb is that slashing operations should only be carried out when there is moisture on the tyres.

If necessary to slash or otherwise operate during hot weather or when grass is dry then appropriate precautions must be taken - for example

- On-the-spot firefighting equipment must be provided
- Operations should be restricted to early morning
- Another person should be in attendance to assist
- Operations must be avoided when relevant bans are in operation by the Shire.

### 6.2.2 Restricted and prohibited burning times

Residents of the estate are required to observe the restrictions imposed by the Shire. These are:

- (a) Restricted burning from 2 November to 14 December
- (b) Prohibited burning from 15 December to 14 March
- (c) Restricted burning from 15 March to 26 April

These times may be extended by the Shire due to seasonal conditions.

A permit from the Shire is required to burn during restricted times.

~~(Estate staff and/or residents should be designated and empowered by the Strata Company as fire wardens to ensure that residents comply with the Shire restrictions).~~

The strata company should promulgate such restrictions through notice boards and the Estate newsletter. It is the responsibility of both individuals and the strata company to ascertain whether prohibited or restricted burning periods have been extended.

### 6.2.3 Restrictions on use of open fires

Open camp fires and barbecue fires are not permitted during prohibited burning periods, or any extension of such periods by the Shire of Bridgetown-Greenbushes arising due to seasonal conditions.

~~(Locations such as Dogwood Pond, the Cascades, and the dam will inevitably be used for picnics and barbecues by residents.)~~ During prohibited periods only gas cookers are to be permitted.

~~(Where cooking is likely to be required on a regular basis at such locations during prohibited periods, fixed gas fired barbecues should be provided by the strata company, surrounded by a suitable paved area. Where fixed water supply and hoses are not available, a suitably painted and signed FIRE bucket should be provided and maintained near the dam or pond.)~~

## 6.3 Future development

At this time no future development is envisaged. Should more intensive development be considered for any areas of the site in future then this Plan will need to be revised during the Planning process to the requirements of the Shire and the Fire & Emergency Services Authority.

## 6.4 Access and strategic fire breaks

Fire breaks in accordance with Shire of Bridgetown-Greenbushes requirements shall be provided at all boundaries of the Estate, together with such other locations as may be directed from time to time by the Shire Ranger.

## **6.5 Fire refuges and safe havens**

The Function Centre (~~Club~~) could be designated as a fire refuge area, subject to a regular work program to reduce fuel hazard on the northern slope. (~~Consideration should be given to a building fire hose reel on the northern face of the building should this be the case.~~)

## **6.6 Assessment of fire prevention strategies**

As this Plan is intended to be used by residents and Estate management, it is important that it be regularly assessed as a whole, and that any fire management strategies and works proposed are assessed for impact and effectiveness before they are implemented, and again after they have been in place for some time.

## **7 Fire services**

### **7.1 Responsibility**

Responsibility for local Bush Fire Brigades is vested in the Shire of Bridgetown-Greenbushes under the Bush Fires Act. The Shire Ranger has authority to issue work orders or have rectification done by a contractor at the owner's expense where there exist hazardous situation on any property.

### **7.2 Local brigades**

The Kangaroo Gully Volunteer Bush Fire Brigade has primary responsibility for the control of fires in and around the Estate.

In emergencies the Brigade will be assisted by the Bridgetown Fire Brigade and other Bush Fire Brigades.

### **7.3 Local fire station**

The Kangaroo Gully Fire Station is located at the Claret Ash Rise cul-de-sac.

The Brigade is equipped with a 2.4 (~~1-4~~) Fire unit and in addition a number of members have slip-on tanks on farm vehicles.

The fire station has space for two vehicles, together with operations/training room, communications room with base radio station, kitchen and toilet and shower facilities.

### **7.4 Liaison with local brigade**

The brigade has established programs for training of members, supply of safety gear, etc. It is most

important that the Strata Council encourage residents of the estate to become active in this brigade, if only out of enlightened self-interest.

Estate staff and land owners should be strongly encouraged to become active members of this brigade. (~~Staff or residents appointed as fire wardens on the estate should in particular~~) and take advantage of training and other services available through the brigade.

(~~A resident or staff member should be designated as liaison person or point of contact with the brigade.~~)

### **7.5 ~~(Contact persons and numbers)~~ Initial Emergency Call**

**ALL EMERGENCY CALLS MUST FIRST BE MADE TO THE 24 HOUR EMERGENCY NUMBER 000.**

**USING A MOBILE, IF 000 DOESN'T WORK, DIAL 112**

~~(Shire Ranger:~~

~~C/o Shire of Bridgetown – 9761 1555.~~

~~District Fire Control Officer:~~

~~Brian Wheatley, 9761 7508~~

~~Kangaroo Gully Bush Fire Brigade~~

~~(Phone numbers to be advised)~~

~~Captain: Des Austin 9761 2649~~

~~Lieutenant: Mike Carlton 9761 4159~~

~~Kangaroo Gully Fire Control Officer:~~

~~Tom Tassos 9761 1197~~

~~For further information on local Bush Fire Brigades contact the Shire of Bridgetown-Greenbushes on (08) 9761 1555.~~

~~Bridgetown Fire Brigade~~

~~Station enquiries: (08) 9761 1494~~

### **7.6 Emergency water and power systems**

The scheme water supply system for the Estate is owned and operated by the Strata Company. Mains water is made available by Water Corporation into a break tank near north west corner of the Estate at a flow rate limited to 5 litres/sec. Water is pumped from this break tank to a 320 kl tank in the pine grove at the western end of the main ridge. From this tank water is reticulated at a minimum design head of about 25 - 30 metres at the highest lots, using a variable pressure booster pump system. This system is designed to provide approximately 17 litres/second

*Bridgetown Gardens Estate - Management Plan*  
*Part 8 –Fire Prevention and Management*

at the full design head when the Estate and the water system are fully developed.

Both the tank fill and pressure booster pumps are electrically operated. To ensure maintenance of service during major emergencies when power lines could be down (for example during a repeat of Cyclone ALBY) a 50 KVA alternator has been installed adjacent to the main switchboard near the Clubhouse. This is capable of servicing all pumps plus certain other emergency circuits ~~((which, for example could include the fire station, the clubhouse, street lighting and other identified emergency circuits).)~~

~~(The alternator is capable of self starting on powerfail. However during initial development it has been set to operate manually).~~

The Strata Company will need to appoint persons to be responsible for the operation, periodic testing and maintenance of this unit. Circuits to be energised on powerfail need to be decided, and the necessary setups of switchboards will then need to be carried out. Finally a procedure manual for operation and maintenance (including regular testing under load) should be prepared, adopted and implemented.

## **Annexure "A" - Fire prevention guidelines for residential lots**

Information in this Annexure is adapted from the *Homeowner's Bush Fire Survival Manual*, June 2000 edition, produced by FESA. Each lot owner should obtain a copy of this manual, together with other reference publications listed in Annexure "C".

The fire management plan for the estate as a whole sets out the responsibility for Estate Management to control fuel (i.e. dry vegetation) by slashing, spraying or grazing for a distance downslope of 35 metres from lot boundaries, where relevant. This will provide a first line of protection for individual lots.

Despite removal of fuel from adjacent common property it must be realized that airborne material can be carried for considerable distances in high winds and it is essential that the area of residential lots also be designed to minimize the risks to buildings on the lot or on adjacent lots. Within lots, the responsibility for control of fuel rests with lot owners. Where a lot owner does not rectify a hazard after due notice the strata company (as provided for in the By-Laws) and the Shire (as provided for in the Bushfires Act) may have the work carried out by a contractor at the expense of the lot owner.

Owners should take the following issues into account when planning the development and maintenance of residential lots:

### **Starve the fire**

There is no fire if there is nothing to burn. So fuel levels around the house must be reduced by

- Use of areas of paving, low ground covers or lawn
- Raking up leaf litter and twigs under trees, and removing trailing bark
- Pruning lower branches up to 2 metres above ground to stop fire spreading from grass up into the trees

### **Make a safety zone**

Make a "safety zone" around the house and outbuildings, and make it as large as possible. On the outside have a protective shield of fire resistant trees, a thick hedge, or a solid wall or fence. This will slow the wind, cut down radiant heat, and catch flying embers. Within the safety zone take the following precautions:

- Plant trees singly (not in clumps) and make sure they do not touch the house, and will not reach the house if blown down

- Locate low-burn areas (vegetable garden, lawn, pool, patio etc) on the side of the house most likely to be threatened by fire
- Make sure to keep the safety zone clear of long dry grass, leaves and other fire fuels.

### **Fill all the gaps**

In a bushfire, houses are usually ignited by the entry of embers into the roof space, a wall cavity, onto ledges or under the house. Specific levels of construction aimed at achieving this under different levels of hazard are set out in the Australian Standard 3959, Construction of buildings in bushfire-prone areas. In certain Lots, as set out in this Plan, the Shire will require that the building permit application will demonstrate compliance with the appropriate level of construction required by this Standard.

In all cases, it is important to prevent sparks from entering the house by blocking off all the gaps. For example:

- Box in the eaves and under-floor areas, to protect the roof and floor
- Seal all openings at gutters, flashings, cappings etc. A sheet metal roof is generally more secure than tiles.
- Use metal flyscreens on windows and put metal flywire mesh over all vents. Plastic flyscreen mesh is to be avoided.

### **Avoid fire-traps**

Regularly inspect the property (and neighbours' properties and the adjoining Common Property) for potential firetraps:

- Avoid locating fuel sources such as wood heaps against or near the house
- Make sure all fuel containers are in a proper shed, away from the house
- Clean up any timber, rubbish or old junk lying around
- Prune off branches of trees or shrubs which can overhang the roof or touch the walls.

### **Water supply**

The Estate water supply has a backup power supply and even in the event of pump failure there will be gravity feed from the hilltop tank. As a result the normal advice to have an alternative water source may be less relevant. Lot owners are required to install hose taps for 20mm at each corner of their building, fed by 25mm poly pressure pipe. Poly pipes must be buried at least 300mm, and fitted with metal risers at the hose taps.

## Annexure "B" - References

<i>Document</i>	<i>Details</i>	<i>Available from</i>
Australian Standard AS 3959	Construction of Buildings in bushfire-prone areas	Standards Australia <a href="http://www.standards.com.au">www.standards.com.au</a>
Planning for Fire (FESA)	Performance Criteria and Minimum Performance Standards for subdivision design.	Fire & Emergency Services Authority of W.A., Perth
The Homeowner's Bush Fire Survival Manual	FESA	Shire Office
Bushfire Safety in Urban Fringe Areas	Insurance Council of Australia Limited: Practical guidelines and checklists for residents of semi-rural estates	Shire Office

## **Annexure "C" - Glossary**

Some terms may have several interpretations. This glossary provides definitions of terms frequently used in bush fire prevention.

