

Council Minutes Index – 29 June 2017

Subject	Page No
Acknowledgment of Country	3
Attendance, Apologies & Leave of Absence	3
Attendance of Gallery	3
Response to Previous Questions Taken on Notice	3
Public Question Time	3
Petitions/Deputations/Presentations	3
Comment on Agenda Items by Parties with an Interest	4
Applications for Leave of Absence	4
Confirmation of Minutes	4
C.01/0617 Ordinary Meeting held 25 May 2017	4
Announcements by the Presiding Member without Discussion	4
Notification of Disclosure of Interest	4
Questions on Agenda Items by Elected Members	4
Consideration of Motions of which Previous Notice Has Been Given	5
C.02/0617 Installation of Memorial Plaque (Cr Scallan)	5
C.03/0617 Hanging Flower Baskets in Hampton Street (Cr Scallan)	7
Reports of Officers	8
CEO's Office	9
C.04/0617 2017/18 Firebreak Order.....	9
C.05/0617 Registration of Farmer Response Fire Appliances	11
C.06/0617 Proposed Road (Track) Between Forest Park Road and Maranup Ford Road.....	15
C.07/0617 Future of Shire Owned Slip On Fire Units.....	17
C.08/0617 Adoption of New Corporate Business Plan.....	21
Corporate Services	25
C.09/0617 May 2017 Financial Activity Statements and List of Accounts Paid in May 2017	25
C.10/0617 Adoption of New Long Term Financial Plan.....	28
Planning & Environmental Services	31
C.11/0617 Proposed Entry on the State Register of Heritage Places – Wesfarmers Building (fmr) and Bridgetown Roads Board Office (fmr)	31
C.12/0617 Home Based Business Regulatory Review.....	38
Works & Services	44
Community Services	44
C.13/0617 Facility Opening Hours Bridgetown Leisure Centre	44
C.14/0617 Acceptance of Grant Funds – Lotterywest and South West Development Commission	47
C.15/0617 The Youth Plan 2017-2021	50
C.16/0617 Infirm Parking and Membership	54
Consideration of Standing Committee Recommendations	59
C.17/0617 Standing Committee Minutes – 8 June 2017	59
C.18/0617 Adoption of Strategic Community Plan	59

C.19/0617	Consolidated Asset Management Plan 2016-26.....	60
C.20/0617	Potential Outsourcing of Selected Park Maintenance Functions	60
C.21/0617	Adoption of 2017/18 Fees & Charges	60
C.22/0617	Rolling Action Sheet	61
C.23/0617	Adoption of En Bloc Items.....	61
	Receival of Minutes of Management Committees	62
	Urgent Business Approved By Decision.....	62
C.24/0617	Submission on 2017/18 Differential Rates and Minimum Payments..	62
	Responses to Elected Member Questions Taken on Notice	66
	Elected Members Questions With Notice.....	66
	Notice of Motions for Consideration at the Next Meeting.....	66
	Matters Behind Closed Doors	66
	Closure	66
	List of Attachments.....	66

unconfirmed minutes

Minutes of an Ordinary Meeting of Council held in the Council Chambers on Thursday, 29 June 2017 commencing at 5.32pm

The President opened the Meeting at 5.32pm

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

Presiding Member - Cr J Nicholas

Councillors - J Boyle
- S Hodson
- D Mackman
- J Moore
- A Pratico
- P Quinby
- P Scallan
- A Wilson

In Attendance - T Clynch, CEO
- M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- M Richards, Grants & Services Manager
- T Lockley, Executive Assistant

Attendance of Gallery

P Rydings, P Beatty, P Gunson, G Meacher, J Linto, D&D Della Vedova

Responses to Previous Questions Taken on Notice - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations

Peter Gunson - WA Forest Communities Network

Greg Meacher - Timber Insight

Peter Beatty - FPC Manjimup

Request for Council to reconsider adoption of a Wood Encouragement Policy

Cr Mackman

Presented a Certificate of Appreciation to the Shire on behalf of Meals on Wheels

Comments on Agenda Items by Parties with an Interest - Nil

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/0617 Ordinary Meeting held 25 May 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 25 May 2017 as a true and correct record.

***Council Decision Moved Cr Pratico, Seconded Cr Quinby
C.01/0617 That the Minutes of the Ordinary Meeting of Council held 25 May 2017 be confirmed as a true and correct record.
Carried 9/0***

Announcements by the Presiding Member Without Discussion - Nil

Notification of Disclosure 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 allows a Member to speak, the extent of the interest must also be stated.

Name	Cr Pratico
Type of Interest	Impartiality
Item No.	C.04/0617 – 2017/18 Firebreak Order
Nature of Interest	My son is the FCO for Catterick

Questions on Agenda Items by Elected Members

Cr Quinby asked questions on C.11/0617
Cr Mackman asked questions on C.02/0617
Cr Pratico asked questions on C.08/0617 and C.11/0617

Consideration of Motions of which Previous Notice has been Given

C.02/0617 Installation of Memorial Plaque

Submitted by Cr Scallan

Attachment 1 Plaque Design

Motion

That Council:

1. Support the Lions Club of Bridgetown in installing a plaque (wording and format as illustrated by Attachment 1) in memory of the dogs and their devotion to the late Wayne Coughlan when he passed away in May 2013.
2. Endorse the Bridgetown Town Square as the preferred location for the plaque and that it be installed on a plinth.

Background/Reasons

Wayne Coughlan an ex Bridgetown-Greenbushes Councillor passed away while taking a bush walk with his two dogs Mitch and Chester in May 2013. His two dogs stayed with him for a while, then one of the dogs Chester returned home to get help. Eventually Wayne's body was found some weeks later with his other dog still standing guard over him some weeks later. This is a sad but moving story of man's best friend and one worth publically promoting and recording in our history books. Wayne was often seen walking in and around town with his two loyal dogs.

Initially the idea was to install a monument for the dogs however this was seen as cost prohibitive so a plaque was designed to install on a bench recognising the event and showcasing an example of man's best friend.

Currently discussion are being held with the Bridgetown Lions to see what funds may be available for the project and consequently why the two plaque options are attached, The Stainless steel option will cost \$350 and the Brass options approximately \$4,000. Talison Lithium has indicated a willingness to assist in the project and the Shire CEO has also indicated he could provide a small monetary contribution from his discretionary donation account.

Statutory Environment - Nil

Policy

Council's 'Placement of Memorial Plaques' Policy (WS17) provides for family members to apply for approval to place a small memorial plaque at the base of a tree in memory of a recently deceased member of the Bridgetown-Greenbushes community, where that person isn't buried in a local cemetery or has a plaque in a local cemetery. The proposal to erect a plinth and plaque in recognition of the devotion of Mr Coughlan is outside the scope of this policy therefore the policy doesn't have effect.

Integrated Planning

- Strategic Community Plan (Draft 2017 SCP)
Key Goal 4 - A community that is friendly and welcoming
Objective 4.1 - A cohesive community with a sense of pride
Strategy 4.1.1 - Deliver and support a wide range of community activities, events and associated infrastructure
- Corporate Business Plan – Nil
- Long Term Financial Plan – Nil
- Asset Management Plans - Nil
- Other Integrated Planning - Nil

Budget Implications

The project is being funded by the Lions Club of Bridgetown and Talison Lithium although the Shire CEO has advised the proponents that in the event of a shortfall in funds an amount up to \$400 could be provided from the CEO discretionary donation account.

Fiscal Equity – Not Applicable

Whole of Life Accounting

The plaque would be subject to maintenance as a Shire asset.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Any risks associated with erecting a plinth and plaque are minor and manageable.

Continuous Improvement – Not Applicable

Voting Requirements - Simple Majority

Council Decision Moved Cr Scallan, Seconded Cr Pratico

C.02/0617 That Council:

- 1. Support the Lions Club of Bridgetown in installing a plaque (wording and format as illustrated by Attachment 1) in memory of the dogs and their devotion to the late Wayne Coughlan when he passed away in May 2013.**
- 2. Endorse the Bridgetown Town Square as the preferred location for the plaque and that it be installed on a plinth.**

Carried 9/0

C.03/0617 Hanging Flower Baskets in Hampton Street

Submitted by Cr Scallan

Attachment 2 Draft Letter from Hampton Street Flowers Committee

Motion

That Council support the Hampton Street Flower Committee in initiating discussions with Hampton Street business owners to install hanging flower baskets and/or attach flower baskets to posts of buildings along the shopping district of Bridgetown to beautify the town.

Background/Reasons

The idea is to beautify the shopping precinct of Bridgetown. The plan is to send a letter to all business owners and promoting the idea outlining what the committee had in mind and outlining the guidelines and responsibilities of each of the shop owners. The committee will be happy to assist with setting up and developing the maintenance of each of the flower gardens however the shop owners would ultimately take full responsibility of them.

The proposed letter to be sent to the shop owners is attached.

Statutory Environment - Nil

Policy

The hanging of removable flower baskets from verandas isn't classified as development therefore the requirements of the Bridgetown Special Design Heritage Precinct Statement of Planning Policy aren't applicable.

Integrated Planning

- Strategic Community Plan (Draft 2017 SCP)
 - Key Goal 3: Our built environment is maintained, protected and enhanced
 - Objective 3.1 - Maintained townsite heritage and character
 - Strategy 3.1.2 - Ensure town centres achieve a high standard of appearance and amenity
 - Key Goal 4 - A community that is friendly and welcoming
 - Objective 4.1 - A cohesive community with a sense of pride
 - Strategy 4.1.1 - Deliver and support a wide range of community activities, events and associated infrastructure
- Corporate Business Plan – Nil
- Long Term Financial Plan – Nil
- Asset Management Plans - Nil
- Other Integrated Planning - Nil

Budget Implications - Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting - Nil

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Hanging baskets will need to be of a sufficient height so that interference with pedestrians and vehicle occupants (parking) doesn't occur. The risks associated with this proposal are considered low and manageable and in the event of more significant risks being identified the Shire would retain the right to require removal or relocation of the flower baskets.

Continuous Improvement – Not Applicable

Voting Requirements - Simple Majority

**Council Decision Moved Cr Scallan, Seconded Cr Moore
C.03/0617 That Council support the Hampton Street Flower Committee in initiating discussions with Hampton Street business owners to install hanging flower baskets and/or attach flower baskets to posts of buildings along the shopping district of Bridgetown to beautify the town.**

Carried 9/0

Reports of Officers

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Finance & Administration
- Planning & Environmental Services
- Works & Services
- Community Services

CEO's Office

Cr Pratico declared an Impartiality Interest in Item C.04/0617 as his son is the FCO of Catterick. Cr Pratico stated he would consider the item on its merits and vote accordingly

ITEM NO.	C.04/0617	FILE REF.	
SUBJECT	2017/18 Firebreak Order		
OFFICER	Chief Executive Officer		
DATE OF REPORT	19 June 2017		

Attachment 3 2016/17 Firebreak Order (to use as comparison to changes recommended for 2017/18 Firebreak Order)

OFFICER RECOMMENDATION That Council adopts the 2017/18 Fire Break Order incorporating the following changes from its 2016/17 Firebreak Order:

- 1. All dates to be updated to the 2017/18 year.*
- 2. Update list of Bush Fire Control Officers by listing Santo Pratico as FCO of Catterick Brigade and Hugh Wheatley as FCO of Winnejup Brigade.*
- 3. Under Part 11 correct spelling of "unit".*

Summary/Purpose

The draft 2017/18 Firebreak Order is presented for Council's consideration and adoption. Only minor changes from last year's Firebreak Order are recommended.

Background

At its meeting held on 14 June 2017 the Bush Fires Advisory Committee reviewed the draft 2017/18 Firebreak Order. The Committee hasn't recommended any structural or specification changes, instead only identifying an existing spelling area and the need to update some fire control officer details.

In recent years Council has made a number of changes to the Firebreak Order, including:

- Clarification of what constitutes "managed land".
- The imposition of specific conditions relating to the harvesting of plantations.
- Amend definition of "flammable materials".
- Bring forward compliance date for adherence to the Firebreak Order from 1 December to 15 November.
- Under the requirements for harvesting operations require a driveable fire unit of at least 400 litres in operational condition (full of water and in good working order) to be on site in the same compartment as the harvesting operations in plantations. The same requirement was also introduced for stump grinding.
- Require a 3 metre radius perimeter around any waste heap to be cleared of all flammable material.

At its meeting the Bush Fires Advisory Committee signaled an intent to undertake a comprehensive review of the Firebreak Order during 2017/18 with a view to increasing the extent of information in the document including the inclusion of pictorial examples of compliance.

Statutory Environment

Bush Fires Act 1954, Section 33 - Local Government may require occupier of land to plough or clear fire-break.

Policy - Nil

Integrated Planning

- Strategic Community Plan (Draft 2017 SCP)
 - Key Goal 4 - A community that is friendly and welcoming
 - Objective 4.6 - Fire prepared communities
 - Strategy 4.6.3 - Develop policies and strategies concerning fire management on private properties
- Corporate Business Plan – Nil
- Long Term Financial Plan – Nil
- Asset Management Plans - Nil
- Other Integrated Planning - Nil

Budget Implications

Cost of printing notices and advertising the Fire Break Order in Government Gazette and Newspaper circulating the District is included in the annual budget.

Fiscal Equity

The requirements of the Firebreak Order apply to all private land irrespective of individual ownership.

Whole of Life Accounting – Not Applicable

Social Equity

The requirements of the Firebreak Order apply to all private land irrespective of individual ownership.

Ecological Equity

The Firebreak Order allow property owners, if they consider it impracticable or environmentally damaging to carry out the standard requirements, to apply for permission to provide alternative firebreaks or other fire prevention measures.

Cultural Equity

The requirements of the Firebreak Order apply to all private land irrespective of individual ownership.

Risk Management

The review of the Fire Break Order is done annually to address new and emerging risks associated with bush fires.

Continuous Improvement

Changes to the Shire's Fire Break Order are considered to continually improve the safety of the community.

Delegated Authority

The annual Firebreak Order requires adoption by Council.

