



Special Council Minutes Index – 23 October 2017

Subject	Page No
Attendance, Apologies	2
Attendance of Gallery	2
Public Question Time	2
Business Items	2
1. Swearing-in of Newly Elected Councillors.....	2
2. Election and Swearing-in of Shire President.....	2
3. Election and Swearing-in of Deputy President.....	3
4. Allocation of Seating Arrangements for the 2017/2019 Term of Office	4
Appreciation	4
Closure	4

Minutes of the Special Meeting of Council held in the Council Chambers on Monday, 23 October 2017 commencing at 5.30pm, called for the purpose of:

1. Swearing-in newly elected Councillors
2. Election and Swearing-in of Shire President
3. Election and Swearing-in of Deputy President
4. Allocation of Seating Arrangements for the 2017/2019 Term of Office

The CEO, Mr T Clynch opened the meeting at 5.30pm

Attendance & Apologies

Councillors - J Bookless
- J Boyle
- D Mackman
- J Moore
- J Nicholas
- A Pratico
- P Scallan
- C Wallace
- A Wilson

In Attendance - T P Clynch, CEO
- M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- M Richards, Grants & Services Manager
- T Lockley, Executive Assistant
- A F Elder, Justice of the Peace

Attendance of Gallery

C Bookless, L Chettleburgh, T Bresner, B Moore, D Scallan, R Wallace, B Wallace, J Boyle, M Larkworthy, B Fry

Public Question Time - Nil

Business Items

1. Swearing-in of Newly Elected Councillors

Newly elected Councillors John Bookless, Julia Boyle, Pat Scallan, Chris Wallace and Alan Wilson made Declarations before Justice of the Peace, Mr A F Elder

2. Election of Shire President

The CEO read aloud the names of nominations received for the position of Shire President, these being:

1. Cr Nicholas
2. Cr Pratico

The CEO called for further nominations, none were forthcoming.

In accordance with Policy M.30, each candidate was requested to make a presentation to the Council. The Returning Officer (CEO) determined the order of presentations would be alphabetical with Cr Nicholas being called upon to speak first.

5.37pm – Cr Pratico vacated the Meeting

5.42pm – Cr Pratico returned to the Meeting, Cr Nicholas vacated the Meeting

5.43pm – Cr Nicholas returned to the Meeting

At the conclusion of the presentations a secret ballot took place with the results being:

Councillor	Number of Votes
Cr Nicholas	4
Cr Pratico	5

Accordingly, the Returning Officer (CEO) declared Cr Pratico elected President for the term of office expiring on 19 October 2019.

Cr Pratico made a Declaration in the presence of Justice of the Peace, Mr A Elder.

Cr Pratico assumed the Chair

3. Election of Deputy President

The Returning Officer (CEO) read aloud the names of nominations received for the position of Deputy President, these being:

1. Cr Wilson

The Returning Officer (CEO) called for further nominations, none were forthcoming.

There being no further nominations the Returning Officer (CEO) declared Cr Wilson elected Deputy President for the term of office expiring 19 October 2019.

Cr Wilson made a Declaration in the presence of Justice of the Peace, Mr A Elder.

4. Allocation of Seating Arrangements for the 2017/2019 Term of Office

The President called upon Justice of the Peace, Mr A Elder to draw lots for the seating of Councillors for the ensuring two year period excepting seat 1 (President's left hand side) which is reserved for the Deputy President.

Seat No.	Councillor
2	Wallace
3	Mackman
4	Nicholas
5	Scallan
6	Boyle
7	Moore
8	Bookless

Appreciation

The President extended appreciation to Justice of the Peace, Mr A Elder for officiating at the Special Meeting of Council.

Closure

The President closed the meeting at 5.52pm

Minutes checked and authorised by CEO, Mr T P Clynch		19.10.17
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CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Special Meeting of Council held 23 October 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 30 November 2017

..... 30 November 2017



Climate Change Policy Statement Review

**Discussion Paper
November 2017**

Contact:

Laura Simes

Environment Policy Advisor

WALGA

ONE70, LV 1, 170 Railway Parade West Leederville

Phone: (08) 9213 2049

Fax: (08) 9213 2077

Email: lsimes@walga.asn.au

Website: www.walga.asn.au

Contents

1.0	Climate Change and Local Governments	4
2.0	Policy Statement on Climate Change	5
2.1	Climate change submissions	6
3.0	Current uses for the existing Policy Statement	6
4.0	Current climate change science	6
5.0	Domestic developments	10
5.1	The role of State and Commonwealth Governments in climate change policy	10
5.1.1	Coordination, leadership and planning	10
5.1.2	Taking advantage of Local Government emissions reductions.....	11
5.2	Climate change policy developments	12
5.2.1	Mitigation policy	12
5.2.2	Mitigation in the Policy Statement	12
5.2.3	Adaptation	14
5.2.4	Adaptation in the Policy Statement	18
5.2.5	Emergency management.....	19
6.0	International developments.....	20
6.1	The Paris agreement	20
6.2	Sustainable Development Goals.....	22
7.0	Conclusion	23
	Appendix – List of questions	24

1.0 Climate Change and Local Governments

Climate change is a key issue for Local Governments that impacts almost all aspects of their operations and responsibilities. As the level of government closest to the community, Local Governments manage and plan for a range of impacts of climate change, including on community assets, disruption of council services, unbudgeted financial impacts and adverse health impacts on residents. There continues to be significant uncertainty for Local Government around potential legal liability flowing from climate change effects, actions taken (or not taken) in relation to these effects, and how planning laws, schemes and policies mesh with climate change issues.

Local Governments have, for a number of years, been actively engaged in a range of climate change mitigation and adaptation activity, together with education and encouraging awareness and behaviour change amongst residents¹. This action is seen to go hand in hand with Local Governments' responsibilities under the *Local Government Act 1995* (WA), in particular:

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. (Section 1.3(3))

Many Local Governments have made voluntary commitments or pledges in relation to climate change, including the following:

Pledge	Description	Number of Local Government Participants
Local Government Climate Change Declaration	Developed by WALGA. A voluntary opportunity for Local Governments to demonstrate their political commitment to locally appropriate climate change adaptation and mitigation action. ²	40 (representing 65% of the WA population)
Divesting from fossil fuels	Commitment to shift money out of banks that fund fossil fuels. ³	12 (representing 30% of the WA population)
Compact of Mayors	A coalition of city leaders around the world committed to addressing climate change. ⁴	4
Cities Power Partnership	Launched July 2017 by the Climate Council, aims to celebrate and accelerate emission reductions and clean energy in Australian towns and cities. ⁵	4

¹ See for example WALGA's Local Government Climate Change Project Map: <http://walga.asn.au/Policy-Advice-and-Advocacy/Environment/Climate-Change/Local-Government-Project-Map.aspx>.

² For further information see here: <http://walga.asn.au/Policy-Advice-and-Advocacy/Environment/Climate-Change.aspx>.

³ For a list of Australian Local Governments that have committed to divest see here: <http://gofossilfree.org.au/fossil-free-councils/>. Not listed are City of Bayswater, City of Subiaco and the Shire of Mundaring, which have also recently committed to divest.

⁴ Cities of Joondalup, Perth, Melville and Mandurah. Further information about the Compact of Mayors available here: <https://www.compactofmayors.org/>.

⁵ The Cities of Kalgoorlie-Boulder, Swan, Canning and Fremantle. Further information about the Cities Power Partnership is available here: <http://citiespowerpartnership.org.au/>.

In the past, Western Australian Local Governments have been key delivery agents of Commonwealth Government climate change mitigation programs, such as the Community Energy Efficiency Program (CEEP), the Local Government Energy Efficiency Program (LGEEP) and the Cities for Climate Protection (CCP) Program that was delivered by ICLEI with Commonwealth Government support.

Program	Program dates	WA Local Government participants
Cities for Climate Protection	1999-2006	30
Local Government Energy Efficiency Program (LGEEP)	2011-2014	50 (includes 1 WALGA grant)
Community Energy Efficiency Program (CEEP)	2011-2016	15 (includes 1 WALGA grant)
Emissions Reduction Fund (ERF)	2014-present	2 (both transitioned from the Carbon Farming Initiative)

The LGEEP and CEEP grants assisted Local Governments in undertaking a wide range of building energy efficiency, LED street lighting and geothermal projects.

WALGA seeks to provide information, resources and advocacy to assist Local Governments in this challenging area. An essential part of this is having an up-to-date, Local Government endorsed Policy Statement on Climate Change.