<b>Assets</b>	Land use, constructions and developments of a physical, cultural and environmental nature upon which individuals or the community place value
<b>Burning debris</b>	Material produced by a fire (embers, sparks) that is capable of igniting other combustible material
<b>Bush fire</b>	Any fire that is burning out of control within any type of vegetation (grass, crop, bush, scrub, heath, forest). Also known as a wildfire.
<b>Bush fire or fire hazard</b>	Concerned with the condition of fuel and takes into consideration several factors including vegetation type (land use), quantity of fuel (fuel load), arrangement of fuel, seasonal conditions, moisture content and topography.
<b>Bush fire prevention</b>	The planning and implementation of measures necessary to minimise and alleviate the occurrence and effect of bush fires. Includes fire break and access maintenance, fire detection and education.
<b>Bush fire protection</b>	A combination of bush fire prevention planning (planning, fuel reduction) and response.
<b>Bush fire risk</b>	The likelihood of a fire starting and the probability that it will burn out of control to become a bush fire. It is important to identify causes and likely causes of bush fires (for example, arson, machinery, escape from a controlled burn).
<b>Bush fire threat</b>	The combination of bush fire risk and hazard. Bush fire threat is greatest where the likelihood of fires starting is high and where fuels are adjacent to developments or assets. Areas can be ranked according to their bush fire threat. The rankings can be shown on an overlay.
<b>FESA</b>	Fire and Emergency Services Authority of Western Australia.
<b>Fire intensity</b>	The rate of heat release per unit length of fire front This depends on the fuel load, topography wind speed and rate of spread.
<b>Fire break</b>	Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a bush fire, or to provide a fireline from which to suppress a fire.
<b>Fuel break or low fuel buffer</b>	An area or strip of land where fuel reduction (grazing, slashing, burning) has occurred. A vertical fuel break is where trees have been pruned to a minimum height of 2 m, 'prunings' removed, and ground fuel reduced. Fuel breaks will not stop a bush fire, however they will reduce its intensity making it easier to control.
<b>Wildfire</b>	See Bush Fire



## **Annexure "D" - Topographical and Arrangement Drawings**

- Drawing 1:      Topography of site  
Drawing 2:      Arrangement Drawing

# Bridgetown Gardens

## Details of Management Plan Changes

### Part 8. Fire Prevention & Management

Section	Change	Reason
1. Introduction	Capitalise proper nouns in para.6	Consistency
	Delete the word "and" after dot point 3.	Grammar
	Insert word "Yearly" & "Every 5 years" after dot points 1 & 2 in para 7.	
4.1 General	Delete 'the' and insert "Bridgetown Gardens Private" in para. 1	Correct and full title
4.2 Climate	Delete "February/March" and insert " April/May"	Correction
4.4.3 Bush fir fuels	Capitalise "Management" in para 1. & "Radiata Pines" in para 2.	Grammar
	Delete the words "enclosing an open area containing the first of two water tanks"	As advised by Fire Officer
4.4.5 Assets	Insert in para 2 "Function Centre, dam, roads and tracks, utilities such as telephone, water and lighting"	Fuller list of assets on the Estate
4.4.6 Access	Delete final para.	Obsolete
4.4.8.1 Water system installation	Delete final para.	Obsolete not to be done
4.4.8.3 Residential lots 92	Insert in the title 91, 94, 95 & 96 and delete 93	All lots are included in this issue.
	Delete last para	Subdivision complete
4.5.2 Topography and classification	Delete the word "clubhouse" and insert the words "Function Centre" in para 4.	Name correction

4.5.4 Land use	Delete the word "Clubhouse" and insert the words "Function Centre" in para. (e)	Name correction
	Delete (f)	Lots now in private hands.
	(g)(h) & (i)	Change to (f)(g) & (h) following deletion
4.5.5 Assets	Combine points (a) & (j)	Consistency
	Delete the word "Clubhouse" and insert the words "Function Centre" in(b)	Consistency
	Delete (c)	Obsolete
	Insert new para to replace (c) "Work/equipment shed, pump shed and standpipe at dam, generator and shed at Function Centre"	Additional assets
	Delete (f)	Not Estate asset
	Insert new points (h) & (i)	Additional assets
	Delete (j)	Incorporated into point (a)
	Change (d) to (j)	Change to (c) to (g) following deletions
4.5.7 Water Supply	Delete (b)	Nursery does not exist
	Change (c) to (f)	Change to (b) to (e)
4.5.8 Special precautions	Delete Para 2	Obsolete consistency
4.6 North East Slopes	Amend title to read "Eastern"	Consistency
4.6.6 Access	Delete all the words after gate in para (d)	Work completed
	Delete para (e)	Not necessary
4.6.7 Water supply	Delete 48,000 kilolitres in para (d)	Not required
4.7 South west slopes	Insert "ern" to west	Consistency
4.7.1 Location	Delete last sentence	

4.7.2 Topography and Classification	Delete section	
4.7.5 Assets	Delete point (b)	Assets do not exist
4.7.3 – 4.7.7	Change to 4.7.2 – 4.7.6	Item 4.7.2 deleted
4.8 South east slopes	Insert “ern” to east	Consistency
4.8.4 Land use	Delete last sentence	Not required
4.8.6	Delete “the” and add “An”	Grammatical
	Add “4 wheel drive track”	Preferred wording
	Delete “unsealed Estate track”	Incorrect wording
	Delete wording after Dogwood Pond	Emergency access deemed too dangerous for lot owners
5.2 Bush fire risk	Delete “has”	Unnecessary
	Delete wording after strata subdivision	Not necessary
	Add two paragraphs	More relevant now
	Delete last two paragraphs	Irrelevant now
5.5 Bush Fire problem - Summary	Delete “and”	Unnecessary
6.1.3 Clubhouse	Delete “Clubhouse”	Incorrect name
	Add “Function Centre”	Name correction
	(a) add “the Function Centre” and delete “clubhouse”	Name correction
6.1.6 “Specific use” areas of common property	Delete paragraph	Contract has been signed for the grazing of sheep
6.1.7 – 6.1.10	Re-number 6.1.6 -6.1.9	Item 6.1.6 deleted
6.2.2 Restricted and prohibited burning times	Delete sentence beginning “Estate Staff”	Not enforceable – Estate has a Bush Fire Ready group
6.2.3 Restrictions on use of open fires	Add “of Bridgetown-Greenbushes”	Correct title

6.2.3	Delete first sentence of second paragraph	Residents not allowed to light fires in these areas
	Delete third paragraph	Not relevant as these activities are not allowed on the common land
6.4 Access and strategic fire breaks	Add "of Bridgetown-Greenbushes"	Correct title
6.5 Fire refuges and safe havens	Delete "Club" and add "Function Centre"	Correct title
	Delete second sentence	Not necessary
7.3 Local fire station	Delete "1.4"	Fire Unit is 2.4
7.4 Liaison with local brigade	Add "and land owners"	Additional volunteers would be advantageous
	Delete wording "Staff or residents appointed as fire wardens on the estate should in particular"	Preferred wording
	Delete third paragraph	Estate has a Bush Fire Ready group
7.5 Contact persons and numbers	Delete "Contact persons and numbers" and replace with "Initial Emergency Call"	More important in an emergency
	Add second paragraph	Mobile information important
	Delete all information listed	More important for residents to contact emergency numbers
7.6 Emergency water and power systems	Delete "Clubhouse" and insert "Function Centre in second paragraph"	Correct title
	Delete wording "(which for example could include the fire station, the clubhouse, street lighting and other identified emergency circuits)"	Unnecessary wording
	Delete third paragraph	Unnecessary wording

**Summary of Review**  
**Maintenance Guidelines Bridgetown Walk Trails**  
**ENCOMPASSING**  
**Old Abattoir Walk Trail**  
**Wandoo Valley Walk Trail**

- 1) Instead of including the Responsible Parties and Definitions and the Reporting Procedure at the beginning of each maintenance element they are cited once in the document at the beginning of the text on page 2.
- 2) In each of the maintenance elements sections the content has been clarified and the responsibilities and responsible parties have been more clearly and simply identified.
- 3) The Visitor Risk management section has been changed from

**8. VISITOR RISK MANAGEMENT**

*The Trails Development Advisory Committee, Shire and Department employees, when on the trail, are responsible for identifying and reporting issues that may present a risk to the safety of a trail user.*

*Report the risk to the Trails Development Advisory Committee via the Shire's responsible Officer for the Trails Development Advisory Committee.*

*The Department is responsible for managing all risks on all the section of the trail.*

*The Shire's Responsible Officer for the Trails Development Advisory Committee Shire will forward the report by email or fax to the Departments Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366*

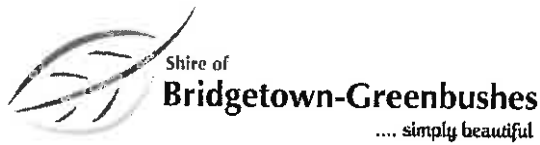
*The Department will then deal with the identified risk through the Departments Visitor Risk Management Process*

To;

**h) VISITOR RISK MANAGEMENT**

*DPaW is responsible for managing all risks on all the section of the trail traversing land under DPaW management.*

*DPaW will resolve identified risks through DPaW's Visitor Risk Management Process.*



# **MAINTENANCE GUIDELINES**

## **Bridgetown Walk Trails**

**ENCOMPASSING**

**Old Abattoir Walk Trail**

**Wandoo Valley Walk Trail**

## **1. RESPONSIBLE PARTIES AND DEFINITIONS**

- Shire of Bridgetown-Greenbushes hereafter known as the Shire
- Trails Development Advisory Committee hereafter known as TDAC
- Contact for the Shire – Responsible Officer for TDAC through Shire office (08) 9761 1555
- Department of Parks and Wildlife hereafter known as DPaW
- Contact for DPaW – PVS District Operations Officer –Kirup Office;  
Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366

## **2. REPORTING PROCEDURE**

Shire Officers, DPaw Officers, community members and TDAC members are able to report maintenance requirements, risks or damage to the trails and trail infrastructure noticed during normal use of the trails throughout the year, to the Responsible Officer for TDAC through the Shire Administration Office main contact (08) 9761 1555. All reports will then be forwarded to the appropriate party for action.

TDAC members and the designated DPaw Officer will undertake a formal inspection of each sanctioned walk trail once per year to assess each of the trails for potential maintenance requirements and hazards.

## **3. MAINTENANCE ELEMENTS**

### **a) TRAIL SIGNAGE INSPECTION REPAIR AND/OR REPLACEMENT**

Any damaged, missing or fading signage should be reported to the Trails Development Advisory Committee via the Shire's Responsible Officer for the Trails Development Advisory Committee.

The Shire is responsible for the purchase and supply of Interpretative signs, trail marker signs and Ezy-drive posts. TDAC and sub committees are responsible for the physical replacement of trail directional markers and Ezy-drive posts.