Voting Requirements - Simple Majority

Council Decision Moved Cr Wilson, Seconded Cr Boyle

C.04/0617 That Council adopts the 2017/18 Fire Break Order incorporating the following changes from its 2016/17 Firebreak Order:

- 1. All dates to be updated to the 2017/18 year.***
- 2. Update list of Bush Fire Control Officers by listing Santo Pratico as FCO of Catterick Brigade and Hugh Wheatley as FCO of Winnejup Brigade.***
- 3. Under Part 11 correct spelling of “unit”.***

Carried 9/0

ITEM NO.	C.05/0617	FILE REF.	
SUBJECT	Registration of Farmer Response Fire Appliances		
PROPONENT	Office of Emergency Management		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 June 2017		

Attachment 4 Discussion Paper – Registration of Farmer Firefighting Units

OFFICER RECOMMENDATION that Council grants delegated authority to the CEO to assess any comments provided by the Shire’s bush fire brigades and to lodge a submission to the Office of Emergency Management on the discussion paper addressing the subject of registration of farmer response fire appliances.

Summary/Purpose

The Office of Emergency Management has released a discussion paper on the subject of registration of farmer response fire appliances. The discussion paper has been considered by Council’s Bush Fires Advisory Committee and further discussion at individual bush fire brigades level is intended. With a closing date for submissions of 24 July 2017 (prior to next ordinary Council meeting) Council is requested to delegate authority to the CEO to compile a submission (based on brigades feedback) and lodge by the due date.

Background

The Office of Emergency Management (OEM) has been tasked to progress a number of recommendations from ‘The Report of the Special Inquiry into the January 2016 Waroona Fire’ undertaken by Euan Ferguson AFSM.

Recommendation 9 of the report contains the following:

The State Emergency Management Committee, in consultation with Western Australian Farmers Federation (WAFF), the Association of Bush Fire Brigades (ABFB), the Contractors Association of WA, and the Forest Industries Federation of WA (FIFWA), to establish systems for the voluntary registration of:

- *farmer firefighting units;*
- *contractor firefighting units;*
- *forestry industry brigades*

The purpose of the arrangement is to facilitate the safe, efficient and effective recognition, organisation, deployment, management and coordination of farmer, contractor and forestry firefighting resources.

The systems would include a process for enabling access through traffic management points during bushfires. Progress towards establishing these systems are to be reported by State Emergency Management Committee in its annual preparedness report.

In response, the Office of Emergency Management (OEM) has developed a discussion paper on Registration of Farmer Firefighting Units (refer Attachment).

The discussion paper notes that individuals have always been able to fight fires on their own land and it has been the custom and practice that community members (especially the farming community) attend fires using their own equipment to protect their property and that of others. There are a number of locations within WA where local fire fighting brigades work with both farmers and other contractors to protect their community. These arrangements work well for low intensity or short duration fires (level 1). As fires escalate however there is a need to bring in additional firefighting and mitigation resources and equipment including incident management teams (IMT's).

Evidence provided at the Special Inquiry indicated that, while there are large numbers of farmers', forestry and private contractors' vehicles and equipment available to support firefighting efforts private firefighting equipment during large scale incidents, this is managed in an ad-hoc manner. The Special Inquiry received a number of submissions that stated that private resources were available, and not used, during the Waroona Fire.

The discussion paper explores options to facilitate the safe, efficient and effective recognition, organisation, development and coordination of farmer firefighting resources.

The discussion paper recognizes there are a number of benefits and opportunities in using and encouraging the use of farmer firefighting resources. These include but are not limited to:

- Improved utilisation of local knowledge, that enhances identification of access routes to incidents or best locations to attack the fire;
- Good understanding of local emergency management arrangements;
- Fast response times;
- Potential greater pool of firefighting resources for consideration by the Incident Management Team;
- Opportunity to complement and or enhance strike teams; and
- Potential cost reduction associated with response.

A number of disadvantages are also noted, including:

- Difficulty in the management and quality control of safety standards for vehicles, including; a lack of uniform safety features (fire appliance curtains, deluge systems, Personal Protective Equipment).
- Limited or no communications within the vehicles
- Inability to track firefighting resources
- No method to register competencies, experience or fitness of vehicle operators
- Limited integration into existing emergency services management structures
- Culture issues with other trained emergency personal (Volunteers & Career)
- Logistics of moving large farming machines across roadways etc.
- Insurance costs (who will pay if something breaks)

The discussion paper puts forward three options for consideration:

- Option 1 – Increasing the understanding of existing processes - involves the retention of existing process for the use of farmers, contractors, forestry workers including tenders and agency operational arrangements.
- Option 2 – Improving current processes and practices - involves local governments undertaking a more detailed recording of resources within their Local Emergency Management Arrangements (LEMA), which would be informed by way of a standing agenda item at the Local Emergency Management Committee meetings.
- Option 3 – Pre-registration of farmer fire fighting equipment - proposes the development of a process and guideline similar to the South Australia and Victorian models, where farmers voluntarily pre-register their firefighting equipment with the local bush fire brigade, for use during large scale fires.

The discussion paper was considered at the recent meeting of the Bush Fires Advisory Committee held on 14 June 2017. Discussion tended to support either Options 1 or 2 however brigade representatives in attendance expressed a desire to take the matter back to individual brigades for further discussion. Submissions can be lodged by the closing date of 24 July 2017 and the intent is for individual brigades to provide feedback to the Community Emergency Services Manager by 14 July 2017 to enable a consolidated (consensus) response to be provided.

Statutory Environment

There aren't any direct statutory implications in considering the discussion paper.

Integrated Planning

- Strategic Community Plan (Draft 2017 SCP)
 - Key Goal 4 – a community that is friendly and welcoming
 - Objective 4.5 - High levels of responsiveness to emergencies and emergency recovery
 - Strategy 4.5.1 - Monitor risk management and emergency management profiles, procedures and preparedness
 - Objective 4.6 – Fire prepared communities

Strategy 4.6.4 - Bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements

- Corporate Business Plan - Nil
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - 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

At this point in time the risk implications associated with the options haven't been identified however in reading the discussion paper it can be assumed that Options 1 and 2 would pose little additional risk to a local government authority. Option 3 proposes to introduce a compulsory registration process for owners of the farmer response fire appliances and if these processes are overly bureaucratic there would be the risk that less farmer response fire appliances would be available to suppress fires which would be a significant risk with the nature of our fires, terrain, etc.

Continuous Improvement

The discussion paper raises different options for consideration by stakeholders and acknowledges the importance of farmer response fire appliances in the suppression of bush fires.

Voting Requirements – Absolute Majority for delegation to CEO

**Council Decision Moved Cr Quinby, Seconded Cr Pratico
C.05/0617 That Council grants delegated authority to the CEO to assess any comments provided by the Shire's bush fire brigades and to lodge a submission to the Office of Emergency Management on the discussion paper addressing the subject of registration of farmer response fire appliances.**

Absolute Majority 9/0

ITEM NO.	C.06/0617	FILE REF.	
SUBJECT	Proposed Road (Track) Between Forest Park Road and Maranup Ford Road		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	19 June 2017		

Attachment 5 Sketch plan showing alignment of proposed track

OFFICER RECOMMENDATION that Council cease any further investigations into the possible creation of an emergency vehicle access track between Forest Park Road and Maranup Ford Road.

Summary/Purpose

A proposal to investigate the construction of an emergency vehicle access track between Forest Park Road and Maranup Ford Road has been referred to the Bush Fires Advisory Committee. The Committee has recommended Council cease any further investigations as the cost of constructing the track is considered to be prohibitive.

Background

In 2011 Council resolved to investigate the feasibility of creating a new road linking Forest Park Road and Maranup Ford Road. The primary purpose of the road would be for emergency vehicle access with the argument being it would significantly cut travel times from South Western Highway to the Maranup locality.

It wasn't proposed that the road would be a gazetted public road – more an emergency track – although it is noted that once its existence became known it would likely attract use from the public.

Originally an alignment following an existing forestry track from Perry Road running close to the southern boundary of the Talison mine site was identified however consultation with the then Department of Environment and Conservation (now DPAW) saw that proposal rejected due to concerns about potential spread of dieback. DEC did suggest an alternative alignment following the boundary of State Forest and private land a little bit to the south.

Since then the matter hasn't been progressed but recent discussions at Council have led to a request that the matter be referred to the Bush Fire Advisory Committee to determine if there is any merit in further investigating the proposal.

The proposed alignment suggested by DEC (now DPAW) doesn't follow an existing track and would require construction. It has an approximate length of 2.5km through undulating terrain. At this stage a cost estimate for constructing a track hasn't been determined as it would be influenced by the desired standards and expectations for such a track. Nevertheless the costs would be significant and would have to be funded from Council's roads budget at the expense of other roadworks.

The legal implications of encouraging emergency vehicles to use an ungazetted track as a shortcut would need to be obtained as well as the implications of it being used by ordinary traffic. Restricting the track to emergency vehicle use only would

likely require the erection of gates which if locked would cause delays for emergency vehicles accessing the track. If not locked the track would undoubtedly be used as a short cut by private vehicles which would bring on legal and risk implications to the Shire.

This proposal has been listed on Council's Rolling Action Sheet since 2011. Several months ago at a meeting of the Standing Committee there was discussion on the subject and it was agreed to refer the matter to the Bush Fires Advisory Committee to determine if there was still merit in pursuing the road proposal.

Discussion occurred at the Bush Fires Advisory Committee on 14 June 2017 and the consensus was that the costs of constructing the track would be exorbitant and there are existing access tracks further south that can provide informal access to Maranup Ford Road from Daniels Road. Accordingly the Committee recommended the following:

That the Bush Fire Advisory Committee recommend to Council that it cease further investigations into the possible creation of an emergency vehicle access track between Forest Park Road and Maranup Ford Road.

Statutory Environment

Nil at this stage however if Council wished to pursue the proposal the excision of land from State Forest would be a likely outcome.

Integrated Planning

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

Construction of the road hasn't been costed however to even build a trafficable track through undulating terrain for a distance of approximately 2.5km, including clearing, would be expected to cost a minimum of \$300,000.

Fiscal Equity – Not Applicable

Whole of Life Accounting

The track would require maintenance to ensure it was trafficable at all times.

Social Equity – Not Applicable

Ecological Equity

Some clearing of State Forest would be necessary to construct a track along the alignment. A flora assessment would likely be a condition of any approval granted by the Department of Parks and Wildlife.

Cultural Equity – Not Applicable

Risk Management

Even though classified as a track it would have to be maintained and managed to the standards of a public road

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Pratico, Seconded Cr Hodson
C.06/0617 That Council cease any further investigations into the possible
creation of an emergency vehicle access track between Forest Park Road and
Maranup Ford Road.**

Carried 9/0

ITEM NO.	C.07/0617	FILE REF.	
SUBJECT	Future of Shire Owned Slip On Fire Units		
OFFICER	Chief Executive Officer		
DATE OF REPORT	21 June 2017		

OFFICER RECOMMENDATION that Council:

- 1. Endorse the recommendation from its Bush Fires Advisory Committee and instruct the CEO to recall all Shire owned slip on fire units currently in private possession in order to complete a condition audit of the units. The CEO is authorised to identify a sufficient number of these slip on units for retention in Shire ownership with the remainder of the units to be offered for sale to individual persons with the Bush Fire Brigades identifying the preferred persons for first offer of those units currently stored in their brigade area.*
- 2. Transfer any proceeds from sale of surplus slip on fire units to the Bush Fire Reserve account.*

Summary/Purpose

The Shire owns a number of slip on fire units which are in a varying state of operational condition. Most of these units are currently in the possession of private individuals due to brigades allocating the units to ensure operational response coverage across their brigade areas.

Ongoing maintenance and management of the slip on units has been difficult due to the difficulties the Shire has had in determining the whereabouts of each unit and obtaining access to them.

Changes to the way the slip on fleet needs to occur and Council's Bush Fires Advisory Committee has recently considered three different options for this to occur.

Background

The Shire has 21 slip on fire units allocated across 9 bush fire brigades. The brigades typically allocate these units to individual brigade members and the units are either permanently affixed to private vehicles or are stored on private property for quick installation on a vehicle when a fire incident occurs.

An additional 4 slip on fire units are allocated to Shire vehicles.

Recent inspection of the slip on units revealed varying levels of serviceability from inoperable to well-maintained. The age of the units ranges from 4 to 21 years.

Determining the whereabouts of each unit during the inspection process was difficult and it was noted that some units had never been observed attending a fire, at least in a brigade capacity.

The inspections resulted in some units being identified as being at the end of their operational life and a recommendation that these should be disposed of. For those units that would be retained an estimated one-off cost of \$7,500 would be incurred to bring them back to a suitable operational condition.

As the slip on units are Shire assets there is a need to ensure that they remain in a suitable operational condition. This will have cost implications to the Shire. The matter was discussed at the meeting of the Bush Fires Advisory Committee held on 14 June 2017 where three options were identified for future management of the Shire's slip on fleet. These options are:

- Option 1 – Maintain
All units would remain under the ownership of the Shire but more rigorous criteria on where they are allocated and maintenance/servicing requirements will be introduced. Issues include:
 - Maintains the Shire's firefighting capacity
 - Will require a structured preventative maintenance program
 - Need for the ability to locate/track slip on units
 - Estimated cost of \$7500 to get all units back to operational condition before next fire season.
 - \$2000 per annum preventative maintenance costs
 - Replacement schedule – 1 per annum - \$5500 per unit.
- Option 2 –Divest
The Shire would sell units to either brigades or property owners that currently house the unit for a nominal sum of approximately \$300-500 dependent upon its condition. Proceeds would be placed in Council's Bush Fire Reserve to fund future purchases. Issues include:
 - Reduces the Shire's fire fighting capacity but increases landowner's capacity.
 - Cost savings
 - Reduces Shire's liability
 - Write off of approximately \$40,000 assets if disposed of.

- Option 3 – Combination

The Shire would maintain minimum cache of slip on units as part of brigade response where agreed servicing schedules and protocols are adhered to as part of a risk based approach to gaps in response coverage. There would be a need to continue with replacement schedule and annual cost for servicing (\$100 per unit estimated).

Under Options 2 and 3 some units would be retained in Shire ownership for operational response.

The Bush Fire Advisory Committee determined the following recommendation:

That all slip on units are recalled and the Shire is to determine which ones are to be kept in shire ownership for operational response, with the remainder to be offered for sale to individual persons with the Bush Fire Brigades identifying the preferred persons for first offer of those units currently stored in their brigade area.