2.0 Policy Statement on Climate Change

The [WALGA Policy Statement on Climate Change](#) (the **existing Policy Statement**) was endorsed by State Council in June 2009 (521.3/2009). A summary of the existing Policy Statement is also included in WALGA's Advocacy Position Statement (Paragraph 4.1 available [here](#)). The existing Policy Statement is used to inform WALGA's advocacy position on climate change matters. For example, the existing Policy Statement is referenced in the following recent WALGA climate change submissions:

- [Interim Submission to the Climate Change Authority's Review of the Carbon Farming Initiative legislation and Emissions Reduction Fund](#) (September 2017);
- [Submission to the Australian Government inquiry into the impacts of climate change on housing, buildings and infrastructure](#) (August 2017; endorsed by State Council September 2017); and
- [Submission in response to the Australian Government's Review of Climate Change Policies](#) (May 2017; endorsed by State Council July 2017).

The statement is now showing its age and it is recommended that a new Policy Statement is developed to ensure it reflects the contemporary views of the sector and as a basis for WALGA's policy and advocacy activity. In particular it should be take account of contemporary scientific understanding of the extent and impacts of climate change and political developments domestically and internationally (including the Paris Agreement and the Sustainable Development Goals) since 2009.

At the July 2017 State Council, the South East Metropolitan Zone requested that WALGA review its existing Policy Statement on Climate Change, to include consideration of

awareness and behaviour change strategies for climate change mitigation and energy efficiency.

This Discussion Paper outlines key developments since the existing Position Statement was finalised in 2009, seeks input from Local Government on key advocacy priorities for Local Government, and on the preferred content of the Policy Statement. After input has been received and incorporated, State Council's approval will be sought. The endorsed Policy Statement will provide the basis for WALGA's climate change advocacy plan, which will further detail how WALGA will promote and prosecute Local Governments' key climate change priorities over the next one to three years.

2.1 Climate change submissions

This paper incorporates references to, and quotations from the submissions referred to above (at 2.0). In particular, key climate change issues outlined in those submissions are set out throughout this paper. These submissions represent the most up-to-date State Council endorsed climate change advocacy positions and the submissions capture many of Local Governments' key priorities in relation to climate change. It should be noted however that these submissions were developed in response to particular inquiries and do not necessarily represent a comprehensive Local Government position.

3.0 Current uses for the existing Policy Statement

WALGA has relied on the State Council endorsed existing Policy Statement as a statement of climate change principles and priorities, broadly agreed upon by WA Local Government, to inform its advocacy for climate change action. It is intended that the updated policy statement will serve the same purpose. In addition, the Policy Statement will provide the basis for WALGA's climate change advocacy plan, which will detail how WALGA will promote and prosecute Local Governments' key climate change priorities over the next one to three years (subject to changes / developments in this area).

The existing Policy Statement is currently made available on the WALGA website as a generic/template form for Local Governments to use and adopt themselves.

Question 1: Have you made use of the existing Climate Change Policy Statement? How?

Question 2: Have you used the Policy Statement *template*? How?

Question 3: Is it useful to make the Policy Statement available in template format (eg, to assist in developing your own Local Government Climate Change Policy)?

4.0 Current climate change science

Since the existing Climate Change Policy statement was finalised in 2009, scientific understanding and consensus has continued to increase. There is overwhelming scientific evidence that the climate is warming and that greenhouse gas emissions arising from human activities are the main factor in this warming.

The Fifth Assessment Report, the latest report of the Intergovernmental Panel on Climate Change (IPCC), states that “Warming of the climate system is unequivocal, and since the 1950s, many of the observed changes are unprecedented over decades to millennia. The atmosphere and ocean have warmed, the amounts of snow and ice have diminished, sea level has risen, and the concentrations of greenhouse gases have increased”⁶. The IPCC’s reports are consensus based, meaning that the above statements reflect international scientific consensus.