DPaW is responsible for the replacement of the Conservation Park Management signs within the Hester Conservation Park and any other walk trail or parks where signage was purchased and installed by DPaW.

### **b) MAINTENANCE OF STRUCTURES INCLUDING TRAILHEAD SIGN FRAME, FOOTBRIDGES, CULVERTS, BENCH SEATS AND PICNIC TABLES**

The Shire is responsible for the maintenance and repair or replacement of infrastructure including trailhead signage frames, posts, footbridge and culverts that have been purchased and installed by the Shire, the TDAC and/or subcommittees.



DPaW is responsible for maintenance and repair or replacement of infrastructure including, but not limited to, footbridges & culverts purchased and installed by the DPaW.

**c) REMOVAL OF TREES FALLEN OVER TRAIL**

DPaW is responsible for the removal of all fallen trees on all sections of the trail.

**Trees of 300mm diameter or under should be left on the trail as a deterrent to motor cyclists.**

**d) PRUNING**

TDAC members are encouraged to prune low lying (1.5mt high maximum) limbs and bushes where they encroach on the Trail Corridor width and height. Refer diagram on pg 4.

DPaW is responsible for pruning trees and bushes (over 1.5m high) on all sections of the Trail.

**e) REMOVAL OF VEGETATION FROM THE TRAIL HEAD**

Where possible, the Trails Development Advisory Committee can undertake vegetation removal including the removal of saplings, stumps, roots and weeds anticipated to cause an uneven trail surface or unplanned widening of the trail (trail creep), **however**, where difficulties arise through the need for specialist equipment or heavy loads, DPaW officers will either work in conjunction with TDAC, where appropriate, or complete the task themselves.

**f) WEED CONTROL**

DPaW is responsible for weed control on all sections of the trail on DPaW managed land.

The Shire is responsible for weed control on all sections of the trail on shire managed land.

**g) EROSION AND DRAINAGE**

DPaW is responsible for repair of trail erosion on all sections of the trail traversing DPaW managed land.

The Shire is responsible for the repair of erosion to access roads to the walk trails and trails located on Shire managed land.

**h) VISITOR RISK MANAGEMENT**

DPaW is responsible for managing all risks on all the section of the trail traversing land under DPaW management.

DPaW will resolve identified risks through DPaW's Visitor Risk Management Process.

**Trail Corridor.**

A trail corridor is a passage of land that the trail traverses. The Corridor consists of three parts:

- |                                 |                   |      |
|---------------------------------|-------------------|------|
| 1. Sides                        | Trail Sides width | 1.2m |
| 2. Ceiling (overhead clearance) | Ceiling Clearance | 2.2m |
| 3. Tread (Travel surface)       | Tread width       | 0.8m |

Refer to attached Diagram1.

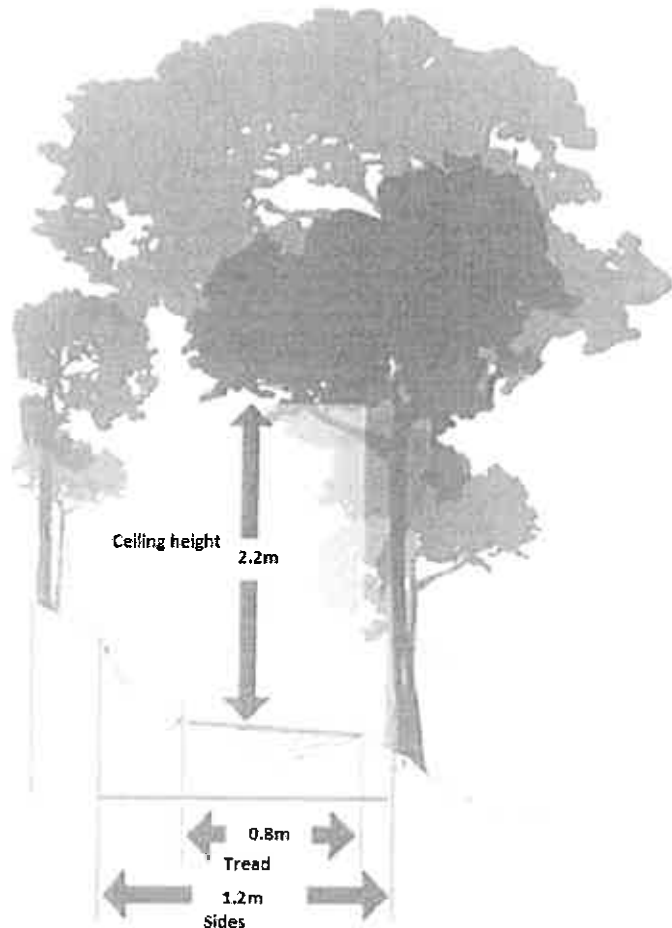
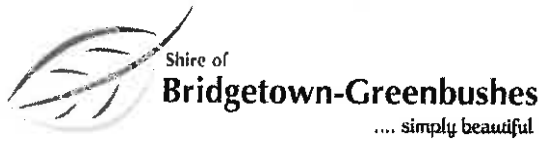


Diagram 1 Trail corridor

**Trees of 300mm diameter or under should be left on the trail as a deterrent to motor cyclists.**



# **DRAFT MAINTENANCE GUIDELINES**

## **Bridgetown Walk Trails**

**ENCOMPASSING**

**Old Abattoir Trail**

**Wandoo Valley Walk Trail**

## **1. TRAIL SIGNAGE INSPECTION REPAIR AND/OR REPLACEMENT**

Trail Signage includes, interpretive signs, management signs and trail directional marker signs.

Shire of Bridgetown Greenbushes [Shire] and Department of Parks and Wildlife [Department] employees when on the trail should inspect and report damaged, missing or fading signage.

Report damaged, missing or fading signage to the attention of the Trails Development Advisory Committee via the Shire's Responsible Officer for the Trails Development Advisory Committee.

The Shire is responsible for the replacement of Interpretative signs and trail marker signs and Ezy-drive posts. The Shire will supply a stock of Ezy-drive posts and trail directional markers, and the Trails Development Advisory Committee and sub committees are responsible for the replacement of trail directional markers and Ezy-drive posts.

The Department is responsible for the replacement of the Conservation Park Management signs within the Hester Conservation Park.

The Shire's Responsible Officer for the Trails Development Advisory Committee will forward the report by email or fax to the Departments Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366.

## **2. MAINTENANCE OF STRUCTURES INCLUDING TRAILHEAD SIGN FRAME, FOOTBRIDGES, CULVERTS, BENCH SEATS AND PICNIC TABLES**

Trail structures include trailhead signage frames, posts, footbridges, culverts, bench seats and picnic tables.

Trails Development Advisory Committee members, Shire and Department employees when on the trail should inspect and report damaged structures and report maintenance issues associated with trailhead signage frames, posts, footbridges, culverts, bench seats and picnic tables.

Report damaged structures and report maintenance issues associated with trailhead signage frames, posts, footbridges, culverts, bench seats and picnic tables to Shire to the attention of the Trails Development Advisory Committee via the Shire's Responsible Officer for the Trails Development Advisory Committee.

The Shire is responsible for the repair or replacement of structures including trailhead signage frames, posts, footbridges & culverts.

The Shire's Responsible Officer will report repairs and/or maintenance to the Trails Development Advisory Committee and the officers responsible for repairing, maintaining and oiling bench seats and picnic tables.

The Shire will forward the report by email or fax to the Department Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366.

### **3. REMOVAL OF TREES FALLEN OVER TRAIL**

The Trails Development Advisory Committee, Shire and Department employees when on the trail should inspect and report fallen trees over trail.

Report fallen trees to the attention of the Trails Development Advisory Committee via the Shire's Responsible Officer for the Trails Development Advisory Committee.

The Department is responsible for the removal of fallen trees on all sections of the trail.

The Shire's Responsible Officer for the Trails Development Advisory Committee will forward the report by email or fax to the Departments Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366.

**Trees of 300mm diameter or under should be left on the trail as a deterrent to motor cyclists.**

### **4. PRUNING**

Trails Development Advisory Committee members, Shire and Department employees when on the trail should inspect and report limbs and bushes which encroaching on the Trail Corridor width and height - refer diagram on pg 6.

Report pruning requirements to the Trails Development Advisory Committee via the Shire's Responsible Officer for the Trails Development Advisory Committee.

The Trails Development Advisory Committee is responsible for pruning low lying (1.5mt high maximum) limbs and bushes where they encroach on the Trail Corridor width and height. Refer diagram on pg 6.

The Department is responsible for pruning trees and bushes (over 1.5m high) on all sections of the Trail.

The Shire's Responsible Officer for the Trails Development Advisory Committee will forward the report by email or fax to the Departments Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366

### **5. REMOVAL OF VEGETATION FROM THE TRAIL TREAD**

The Trails Development Advisory Committee, Shire and Department employees when on the trail should inspect and report the need for periodic removal of saplings, stumps, roots and weeds anticipated to cause an uneven trail surface unplanned widening of the trail (trail creep).

Where possible, the Trails Development Advisory Committee is responsible for vegetation removal **however** where difficulties arise through the need for specialist equipment or heavy loads, the Department will work in conjunction with the Trails Development Advisory Committee members.

The Shire's Responsible Officer for the Trails Development Advisory Committee will forward the report by email or fax to Departments Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366

## **6. WEED CONTROL**

The Trails Development Advisory Committee, Shire and Department employees when on the trail are responsible for identifying and reporting weeds on the trail and surrounding area.

Report weed control requirements to the attention of the Trails Development Advisory Committee via the Shire's responsible Officer for the Trails Development Advisory Committee,

The Department is responsible for weed control on all sections of the trail.

The Shire's Responsible Officer for the Trails Development Advisory Committee will forward the report by email or fax to the Department Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366

## **7. EROSION AND DRAINAGE**

The Trails Development Advisory Committee, Shire and Department employees when on the trail are responsible for identifying and reporting erosion on the trail.

Report trail erosion to the attention of the Trails Development Advisory Committee via the Shire's responsible Officer for the Trails Development Advisory Committee

The Department is responsible for repair of trail erosion on all the section of the trail. The Shire is responsible for the repair of erosion to access roads to the walk trails which are not on DPaW managed land.

The Shire's Responsible Officer for the Trails Development Advisory Committee will forward the report by email or fax to the Departments Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366

## **8. VISITOR RISK MANAGEMENT**

The Trails Development Advisory Committee, Shire and Department employees, when on the trail, are responsible for identifying and reporting issues that may present a risk to the safety of a trail user.

Report the risk to the Trails Development Advisory Committee via the Shire's responsible Officer for the Trails Development Advisory Committee.

The Department is responsible for managing all risks on all the section of the trail.