Members of the Committee noted that some persons with possession of the units maintained the units in a good condition and the units were easily accessible during fire incidents. Other members however had examples where the units appeared to be used primarily for private purposes and were rarely seen at a fire.

The Bush Fire Advisory Committee recommendation would result in:

- Any slip on units determined to be beyond upgrade to a suitable operational response standard would be scrapped for parts and would be removed from service, either in the Shire's operational response or private operational response.
- A small number of slip on units would remain in shire ownership, either permanently affixed to a Shire owned vehicle/appliance or held in storage for easy access during fire incidents.
- The balance of the slip on units, identified as meeting a basic operational standard, would be sold to private individuals as identified by the relevant bush fire brigade. This would assist in maintaining the private operational response within the community.

Statutory Environment

The slip on units are classified as "property" under Section 3.59 of the Local Government Act. This section sets out the process for disposal of property however Regulation 30(3) of the Local Government (Functions and General) Regulations 1996 state that the disposition of property other than land is an exempt disposition if its market value is less than \$20,000. None of the slip on units has a current fair value of \$20,000 or greater.

Integrated Planning

- Strategic Community Plan (Draft 2017 SCP)

Key Goal 4 – a community that is friendly and welcoming

Objective 4.5 - High levels of responsiveness to emergencies and emergency recovery

Strategy 4.5.1 - Monitor risk management and emergency management profiles, procedures and preparedness

Objective 4.6 – Fire prepared communities

Strategy 4.6.4 - Bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements

- Corporate Business Plan - Nil
- Long Term Financial Plan
Neither the costs of maintaining slip on units (if retained in Shire ownership) nor the income from potential sale of surplus slip on units has been addressed in the Long Term Financial Plan. Once Council has made a decision on its future slip on fleet the ongoing financial implications can be assessed and included in the next review of the Long Term Financial Plan.
- Asset Management Plans
Any disposal of assets will be reflected in the applicable Asset Management Plan via a reduction in future asset renewal expenditure.
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

Once Council has made a decision on its future slip on fleet the ongoing financial implications can be assessed and included in the 2017/18 budget.

Fiscal Equity

Slip on fire units are a common asset owned by rural land owners and occupiers. Questions of equity can be raised where some owners/occupiers are provided with a Shire owned unit whereas others are required to fund their own purchase.

Whole of Life Accounting

Any slip on units retained in Shire ownership will be subject to annual maintenance.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The condition assessments conducted to date and the proposed recall of all Shire owned slip on fire units will ensure that in future the Shire's fleet of slip on units (no matter how many) is in a good operational condition available for immediate response.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Mackman, Seconded Cr Pratico

C.07/0617 That Council:

- 1. Endorse the recommendation from its Bush Fires Advisory Committee and instruct the CEO to recall all Shire owned slip on fire units currently in private possession in order to complete a condition audit of the units. The CEO is authorised to identify a sufficient number of these slip on units for retention in Shire ownership with the remainder of the units to be offered for sale to individual persons with the Bush Fire Brigades identifying the preferred persons for first offer of those units currently stored in their brigade area.**
- 2. Transfer any proceeds from sale of surplus slip on fire units to the Bush Fire Reserve account.**

Carried 9/0

ITEM NO.	C.08/0617	FILE REF.	
SUBJECT	Adoption of New Corporate Business Plan		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	17 June 2016		

Attachment 6 Corporate Business Plan 2017-2021

OFFICER RECOMMENDATION that Council adopts its 'Corporate Business Plan 2017-2021' as presented in Attachment 6.

Summary/Purpose

In accordance with section 5.56 of the *Local Government Act 1995* all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to a long-term value creation.

The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The Plan also draws together actions contained within the informing strategies of Council's Integrated Planning Framework including but not limited to the Long Term Financial Plan, Asset Management Plans and capital works plans.

Council adopted its first Corporate Business Plan in June 2013 and reviewed it annually in 2014, 2015 and 2016 in accordance with Regulation 19DA of the Local Government (Administration) Regulations 1996

With the comprehensive review of Council's Strategic Community Plan completed a new Corporate Business Plan has been prepared in consultation with councillors and is attached for Council endorsement.

Background

The Corporate Business Plan developed as part of the Integrated Planning and Reporting Framework 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 (4 years). It also contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure.

The Corporate Business Plan is used to drive the development of the Shire's Annual Budget, translate the Strategic Community Plan into actions, provide a link to existing service delivery that supports achieving the aspirations and outcomes set out in the Strategic Community Plan, and align with financial and other resources set out in the informing strategies.

Annual reporting on the implementation of the Corporate Business Plan occurs in the Annual Report noting that reporting in the 2016/17 Annual Report will be based on the former Corporate Business Plan.

Officer Comment

Preparation of the new Corporate Business Plan commenced upon completion of the draft Strategic Community Plan 2017. As the new Strategic Community Plan was the outcome of a comprehensive review there was considerable change from the former Strategic Community Plan. This necessitated a comprehensive review of our existing Corporate Business Plan with the result being the development of a whole new Corporate Business Plan, both in terms of structure and content.

Actions have been developed to deliver all the strategies contained in the Strategic Community Plan. Officers developed a first draft of these actions and these were presented to a council workshop held on 20 April 2017. A number of changes were made at that workshop and these have been reflected in the final (draft) Corporate Business Plan.

Statutory Environment

Section 5.56 of the Local Government Act 1995, requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the Local Government (Administration) Regulations 1996 state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a district.

Under Local Government (Administration) Regulations 1996 regulation 19C (3), a Corporate Business Plan for a district is to:

- a) Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget the Local Government is to have regard to the contents of the plan for the future in terms of Section 6.2(2) of the Local Government Act 1995.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Corporate Business Plan.

19DA. Corporate business plans, requirements for (Act s.5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Integrated Planning

- Strategic Community Plan 2017 (draft)
Key Goal 5 - Our leadership will be visionary, collaborative and accountable
Objective 5.3 - We operate within the Integrated Planning Framework
Strategy 5.3.1 - Implement the Shire's Integrated Planning Review Cycle
- Corporate Business Plan
The Corporate Business Plan activates the Strategic Community Plan by responding to:
 - Council's distillation and prioritisation of the community's short, medium and long term aspirations.
 - Existing operational plans, priorities and external factors impacting on resourcing.
 - The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- Activation of the Strategic Community Plan.
- Operations planning including asset management, financial management and workforce management.
- Long Term Financial Plan
The Corporate Business Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.
- Asset Management Plans
Recommendations from Council's asset management plans have been incorporated into some of the actions contained in the Corporate Business Plan.
- Workforce Plan
The Workforce Plan is scheduled for review in 2017/18 and the new Corporate Business Plan will inform development/review of this plan.
- Other Integrated Planning - Nil

Budget Implications

Costs associated with implementing the strategies are incorporated within the draft 2017 Long Term Financial Plan and subsequently the 2017/18 draft budget.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The Corporate Business Plan interacts with informing strategies such as the Long Term Financial Plan and Asset Management Plans as part of the Integrated Planning and Reporting Framework. The Corporate Business Plan is a critical part of this framework and in itself mitigates business risk through links across Councils infrastructure, finances and workforce.

As the adoption of this plan is a legislative requirement, failure to adopt a Corporate Business Plan would result in non-compliance with the Local Government Act. The alignment of the actions outlined in the CBP with the services levels expressed by the community reduces the risk of a perception of misalignment with the desired service levels and associated rating strategies.

Continuous Improvement

The Integrated Planning and Reporting Framework developed by the Department of Local Government provides a process for local governments to:

- Ensure community input is explicitly and reliably generated.
- Provide the capacity for location and specific planning where appropriate.
- Identify the resourcing required to deliver against the long term objectives.
- Clearly articulate long term financial implications and strategies.

Voting Requirements – Absolute Majority

Moved Cr Pratico, Seconded Cr Moore

That Council adopts its 'Corporate Business Plan 2017-2021' as presented in Attachment 6.

Amendment Moved Cr Pratico, Seconded Cr Scallan

Page 29 – 3.1.2.2 – Street and Footpath Sweeping – amend to include Greenbushes Town Centre with an estimated cost of \$5,000.

Carried 6/3

Crs Nicholas, Mackman and Boyle voted against the Motion

The Amended Motion Becomes the Substantive Motion – The Motion was Put Council Decision Moved Cr Pratico, Seconded Cr Moore

C.09/0617 That Council adopts its 'Corporate Business Plan 2017-2021' as presented in Attachment 6 with the following minor amendment:

- Page 29 – 3.1.2.2 – Street and Footpath Sweeping – amend to include Greenbushes Town Centre with an estimated cost of \$5,000.

Absolute Majority 6/3

Crs Nicholas, Mackman and Boyle voted against the Motion

Corporate Services

ITEM NO.	C.09/0617	FILE REF.	131
SUBJECT	May 2017 Financial Activity Statements and List of Accounts Paid in May 2017		
OFFICER	Senior Finance Officer & Executive Manager Corporate Services		
DATE OF REPORT	20 March 2017		

Attachment 7 May 2017 Financial Activity Statements
Attachment 8 List of Accounts Paid in May 2017

OFFICER RECOMMENDATIONS

1. That Council receives the May 2017 Financial Activity Statements as presented in Attachment 7.
2. That Council receives the List of Accounts Paid in May 2017 as presented in Attachment 8.

Summary/Purpose

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

where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal and trust funds, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (see Reg 13 of the Regulations).

Background

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

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

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

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

The information in a statement of financial activity may be shown:

- (a) according to nature and type classification;
- (b) by program; or
- (c) by business unit.

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

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

Statutory Environment

Section 6.4 (Financial Report) and Section 6.8 (Expenditure from municipal fund not included in annual budget) of the Local Government Act 1995, and Regulations 13 (List of Accounts) and 34 (Financial activity statement report) of the Local Government (*Financial Management*) Regulations 1996 apply.

Integrated Planning

- Strategic Community Plan 2013
 - Objective 4: A collaborative and engaged community
 - Outcome 4.2: A high standard of governance and accountability
 - Strategy 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

F.6. Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

F.7. Reporting Forecast Budget Variations Policy - To set a level of reporting detail (in Financial Activity Statement) that ensures that the council is satisfied with the implementation of its annual budget.

Budget Implications

Expenditure incurred in May 2017 and presented in the list of accounts paid, was allocated in the 2016/17 Budget as amended.

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

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Wilson, Seconded Cr Quinby C.09/0617

- 1. That Council receives the May 2017 Financial Activity Statements as presented in Attachment 7.**
- 2. That Council receives the List of Accounts Paid in May 2017 as presented in Attachment 8.**

Carried 9/0

ITEM NO.	C.10/0617	FILE REF.	108.2
SUBJECT	Adoption of New Long Term Financial Plan		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	22 May 2017		

Attachment 9 Shire of Bridgetown-Greenbushes Long Term Financial Plan 2017-18 to 2031-32

OFFICER RECOMMENDATION that Council adopt its 'Long Term Financial Plan 2017-18 to 2031-32', as presented in Attachment 9.

Summary/Purpose

In accordance with section 5.56 of the Local Government Act 1995 all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. With the comprehensive review of Council's Strategic Community Plan and completion of a new Corporate Business Plan a new Long Term Financial Plan (LTFP) has been prepared. The LTFP is in line with the draft Strategic Community and Corporate Business Plans and is attached for Council endorsement.

Background

The Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. Integrated planning is the ongoing development and delivery of a Strategic Community Plan and a Corporate Business plan.

The Long Term Financial Plan (LTFP) is one of the core components of the Department of Local Government and Communities' Integrated Planning and Reporting Framework. The LTFP functions as an informing strategy to the Corporate Business Plan, and details how the Shire will achieve its vision, aspirations and strategic priorities for the community and stakeholders through long term financial planning in a strategic manner.

The LTFP is based on:

- an analysis of the internal and external environment(s);
- identifying economic, market and labour issues which impact on the shire's ability to deliver services and provide support to the community and civic infrastructure; and
- mapping the data in time to identify gaps and risks.

The LTFP is a plan which will continue to evolve as the shire responds to internal and external changes.

Officer Comment

Long term financial planning is a key element for the Integrated Planning and Reporting Framework. This planning process enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community and stakeholder priorities.

The LTFP is a fifteen year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. Through these planning processes, Annual Budgets that align with strategic objectives are developed.

The LTFP:

- indicates a local government's long term financial sustainability;
- allows early identification of financial issues and their longer term impacts;
- indicates the linkages between specific plans and strategies; and
- enhances the transparency and accountability of the Council to the community and stakeholders.

It is intended that the LTFP will be a high-level document that can be easily understood by the community. The attached LTFP includes fifteen year financial forecasts comprising:

- Statements of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity ;
- Statement of Funding and Net Current Asset Position;
- Statement of Movements in Fixed Assets and Capital Funding; and
- Forecast Ratio Analysis

These statements are supported by:

- Details of assumptions on which the plan has been developed;
- Projected income and expenditure; and
- Methods of measuring performance.

Statutory Environment

Section 5.56 of the Local Government Act 1995 – Planning for the Future

Integrated Planning

- Strategic Community Plan 2017

Key Goal 5 - Our leadership will be visionary, collaborative and accountable

Objective 5.3 - We operate within the Integrated Planning Framework

Strategy 5.3.1 - Implement the Shire's Integrated Planning Review Cycle

Council has recently undertaken a major review of its Strategic Community Plan. This draft Long Term Financial Plan informs the Corporate Business Plan which activates Strategic Community Plan priorities.

- Corporate Business Plan

The Corporate Business Plan has been comprehensively reviewed in light of the contents of the draft Strategic Community Plan. This draft Long Term Financial Plan incorporates the funding requirements of all actions included in the draft Corporate Business Plan.

- Long Term Financial Plan
The Long Term Financial Plan is an informing document that presents a financial analysis of all strategic objectives and goals set out in Council's integrated planning documents.
- Asset Management Plans
The draft Long Term Financial Plan incorporates renewal expenditure for maintaining Council's assets. The Asset Renewal Funding Ratio as presented in the draft Long Term Financial Plan indicates that adequate funding has been allocated to the renewal of assets as required by Council's current asset management plans.
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy – Not applicable

Budget Implications

The LTFP is a guiding or informing document. Council and its officers will use this document as a guide in the preparation of future annual budgets.