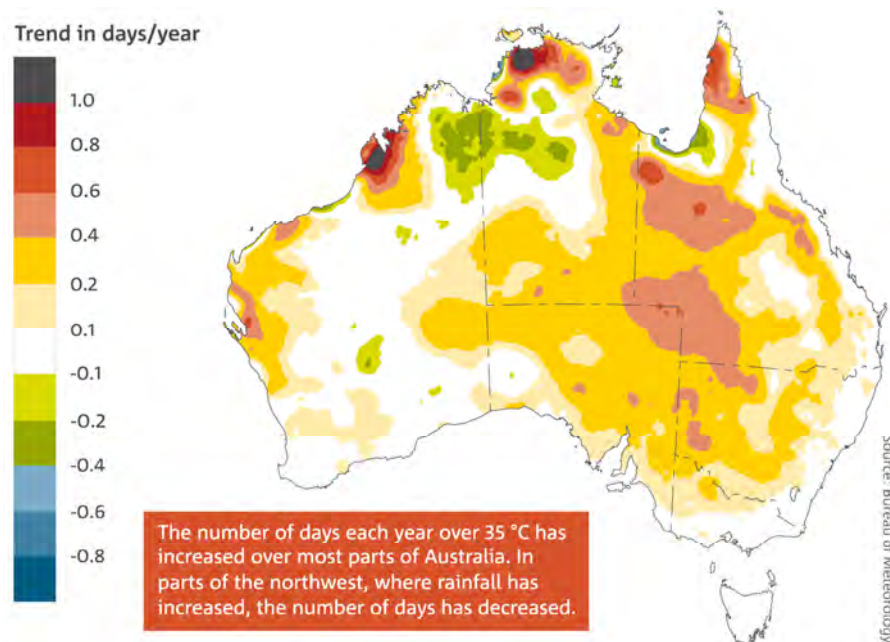


Figure 1: The trend in annual number of days per year above 35 °C from 1957–2015. An increase of 0.2 days/year since 1957 means, on average, that there are almost 12 more days per year over 35 °C.

In Australia, the climate has warmed in both mean surface air temperature and surrounding sea surface temperature by around 1 °C since 1910. The duration, frequency and intensity of extreme heat events have increased across large parts of Australia. There has been an increase in extreme fire weather, and a longer fire season, across large parts of Australia since the 1970s. Sea levels have risen around Australia. The rise in mean sea level amplifies the effects of high tides and storm surges.⁷

In Western Australia, there has been significant drying across the south west land division, with the drying trend particularly strong between May and July, with rainfall since 1970 around 19 per cent less than the long-term average. Since 1996, the decline from the long-term average has increased to around 25 per cent. In the far south west, streamflow has declined by more than 50 per cent since the mid-1970s. There has also been a reduction in

⁶ IPCC, 2013: Summary for Policymakers. In: *Climate Change 2013: The Physical Science Basis. Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change*. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA at 4. Available at: <https://www.ipcc.ch/report/ar5/>.

⁷ Australian Government (Bureau of Meteorology), *State of the Climate 2016*. Available at: <http://www.bom.gov.au/state-of-the-climate/>.

the number of cold fronts impacting the southwest. In the north of Western Australia, there has been increased rainfall since the 1970s. In these parts, the number of hot days has decreased (while in the rest of Australia this has increased). There is strong evidence of a trend to higher stream flows in far northern Australia.⁸

Scientific modelling undertaken by the Australian Bureau of Meteorology shows that as Australia's climate evolves, a number of long-term changes, such as an increase in mean temperatures, will occur. The degree of change in temperature over the next few decades is relatively clear, while the extent to which the climate will change later in the century depends on the level of emissions now and into the future.⁹

A certain degree of climate change is now locked in, due to historical emissions. The IPCC's Fifth Assessment Report observes that '*Most aspects of climate change will persist for many centuries even if emissions of CO₂ are stopped*', and goes on to say:

*Surface temperatures will remain approximately constant at elevated levels for many centuries after a complete cessation of net anthropogenic CO₂ emissions. Due to the long time scales of heat transfer from the ocean surface to depth, ocean warming will continue for centuries. Depending on the scenario, about 15 to 40% of emitted CO₂ will remain in the atmosphere longer than 1,000 years. It is virtually certain that global mean sea level rise will continue beyond 2100, with sea level rise due to thermal expansion to continue for many centuries.*¹⁰

The IPCC states "*it is extremely likely [95–100%] that human influence has been the dominant cause of the observed warming since the mid-20th century.*"¹¹ A CSIRO study finds "*there is less than 1 chance in 100,000 that global average temperature over the past 60 years would have been as high without human-caused greenhouse gas emissions*"¹².