The Shire's Responsible Officer for the Trails Development Advisory Committee Shire will forward the report by email or fax to the Departments Kirup Office to the attention of the PVS District Operations Officer. Email: [blackwood@dpaw.wa.gov.au](mailto:blackwood@dpaw.wa.gov.au) Fax: (08) 9731 6366

The Department will then deal with the identified risk through the Departments Visitor Risk Management Process.

## **9. FORMASIED INSPECTIONS**

The Trails Development Advisory Committee members will undertake a formal inspection of each walk trails twice per year to assess the trails for potential hazards and communicate those hazards to the responsible authority through the Shire responsible officer for the Trails Development Advisory Committee.

**Trail Corridor.**

A trail corridor is a passage of land that the trail traverses. The Corridor consists of three parts:

- |                                 |                   |      |
|---------------------------------|-------------------|------|
| 1. Sides                        | Trail Sides width | 1.2m |
| 2. Ceiling (overhead clearance) | Ceiling Clearance | 2.2m |
| 3. Tread (Travel surface)       | Tread width       | 0.8m |

Refer to attached Diagram1.

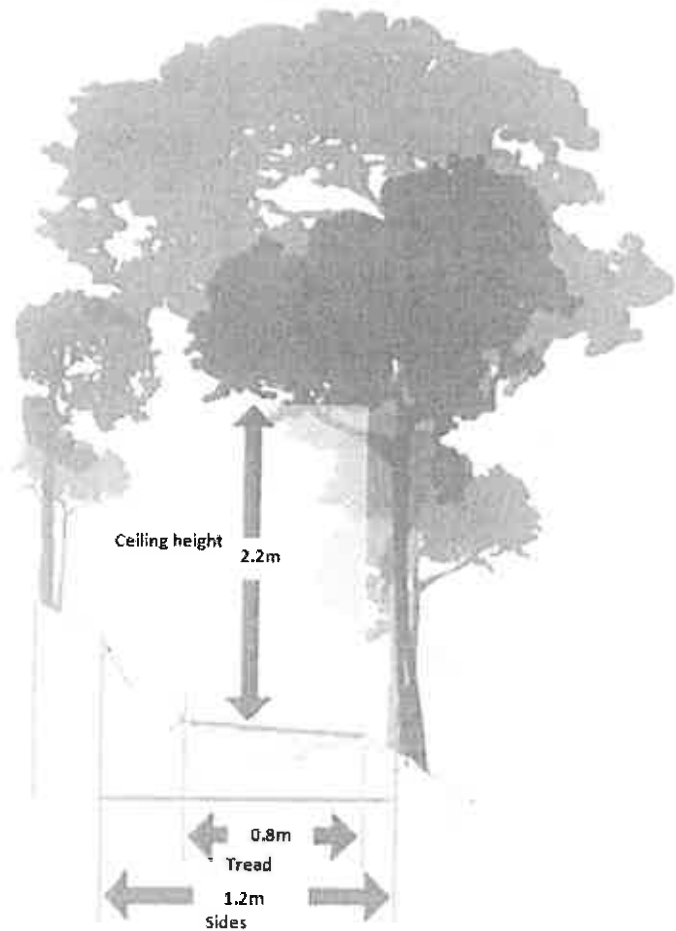


Diagram 1: Trail corridor

**Trees of 300mm diameter or under should be left on the trail as a deterrent to motor cyclists.**





	<p>with Megan and Dave for the purpose of renaming the "Cougar Trail". Josh offered several names during the drive along the trail currently being progressed toward sanctioning. Josh suggested Geegilup Mountain Bike Trail Network and the individual mountain bike trails could be named after aboriginal words for locally native fauna including the Yonga Trail which means Southern Grey Kangaroo, Wilarin (Robin Red Breast) Trail, Weitji (Emu) Trail, Kwuka (Wallaby) Trail. Josh also offered ongoing support in relation to aboriginal art work reflecting the name of each trail.</p> <p>300m of Mountain Bike Trail will need to be cleared for single track and Dave suggested the Prison Release Unit might be able to assist with building standardized ramps as the current ramps are not to standard. Need to get Trail signed off by professional trail designer. Dave will bring photos of unsafe/nonstandard ramps along sections of the mountain bike trail that need rebuilding to next meeting.</p> <p>Westcycle have produced a draft guideline for building sustainable and ecofriendly Mountain bike trails, chapter 8 is of relevance to this committee.</p>	<p>Megan/Dave/prison release unit/Andrew</p> <p>Committee</p> <p>August</p>
<p><b>3.3</b></p> <p><b>Regional Bridle Trail</b></p>	<p>Western Leg: There have been ongoing issues with the western leg of the bridle trail, Bridgetown to Nannup. Donnelly District DPaW have offered advice and proposed an alternate route around DRA located along the western power easement (land managed by DPaW Blackwood District) will drive the alternate route soon.</p> <p>Southern Leg: Planning is almost complete with sign off by Main Roads for the route and a proposal that they will maintain signs along Main roads sections once they are purchased and installed. DPaW just finalising campsites along the southern routes.</p> <p>Land Owners: Will send a second letter to District Manager of Blackwood District to request support again as there has been no correspondence received from them since the initial letter sent on the 10 May 16.</p> <p>Maintenance: Bruce and John Morgan installed a new bridge at the Old Abattoir Walk.</p>	<p>Megan</p> <p>Committee</p> <p>ongoing</p>
<p><b>3.4</b></p> <p><b>Walk Trails</b></p>	<p>Official Opening Old Abattoir and Wandoo Walk Trails: The official opening will take place on Thursday the 1 September. For those that are interested a bus (Rosie) will be provided to meet invited guests at the Town Square car park at 9.00am. Morning tea will be available at the Old Abattoir walk shelter for invited guests.</p> <p>The suggested invitation list is attached. Names can be added to the list by emailing Megan.</p>	<p>Committee</p> <p>Pat/Megan</p> <p>August</p> <p>July</p>

		<p>Old Rectory Shelter: Pat received a quote from the same company that provided the octagonal shelter at Greenbushes. The cost inclusive of GST was 18, 000for an 8m shelter. There would also be approximately \$10, 000 in additional costs for concrete and installation. Pat will send the plans and quotes to Megan.</p> <p>People Counter: the laser counter posts have been fabricated and will be installed at each walk. The counter will stay at each walk for 1 year to ensure seasonal changes are taken into account.</p>	Pat/Dave/ Bruce	August
<b>3.5</b>	<b>Budget Update</b>	Waiting for Council to adopt new budget.		
<b>3.6</b>	<b>Promoting Trails Website</b>	The Alliance has expressed support for keeping the regional trails website and including a budget allocation of \$2000 to promote the website. Megan will update committee regarding recommended promotion.	Megan	Ongoing
<b>4</b>	<b>New Business</b>			
<b>4.1</b>	<b>The Hump Track</b>	Continues to be a part of the Youth Strategy consultation process.	Megan	Ongoing
<b>4.2</b>	<b>Maintenance of Trails</b>	Megan agreed to talk to Tim or Elizabeth regarding the maintenance of trails within the Shire and how best to include the maintenance into the Local Government planning framework.	Megan	Ongoing
<b>4.3</b>	<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1) That Council investigate the construction of a shelter on the west side of the highway between the road bridge and the railway bridge as infrastructure for users of the Old Rectory Walk and other group users of the River Park.</li> <li>2) That the potential development of a hump track on the north side of Somme Creek, behind the skate park be included and considered as part of the community consultation during the review of the Youth Strategy along with the Skate Park upgrade.</li> <li>3) That Council include the Little Schools Plaques as part of Shire maintenance processes.</li> </ol>		
<b>4.</b>	<b>Next Meeting</b>	(meeting finished at 6.00pm)		

Wednesday 17 August 2016, at 4.30 in the Council Meeting Room.



**Standing Committee Minutes Index – 11 August 2016**

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Minutes of a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held in the Council Chambers on Thursday, 11 August 2016 commencing at the conclusion of the Special Meeting of Council.

*The Presiding Member opened the Meeting at 6.10pm*

**Acknowledgment of Country – Presiding Member**

*On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.*

**Attendance & Apologies**

Presiding Member - A J Wilson  
- J A Boyle  
- S C Hodson  
- D Mackman  
- J R Moore  
- J Nicholas  
- A Pratico  
- P Quinby  
- P Scallan

In Attendance - T P Clynch, CEO  
- M Larkworthy, Executive Manager Corporate Services  
- E Denniss, Executive Manager Community Services  
- S Donaldson, Manager Planning (retired 7.06pm)  
- M Richards, Grants & Services Manager  
- T M Lockley, Executive Assistant

**Gallery**

B Bebbington

**Petitions/Deputations/Presentations - Nil**

**Comment on Agenda Items by Parties With an Interest**

B Bebbington – (SC.04/0816 Statutory Review of Local Laws)  
Mr Bebbington spoke against the Officer Recommendation

## **Confirmation of Minutes**

### **SC.01/0816 Ordinary Meeting held 14 July 2016**

*A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 14 July 2016 as a true and correct record.*

**Committee Decision**      ***Moved Cr Pratico, Seconded Cr Hodson***  
***SC.01/0816 That the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 14 July 2016 be confirmed as a true and correct record.***

***Carried 9/0***

6.20pm Mr Clynch vacated the Meeting  
6.22pm Mr Clynch returned to the Meeting

### **Announcements/Briefings by Elected Members - Nil**

#### **Notification of Disclosure of Interests**

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow a Member to speak, the extent of the interest must also be stated.

### **Consideration of Motions of Which Previous Notice has been Given - Nil**

#### **Reports of Officers**

Reports of Officers have been divided into the following Categories:

- Policy
- Local Laws
- Strategy
- Organisation Development

## Policy

<b>ITEM NO.</b>	SC.02/0816	<b>FILE REF.</b>	770
<b>SUBJECT</b>	Revised Cut & Fill Town Planning Scheme Policy		
<b>OFFICER</b>	Manager Planning		
<b>DATE OF REPORT</b>	3 August 2016		

Attachment 1	Submissions
Attachment 2	Current Cut & Fill Policy
Attachment 3	Revised Cut & Fill Policy (as advertised)
Attachment 4	Revised Cut & Fill Policy (recommended)

**OFFICER RECOMMENDATION:** That Council notes the two submissions received, as per Attachment 1, and pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4 resolves to adopt the modified revised Cut & Fill Town Planning Scheme Policy, as per Attachment 4, incorporating modified policy requirements including submission of a post-landscaping plan and reduced earthworks bond.

### Summary/Purpose

Council in May 2016 resolved to give 'in-principle' support to revise the Shire's Cut & Fill Policy by removing landscaping plan and bond requirements. Noting the two submissions received it is recommended that Council not adopt the revised policy as advertised, and instead adopt a revised policy incorporating modified requirements in including submission of a post-landscaping plan and a reduced earthworks bond.