Fiscal Equity – Not applicable

Whole of Life Accounting

The Long Term Financial Plan enshrines the principle of whole of life accounting costs to ensure assets are managed responsibly and cost effectively.

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

The Long Term Financial Plan is an informing strategy as part of the Integrated Planning and Reporting Framework. The framework mitigates business risk through links across Councils infrastructure, finances and workforce.

Continuous Improvement

The Integrated Planning and Reporting Framework developed by the Department of Local Government provides a process for local governments to:

- Ensure community input is explicitly and reliably generated.
- Provide the capacity for location and specific planning where appropriate.
- Identify the resourcing required to deliver against the long term objectives.
- Clearly articulate long term financial implications and strategies..

Voting Requirements – Simple Majority

**Council Decision Moved Cr Scallan, Seconded Cr Boyle
C.10/0617 That Council adopt its ‘Long Term Financial Plan 2017-18 to 2031-32’, as presented in Attachment 9.**

Carried 9/0

Planning & Environmental Services

ITEM NO.	C.11/0617	FILE REF.	024
SUBJECT	Proposed Entry on the State Register of Heritage Places – Wesfarmers Building (fmr) and Bridgetown Roads Board Office (fmr)		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Planning		
DATE OF REPORT	19 June 2017		

Attachment 10 Location Plan
Attachment 11 Heritage Council of WA Correspondence/Entry Documents
Attachment 12 Bridgetown Heavy Haulage Deviation Concept Plans (2006) plus Aerial Overlay Extract

OFFICER RECOMMENDATION: That Council.

- 1. Notes the correspondence and supporting documentation from the Heritage Council of Western Australia as per Attachment 11, regarding the proposed entry of the Wesfarmers Building (fmr) and Bridgetown Roads Board Office (fmr) in the State Register of Heritage Places.*
- 2. Supports the proposed entry of both the Wesfarmers Building (fmr) and Bridgetown Roads Board Office (fmr) in the State Register of Heritage Places, although noting possible implications for future development of a Bridgetown heavy haulage deviation should the project proceed along the railway line.*

Summary/Purpose

The Heritage Council of Western Australia is seeking final support from the Shire of Bridgetown-Greenbushes for entry onto the State Register of Heritage Places for the former Wesfarmers Building and former Bridgetown Roads Board Office, both located on Lot 21 (17-19) Street Street, Bridgetown. It is recommended that Council give support to the proposed registration of both places as having cultural heritage significance to Bridgetown and the broader District.

Background

In 2011 the Heritage Council of WA wrote to the Shire of Bridgetown-Greenbushes, seeking support for interim registration onto the State Register of Heritage Places of both the former Wesfarmers Building and former Bridgetown Roads Board Office, with both places located on Lot 21 (17-19) Street Street, Bridgetown

Shire staff at that time provided support for the interim entry of the two places, with the Wesfarmers Building having an obvious connection to the railway line and growth of Bridgetown, and prominence of the building within the Bridgetown town centre; with the former Bridgetown Roads Board Office having served as the municipal office

during the early development of Bridgetown and surrounding district, and prominence on the important local road within the Bridgetown town centre.

As advised by the Heritage Council in recent correspondence (see Attachment 11), original aerial photography appeared to show that the facades of both buildings extended beyond the lot boundary into the Steere Street road reserve. The original proposed registered curtilage extended well into the road carriageway, which was not supported at that time by Main Roads Western Australia, due to the possible re-activation of the 2006 Bridgetown Heavy Haulage Deviation Plan. Stakeholder consultation stalled at that point and was then deferred.

The Heritage Council has now advised that based on a new Geographic Information System (GIS) re-investigation the data concludes that the footprints extend into the footpath only, and do not extend into the road reserve (ie. road carriageway) as originally determined.

The terminology used by the Heritage Council does not appear correct, and have used the term road reserve to possibly mean road carriageway, which is the constructed portion of the road. The footpath on the northern side of Steere Street is certainly within the road reserve, and minor portions of both buildings and therefore the registered curtilage appear to therefore protrude into the road reserve. These proposed registered curtilage however are unlikely to have any impacts upon the current or future use of Steere Street.

The Heritage Council's Register Committee has recently considered the updated draft assessment document and proposed new curtilage for both places, and resolved to amend the curtilage to exclude the road reserve. The Heritage Council is now seeking formal support from the Shire for permanent entry of the two places on the State Register of Heritage Places.

Pursuant to s23[4] and [5] of the Heritage of Western Australia Act 1990, the Shire has been invited to nominate a person to attend the meeting at which the proposed registration will be considered, and therefore become a voting member of the Register Committee, however that is not considered necessary and the offer can be declined by the CEO in the formal response.

Noting the recommended support for entry of both places on the State Register of Heritage Places, attendance and voting at the Register Committee is not considered necessary and can therefore be declined.

Wesfarmers Building (fmr)

The Wesfarmers Building is located at Lot 21 (17) Steere Street, Bridgetown, adjacent to the railway line that traverses Bridgetown, and is currently being used for sales and servicing of rural supplies and equipment.

The Wesfarmers Building is not currently included in the Shire's 'Heritage List' under Town Planning Scheme No. 3, or the Shire's Municipal Heritage Inventory (MHI), although Shire staff have duly noted the importance of the place and a formal nomination will be made through further review of the MHI, with the State registration assessment document providing valuable information.

The Wesfarmers Building is a former fruit packing shed and cool room, constructed in 1923-1924 using timber and iron, with a brick/office showroom constructed in 1938. The place has cultural heritage significance as it was built for Westralian Farmers Limited; was the first large central fruit packing shed in the State and led to mechanised grading equipment and innovative packing; reflects the growth and development of Bridgetown as the pre-eminent apple growing centre in the State; and is a significant element of the central townscape of Bridgetown defining the north side of the railway precinct.

The place has notable aesthetic value, high historic value, potential scientific value and high social value. The remaining southern portion of the packing shed has considerable rarity value; is a good representative example of the style of fruit packing sheds of the period; is in good condition and has been well maintained; and displays high degrees of integrity and authenticity despite modifications to the place over time.

Bridgetown Roads Board Office (fmr)

The former Bridgetown Roads Board Office is located at Lot 21 (19) Steere Street, Bridgetown (located on the same lot as the former Wesfarmers Building) and is currently being used for medical consulting.

The building is currently listed as 'Old Shire Office' in the 'Heritage List' Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest under Town Planning Scheme No. 3, however is located outside of the Bridgetown Special Design Heritage precinct. The building is also included as place record B36 in the Shire's Municipal Heritage inventory (currently under review), recognising the historic and aesthetic significance as the first purpose built office for the Nelson (Bridgetown) Roads Board.

The building was constructed in 1908 of brick and iron, and is a fine intact and ornate example of a Roads Board building built in the Federation Free Classical Style (with some neo-classical detailing); is a fine example of this style of building designed by architect P W Harrison; and the place has a strong association within the development of the Bridgetown district which was flourishing due to the growth of the timber and fruit growing industries following the opening of the railway in 1898.

The building remains a landmark in the commercial section of Steere Street, has a high aesthetic value due to ornate details; has a high of historic value for its role in the development of Bridgetown and the district, and is high social value for its civic contribution, aesthetic qualities and contribution to the townscape. The building has significant representativeness; is in good condition; and has a high degree of integrity and authenticity although noting some alterations. The place has additional historic value for its association with the management of Italian Prisoners of War (POWs) as farmworkers in the Blackwood districts during early to mid 1940s.

Heavy Haulage Deviation

Council in August 2006 endorsed the Bridgetown Heavy Haulage Deviation Plan (2006) (see Attachment 12) for inclusion in a referendum held on 27 September 2006 on the subject of the Bridgetown Heavy Haulage Deviation. The concept plan took into account the feedback received from an earlier public consultation process held in May and June 2006. The alignment of the deviation was to use a portion of

the railway reserve through the centre of Bridgetown, generally between the northern information bay junction of Hampton Street and Peninsula Road) and the former fuel depot (adjacent to Nelsons Motel), requiring in-part removal of the railway line. The subject property has been highlighted in yellow.

A roundabout was the preferred option to be used at the junction of the proposed deviation road and Steere Street, to provide the most efficient manoeuvrability and traffic flow. It was noted at that time however that the roundabout option could not proceed without a significant modification to the Wesfarmers Building (known as the Elders building at the time). The modifications were necessary to provide the required safe sight distance for vehicles entering the roundabout from the eastern leg of Steere street. The report to Council noted that *“the aim was to carry out the required modifications to the building that maintains its architectural integrity and enables the businesses to continue to operate.”*

At that time the Wesfarmers Building was not formally heritage listed by either the Shire of Bridgetown-Greenbushes or by the Heritage Council of Western Australia, although *“positive discussions were held with the owner of the property and business tenants in 2006, with a heritage architect engaged to prepare preliminary drawings of the required modifications.”* Since then the Heritage Council of WA has further assessed the heritage significance of the Wesfarmers Building, hence the subject report.

Another version of concept plan was also prepared overlaying an aerial photo, with an extract (also see Attachment 12) with the boundaries of the subject lot outlined in red. The concept plan shows a nominal hatching for the possible modification to the Wesfarmers Building to accommodate the preferred roundabout, if and when the heavy haulage deviation was ever to proceed the railway line.

Council in September 2006 noted that ‘No’ was the majority vote (55%) in the referendum for the heavy haulage deviation, then in November 2006 Council resolved (in part) to further consider a heavy haulage deviation alignment adjacent to Geegelup Brook and to defer consideration to conceptually identify possible bypass corridors in the development of its Local Planning Strategy.

Council then worked with Main Roads WA and transport consultants Estill & Associates in preparing a Traffic Management Plan Community Consultation Report (May 2009), including public surveys, public meeting and public information session to disseminate the findings. A copy of the Estill & Associates Report (May 2009) can be made available to elected members upon request, however ultimately the report concluded that the need and options for a heavy haulage deviation for Bridgetown be further considered following improvements being made to Hampton Street.

Since 2006 Council hasn’t formally considered any proposals to re-activate planning for a heavy haulage deviation nor has there been a great deal of public feedback seeking Council to pursue this issue. The informal view of Councillors has been that if the issue was to re-emerge, initial consideration to re-activate the railway alignment would be the logical first step.

The proposed registration of the Wesfarmers Building (fmr) may have implications for a possible heavy haulage deviation alignment along the railway line, if and when the deviation issue is further considered. Ultimately, should the roundabout at the

junction with Steere Street be required then some substantial modifications to the south-western corner of the former Wesfarmers Building will likely be required. Those possible modifications may have a substantial impact on the built fabric of the Wesfarmers Building and may be inconsistent with the Heritage of Western Australia Act, State Planning Policy 3.5 Heritage Conservation Policy and TPS3.

Ultimately should the State Heritage registration proceed, then in the future the Shire, Main Roads WA or the landowner seeks to demolish a portion of the building to accommodate the possible heavy haulage deviation, the demolition may potentially not be supported, having a significant impact on the viability of the roundabout and therefore the heavy haulage deviation project.

Conclusion

The Heritage Council of Western Australia is seeking final support from the Shire to enter the former Wesfarmers Building and former Bridgetown Roads Board Office in to the State Register of Heritage Places. Although noting possible implications of the registration of the former Wesfarmers Building should the Bridgetown heavy haulage deviation along the railway line be re-activated, it is recommended that Council give support to the proposed registration of both places as having cultural heritage significance to Bridgetown and the broader District.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3

The Bridgetown Roads Board Office (fmr) building is currently listed as 'Old Shire Office' in the 'Heritage List' Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest under Town Planning Scheme No. 3 (TPS3) and subject to provisions under Part VII of TPS3. Any development of the Bridgetown Roads Board Office requires the written consent of the Shire, pursuant to Clause 7.2 of TPS3.

Whilst the former Wesfarmers Building is not specifically listed it is located on the same property, so any development proposal for the Wesfarmers Building must have due regard to any heritage implications for the former Bridgetown Roads Board Office. The Wesfarmers Building (fmr) and Bridgetown Roads Board Office (fmr) are both outside of the Bridgetown Special Design Heritage Precinct, as defined in TPS3.

Policy Implications

- Statement of Planning Policy - Bridgetown Special Design Heritage Precinct Policy and Development Guidelines

The Wesfarmers Building (fmr) and Bridgetown Roads Board Office (fmr) are both outside of the Bridgetown Special Design Heritage Precinct, and therefore not subject to the Statement of Planning Policy and associated Development Guidelines.

- Shire of Bridgetown-Greenbushes Municipal Heritage Inventory

The Wesfarmers Building (fmr) is not currently included in the Municipal Heritage Inventory (MH) however will be given due consideration as part of the ongoing review of the MHI.

The Bridgetown Roads Board Office (fmr) is included as place record B36 in the MHI, with the draft place record being updated to recognise the historic and aesthetic significance as the first purpose built office for the Nelson (Bridgetown) Roads Board, and the important role the building played in the early growth and development of Bridgetown and the broader district.

Strategic Plan

- Strategic Community Plan 2017 (pending final adoption on 29 June 2017)

Key Goal 1: Our economy will be strong, diverse and resilient.

- Objective 2.1.1 A diverse economy that provides a range of business and employment opportunities
- Strategy 1.1.3 Plan for expansion of the commercial area
- Strategy 1.1.5 Pursue improvements to infrastructure and services, including utilities
- Objective 2.1.2 A proactive approach to business development
- Strategy 1.2.1 Embrace a “can do” approach to development

Key Goal 3: Our built environment is maintained, protected and enhanced

- Objective 3.1 Maintained townsite heritage and character
- Strategy 3.1.1 Ensure relevant policies and plans offer appropriate protection to existing heritage character whilst still allowing appropriate development opportunities
- Strategy 3.1.2 Ensure town centres achieve a high standard of appearance and amenity
- Objective 3.3 Maintain an appropriate standard of transport networks, roads and pathways

Key Goal 4: A community that is friendly and welcoming

- Objective 4.3 Appropriate community led local transport systems
- Strategy 4.3.1 Investigate improvements to local transport systems
- Objective 4.7 A safe area
- Strategy 4.7.1 A functional and safe Hampton street
- Strategy 4.7.2 Improve parking and pedestrian accessibility in town centres

The proposed registration of the Wesfarmers Building (fmr) may have implications for a possible heavy haulage deviation alignment along the railway line, if and when the issue is further considered.

Budget Implications - Nil

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity

The detailed assessment documentation prepared by the Heritage Council of Western Australia has assisted consideration of the cultural heritage significance of the two places and merits for entry onto the State Register of Heritage Places.

Risk Management – Not applicable

Continuous Improvement

The detailed assessment documentation prepared by the Heritage Council of Western Australia has assisted consideration of the cultural heritage significance of the two places and merits for entry onto the State Register of Heritage Places.

Delegated Authority - Nil

Voting Requirements - Simple Majority

**Council Decision Moved Cr Wilson, Seconded Cr Pratico
C.11/0617 That in accordance with Clause 3.9(1)(f) of the Standing Orders
Local Law this Item be allowed full debate and consideration.**

Carried 9/0

**Council Decision Moved Wilson, Seconded Cr Scallan
C.11/0617a That Council defer consideration of the proposed entry of both
the Wesfarmers Building (fmr) and Bridgetown Roads Board Office (fmr) in the
State Register of Heritage Places until consultation with property owners has
been undertaken.**

Carried 9/0

Reasons for resolving contrary to the officer recommendation

Council wishes to know the views of the property owner/s before determining whether to support the proposed listing.

ITEM NO.	C.12/0617	FILE REF.	774.72, 775.70, 770
SUBJECT	Home Based Business Regulatory Review		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Planning		
DATE OF REPORT	19 June 2017		

Attachment 13	Public Submissions
Attachment 14	Schedule of Submissions
Attachment 15	Proposed Town Planning Scheme No. 3 - Amendment No. 72
Attachment 16	Proposed Town Planning Scheme No. 4 - Amendment No. 70
Attachment 17	Draft Home Based Business Policy (Modified)

OFFICER RECOMMENDATION: That Council, in relation to the Home Based Business Regulatory Review:

- 1. Notes the four submissions received as per Attachment 13, and the staff responses in the Schedule of Submissions as per Attachment 14, in relation to both Town Planning Scheme No. 3 – Amendment No. 72 and Town Planning Scheme No. 4 – Amendment No. 70 and the draft Home Based Business Policy.*
- 2. Pursuant to the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, grants final adoption of Town Planning Scheme No. 3 – Amendment No. 72 as per Attachment 15, and Town Planning Scheme No. 4 – Amendment No. 70 as per Attachment 16, and authorises the Shire President and Chief Executive Officer to sign and seal the amendment documents and forward the amendments to the Western Australian Planning Commission for final approval by the Minister for Planning.*
- 3. Pursuant to Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4, adopts the draft Home Based Business Policy, as per Attachment 17, to expressly supersede the current Home Occupation & Occupation Town Planning Scheme Policy TP.20, including the following modifications to the Policy:*

a) New Clause 4.6.7 Waste Water Control to read as follows:

“A home based business that produces an increase in waste water from the business activities, may be required to supply additional information to ensure that the receiving environments are not impact upon by the operation. Additional information may consist of but not limited to waste water management, treatment and disposal methods.”

b) New Clause 4.6.8 Food Registration to read as follows:

“A home based business that involves the preparation/production of food for sale may require separate environmental health approval and registration in accordance with relevant legislation, regulations, codes and guidelines.”

Summary/Purpose

Council in January 2017 commenced a Home Based Business Regulatory Review, adopting amendments to both Town Planning Scheme No. 3 and Town Planning Scheme No. 4, plus a new draft Home Based Business Policy, for the purpose of public consultation.

Following the completion of public advertising whereby only four submissions of no objection were received from government agencies, it is recommended that Council give final support to Amendment No. 72 to Town Planning Scheme No. 3, Amendment No. 70 to Town Planning Scheme No. 4, and forwards both amendments to the Western Australian Planning Commission for final approval of the Minister for Planning. It is also recommended that Council adopt the new Home Based Business Policy, subject to inclusion of additional clauses to address waste water control and food registration as recommended respectively by the Department of Water and Department of Health.

Background

Following preliminary consideration of home based business issues in May 2015 and November 2016, Council in January 2017 resolved:

“C.07/0117 That Council:

- 1. Pursuant to section 75 of the Planning and Development Act 2005 and regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Town Planning Scheme No.3 Amendment No. 72 as per Attachment 6 as a ‘Standard’ amendment, as the amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area, and is not a complex or basic amendment.*
- 2. Pursuant to section 75 of the Planning and Development Act 2005 and regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Town Planning Scheme No.4 Amendment No. 70 as per Attachment 7 as a ‘Standard’ amendment, as the amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area, and is not a complex or basic amendment.*
- 3. Directs the Chief Executive Officer to concurrently commence advertising of Town Planning Scheme No. 3 - Amendment No. 72 and Town Planning Scheme No. 4 - Amendment No. 70, in accordance with regulation 47 of the Planning and Development (Local Planning Scheme) Regulations 2015, then presented to a future meeting of Council for consideration of any submissions received.*
- 4. Pursuant Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts the draft Home Based Business Policy, as per Attachment 8, to expressly supersede the current Home Occupation & Occupation Town Planning Scheme Policy TP.20, as per Attachment 9, and directs the Chief Executive Officer to commence advertising in accordance with Clause 6.7.2 of Town Planning Scheme No. 3 and Clause 7.6.2 of Town Planning Scheme No.4, in concurrence with Point 3 above, then presented to a future meeting of Council for consideration of any submissions received.”*

The background to the amendments and draft policy was presented to Council in January 2017 and included in the two amendment reports, and have not been repeated for brevity.

Planning Comment

Pursuant to the resolution of Council made on 30 January 2017, Amendment No. 72 to Town Planning Scheme No. 3 (TPS3) and Amendment No. 70 to Town Planning Scheme No. 4 (TPS4) were forwarded to the Environmental Protection Authority (EPA) on 20 February 2017 for comment, prior to proceeding to public advertising. The EPA responded on 7 March 2017 indicating that the proposed amendment should not be assessed under Part IV Division 3 of the Environmental Protection Act 1986 and no advice or recommendations were provided.

The amendment reports, draft public notice and submission form were forwarded to the Department of Planning (DoP) on 30 March 2017. DoP staff advised that consent to advertise from the WA Planning Commission is not required for 'Standard' Amendments, however the resolution pages must be corrected pursuant to the 2015 Planning Regulations 2015 to include the amendment category and reasons. The required modifications have been made prior to advertising.

The public consultation period commenced on 2 May 2017 and closed on 15 June 2017 (47 days or six weeks), as required under the Planning Regulations 2015. Correspondence was sent directly to Main Roads WA, Department of Health, Department of Agriculture and Food WA, Department of Fire and Emergency Services, and the Department of Water. Notices were published in the Manjimup-Bridgetown Times and posted on the Shire's website and noticeboards on 2 May 2017, plus the Bridgetown Public Library, Bridgetown Community Resource Centre and Greenbushes Community Resource Centre.

No submissions were received from landowners or residents of the Shire, with four submissions received from government agencies being the Department of Water (DoW), the Department of Agriculture and Food WA (DAFWA), the Department of Health (DoH) and Main Roads Western Australia, indicating no objection to the proposed amendments or new policy.

DoW suggested that an advice note be added to the policy to address waste water control, which forms part of the recommended approval. DoH suggested an advice note be added to the policy as a reminder for registration of food premises. Whilst no modifications are recommended for the amendments, two additional clauses are recommended to the draft Policy with new Clauses 4.6.7 and 4.6.8 included in the modified version of the draft Policy. The comments and staff responses are included in the Schedule of Submissions (see Attachment 14).

Conclusion

Noting the justification for amendments and new policy as presented to Council in January 2017, and noting the comments received from two government authorities, it is recommended that Council support Amendment No. 72 to TPS3, and Amendment No. 74 to TPS4 without modification, with the amendments to be forwarded to the WA Planning Commission for final approval of the Minister for Planning. It is also recommended that Council adopt the new Home Based Business Policy, thereby

superseding the current Home Occupation & Cottage Industry Policy, including modifications to address advice from the Department of Water and the Department of Health.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3 and No. 4

Both amendments seek to modify Town Planning Scheme No. 3 and Town Planning Scheme No. 4 to introduce new or modified definitions, use classes and permissibility in the zoning tables, generally in accordance with the Model Scheme Text.

- Planning and Development Act 2005

An amendment to a Local Planning Scheme must be processed in accordance with Section 75 of the Planning and Development Act 2005. After public advertising, Council will consider any issues and determine the appropriateness of the proposal and whether to adopt the amendment for final approval. The final decision on whether to grant final approval to an amendment rests with the Minister for Planning, acting upon recommendation from the WAPC.

Both amendments are in accordance with the Planning and Development Act 2005, and noting the submissions received, no further modifications to the amendments are considered necessary. It is therefore recommended that both amendments be forwarded to the WAPC for final approval by the Minister for Planning.

- Planning and Development (Local Planning Schemes) Regulations 2015

Part 5 of the Planning Regulations 2015 sets out the procedure for amending a local planning scheme. The recommended changes to TPS3 under amendment No. 72 and TPS4 under Amendment No. 70 are both defined as a 'Standard Amendment' with Part 5, Division 3 of the Regulations sets out the process for consideration. Following public advertising and pursuant to Clause 50 Council must consider any submissions received. Council must then pursuant to sub-clause (3) resolve to either support the amendment without modification; to support the amendment with proposed modifications to address issues raised in submissions; or to not support the amendment. Where no modifications are made that require further advertising, pursuant to Clause 53 of the Regulations 2015, Council is then to forward the amendment and recommendation to the WAPC for consideration and final decision by the Minister for Planning.

Both amendments are in accordance with the Planning and Development (Local Planning Scheme) Regulations 2015, and noting the submissions received, no further modifications to the amendments are considered necessary. It is therefore recommended that both amendments be forwarded to the WAPC for final approval by the Minister for Planning.

Alteration of an adopted Town Planning Scheme Policy must be progressed pursuant to Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4, with Schedule 2, Part 2 of the Planning Regulations 2015 providing the statutory power and procedure for amending or preparing a new planning policy.

Policy

- Shire of Bridgetown-Greenbushes Home Occupation & Cottage Industry Policy

The Shire of Bridgetown-Greenbushes Home Occupation & Cottage Industry Policy TP.20 was last reviewed in October 2010 prior to preliminary review and consideration by Council in November 2016. A full review of the current Policy has been undertaken and a new draft Home Based Business Policy presented to Council for consideration in January 2017. Noting the submissions received, it is recommended the draft Home Based Business Policy be adopted, subject to a new Clause 4.6.7 entitled 'Waste Water Control' as suggested by the Department of Water and new Clause 4.6.8 entitled 'Food Registration'.

Strategic Implications

- Strategic Community Plan 2017 (pending final adoption on 29 June 2017)

Key Goal 1: Our economy will be strong, diverse and resilient.

- Objective 2.1.1 A diverse economy that provides a range of business and employment opportunities
- Objective 2.1.2 A proactive approach to business development
- Strategy 1.2.1 Embrace a "can do" approach to development
- Strategy 1.2.2 Design and implement business retention strategies and initiatives for support of existing and potential new businesses

Key Goal 2: Our natural environment is valued, conserved and enjoyed

- Objective 2.6 Development is sympathetic to the landscape
- Strategy 2.6.1 planning process allow for a diverse range of land and development opportunities

Key Goal 4: A community that is friendly and welcoming

- Objective 4.2 Programs and facilities that encourage community resilience
- Strategy 4.2.1 Encourage events, activities, programs and services relevant to, and accessible for local youth
- Strategy 4.2.4 Support educational and employment transitional programs

- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Budget Implications

Other than officer time to further progress the scheme amendments and prepare documentation, costs of approximately \$350 are expected to advertise the recommended adoption of the new Policy, then costs of approximately \$400 expected to advertise adoption of the two amendments, pending final approval by the Minister for Planning. General funds will need to be made available in the upcoming budget.

Fiscal Equity

Facilitating home based business is considered to be fundamental to ensuring a full range of services are provided throughout the Shire, particularly in areas with limited commercial and industrial land and/or businesses.

Whole of Life Accounting – Not applicable

Social Equity

Appropriate controls have been included in the amendments and draft Policy, to ensure local amenity is adequately considered.

Ecological Equity

Appropriate controls have been included in the amendments and draft Policy, including the additional advice on Waste Water Control, to ensure the local environment is adequately considered.

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

A review of schemes and policies used by other local authorities has assisted consideration of the issues and potential alternatives. The four submissions received during the consultation period have assisted further consideration of the proposed scheme amendments and draft policy.

Delegated Authority

Nil – Noting the previous resolution from Council in January 2017, determination by Council is required to adopt both scheme amendments and new draft policy.

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Quinby

C.12/0617 That Council, in relation to the Home Based Business Regulatory Review:

- 1. Notes the four submissions received as per Attachment 13, and the staff responses in the Schedule of Submissions as per Attachment 14, in relation to both Town Planning Scheme No. 3 – Amendment No. 72 and Town Planning Scheme No. 4 – Amendment No. 70 and the draft Home Based Business Policy.***
- 2. Pursuant to the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, grants final adoption of Town Planning Scheme No. 3 – Amendment No. 72 as per Attachment 15, and Town Planning Scheme No. 4 – Amendment No. 70 as per Attachment 16, and authorises the Shire President and Chief Executive Officer to sign and seal the amendment documents and forward the amendments to the Western Australian Planning Commission for final approval by the Minister for Planning.***

3. Pursuant to Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4, adopts the draft Home Based Business Policy, as per Attachment 17, to expressly supersede the current Home Occupation & Occupation Town Planning Scheme Policy TP.20, including the following modifications to the Policy:

a) New Clause 4.6.7 Waste Water Control to read as follows:

“A home based business that produces an increase in waste water from the business activities, may be required to supply additional information to ensure that the receiving environments are not impact upon by the operation. Additional information may consist of but not limited to waste water management, treatment and disposal methods.”

b) New Clause 4.6.8 Food Registration to read as follows:

“A home based business that involves the preparation/production of food for sale may require separate environmental health approval and registration in accordance with relevant legislation, regulations, codes and guidelines.”