### Background

Council at the Ordinary Meeting on 26 May 2016 resolved to adopt the Standing Committee recommendation as follows:

*"C.13/0516 That Council endorse in-principle the following amendments to its Cut and Fill Town Planning Scheme Policy (TP8) and direct the CEO to commence the community consultation required for amending a town planning scheme policy by:*

- 1. Deleting reference for the requirement of a landscaping plan.*
- 2. Deleting all reference to or requirements for submittal of a landscaping plan and payment of a landscaping bond.*
- 3. Noting that such amendments wouldn't be retrospective for applicants that have already had landscaping conditions imposed and/or paid a landscaping bond.*

### **Public Consultation**

The draft revised policy incorporating the above changes (see Attachment 3) was advertised for public comment with notices published in the Manjimup-Bridgetown Times, and posted on the Shire's noticeboards and website. The submission period ended on 21 July 2016 with two submissions received from local builders, discussed below.



Submitter 1 - Greg Tomkinson, Building Contractor

Comment 1 - Landscaping is done after a house has been completed and the owners have taken possession of the building. It seems rather pointless and premature to me to have people submit a plan with a building application.

*Staff Response – Under the current policy the proposed earthworks and/or retaining wall details are required at the development application stage, however a landscaping plan is not required prior to the issue of a building permit.*

Comment 2 - I understand that a bond of \$1200 has to be submitted with the building application showing what landscaping is to be done and has a set of conditions attached. This seems unnecessary given that it may be many months before these plans are put into action.

*Staff Response – Under the current policy the landscaping bond (or retaining wall bond if applicable) is to be paid at the time of lodging a building permit application, however the granting of a building permit application is not to be held up pending payment of the fee. See Comment 1 and Staff Response above.*

Comment 3 - I also believe that not all of the bond is given back. This needs to be clarified as to the intent of this policy and the withholding of people's money at the start of the building process.

*Staff Response – Under the current policy the \$1200 landscaping bond consists of the refundable \$1000 base bond, a refundable \$150 (15%) service fee plus non-refundable \$50 (5%) administration fee, as per the Shire's Schedule of Fees and Charges adopted by Council. The landscaping bond is refunded when Shire staff are satisfied that the required landscaping works have been completed, usually in accordance with an approved landscaping plan. Of the \$1200 bond, \$1150 plus accrued interest is returned to the owner (or builder if applicable), with a \$50 administration fee retained by the Shire to cover costs associated with landscaping plan approval, final inspection and administration.*

Comment 4 - The list of conditions that have to be met are far too early in the building process. People do plan differently once a house has been built and they are physically in it. The conditions such as list of species could easily change. Location of planting could easily change. Species of seed mix, fertiliser used and areas to be mulched and seeded all could change.

*Staff Response – Shire staff agree hence why the landscaping plan is not required until post construction of the dwelling, with landowners to submit the landscaping plan and undertake the landscaping works once the dwelling is occupied.*

Comment 5 - These conditions are impractical and most unfair on people who intend to build. I suggest that if the Shire does want landscaping plans that they be submitted once a house has been built and drop the very expensive \$1200 bond to a reasonable application fee.

*Staff Response – Shire staff agree that the landscaping conditions be reviewed with the recommended submission of a post-landscaping plan and reduced earthworks bond of \$500.*

Submitter 2 – Rade Ristic, WA Country Builders

Comment 1 - We write in reference to the above pursuant to Clause 6.7.3 of the Shire's Town Planning Scheme No. 3 and we are requesting specifically that Clause 7.6.3 of the Shire's Town Planning Scheme No. 4 be removed and the reasons we submit are as follows.

*Staff Response - The submission calls for removing Clause 7.6.3 from Town Planning Scheme No. 4 (TPS4), and appears to incorrectly paraphrase the circular provided to them which formed part of their emailed submission (see Attachment 1). Removing Clause 7.6.3 of TPS4 can only be progressed through a formal scheme amendment process and not through the policy review process being undertaken. It is assumed that the submitter has misunderstood the wording of the policy review, and instead supports the revised policy and deletion of landscaping requirements.*

Comment 2 – Submission of a landscaping plan and payment of \$1200 bond before the building permit will be issued is a further financial impost upon our clients especially when only part of the bond will be refunded after all the conditions are met.

*Staff Response – WA Country Builders has never queried the payment of the landscaping bond beforehand and in most cases makes payment of the bond themselves when lodging a building permit application. Shire staff have been advised that WA Country Builders includes the \$1200 landscaping bond in the client's contract price. See Submitter 1, Comment 3 and Staff Response in relation to bond refunds.*

Comment 3 – The landscaping submission has many onerous requirements which will place a huge burden upon our clients and staff in completing the plan.

*Staff Response – The preparation of a landscaping plan may take a significant time, researching and sourcing appropriate plant species, but is dependent upon the scale of the landscaping works required. See also Comment 4 and the Staff Response below.*

Comment 4 – The onerous requirements of the landscaping provisions will also place a significant additional burden on our staff and our business resources and will result in increased cost to our business.

*Staff Response - The Manager Planning does not recall WA Country Builders ever submitting a landscaping plan on behalf of their clients. The only attributable cost to WA Country Builders would be financial administration of bond payment and refunds, which would be minimal compared to the very complex process of residential construction.*

Comment 5 - The costs to our business will be in additional wages, staff training, loss of time and productivity, cash flow implications associated with prolonging our lead times from contract to commencement of construction. Our drafting department will likely be tasked with actually preparing the landscaping plan on our client's

behalf so we will have increased drafting overhead and loss of productivity. We have no option but to seek cost recovery for the increased drafting and other costs from our clients via our charging them a fee to comply with the provision of the landscaping plan.

*Staff Response – See Comment 4 and Staff Response above.*

Comment 6 – Associated decrease in service levels to our clients.

*Staff Response - Noting the comments above that submission of the landscaping is not the responsibility of the builder, should the builder actually take on the role of landscape designer, that would be an increase in service level to their clients*

Comment 7 – Increased ‘red tape’ for our industry which is unwelcome and contrary to the industry’s goal of reducing ‘red tape’ and striving for efficiencies to deliver more cost effective housing.

*Staff Response – There is limited responsibility for builders regarding landscaping requirements. In many cases landowners pay the bond themselves, prepare and implement the landscaping plan, without any involvement from their builder.*

Comment 8 – Our clients making application to have part of the landscaping bond refunded is another burden on them.

*Staff Response – Partial refunds are not provided by the Shire and landowners can only request a full refund (minus \$50 administration fee) of the landscaping bond once all the approved works have been undertaken. There is therefore no additional burden as claimed by the submitter.*

Comment 9 – As the major builder in your region our business will be adversely impacted on a scale greater than any other builder and the associated increase in our overhead costs is most unwelcome and in our view unjustified. The fee (cost recovery) we will charge our clients to prepare a landscaping plan on their behalf we estimate will be in the vicinity of \$1,000 as a minimum.

*Staff Response – Noting the comments above, there is little reason for WA Country Builders to be involved in the landscaping conditions other than payment and refunding of bonds if applicable.*

### **Officer Comment**

The comments below expand upon those provided to Council in May 2016. Shire staff have supported a comprehensive review of the Cut & Fill Policy to simplify some of the conditions and to possibly introduce more comprehensive conditions related to subdivision of land. Shire staff do not however support the ad hoc deletion of the landscaping plan and bond for reasons discussed below.

As background, the Shire’s Cut & Fill Policy (see Attachment 1) was originally adopted by Council in September 2002, with the Aim “*To preserve the natural topography of the Scheme Area by restricting the level of cut and fill development specifically on steep slopes.*”

Section 1.0 Introduction of the Policy recognises the topographical challenges of the Shire to find a level building site, and the cut and fill techniques often used for development that requires sufficient management to prevent unsightliness and erosion implications and *“Inappropriate cut and fill development can represent a scar on the landscape.”*

The Cut & Fill Policy has been reviewed and specifically varied four times since the 2002 adoption, most recently in February 2012. Most notably the maximum permitted fill height was increased from 1.5 metres to 2.0 metres above natural ground level to reduce the depth of cut required and associated costs; the retaining wall bond was to be applicable only to retain fill post construction; and landscaping to only be applicable to fill embankments and not the cut embankments.

Under Policy requirement 3.2.3 *“All exposed fill embankments are to be stabilised to prevent erosion using retaining walls or landscaped in accordance with an approved landscaping plan.”* The Cut & Fill Policy draws on requirements from Volume 2 Part 3.1.1 of the Building Code of Australia in relation to unprotected embankments. Under the BCA retaining walls or other methods may be required depending upon the soil type and ratio of cut or fill, or alternatively exposed embankments must be stabilised by vegetation or similar works to prevent soil erosion.

Importantly, the resolution of Council from May 2016 only required deletion of landscaping plans and bonds from the policy. Current conditions requiring retaining or landscaping of embankments, respreading of topsoil, and payment of the retaining wall bond were still included in the advertised revised policy.

Currently, landscaping plans when submitted to the Shire are assessed by the Shire’s consultant Environment Officer to determine the appropriateness of the planting in terms of species, numbers, layout, etc, with recommendations provided when required for alternative planting more suited to the local area. Once the plan has been endorsed, and the planting undertaken, the Manager Planning can then inspect the site and if satisfied with the works can arrange for the bond to be refunded including accrued interest, with the \$50 administration fee retained by the Shire.

In the motion presented to Council in May 2016, the horticultural qualification and ability of the Manager Planning to adjudicate landscaping was questioned. Without a landscaping plan detailing plant species, size and suitability, the Manager Planning will instead need to assess onsite the appropriateness of required landscaping. Inspections therefore will need to be undertaken by the Shire’s consultant Environment Officer, if still deemed necessary by Council.

Some landowners however have expressed the view that preparing a landscaping plan is an imposition, and that nominating the species to be planted can be difficult due in part to a lack of supply of preferred species. Some landowners have simply undertaken the landscaping without seeking Shire approval of a landscaping plan, with some (not all) in this case submitting ‘as-constructed’ landscaping plans.

In responding above to the submitters, Shire staff confirmed that landowners are encouraged to provide the landscaping plan once the construction and earthworks have been completed. There is currently no timeframe imposed for completion of

the landscaping, with embankment landscaping projects generally completed between twelve to eighteen months from the completion of dwelling construction.

Shire staff see some benefit from removing the need for an up-front landscaping plan and support instead a post-landscaping plan, or perhaps even a planting list, being submitted once the landscaping has been completed. Shire staff can then assess the plan or list, inspect the property and make any recommendations for additional planting if required. This view was provided to Council in May 2015 and again in May 2016.

The landscaping bond is a significant incentive for the landowners to complete the landscaping of the raised embankments, and the Shire takes bonds for various forms of development including retaining walls, relocated dwellings, relocated outbuildings, extractive industry rehabilitation, etc. Conversely, there are many examples throughout the Shire where landowners who have paid a bond have not yet commenced landscaping works despite reminders. Some owners have even sold their properties without undertaking the landscaping, passing on the landscaping project to the new owners. This makes refunding the bonds to the original owners/builder very difficult when the landscaping is finally completed by the new owners.