Carried 9/0

Works & Services - Nil

Community Services

ITEM NO.	C.13/0617	FILE REF.	
SUBJECT	Facility Opening Hours Bridgetown Leisure Centre		
PROPONENT	Council		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	June 2017		

Attachment 18 Policy A.4 Facility Opening Hours to the Public

OFFICER RECOMMENDATION that Council amends Section 5 of Policy A.4 Facility Opening Hours to the Public as follows:

- 1. Amend the Section 5 heading to read Bridgetown Leisure Centre.*
- 2. Remove the current winter opening hours and replace with “facility opening hours during the winter months will be in alignment with activities and programs offered within the facility”.*

Summary/Purpose

This recommendation seeks to reduce operating costs associated with opening the facility during time periods where there is demonstrable evidence of minimal use of the facility. This will enable Bridgetown Leisure Centre (BLC) management and staff to better utilize budgeted resources for staffing and program delivery in a flexible

fashion with a view to minimizing operating expenditure and/or increase operating income levels in order to reduce the annual operating subsidy of the facility.

Background

The Bridgetown Leisure Centre (Integrated Recreation Facility) Business Plan currently contains the hours of operation as reflected in Policy A.4 Facility Opening Hours. In alignment with Council's decision to progress the expansion of the gym at the BLC the Business Plan is currently being reviewed.

This review has included assessing operations since the integration of the facility, the relocation of the gym downstairs and opening of the 24 hour gym. A consistent pattern of low use periods has emerged. These periods primarily relate to the early mornings and certain evenings (not including those evenings where competitions such as netball, basketball etc. are underway). Recreation Officers are employed to be on duty during all facility opening hours. In assessing these patterns officers determined to request Council consider amending the operating hours of the facility in time for the new financial year.

Officer Comment

In reviewing the BLC Business Plan officers are exploring opportunities to reduce expenditure and increase income streams. This has included reviewing the facility opening hours. The intent of the recommended changes are:

- (i) To retain existing budget allocations for staff
- (ii) To more appropriately utilise those budget allocations for staff to deliver programs at times when members (and wider community) will access them.
- (iii) To continue to assess usage patterns over the 2017-2018 financial year with a view to determine the viability of reducing budget allocations for staff as and where appropriate.

The proposed changes will assist staff at the BLC to have greater flexibility with regard to service delivery, rather than being locked in to prescriptive opening hours, some of which produce little, if any, return on the investment made to have the facility open at such times. At this point in time, no amendments are recommended in relation to the summer opening hours.

It is likely that some of the initial outcomes of the officer recommendation would be:

- (i) Early closure of the Centre on 2 evenings per week (6pm instead of 8.30pm) during winter when sports competitions are not occurring.
- (ii) Amending the current 6am opening time (in winter) to 8am.

With access to the pool (early swimmers) not available during winter, and the gym access now being 24 hours, there are no programs/activities requiring an officer on duty between 6am – 8am. There is also no need to have the Centre open on evenings when no sports competitions or health and fitness options are being offered.

Staff continue to explore the viability of virtual fitness as a potential service delivery and income stream as well monitoring the demand for additional (non-sporting association delivered) competitions and alternative activities/uses. In determining the

profitability of such options, staff assess all new programs activities based on cost recovery plus 20% in relation to income streams.

It is not the intent of the recommendation to diminish the level of service delivery. The aim is to allow greater flexibility to deliver services with profitable outcomes by delivering them at the most profitable time.

Statutory Environment – Not applicable

Integrated Planning

Strategic Community Plan

Outcome 3.1 Maintain a high standard of lifestyle, recreational and cultural facilities
Strategy 3.1.1 – ensure the Bridgetown-Greenbushes Recreation Centre provides a wide range of activities and services, at an appropriate cost.

Outcome 4.3 Long term financial viability
Strategy 3.2.1 – Seek efficiencies in planning and operations

Corporate Business Plan

Action 3.1.1 Implement the Bridgetown Leisure Centre Business Plan

Long Term Financial Plan

No capital expenditure is proposed in relation to this recommendation.

Asset Management Plans – Not applicable

Workforce Plan – Not applicable

Other Integrated Planning – Not applicable

Disability Access and Inclusion Plan – Not applicable

Youth Policy and Strategy

Budget Implications

There are no budget implications arising from the officer recommendation.

Fiscal Equity

The recommendation will achieve fiscal equity principles by ensuring the expenditure by Council to operate the facility is in alignment with community needs with a flexibility that allows for changes within identified community need.

Whole of Life Accounting

Whole of life accounting principles are reflected in the existing BLC Business Plan. The aim of effective whole of life accounting principles application is ensuring the best return on the expenditure associated with providing a service and the recommendation seeks to achieve more cost effective utilization of operational expenditure.

Social Equity

The recommendation will achieve social equity principles by allowing Council to ensure the facility is open to community residents in alignment with community needs in relation to health, fitness and sporting activities.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The recommendation seeks to reduce Council’s exposure to financial loss by refining service provision in alignment with expenditure.

Continuous Improvement

The recommendation seeks to achieve continuous improvement principles by implementing change based on identified that can improve service delivery by more effectively utilizing resources allocated to provide services.

Voting Requirements –Simple Majority

Council Decision Moved Cr Scallan, Seconded Cr Mackman

C.13/0617 That Council amends Section 5 of Policy A.4 Facility Opening Hours to the Public as follows:

- 1. Amend the Section 5 heading to read Bridgetown Leisure Centre.***
- 2. Remove the current winter opening hours and replace with “facility opening hours during the winter months will be in alignment with activities and programs offered within the facility”.***

Carried 9/0

ITEM NO.	C.14/0617	FILE REF.	123
SUBJECT	Acceptance of Grant Funds – Lotterywest and South West Development Commission		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	19 June 2017		

Attachment 19 Correspondence from Lotterywest
Attachment 20 Correspondence from South West Development Commission
Attachment 21 Quote and Plan for Shade Sail Installation

OFFICER RECOMMENDATION that Council accept grant funds of \$13,227 (ex GST) from South West Development Commission and \$14,550 (ex GST) from Lotterywest for the Thomson Park Playground Shade Sail Project.

Background

Council has been successful in obtaining two separate grants to assist with the installation of shade sails over the Thomson Park playground. The purpose of the recommendations is to seek Council’s formal endorsement of receipt of these funds in alignment with Council’s Grant Acceptance Policy (F.14).

Summary/Purpose

Thomson Park Playground was extensively upgraded in 2015 and 2016. The new playground is well utilized by the community, except during the summer months when the equipment has high sun exposure. The grant funding will assist with the installation of shade sails to protect the equipment, and users, thereby ensuring maximum usage of the playground equipment. The purchase and installation of the shade sails are proposed to occur in September 2017.

Officer Comment

The total funding received for this project equals \$27,777. The quote to purchase and install the shade sails required to adequately cover the equipment is \$24,200. Due to site challenges in Greenbushes it is anticipated that additional funds will be required to undertake earthworks in the hard, cap rock ground at Thomson Park. Based on the experience (and costs) of installing the playground equipment, the balance of funds (\$3,577) will ensure that these site and earth works are completed. Therefore the project will be fully funded by Lotterywest and the Southwest Development Commission.

The funding from Lotterywest has already been issued by that funding body, and received by the Shire in alignment with Lotterywest administrative processes. The project has been on hold, pending the advice from South West Development Commission regarding the additional grant (received 15 May 2017). The South West Development Commission funding will not be received until the 2017/18 financial year. Therefore the expenditure for the project will be reflected in the 2017/18 budget, should Council endorse the officer recommendations to receive the grant funding.

Statutory Environment – Not Applicable

Integrated Planning

Strategic Community Plan

Outcome 4.5 Long term financial viability
Strategy 4.5.4 – Minimize own source funding of capital projects

Corporate Business Plan

Action 4.5.4.1 Investigate funding options for all Shire services and infrastructure

Long Term Financial Plan

There are no long term financial plan references which relate to this specific project.

Asset Management Plans

Assets purchased by Council are managed within relevant asset management plans appropriate to the classification of the asset. This is achieved by ensuring the asset is managed with a view to enhancing useful life and advising Council in due course should the asset require replacement, should that be deemed appropriate when the useful life period draws to a close.

Workforce Plan – Not applicable

Other Integrated Planning – Not applicable

Disability Access and Inclusion Plan – Not applicable

Youth Policy and Strategy – Not applicable

Policy Implications

Council's Grant Acceptance Policy (F.14) identifies that any grant income greater than \$10,000 requires consideration and acceptance by Council.

Budget Implications

There are no budget implications arising from the recommendations, should they be endorsed. The project expenditure (and income) will be reflected in the 2017-2018 budget.

Fiscal Equity – Not applicable

Whole of Life Accounting

Whole of life accounting principles will be achieved by ensuring that the asset management and maintenance programs reflect the additional implication of this purchase, in particular the annual set up (start of summer) and set down (start of winter) of the shade sails as well as any maintenance required to preserve the life of the asset.

Social Equity

The recommendation will achieve social equity principles by ensuring a consistent approach towards developed playgrounds within the Shire. The Memorial Park Playground and Skate Park facility have had shade sails installed to ensure protection of both the infrastructure and patrons during the summer season. The River Park Playground does not have a shade sail installed as it is well shaded by a large tree.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The recommendations seek to reduce Council's exposure to risk by ensuring users of the Thomson Park Playground are not exposed to the risk associated with use of equipment exposed to direct sunlight. The recommendations also seek to reduce Council's exposure to risk with regard to the financial impost associated with installing the shade sails, and ensuring longevity of the equipment itself by reducing its exposure to direct sunlight.

Continuous Improvement

The recommendations achieve continuous improvement through the provision of shade sails at a facility that currently exposes user groups to full sun exposure.

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Pratico, Seconded Cr Hodson
C.14/0617 That Council accept grant funds of \$13,227 (ex GST) from South West Development Commission and \$14,550 (ex GST) from Lotterywest for the Thomson Park Playground Shade Sail Project.**

Absolute Majority 9/0

ITEM NO.	C.15/0617	FILE REF.	
SUBJECT	The Youth Plan 2017-2021		
OFFICER	Grants and Services Manager		
DATE OF REPORT	June 2017		

Attachment 22 Submissions – Youth Services Advisory Committee
Attachment 23 Instrument of Appointment and Delegation – Youth Services Advisory Committee

OFFICER RECOMMENDATION that Council endorse the appointment of Felicity Lukins, Sergeant Phillip Nation, Senior Constable Mike Smith, Dr Sarah Youngson and Tanya Beechey to the Youth Services Advisory Committee.

OFFICER RECOMMENDATION that Council select elected member/s as Council representation on the Youth Services Advisory Committee.

Summary/Purpose

This recommendation seeks to further Council's commitment to establish a Youth Services Advisory Committee.

Background

In May 2014 the Shire was given the opportunity to receive funding to the value of \$10,000 through the Department of Communities, now the Department of Local Government and Communities, to complete comprehensive youth consultation based on a participatory decision making model of consultation.

In May 2015 Council were offered a second amount of \$10,000 from the Department of Local Government and Communities to assist with the completion of the strategy and begin planning the implementation of the strategy based on the outcomes of the consultation. This sum was offered the Local Governments that had received the initial funding in a non-competitive funding offer.

Planning for the Youth consultation began in early 2016. The aim of the process was to establish and work with a youth focus group (Youth Leadership Team) from a broad cross-section of the community to delve into the community's assets, opportunities, issues and challenges for our young people.

From mid-2016, Shire officers and a community development consultant engaged with the Youth Leadership Team (YLT) on a regular basis. The consultation process was driven by the YLT.

In December 2016 in a Special Meeting of Council (SpC.01/1216) it was decided in part to note the draft Youth Plan 2017-2021 and seek community comment on the document for a period of 6 weeks prior to formal endorsement.

In the same meeting (SpC.01/1216a) Council also decided to establish a Youth Advisory Committee to implement Councils strategic objectives regarding young people within the Shire (SpC.01/1216d) and defer consideration of the draft Instrument of Appointment & Delegation for the Youth Advisory Committee until the public consultation period was completed.

At the March meeting (C.10/0317) Council :

1. Noted the content of the written submission received from Blackwood Youth Action as per Attachment 3 and the notes the Submission Schedule as per Attachment 4.
2. Adopted the revised Draft Youth Plan 2017-2021 (Attachment 5) with the 3 changes as identified in Attachment 4 as follows:
 - (i) On page 14 where the names of the service providers and youth organisations are detailed, No 11 Blackwood Youth Advocacy Inc. will be changed to read Blackwood Youth Action Inc.
 - (ii) On Page 14, in the Key Theme Table under the heading “Concerns” the points below will be included:
 - Lack of accessibility to services due to transport.
 - Small number of services available
 - Lack of anonymity
 - Few opportunities in the out of school environment to support and engage marginalised and at risk youth.
 - (iii) On Page 7, subheading ‘Education’ – end of 2nd paragraph - change ‘might be offered’ to ‘would be offered’.

At the same meeting (C.10/0317c) Council adopted the Youth Advisory Committee Instrument of Appointment & Delegation, subject to the membership comprising:

- (i) A minimum of one elected members as Council representative(s)
- (ii) A maximum of 11 community/service agency representatives.
Appointed members:
 - One (1) representative from the Bridgetown High School
 - One (1) representative from Child Protection
 - One (1) representative from SW Mental Health
 - One (1) representative from Bridgetown Medical Centre/Health Professional
 - One (1) representative from Police
 - One (1) representative from Blackwood Youth Action Inc.
 - One (1) representative from Blackwood Parent Support
 - Three (3) representatives from youth community (preferably of different age ranges for example; 12-15, 16-18, 19-24
 - One (1) participant at any one time from the Youth Leadership Programme
- (iii) One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Council.

Officer Comment

Council has advertised the establishment of the Youth Services Advisory Committee via the Insight, Facebook, and written invitations for organisation representation, sent to each of the stakeholder organisations noted in the Instrument of Appointment and Delegation. Council has received four written submissions from interested organisations nominating their representative/s:

Felicity Lukins	Bridgetown High School
Tanya Beechey	Blackwood Youth Action Inc.
Sarah Youngson	Bridgetown Medical Centre
Senior Constable Mike Smith	Bridgetown Police
Sergeant Phillip Nation	Bridgetown Police

Although Council has not received nominations from each of the stakeholder organisations or the youth community, identified in the Instrument of Appointment and delegation, this may change over the initial commencement period of the Youth Services Advisory Committee so it is suggested that the Instrument of Appointment and Delegation remains as previously adopted to allow for further community/organisational uptake.

Statutory Environment

Section 5.10 of the *Local Government Act 1995*, outlines the process for appointing committee members.

Section 5.10(2) of the Act states that any given time each council member is entitled to be a member of at least one committee.

Section 5.10(4) of the Act requires that if the President wishes to be a member of a committee he/she is to be automatically appointed to that committee.

Policy/Strategic Implications

The recommendations impact on a key strategic document review and affect documents included as informing strategies in the Community Services Strategy to provide guidance to officers with regard to service delivery. The Draft Youth Plan 2017-2021 will, once finalised, becoming an informing strategy within the Integrated Planning Framework, in particular informing the Strategic Community Plan.

Budget Implications

There are no budget implications directly associated with the recommendations. The Youth Advisory Committee will, in due course, require Council consideration of expenditure and it is expected that this will be addressed through the annual budget planning process and existing budget allocations provided for youth service delivery.

Fiscal Equity – Not Applicable

Whole of Life Accounting

It is considered that, undertaking relevant planning processes through the Youth Services Advisory Committee will identify whole of life accounting principles for any youth development to be considered by Council.

Social Equity

The aim of the recommendation seeks to improve social equity by continuing to progress the ongoing development of youth involvement, engagement and inclusion in the community by implementing Council's Youth Plan 2017-2021 through recommendations made by the Youth Services Advisory Committee.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The establishment of an Advisory Committee will assist in risk mitigation through the implementation of sound planning to achieve Council's social and economic objectives. This planning will identify any areas of potential risk for Council to consider in the decision making process.

Continuous Improvement

The development of an Advisory Committee and the process of conceptual planning will ensure continuous improvement through effective project planning in the implementation of Council's strategic, economic and social objectives. This planning further identifies areas of potential improvement in the decision making process.

Voting Requirements

An Absolute Majority is required for the establishment of an Advisory Committee.

Council Decision Moved Cr Pratico, Seconded Cr Wilson

C.15/0617 That Council endorse the appointment of Felicity Lukins, Sergeant Phillip Nation, Senior Constable Mike Smith, Dr Sarah Youngson and Tanya Beechey to the Youth Services Advisory Committee.

Absolute Majority 9/0

Council Decision Moved Cr Pratico, Seconded Cr Hodson

C.15/0617a That Council select Crs Pratico and Scallan as Council representatives on the Youth Services Advisory Committee.

Absolute Majority 9/0

ITEM NO.	C.16/0617	FILE REF.	228
SUBJECT	Infirm Parking and Membership		
PROPONENT	Access and Inclusion Advisory Committee		
OFFICER	Grants and Services Manager		
DATE OF REPORT	June 2017		

Attachment 24 Correspondence from Shire of Bridgetown-Greenbushes to TGC and KPC PTY LTD

Attachment 25 Correspondence from Maurice Owen, Stables IGA to Shire of Bridgetown-Greenbushes

OFFICER RECOMMENDATION

- 1. That Council notes the correspondence received from Maurice Owen, Director of The Stables IGA, Bridgetown on behalf of TGC and KPC PTY LTD.*
- 2. That Council directs the CEO to install an ACROD parking bay on the southern side of Howard Evans Legal Office in place of 2 existing car parking bays.*
- 3. That Council notes the loss of 2 parking bays currently servicing Stables IGA (one restricted) to be replaced by one restricted ACROD parking bay and this is taken into consideration when Council are assessing the number of parking bays/payment in lieu required for any future planning applications submitted by Stables IGA.*
- 4. That Council note the request by Maurice Owen to cover costs associated with the installation of kerbing at the location of the planned ACROD parking bay on the southern side of the building occupied by Howard Evans and authorize the CEO to approve a contribution towards this expense from the proposed budget allocation for the ACROD bays in the 2017/18 budget.*

Summary/Purpose

- The recommendation seeks to note the contents of the correspondence received from Maurice Owen, on behalf of TGC and KPC PTY LTD.
- The recommendation seeks to progress Council's commitment to increase the number of ACROD parking bays within the town centre for people with disability and/or mobility issues that meet the Australian Standard (AS2890.6) for disability parking dimensions, kerb sizes (Accessible Parking for People with Disabilities) and Local Government Regulations 2014 including signage regulations. In so doing Council can therefore provide safe parking for people with mobility issues and/or disability to access their vehicles in a safe and timely manner.
- The recommendation seeks to note the request by Maurice Owen on behalf of TGC and KPC PTY LTD, that the provision of 2 existing car parking bays (one restricted) by Stables IGA to install an Australian Standard ACROD parking bay, at the request of Council be taken into account when Council consider any future planning application submitted by Stables IGA. In particular with regard to the number of required car parking bays assigned for planning approval.

4. The recommendation seeks to note and consider the request by Maurice Owen on behalf of TGC and KPC PTY LTD to cover the costs of kerbing currently being installed to protect the building occupied by Howard Evans in the location of the ACROD parking bay. It is the understanding of the officer that these works are currently underway, and if Council were interested in contributing to this project, it is recommended that a more detailed request be prepared by Maurice Owen providing the financial detail for Council consideration.

Background

In September 2016 (C.10/0916) Council determined, in part, to:

1. *Direct the CEO to investigate and negotiate a lease agreement with 'Australia Post' and 'TGC and KPC Pty Ltd' for the purpose of installing Australian Council for Rehabilitating of Disabled (ACROD) parking bays in the Bridgetown Post Office car park and on the southern side of Howard Evans Legal Office.*
2. *Direct the CEO to install an ACROD parking bay in the Shire Administration Building car park near the Lesser Hall external public toilet.*
3. *Direct the CEO to revert all infirm parking bays in the town centre - outside the Bridgetown Bakery, IGA and the Post Office - back to general use parking bays.*

Essentially the above resolution endorsed a proposal to remove the “infirm” bays from within the road reserve on Hampton Street and replace these with fully compliant ACROD parking bays on private property with excellent access to the footpaths on Hampton Street and Steere Street.

The existing “Infirm” bays in the Bridgetown CBD were installed in 2007 and were proposed as a means of providing improved access to the main street and shopping precinct of town for elderly people and people with disability. The classification of the bays as “infirm” (and not ACROD) was due to the main street design not being sufficient to allow for the required proportions for ACROD parking bays (specifically additional width of the bay).

In the 9+ years the infirm bays have been in existence they have been well used but it has been acknowledged that they haven't proven suitable for disabled persons and there have also been restrictions (such as stepping over kerb) that have created barriers to users. There have also been difficulties in policing unauthorized use of the bays due to confusion by road users about the term “infirm”.

The final draft of the Age Friendly Communities Plan 2016-2020 (C.18/0616) was adopted by Council in June 2016 where Council resolved to:

1. *Note the content of the submissions received as per Attachment 7 and the officer responses as per Attachment 8, in relation to the revised draft Age Friendly Community Plan 2016-2020.*
2. *Adopt the revised draft Age Friendly Community Plan 2016-20 as per Attachment 9, to replace the current Age Friendly Community Plan 2011-2015.*

During the community consultation undertaken as a part of the review of the Age Friendly Community Plan it became apparent that the location of the infirm parking bay outside Hansen's Bakery was problematic to use for people with mobility

challenges due to the height of the double drainage which runs almost the entire length of the parking bay. The consultation also revealed that the term “infirm” was considered confusing by the community and an insensitive description. Both findings are reflected in the Age Friendly Community Plan Action Items within the focus area of Outdoor Spaces and Buildings. The consultation results reflected in the Age Friendly Communities Plan regarding infirm parking bays prompted the Access and Inclusion Committee to request the officer to review infirm parking along the main street of Bridgetown and report back to the Committee. The report identified several issues associated with the use of infirm parking bays;

- The Shire of Bridgetown-Greenbushes is the only Shire in the State that offers mobility restricted community members’ non-ACROD permit parking.
- There are currently 5 infirm parking bays and 9 public ACROD bays throughout town
- There are 6 active infirm parking permit holders who are entitled to use the infirm bays and 248 active ACROD parking permit holders that are entitled to use the infirm parking bays and ACROD parking bays.
- To obtain an ACROD permit requires a Doctors or Occupational Therapist authorization. Due to the implementation of the National Disability Service ACROD permits are now free. ACROD permits can be used throughout WA. To obtain an infirm parking bay permit requires a Doctors approval, incurs no fee and can only be used in the Infirm Parking Bays in Bridgetown.
- During the parking review the officer became aware that providing infirm parking bays was exposing Council and users to risk due to failure to meet minimum Australian Standards. In particular, the standards relating to parallel parking and required dimensions (width, length, shared access area and kerbing/ramp requirements) on a busy portion of a main road.
- Infirm parking bays are signed in a way that suggests provision for people with disability (blue wheel chair) without the considerations for safety that is associated with and expected by users of ACROD parking bays.

Officer Comment

Positive formal discussions were instigated on behalf of Council with the land owners of the two locations identified as suited for potential ACROD car parking bays (Australia Post and TGC and KPC PTY LTD). The intention of these discussions was to gain the consent of the land owners (Australia Post and TGC and KPC PTY LTD) to convert the identified car parking bays, located in each of the land owners’ allocated car parking areas, to ACROD parking bays.

Initial discussions confirmed both land owners (Australia Post and TGC and KPC PTY LTD) would not require a lease agreement, but would offer the parking bays to use as ACROD parking bays given Council cover the cost of conversion (paint, signage, kerbing etc.).

Correspondence received by Maurice Owen, also requests that the loss of 2 parking bays on the southern side of the building tenanted by Howard Evans, to allow for conversion into one ACROD parking bay, be considered by Council as and when any future planning applications for site development are submitted. Specifically, Mr. Owen would like the number of reduced car parking bays required for any future planning application in lieu of the car parking bays given for the development of an ACROD parking bay. Discussion with the Manager Planning suggested that unless

a planning application was submitted and the details outlined it is not possible to attribute a number of reduced car parking bays that could be “credited” to Stables IGA however it is felt that Council could note that this offer by Mr Owen will effectively reduce the parking owned by his company by one bay and that the loss of this one bay can be taken into account by council if in future a development application is received that potentially triggers and additional car parking requirement.

Statutory Environment -

- Local Government Act 1998 (section 5.9)
- Equal Opportunity Act (1984) WA
- Disability Discrimination Act (1992) WA
- Disability Services Act (1993)
- Local Government (Parking for People with Disabilities) Regulation 2014
- Australian Standard AS/NZS2890.6-2009

Integrated Planning Implications

➤ Strategic Community Plan (Draft SCP 2017)

Key Goal 1 - Our economy will be strong, diverse and resilient

Objective 1.1.2 - A proactive approach to business development

Strategy 1.2.1 - Embrace a “can do” approach to development

Key Goal 3 - Our built environment is maintained, protected and enhanced

Objective 3.2 - Outdoor spaces, places and buildings are fit for purpose

Strategy 3.2.2 - Social and recreation programs make the most of existing built facilities

Key Goal 4: A community that is friendly and welcoming

Objective 4.2 - Programs and facilities that encourage community resilience

Strategy 4.2.9 - Improve services and facilities for seniors and people with a disability

Objective 4.7 – a safe area

Strategy 4.7.1 - A functional and safe Hampton Street

Strategy 4.7.2 - Improve parking and pedestrian accessibility in town centres

➤ Corporate Business Plan

The draft Corporate Business Plan presented to Council this June meeting does contain an action (4.7.2.2) proposing the development of new ACROD parking bays in the CBD.

➤ Long Term Financial Plan

The draft Long Term Financial Plan incorporates the expenditure identified under the Corporate Business Plan.

➤ Asset Management Plans

The principles of asset management would need to be addressed in the conversion and ongoing maintenance of the ACROD parking bays.

➤ Workforce Plan – Not Applicable

➤ Other Integrated Planning

Council's Age Friendly Communities Plan Priority Objectives are –

- Outdoor Spaces and Buildings -
Outcome 2 - relocate the infirm bay from front of Bridgetown Bakery to more suitable location without drain.

Disability Access and Inclusion Plan –

- Outcome 1 - equal opportunities for people with disabilities to access Shire of Bridgetown-Greenbushes' services and events.

Budget Implications

The 2017/18 draft budget is being prepared and all funding identified in the corporate Business Plan for that year will be included in the budget – this includes an amount of \$2,500 for these ACROD bays.

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity

The aim of the recommendations is to ensure equal access to the town centre for people with disability and mobility challenges in a safe and responsible manner, thereby achieving social equity principles.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

There has been an inherent risk in providing “disabled” (infirm) parking that does not meet the Australian Standard required to ensure the safety of the person using the parking bay. Reverting the infirm bays back to general use bays and providing Australian Standard ACROD bays in the locations identified close to the town centre will offer people with disability/mobility challenges access to parking with the safety parameters inherent in the requirements of ACROD bays and therefore reduce Council's risk associated with the potential injury incurred through the use of non-standard infirm bays.

Continuous Improvement

Council can achieve continuous improvement in service provision by considering and implementing the recommendations identified in the Age Friendly Communities Plan and the Disability Access and Inclusion Plan. Principles of continuous improvement are also achieved by considering Council's (and the community's) exposure to risk and mitigating that risk by implementing changes to ensure compliant service provision.

Voting Requirements - Simple Majority

Council Decision Moved Cr Mackman, Seconded Cr Boyle

C.16/0617

- 1. That Council notes the correspondence received from Maurice Owen, Director of The Stables IGA, Bridgetown on behalf of TGC and KPC PTY LTD.**
- 2. That Council directs the CEO to install an ACROD parking bay on the southern side of Howard Evans Legal Office in place of 2 existing car parking bays.**
- 3. That Council notes the loss of 2 parking bays currently servicing Stables IGA (one restricted) to be replaced by one restricted ACROD parking bay and this is taken into consideration when Council are assessing the number of parking bays/payment in lieu required for any future planning applications submitted by Stables IGA.**
- 4. That Council note the request by Maurice Owen to cover costs associated with the installation of kerbing at the location of the planned ACROD parking bay on the southern side of the building occupied by Howard Evans and authorize the CEO to approve a contribution towards this expense from the proposed budget allocation for the ACROD bays in the 2017/18 budget.**

Carried 9/0

Consideration of Standing Committee Recommendations

Items adopted by Council using the en bloc system were:

C.19/0617 Consolidated Asset Management Plan 2016-26
C.20/0617 Potential Outsourcing of Selected Park Maintenance Functions
C.22/0617 Rolling Action Sheet

To allow for numerical follow through of Reports/Items, the above Council Decisions are marked with an *

C.17/0617	Standing Committee Minutes – 8 June 2017 – Attachment 26
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Note: All Attachments referenced in the Standing Committee Recommendations below are as per the Standing Committee Agenda.