The inaction by some landowners can create significant unsightly development sites, with overgrown weeds, un-shaped and potentially unstable earthworks, that may cause wash out onto the verge and public roads. Photos from a number of completed landscaping projects and incomplete unsightly properties will be circulated to Councillors at the Standing Committee meeting. The address of the properties will not be provided and the photos will not form part of the agenda attachments.

Pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015, development approval is now exempt for single house development in the Residential zone where compliant with the Deemed-to-comply provisions of the Residential Design Codes of WA and relevant Shire policies. In that case where development approval is not granted, conditions from the Cut & Fill Policy can not be applied and the requirement for a landscaping plan and bond not enforceable.

Should Council support the revised policy as advertised, in the interests of fairness then Shire staff also advocate for deletion of retaining wall bonds, although not raised in the original motion in May 2016 or by the two submitters. Should the need for landscaping plans and bonds be removed from the policy, there will be significant savings in Shire administration costs, however that is not considered a sound reason to waive landscaping requirements.

Noting the above, Shire staff have prepared a modified revised Cut & Fill Policy re-listing the Section 3.0 Policy Requirements, and including conditions requiring submission of a post-landscaping plan (with minimal plant species details) and payment of a \$500 earthworks bond to cover landscaping and/or retaining walls.

## **Alternative Recommendation**

Should Council disagree with the Staff recommendation and wish to progress adoption of the revised Cut & Fill Policy as advertised, the alternative recommendation is provided to assist:

*That Council notes the two submissions received, as per Attachment 1, and pursuant to Clause 6.7.2 of Town Planning Scheme No. 3 and Clause 7.6.2 of Town Planning Scheme No. 4 adopts the revised Cut & Fill Town Planning Scheme Policy as advertised, as per Attachment 3.*

Should Council disagree with the Staff recommendation and wish to progress adoption of the revised Cut & Fill Policy as advertised, the second alternative recommendation is provided to assist:

*That Council notes the two submissions received, as per Attachment 1, and pursuant to Clause 6.7.2 of Town Planning Scheme No. 3 and Clause 7.6.2 of Town Planning Scheme No. 4 adopts the revised Cut & Fill Town Planning Scheme Policy as advertised, as per Attachment 3, including deletion of Policy Requirement 3.3.5.*

## **Conclusion**

Noting the content of the two submissions, Shire staff do not recommend adoption of the revised Cut & Fill Policy as advertised, which includes deletion of conditions for a landscaping plan and bond. Shire staff instead recommend that Council support a modified revised policy listing modified Section 3.0 Policy Requirements, including submission of a post-landscaping plan and a reduced earthworks bond.

## Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3 and Town Planning Scheme No. 4

Alteration of an adopted Town Planning Scheme Policy can only become operative after the draft policy has been advertised for public comment and that any comments be considered along with the Policy by Council where it shall decide to adopt the draft policy with or without amendment, rescind the former Policy or to not proceed, pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4.

## Policy

This item concerns the review of the current Cut and Fill Town Planning Scheme Policy TP.8.

## Strategic Implications

*Strategic Community Plan 2012*

*Environment Objective 2: Our unique natural and built environment is protected and enhanced.*

- *Outcome 2.8.5 – Support and promote sound environmental management practices.*

*Civic Leadership Objective 4: A collaborative and engaged community*

- Outcome 4.4 The Shire provides a can-do approach within the regulatory framework.
- Outcome 4.1.1 Review existing policies to determine if the regulatory framework is aligned to the needs of the broader community.

Budget Implications

If Council decides to adopt the draft Policy costs of approximately \$300 will be incurred for public notification, with funds currently available. Advertising costs of approximately \$300 to \$400 would be incurred for further community consultation if required.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

The content of the two submissions received has assisted consideration of the policy review.

Delegated Authority

Nil. The item relates to adoption of a revised town planning scheme policy which requires a decision of Council.

Voting Requirements – Simple Majority

**Moved** Cr Quinby, **Seconded** Cr Nicholas

That Council notes the two submissions received, as per Attachment 1, and pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4 resolves to adopt the modified revised Cut & Fill Town Planning Scheme Policy, as per Attachment 4, incorporating modified policy requirements including submission of a post-landscaping plan and reduced earthworks bond.

**Amendment Moved** Cr Hodson, **Seconded** Cr Quinby

That Council notes the two submissions received, as per Attachment 1, and pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4 resolves to adopt the revised Cut & Fill Town Planning Scheme Policy, as per Attachment 3.

**Lost 3/6**

*Crs Nicholas, Wilson, Scallan, Moore, Mackman and Boyle voted against the Motion*

**Amendment Moved Cr Mackman, Seconded Cr Boyle**

That Council notes the two submissions received, as per Attachment 1, and pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4 resolves to adopt the modified revised Cut & Fill Town Planning Scheme Policy, as per Attachment 4, incorporating modified policy requirements including submission of a post-landscaping plan but retaining the requirement of a \$1000 landscaping bond and a \$3000 retaining wall bond, each to be paid prior to the issue of a building permit.

**Lost 2/7**

*Crs Nicholas, Wilson, Pratico, Quinby, Scallan, Hodson and Moore voted against the Motion*

**The Motion was Put**

**Committee Recommendation Moved Cr Quinby, Seconded Cr Nicholas**  
**SC.02/0816** That Council notes the two submissions received, as per Attachment 1, and pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4 resolves to adopt the modified revised Cut & Fill Town Planning Scheme Policy, as per Attachment 4, incorporating modified policy requirements including submission of a post-landscaping plan and reduced earthworks bond.

**Carried 6/3**

*Crs Hodson, Mackman and Boyle voted against the Motion*

<b>ITEM NO.</b>	SC.03/0816	<b>FILE REF.</b>	770
<b>SUBJECT</b>	Draft Assessment of Cultural Heritage Significance Policy		
<b>OFFICER</b>	Manager Planning		
<b>DATE OF REPORT</b>	3 August 2016		

Attachment 5      State Heritage Office Submission  
Attachment 6      Draft Assessment of Cultural Heritage Significance Policy

**OFFICER RECOMMENDATION:** That Council, noting the submission from the State Heritage Office, per Attachment 5, adopts the draft Assessment of Cultural Heritage Significance Policy, as per Attachment 6, pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4, subject to the following changes:

1. *Reword Section 8.0 Heritage Places, second paragraph (page 6) to read: "Places in both the 'Exceptional Significance' and 'High Significance' categories will include those already in TPS3 Schedule 4 or considered worthy of protection under a Local Heritage List. Places in the 'Exceptional Significance' category are further considered to be essential to the heritage of the locality and are rare and/or outstanding examples, which may also be considered for assessment for entry in the State Register of Heritage Places (RPH)."*
2. *Reword Table 1: Levels of Heritage Significance for Individual Heritage Places, Exceptional Significance, third column, second sentence to read: "If not already, to be included on the Local Heritage List and considered for assessment for entry in the RHP".*



### Summary/Purpose

The draft Assessment of Cultural Heritage Significance Policy has been prepared to assist in the identification, conservation and protection of selected heritage places through inclusion on the Local Heritage List. Following the completion of public advertising whereby one submission was received from the State Heritage Office, the draft Policy is presented to Council for final adoption.

### Background

The draft Assessment of Cultural Heritage Significance has been prepared in conjunction with the current review of the Municipal Heritage Inventory, and presented to Council at its meeting on 28 April 2016 whereby Council resolved (in part):

*“C.11/0416 That Council:*

- 3. Supports the draft Assessment of Cultural Heritage Significance Policy, as per Attachment 14, and directs the Chief Executive Officer to proceed to public consultation in accordance with Clause 6.7.2 of Town Planning Scheme No.3 and Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.”*

The background to the Policy was presented to Council in April 2016 and has not been repeated for reasons of brevity.

The draft Policy was advertised for public comment for a period of 21 days, with the submission period ending on Thursday 30 June 2016. Notices were posted on the Shire’s noticeboards and website, Shire’s Insight newsletter, and an advertisement published in the Manjimup-Bridgetown Times. A written submission was received from State Heritage Office (see Attachment 1) with the following comments made:

- “1. It is encouraging to see the Shire taking an active approach towards guiding the identification, conservation and protection of heritage place, through the introduction of a new planning policy.*
- 2. The proposed policy is generally consistent with the guidelines set out in the Heritage Council’s document, ‘Criteria for the Assessment of Local Places and Areas’, and contains information to assist in the identification of heritage places within the local government area.*
- 3. The intent of heritage assessments undertaken by local government is to determine those places that are, or may become, of cultural heritage significance in the context of the local district. The process of identifying and assessing places of significance to the State is undertaken separately by the Heritage Council, with the assistance of the State Heritage Office.*

*Section 8.0 of the draft Policy states that the category of ‘exceptional significance’ (Management Category A) will be applied only to those places which are already listed on the State Register, or [are] considered worthy of assessment for inclusion in the Register. This does not provide any opportunity to identify places that are of exceptional significance to the local area but below the threshold for State significance.*

*It is therefore recommended that the 'Management category and Desired Outcome' column of Table 1 is amended to remove the direct association with the State Register. For example the description could read, 'Essential to the heritage of the locality. Rare or outstanding example'.*

Based on the recommendations from the State Heritage Office, it is recommended that Section 8.0 Heritage Places be modified with the second paragraph to read: *"Places in both the 'Exceptional Significance' and 'High Significance' categories will include those already in TPS3 Schedule 4 or considered worthy of protection under a Local Heritage List. Places in the 'Exceptional Significance' category are further considered to be essential to the heritage of the locality and are rare and/or outstanding examples, which may also be considered for assessment for entry in the State Register of Heritage Places (RPH)."*

Furthermore, it is recommended that *Table 1: Levels of Heritage Significance for Individual Heritage Places be modified for Exceptional Significance, third column, second sentence to read: "If not already, to be included on the Local Heritage List and considered for assessment for entry in the RHP".*

It is therefore recommended that Council adopts the draft Assessment of Cultural Heritage Significance Policy subject to the two modifications.

#### Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3 and Town Planning Scheme No. 4

A draft Town Planning Scheme Policy can only become operative after the policy has been advertised for public comment under Clause 6.7.2 of Town Planning Scheme No. 3 and Clause 7.6.2 of Town Planning Scheme No. 4. Any comments must be considered along with the Policy by Council where it shall decide to adopt the draft policy with or without amendment, or not proceed with the draft Policy, pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 6.7.3 of Town Planning Scheme No. 4.

Under TPS3 applicable to the Bridgetown townsite only, Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest forms the statutory Local Heritage List. Progression of the Local Planning Strategy and Local Planning Scheme No. 5 will link back to the Municipal Heritage Inventory (MHI) with all places assessed as being of Exceptional or High Significance (see Section 7) to then form the Local Heritage List.