C.18/0617	Adoption of Strategic Community Plan
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Committee Recommendation Moved Cr Scallan, Seconded Cr Mackman
SC.02/0617 That Council adopts the Shire of Bridgetown-Greenbushes 10+ Year Strategic Community Plan 2017 as per Attachment 1 of the Standing Committee agenda with the following amendment to 'Our Vision':

'A Beautiful Place to Live'

Working together with the Community to achieve our shared objectives.

Council Decision Moved Cr Scallan, Seconded Cr Pratico
C.18/0617 That Council adopts the Shire of Bridgetown-Greenbushes 10+ Year Strategic Community Plan 2017 as per Attachment 1 of the Standing Committee agenda with the following amendment to ‘Our Vision’:

‘A Beautiful Place to Live’

Working together with the Community to achieve our shared objectives.

Absolute Majority 9/0

C.19/0617	Consolidated Asset Management Plan 2016-26
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Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
SC.03/0617 That Council adopts the Shire of Bridgetown-Greenbushes Consolidated Management Plan 2016-26 as presented in Attachment 2. Noting amended vision under section 3.2.

Council Decision Moved Cr Scallan, Seconded Cr Hodson
***C.19/0617 That Council adopts the Shire of Bridgetown-Greenbushes Consolidated Management Plan 2016-26 as presented in Attachment 2. Noting amended vision under section 3.2.**

Carried 9/0

C.20/0617	Potential Outsourcing of Selected Park Maintenance Functions
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Committee Recommendation Moved Cr Pratico, Seconded Cr Moore
SC.04/0617 That Council defer any further consideration of potential outsourcing of selected parks and gardens maintenance functions until such time as it has adopted service levels for parks and gardens functions, expected to be towards the end of 2017.

Council Decision Moved Cr Scallan, Seconded Cr Hodson
***C.20/0617 That Council defer any further consideration of potential outsourcing of selected parks and gardens maintenance functions until such time as it has adopted service levels for parks and gardens functions, expected to be towards the end of 2017.**

Carried 9/0

C.21/0617	Adoption of 2017/18 Fees & Charges
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Committee Recommendation Moved Cr Pratico, Seconded Cr Quinby
That Council:

1. Adopt the 2017/18 Schedule of Fees & Charges as per Attachment 3 with the following minor changes:
 - Page 8 - ‘Impounding Fees’ – Change last line (Over 3kms ...) to read: “The impounding fees include driving, leading or otherwise transporting the animal or animals no more than a distance of 3 km. Where the distance is more than 3 km, an additional charge equivalent to the actual costs of transporting the animal or animals is to be paid in respect of each animal impounded other than a suckling animal”, and remove the charge of 0.11c per km.
 - Page 24 – ‘Group Fitness Room’ – Single fee \$32.00 per hour.

- Page 24 – ‘Sports Court – Permanent Bookings’ – Three fees being: Groups - \$32.00ph, Training \$25.65ph, Training half court \$12.80ph.
2. Determine the waste collection rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2017/18 budget.
 3. Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2017/18 budget.

Council Decision Moved Cr Wilson, Seconded Cr Pratico

C.21/0617 That Council:

1. **Adopt the 2017/18 Schedule of Fees & Charges as per Attachment 3 with the following minor changes:**
 - **Page 8 - ‘Impounding Fees’ – Change last line (Over 3kms ...) to read: “The impounding fees include driving, leading or otherwise transporting the animal or animals no more than a distance of 3 km. Where the distance is more than 3 km, an additional charge equivalent to the actual costs of transporting the animal or animals is to be paid in respect of each animal impounded other than a suckling animal”, and remove the charge of 0.11c per km.**
 - **Page 24 – ‘Group Fitness Room’ – Single fee \$32.00 per hour.**
 - **Page 24 – ‘Sports Court – Permanent Bookings’ – Three fees being: Groups - \$32.00ph, Training \$25.65ph, Training half court \$12.80ph.**
2. **Determine the waste collection rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2017/18 budget.**
3. **Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2017/18 budget.**

Absolute Majority 9/0

C.22/0617	Rolling Action Sheet
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Committee Recommendation Moved Cr Scallan, Seconded Cr Moore
SC.06/0617 That the information contained in the Rolling Action Sheet be noted.

Council Decision Moved Cr Scallan, Seconded Cr Hodson

***C.22/0617 That the information contained in the Rolling Action Sheet be noted.**

Carried 9/0

C.23/0617	Adoption of En Bloc Items
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Council Decision Moved Cr Scallan, Seconded Cr Hodson

C.23/0617 That Council adopts Items C.19/0617, C.20/0617 and C.22/0617 of the Local Laws, Strategy, Policy & Organisation Development Standing Committee and hereby resolves in the terms of each of the Committee Recommendations.

Carried 9/0

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision

ITEM NO.	C.24/0617	FILE REF.	160.1
SUBJECT	Submission on 2017/18 Differential Rates and Minimum Payments		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	28 May 2017		

Reason for Urgent Business: Consideration of the Differential Rates and Minimum Payments submission is required as early as possible to ensure statutory requirements and time frames can be met ensuring timely adoption of the 2017/18 Budget.

Attachment 27 – Submission received from McMahon Mining Title Services Pty Ltd

OFFICER RECOMMENDATION that Item C.24/0617 be accepted as urgent business.

OFFICER RECOMMENDATION that Council considers the submission from McMahon Mining Title Services Pty Ltd regarding the proposed differential rates and minimum payment for Mining properties but resolves to retain the rate in the dollar and minimum payment as advertised.

OFFICER RECOMMENDATION that Council makes application to the Minister for Local Government and Communities to impose in 2017/18 a differential Mining UV rate which is more than twice the lowest general differential UV rate.

Summary/Purpose

To consider a submission received regarding the proposed rate in dollars and minimum payments for the 2017/18 financial year.

Background

At its meeting held 25 May 2017 Council adopted, for advertising purposes, its proposed differential rates and minimum payments for the 2017/18 rating year as detailed in the below table.

Category	Rate in \$	Minimum Rate
Gross Rental Value (GRV) Properties	8.7341 cents	\$867.00
Rural Unimproved Value (UV) Properties	0.6001 cents	\$1,074.00
Urban Farmland Unimproved Value (UV)	0.5101 cents	\$1,074.00
Mining Unimproved Value (UV)	8.3004 cents	\$1,074.00

In accordance Section 6.36 of the Local Government Act the differential rating proposal was advertised for public comment for a period of 23 days. An advertisement appeared in the Manjimup-Bridgetown Times edition of 31 May 2017. Submissions from ratepayers were invited to be received up until close of business on Friday, 23 June 2017.

Ratepayers in the Mining and Urban Farmland categories (i.e. where the number of properties in a particular rating category is less than 30), were notified on an individual basis of the proposed rates in the dollar and minimum payments to allow for comment.

One submission was received from McMahon Mining Title Services Pty Ltd (MMTS) on 22 June 2017. The company has a number of clients who hold exploration licences in the Shire of Bridgetown-Greenbushes that are rated in the Mining UV category.

Officer Comment

The submission requests that the Shire consider a separate rate category, or reduction, stay or concession in the rate in dollar and minimum applicable to Exploration and Prospecting Licenses.

The Shire currently has eight rate assessments for exploration licenses in the Mining UV category and no prospecting license assessments. Of the eight exploration licenses four attract Council's minimum rate and the highest proposed rate to be applied in 2017/18 is \$1,741.34.

MMTS argues that the proposed UV Mining rate fails to recognise the difference between mining operations and the exploration activities and their respective impact on Shire infrastructure. This includes the argument that exploration activities have far less impact on Shire infrastructure and also exploration companies have far less financial resources than mining companies.

In response to the comments by MMTS, the Valuer General is responsible for the valuation of all properties within a local government's district. Further to this, the Valuer General in accordance with the Valuation of Land Act 1978 determines the value of land according to its purpose or use. In other words, if mining is conducted on a tenement, then the value of the land in question would be much higher than if the same tenement was used for exploration purposes. This means that once the UV Mining rate in the dollar is applied, the exploration/prospecting tenements will pay less in rates than a tenement that has mining occurring on it.

The submission received from MMTS also focuses on the proposed minimum payment of \$1,074. This minimum payment amount applies to all Unimproved Value rated properties. To adopt a lesser minimum for this category compared to other Unimproved Valued properties, Council would be required to adopt an object and reason for the lesser minimum.

A separate minimum is not being recommended for the following reasons:

- minimum rates are determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities;
- the holder of an exploration licence has the option to relinquish their right and surrender the licence;
- it could result in a precedent being set which may be extended to other rating categories.

The granting of a rate concession could be considered. However, a concession is not supported for the same reasons outlined above.

Section 6.36(4) of the Act requires Council to consider any submissions received, before imposing the proposed rate in the dollar (\$) or minimum payment, with or without modification.

That section empowers a Council to impose differential general rates or minimum payments different from those published in the public notice. This provision is important because it allows Council to consider submissions made by electors and ratepayers, and to consider circumstances that may have changed since it first considered an initial estimate of budget cash deficiency required to be met by imposition of general rates.

Ministerial approval is required to impose a differential general rate that is twice the lowest differential general rate.

If Council resolves to impose rates or minimum payments different from those proposed in the local public notice, Local Government Financial Management Regulation 23(b) requires that the Annual Budget of Council must include details of the rate or minimum payments set forth in the public notice, and provide reasons for the difference. Additionally, written notification to ratepayers explaining Council reasons should be included with their annual rates notice.

In conclusion, it is recommended that Council after consideration of the submission from MMTS proceeds with adopting the differential rates and minimum rates strategy as previously advertised and seek ministerial approval for a Mining UV rate that is more than twice the lowest differential general rate.

Statutory Environment

Section 6.32(1) of the Act – Rates and service charges

Section 6.33(1) to (3) of the Act – Differential general rates

Section 6.35(4) of the Act – Minimum payment

Section 6.36 of the Act – Local government to give notice of certain rates

Section 6.36(4) of the Act requires Council to consider any submissions received, before imposing the proposed rate in the dollar (\$) or minimum payment, with or without modification.

Integrated Planning

- Strategic Community Plan 2013
 - Objective 4: A collaborative and engaged community
 - Outcome 4.6: Revenue needs are managed in an equitable and sustainable manner
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil

- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy

Policy F.10 – GRV/UV Rating Policy

Budget Implications

This item has no bearing on the rates revenue being collected in 2016/17. The levying of general GRV rates, differential general UV rates and minimum payments in 2017/18 is about deriving an equitable level of revenue from each of the categories of properties in the district.

Fiscal Equity

In setting various rates in the dollar and minimum payment amounts Council aims to achieve a fair and equitable distribution of the rate burden throughout all ratepayers in the district.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The advertising of Council's intention to raise differential rates and consideration of submissions received is part of the statutory provisions required to ensure Council's rates are levied in accordance with legislation and are not at risk of being ruled improperly raised or imposed. There is a risk to Council not adopting its 2017/18 budget by the statutory deadline of 31 August 2017 in the event that the Minister does not approve Council's Mining UV differential rate.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Pratico, Seconded Cr Wilson
C.24/0617 That Item C.24/0617 be accepted as urgent business.**

Carried 9/0

**Council Decision Moved Cr Mackman, Seconded Cr Boyle
C.24/0617a That Council considers the submission from McMahon Mining Title Services Pty Ltd regarding the proposed differential rates and minimum payment for Mining properties but resolves to retain the rate in the dollar and minimum payment as advertised.**

Carried 9/0

Council Decision *Moved Cr Mackman, Seconded Cr Pratico*
C.24/0617b That Council makes application to the Minister for Local Government and Communities to impose in 2017/18 a differential Mining UV rate which is more than twice the lowest general differential UV rate.

Carried 9/0

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)


Closure

The President closed the Meeting at 7.15pm

List of Attachments

Attachment	Item No.	Details
1	C.02/0617	Plaque Design
2	C.03/0617	Draft Letter from Hampton Street Flowers Committee
3	C.04/0617	2016/17 Firebreak Order (to use as comparison to changes recommended for 2017/18 Firebreak Order)
4	C.05/0617	Discussion Paper – Registration of Farmer Firefighting Units
5	C.06/0617	Sketch plan showing alignment of proposed track
6	C.08/0617	Corporate Business Plan 2017-2021
7	C.09/0617	May 2017 Financial Activity Statements
8	C.09/0617	List of Accounts Paid in May 2017
9	C.10/0617	Shire of Bridgetown-Greenbushes Long Term Financial Plan 2017-18 to 2031-32
10	C.11/0617	Location Plan
11	C.11/0617	Heritage Council of WA Correspondence/Entry Documents
12	C.11/0617	Bridgetown Heavy Haulage Deviation Concept Plans (2006) plus Aerial Overlay Extract
13	C.12/0617	Public Submissions
14	C.12/0617	Schedule of Submissions
15	C.12/0617	Proposed Town Planning Scheme No. 3 – Amendment No. 72
16	C.12/0617	Proposed Town Planning Scheme No. 4 – Amendment No. 70
17	C.12/0617	Draft Home Based Business Policy (Modified)

18	C.13/0617	Policy A.4 Facility Opening Hours to the Public
19	C.14/0617	Correspondence from Lotterywest
20	C.14/0617	Correspondence from South West Development Commission
21	C.14/0617	Quote and Plan for Shade Sail Installation
22	C.15/0617	Submissions – Youth Services Advisory Committee
23	C.15/0617	Instrument of Appointment and Delegation – Youth Services Advisory Committee
24	C.16/0617	Correspondence from Shire of Bridgetown-Greenbushes to TGC and KPC PTY LTD
25	C.16/0617	Correspondence from Maurice Owen, Stables IGA to Shire of Bridgetown-Greenbushes
26	C.17/0617	Standing Committee Minutes – 8 June 2017
27	C.24/0617	Submission received from McMahon Mining Title Services Pty Ltd

Minutes checked and authorised by T Clynch, CEO		30.6.17
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CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Council Meeting held 29 June 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 27 July 2017.

..... 27 July 2017