- Planning and Development (Local Planning Schemes) Regulations 2015

The Planning and Development (Local Planning Scheme) Regulations 2015 provide statutory power under local planning schemes to identify and designate Heritage Areas and the procedures for adoption of planning policies.

- Heritage of Western Australia Act 1990

Section 45(1) of the Heritage of Western Australia Act 1990 requires that a local government compile and maintain an inventory of places within its district that, in its

opinion, have or may have cultural heritage significance. Section 45(2) requires that the MHI is updated annually and reviewed every four years after completion.

### Policy Implications

- Shire of Bridgetown-Greenbushes Municipal Heritage Inventory

This report relates to the progressive review of the Shire's Municipal Heritage Inventory.

- Bridgetown Special Design Heritage Precinct – Statement of Planning Policy

The draft policy makes reference to and complements the current Bridgetown Special Design Heritage Precinct – Statement of Planning Policy, which is TP.10 in Section 8 – Town Planning of the Shire's Policy Manual.

- Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Heritage Inventory

The draft policy makes reference to and complements the Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory Policy O.5, noting this policy needs subsequent review following finalisation of the draft heritage assessment policy.

- Western Australian Planning Commission Statement of Planning Policy 3.5 - Historic Heritage Conservation

The draft policy makes reference to and complements SPP 3.5 Historic Heritage Conservation.

### **Strategic Plan Implications**

- Strategic Community Plan

Environment Objective 2: Our unique natural built environment is protected and enhanced.

Outcome 2.1 Maintain the heritage and character of the main streets in Bridgetown and Greenbushes

Strategy 2.1.1 Monitor the effectiveness of the existing policy and design guidelines.

Strategy 2.1.2 Ensure the maintenance of the Town Centre achieves a high level of appearance and amenity.

Outcome 2.2 Recognition and retention of our cultural, indigenous and heritage assets.

Strategy 2.2.1 Review the municipal heritage inventory.

Strategy 2.2.4 Work with the community to identify and assist in the implementation of projects that promote the unique heritage and history of each town.

- Corporate Business Plan – Nil

- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Budget Implications

If Council decides to adopt the draft Policy costs of approximately \$300 will be incurred for public notification, with funds currently available.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity

Adoption of the draft Assessment of Cultural Heritage Assessment Policy will assist the review of the Municipal Heritage Inventory and will ultimately improve identification, protection and conservation of cultural heritage places.

Risk Management - Not applicable

Continuous Improvement

Detailed input from the Shire's heritage consultant has assisted the MHI review preparation of the draft policy, with the comments from the State Heritage Office assisting consideration for final adoption.

Delegated Authority

Nil. The item relates to adoption of a new town planning scheme policy which requires a decision of Council.

Voting Requirements – Simple Majority

**Committee Recommendation Moved Cr Nicholas, Seconded Cr Pratico**

**SC.03/0816 That Council, noting the submission from the State Heritage Office, per Attachment 5, adopts the draft Assessment of Cultural Heritage Significance Policy, as per Attachment 6, pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4, subject to the following changes:**

- 1. Reword Section 8.0 Heritage Places, second paragraph (page 6) to read: "Places in both the 'Exceptional Significance' and 'High Significance' categories will include those already in TPS3 Schedule 4 or considered worthy of protection under a Local Heritage List. Places in the 'Exceptional Significance' category are further considered to be essential to the heritage of the locality and are rare and/or outstanding examples, which may also be**

*considered for assessment for entry in the State Register of Heritage Places (RPH)."*

- 2. Reword Table 1: Levels of Heritage Significance for Individual Heritage Places, Exceptional Significance, third column, second sentence to read: "If not already, to be included on the Local Heritage List and considered for assessment for entry in the RHP".**

**Carried 9/0**

7.06pm – Mr Donaldson retired from the Meeting

### **Local Laws**

<b>ITEM NO.</b>	SC.04/0816	<b>FILE REF.</b>	105
<b>SUBJECT</b>	Statutory Review of Local Laws		
<b>OFFICER</b>	Senior Administration Officer		
<b>DATE OF REPORT</b>	25 July 2016		

Attachment 7 Submissions on each Local Law

#### **OFFICER RECOMMENDATION that Council:**

1. *Resolves to amend the following Local Laws and request the CEO to provide a report and draft amendment local law for each proposed amendment to the October 2016 meeting of the Standing Committee:*
  - Cemeteries
  - Keeping & Welfare of Cats
  - Parking and Parking Facilities
  
2. *Resolves to remake the Health Local Law and that the CEO be requested to provide a report and draft new local law to the Standing Committee no later than March 2017.*
  
3. *Resolves to make no amendments and thus retains without modification the following current local laws:*
  - Activities in Thoroughfares and Trading in Thoroughfares and Public Places
  - Bush Fire Brigades
  - Dogs
  - Fencing
  - Local Government Property
  - Pest Plants

#### **Summary/Purpose**

Section 3.16 of the Local Government Act 1995 requires that a periodic review of all Local Laws be undertaken within a period of 8 years from the date the Local Law commenced or was last reviewed.

The review is to determine whether or not Council considers that a Local Law should be:

- Retained without amendment;
- Repealed; or
- Amended

**Background**

A report was presented to the April round of meetings where Council resolved (C.10/0416)

*“That Council:*

- 1. Notes the legislative requirement within Section 3.16 of the Local Government Act 1995 and proceeds to undertake a review of its existing Local Laws, excepting the Extractive Industries Local Law and Standing Orders Local Law.*
- 2. In accordance with section 3.16(2) of the Local Government Act 1995, gives State wide public notice of its intention to undertake a review of its Local Laws, excepting the Extractive Industries Local Law and Standing Orders Local Law.*
- 3. That the CEO be requested to submit a report back to Council on the review of its Local Laws at the conclusion of the statutory advertising period.”*

The Local Laws involved in the statutory review are:

- Activities in Thoroughfares and Trading in Thoroughfares and Public Places
- Bush Fire Brigades
- Cemeteries
- Dogs
- Fencing
- Health
- Keeping & Welfare of Cats
- Local Government Property
- Parking and Parking Facilities
- Pest Plants

Advertising of the statutory review finished on 7 July 2016 and at the close of this period only one submission had been received from the public for each of the Local Laws (Refer Attachment 1). A summary of the submissions is listed below along with officer comment:

Local Law	Submission Summary	Officer Comment
Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law	<ol style="list-style-type: none"> <li>1. As there has been no review undertaken, no reports prepared or recommendations made to or by Council in relation to this review of the above Local law, it is impossible to comment on the review.</li> <li>2. As the Shire and Council have refused to advertise intended changes to local laws subsequent to the initial advertising of an intention to review, the community</li> </ol>	<ol style="list-style-type: none"> <li>1. The requirement (under Section 3.16 of the Local Government Act) for a periodic review of local laws is for Council to determine whether or not it considers that that the local laws should remain unchanged, be repealed or amended. If Council resolves that a local law is to be repealed or amended, then the process to do so must be undertaken in the same manner as the adoption of a local law, including separate public advertising. If Council resolves</li> </ol>

	<p>will be intentionally and deliberately precluded from making any submission to any proposal.</p> <p>3. As a submitter, if the Shire President and Council maintain consistency in the application of submitters, then I will be permitted to make a presentation on this local law.</p> <p>4. As a consequence of the wording of the motion and the process, I have no option but to make a submission as a protective measure for myself and the entire community.</p> <p>5. As the CEO has still not provided a response to the procedural motion passed in September 2015, specifically in regard to local laws versus policy, it is also not possible to make a submission.</p> <p>6. I note the CEO's advice to Council in regard to the Extractive Industry local law, that local laws are not needed as a policy will do the same job.</p> <p>7. I expect there to be consistency in the conduct of the CEO, his staff and Council. Therefore unless the CEO wishes to advise the Council, community, Minister for Local Government and jsld, that he incorrectly advised Council, then he has no option but to recommend the repeal of this local law.</p> <p>8. Specifically in relation to this local law, all fees, charges and penalties should be updated.</p>	<p>not to repeal and/or amend any local law, no further action is required and the review process is finalised. The purpose of advertising that a review of the local laws is being undertaken is to seek some feedback from the community on the current wording and applicability of the local laws. This process is not for Council to signal upfront proposed amendments to the local laws as the amendment process is separate to the periodic review process.</p> <p>2. Advertising of Council's intention to review its local laws has occurred in accordance with Section 3.16 of the Local Government Act. A review of local laws is not the same as an amendment to local law/s.</p> <p>3. Under Council's Standing Orders, an author of a submission to Council, will be able to address the Standing Committee and Council meetings as a 'party with an interest'.</p> <p>4. Noted.</p> <p>5. A response to the procedural motion carried at the Ordinary Council meeting of 24 September 2015 was presented to a Special meeting of Council held on 15 October 2015 (refer Pages 17-20 of the minutes of that meeting). This included "information on the pros and cons of policy versus local law approach". It should also be noted that this information was specific to the subject of extractive industries (local law versus policy approach) and isn't applicable to all local law considerations.</p> <p>6. That advice (provided by the Manager Planning as well as the CEO) was applicable to extractive</p>
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		<p>industries and cannot simply be interpreted to apply to all local laws. The basis of that advice was that extractive industries, being a development and land use, falls under the head of power of the town planning scheme and therefore did not necessarily require to also fall under the head of power of a local law. The same argument cannot possibly be put forward to the matters covered by other Council local laws such as parking, dogs, cats, health, etc.</p> <p>7. There was no incorrect advice provided by the CEO or other staff to Council regarding the need or otherwise of an Extractive Industries Local Law. The decision by Council to repeal the Extractive Industries Local law isn't a precedent for Council to have to repeal all local laws.</p> <p>8. The modified penalties prescribed in Schedule 1 of the Local Law are deemed to be adequate, noting that under the Local Law the local government has the power to seek a court conviction for an offence under the local law. Infringements are issued for relatively minor offences under the local law with major offences being prosecuted.</p>
<p>Bush Fire Brigade</p>	<p>As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law excepting no comment provided on updating fees, charges and penalties. Also an additional comment made that the support brigade should not be able to issue permits as it does not have a geographical area.</p>	<p>Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.</p> <p>The issuing of permits is not relevant to the Bush Fire Brigade Local Law however it is noted that the "support" brigade's official name is the Bridgetown Bush Fire Brigade. This brigade does have an operational capacity and is utilised as a first response to incidents where it is the closest and most appropriate brigade to respond. The Bridgetown Bush Fire Brigade also has a geographical area of responsibility, being</p>



		the area near the sportsground and waste disposal site.
Cemeteries	As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law. Additional comment made that consideration needs to occur of the points he raised in his previous submission to the cemeteries local law.	Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.  When Council undertook a review of the Cemeteries Local Law in 2008, Council supported comments from the Submitter in relation to Clauses 8.2 and 8.6. In view of this changes were made to both clauses however due to an oversight for clause 8.6, the title was not changed from "Advertising" to "Unauthorised Advertising or Conduct of Business". It is proposed to include this change in the Report to be presented to the September meeting of the Standing Committee.
Dogs	As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law excepting no comment provided on updating fees and charges. Additional comment made that all reference to penalties should be updated.	Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.  The modified penalties contained in the current local law are consistent with the model Dogs Local Law excepting for the penalty associated with an infringement for a dog excreting in a prohibited place. The Local Law provides for a penalty of \$100 whereas Council's current local law has a penalty of \$40. Taking into account the limited number of infringements issued for this offence it is recommended that the current local law be retained.
Fencing	As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law excepting no comment provided on updating fees, charges and penalties.	Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
Health	As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law excepting no comment provided on updating fees, charges and penalties.	Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
Keeping and Welfare of Cats	As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law excepting no comment provided on updating fees and charges.	Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

Local Government Property	As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law excepting no comment provided on updating fees, charges and penalties.	Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
Parking and Parking Facilities	As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law with additional comment that parking time limits should be reviewed.	<p>Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.</p> <p>Parking time limits are not stipulated in the Local Law. Instead Clause 2.1 of the Parking and Parking Facilities Local Law states that the local government may by resolution constitute, determine and vary and also indicate by signs -</p> <ul style="list-style-type: none"> <li>(a) parking stalls;</li> <li>(b) parking stations;</li> <li>(c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;</li> <li>(d) permitted classes of vehicles which may park in parking stalls and parking stations;</li> <li>(e) permitted classes of persons who may park in specified parking stalls or parking stations; and</li> <li>(f) the manner of parking in parking stalls and parking stations.</li> </ul> <p>On various occasions Council, via resolution, has amended parking time limits.</p> <p>With regard to penalties the modified penalties contained in council's current local law are consistent with other local government parking local laws therefore no changes are recommended.</p>
Pest Plants	<p>As per submission on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law excepting no comment provided on updating fees, charges and penalties.</p> <p>Additional comments made that he could find no reference to a pest plans local law, as referred to in the public notice on the Shire of Bridgetown-Greenbushes website. The Shire may</p>	<p>Refer comments 1-7 on Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.</p> <p>A typographical error had occurred with the wording of "Pest Plants" whereby the words "Pest Plan" were typed in error.</p> <p>Advice was sought from the Department of Local Government and Communities (DLGC) on whether this typographical error</p>

	<p>have meant to advertise a review of the pest plants local law, but consistent with the sloppy nature of Shire documentation I have outlined for over a decade, this has not occurred. If the Shire is to comply with the council resolution and directing, and the Act, it will have to readvertise the intention to review the pest plants local law.</p>	<p>would trigger the need to re-advertise the intent to review the Pest Plants Local Law. The advice from the DLGC was:</p> <p><i>There isn't a statutory requirement that would require re-advertising of council's intention to review its local Laws due to the misspelling. Therefore, it would be a case of an administrative oversight or error which is unlikely to affect the overall proposal to review the local laws. The typographic error just needs correction in future notifications. If persons are interested enough, the notice is to state that a copy of the local law may be inspected or obtained at any place specified in the notice and any misunderstanding would be clarified at that point.</i></p> <p>Although not recommended, Council can re-advertise the intent to review this local law if it believes the public were misled by the minor discrepancy caused by the typographical error.</p>
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Staff has assessed all of Council's existing Local Laws and recommend as follows:

Activities in Thoroughfares and Trading in Thoroughfares and Public Places 2000 (amended 2007 and 2012)

The current Local Law is adequate and it is recommended the Local Law be retained without amendment.

Bush Fire Brigades 2000 (amended 2009)

The current Local Law is adequate and it is recommended the Local Law be retained without amendment.

Cemeteries 2000 (amended 2001 and 2008; amended by the Minister in 2011 and 2015)

It is recommended the Local Law be amended to (1) define who may remove withered flowers from a grave or memorial (clause 8.4) and (2) to change the title of clause 8.6 as the wording that was adopted by Council in 2008 but missed when making the Amendment Local Law is more appropriate to the content of the clause.

Dogs 2000 (amended 2001, 2008, 2011 and 2014)

The current Local Law is adequate and it is recommended the Local Law be retained without amendment.

Fencing 2004 (amended 2007 and reviewed without amendment in 2008)

The current Local Law is adequate and it is recommended the Local Law be retained without amendment.

Health 2001, (amended 2003)

The purpose and effect of the Health Local Law is to provide a statutory means to effectively control issues that have the ability to adversely impact on the health and wellbeing of the community.

There are several amendments to this local law that should be considered, including removal of clauses pertaining to disposal of refuse as the head of power for waste disposal is no longer with the Health Act. A review of 'Part 5 – Nuisances and General' is also proposed in order to better clarify the types of properties able to keep animals, poultry, pigeons, pigs, etc. The current local law references the term "townsite" which in the case of Bridgetown and North Greenbushes can include larger lots not normally characteristic of a townsite.

Keeping & Welfare of Cats 2010 (amended 2011)

It is recommended the Local Law be amended to delete Clause 4 (Cats to be Identified and Registered) as this is covered in the Cat Act 2011.

Local Government Property 2000 (reviewed 2008 without amendment in 2008; amended by the Minister in 2015)

The current Local Law is adequate and it is recommended the Local Law be retained without amendment.

Parking and Parking Facilities 2000 (amended 2009)

It is recommended that a minor amendment be made to clause 1.3(1) – Interpretation – to "sign", to include road markings.

Pest Plants 2009

The current Local Law is adequate and it is recommended the Local Law be retained without amendment at this point in time. It should be noted however that if changes occur to the operations of the Department of Agriculture & Food WA in the future, then Council may have to make amendments to the Local Law.

Officer Comment

Following the comments above it is recommended that Council resolves to amend the following Local Laws and request the CEO to provide a report and draft amendment local law for each proposed amendment to the October meeting of the Standing Committee:

- Cemeteries
- Keeping & Welfare of Cats
- Parking and Parking Facilities

With regards the Health Local Law, as there are major amendments to be made to this local law it is recommended that the local law be remade and that the CEO be requested to provide a report and draft new local law to the Standing Committee no later than March 2017. The new local law to include a repeal of the existing local law.

Once Council endorses the amendments to the local laws listed above, the process set out in section 3.12 of the *Local Government Act 1995* will be followed which includes advertising the proposed amendments for public comment. There will be a 6 week advertising period following which Council will consider any submissions that are received.

### Statutory Environment

Local Government Act 1995 provide the following –

#### 3.16 Periodic review of local laws

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (2) The local government is to give Statewide public notice stating that –
  - (a) the local government proposes to review the local law; and
  - (b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
  - (c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
- (2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- (4) When its council has considered the report, the local government may determine (absolute majority required) whether or not it considers that the local law should be repealed or amended.

### Integrated Planning

- Strategic Community Plan
  - Outcome 4.2 – A High Standard of Governance and Accountability
    - 4.2.3 – Ensure compliance with relevant legislation
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy/Strategic Implications - Nil

Budget Implications

Council has allocated sufficient funding in the 2016/2017 budget to cover advertising and gazettal costs for amending Local Laws identified in the body of this report.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Absolute Majority

**Committee Recommendation Moved Cr Pratico, Seconded Cr Quinby  
SC.04/0816 That Council:**

1. **Resolves to amend the following Local Laws and request the CEO to provide a report and draft amendment local law for each proposed amendment to the October 2016 meeting of the Standing Committee:**
  - **Cemeteries**
  - **Keeping & Welfare of Cats**
  - **Parking and Parking Facilities**
2. **Resolves to remake the Health Local Law and that the CEO be requested to provide a report and draft new local law to the Standing Committee no later than March 2017.**
3. **Resolves to make no amendments and thus retains without modification the following current local laws:**
  - **Activities in Thoroughfares and Trading in Thoroughfares and Public Places**
  - **Bush Fire Brigades**
  - **Dogs**
  - **Fencing**
  - **Local Government Property**
  - **Pest Plants**

**Carried 9/0**

**Strategy - Nil**

**Organisation Development**

<b>ITEM NO.</b>	SC.05/0816	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	1 August 2016		

Attachment 8      Rolling Action Sheet

*OFFICER RECOMMENDATION that the information contained in the Rolling Action Sheet be noted.*

**Summary/Purpose**

The presentation of the Rolling Action Sheet allows Councillors to be aware of the current status of Items/Projects that have not been finalised.

**Background**

The Rolling Action Sheet has been reviewed and forms an Attachment to this Agenda.

**Statutory Environment** – Nil

**Policy/Strategic Plan Implications** - Nil

**Budget Implications** – Nil

**Fiscal Equity** – Not Applicable

**Whole of Life Accounting** – Not Applicable

**Social Equity** – Not Applicable

**Ecological Equity** – Not Applicable

**Cultural Equity** – Not Applicable

**Risk Management** – Not Applicable

**Continuous Improvement** – Not Applicable

**Voting Requirements** – Simple Majority

**Committee Recommendation**    *Moved Cr Pratico, Seconded Cr Boyle*  
**SC.05/0816 That the information contained in the Rolling Action Sheet be noted.**

**Carried 9/0**

**Urgent Business Approved by Decision - Nil**

**Responses to Elected Members Questions Taken on Notice - Nil**

**Elected Members Questions With Notice - Nil**

**Briefings by Officers**

**M Richards – Grants & Services Manager**

Ms Richards briefed Council on the progress of the Youth Strategic review.

**T Clynch – CEO**

Mr Clynch briefed Council on the Strategic Recommendations and Opportunities for Improvement arising from the special inquiry into the Waroona Fires.

**T Clynch – CEO**

Mr Clynch briefed Council on the outcomes of the WALGA AGM.

**Notice of Motions for Consideration at Next Meeting - Nil**

**Matters Behind Closed Doors - Nil**


**Closure**

*The Presiding Member closed the Meeting 8.05pm*

**List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	SC.02/0816	Submissions
2	SC.02/0816	Current Cut & Fill Policy
3	SC.02/0816	Revised Cut & Fill Policy (as advertised)
4	SC.02/0816	Revised Cut & Fill Policy (recommended)
5	SC.03/0816	State Heritage Office Submission
6	SC.03/0816	Draft Assessment of Cultural Heritage Significance Policy
7	SC.04/0816	Submissions on each Local Law
8	SC.05/0816	Rolling Action Sheet



Minutes checked and authorised by CEO, Mr T Clynch		12.8.16
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**CERTIFICATION OF MINUTES**

As Presiding Member, I certify that the Minutes of the Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting held 11 August 2016 were confirmed as a true and correct record of the proceedings of that meeting at the Standing Committee meeting held on 8 September 2016.

..... 8 September 2016

Unconfirmed minutes