Areas of remaining uncertainty relate to the exact effects of climate change, the timing of changes, and degree of changes. This uncertainty is due in no small part to lack of clarity regarding the world's future emissions trajectory (ie, how fast and how deeply greenhouse gas emissions will be cut). The Fifth Assessment Report states that "*There are multiple mitigation pathways that are likely to limit warming to below 2°C relative to pre-industrial levels. These pathways would require substantial emissions reductions over the next few*

⁸ Australian Government (Bureau of Meteorology), 'Australia's Changing Climate', *State of the Climate 2016*. Available at: <http://www.bom.gov.au/state-of-the-climate/>.

⁹ Australian Government (Bureau of Meteorology), 'Future Climate', *State of the Climate 2016*. Available at: <http://www.bom.gov.au/state-of-the-climate/future-climate.shtml>.

¹⁰ IPCC, 2013: Summary for Policymakers. In: *Climate Change 2013: The Physical Science Basis. Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change*. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA at 27 -28. Available at: <https://www.ipcc.ch/report/ar5/>.

¹¹ Ibid at 17.

¹² P Kokic, M Howden & S Crimp (CSIRO), "99.999% certainty humans are driving global warming: new study", *The Conversation*, 4 September 2014. Available at: <https://theconversation.com/99-999-certainty-humans-are-driving-global-warming-new-study-29911>.

*decades and near zero emissions of CO₂ and other long-lived greenhouse gases by the end of the century.*¹³

It is proposed that the Policy Statement incorporate up-to-date scientific research, in particular, the practical certainty that climate change is happening, and that humans caused it.

Climate scientist Stefan Rahmstorf, commenting in response to a spike in world temperatures in February 2016, recently stated that the world is now in a climate emergency.¹⁴ Since this statement was made, it has been frequently cited. While considering WALGA's *Interim Submission in response to the Australian Government's review of Climate Change Policies*, the South Metropolitan Zone endorsed the submission and noted that the climate change issue is today at the point of climate emergency¹⁵. The climate change statement of the Municipal Association of Victoria (MAV, WALGA's Victorian equivalent), includes the following:

The MAV recognises that:

- *we are in a state of climate emergency that requires urgent action by all levels of government, including local councils*
- *human induced climate change stands in the first rank of threats to humans, civilisation and other species*¹⁶

The Local Government Association of Queensland (LGAQ) also refers to the urgency of the issue, saying:

*Local government requires appropriate levels of funding and resourcing assistance to meet urgent climate change mitigation and adaptation requirements for the short and long term protection and benefit of communities.*¹⁷

The existing WALGA Policy Statement already includes a statement to the effect that Local Governments acknowledge that anthropogenic climate change is happening, and support immediate action in climate change adaptation and mitigation.

13 IPCC, 2014: *Climate Change 2014: Synthesis Report*. Contribution of Working Groups I, II and III to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, R.K. Pachauri and L.A. Meyer (eds.)]. IPCC, Geneva, Switzerland at 20. Available at: <https://www.ipcc.ch/report/ar5/syr/>.

¹⁴ Climate scientist Professor Stefan Rahmstorf stated in March 2016 that "we are in a kind of climate emergency now". Reference: Peter Hannam, "True shocker": February spike in global temperatures stuns scientists, Sydney Morning Herald, 14 March 2016. Available at <http://www.smh.com.au/environment/climate-change/true-shocker-spike-in-global-temperatures-stuns-scientists-20160313-qni10t.html>.

¹⁵ *South Metropolitan Zone Minutes*. 26 June 2017 at 4. Available at: <http://walga.asn.au/getattachment/About-WALGA/Structure/Zones/South-Metropolitan-Zone/Minutes-South-Metropolitan-Zone-26-June-2017.pdf.aspx>.

¹⁶ MAV, "Adapting to a Changing Climate". Available at <http://www.mav.asn.au/policy-services/environment/Pages/climate-change.aspx>.

¹⁷ LGAQ, *Policy Statement*, 2014 at 20. Available at <https://lgaq.asn.au/corporate-documents>.

Question 4: In light of current observations of the effects of climate change, would you support the inclusion of a stronger statement, similar to that set out in the MAV climate change statement?

5.0 Domestic developments

5.1 The role of State and Commonwealth Governments in climate change policy

5.1.1 Coordination, leadership and planning

The existing Policy Statement states that climate change is a matter of national significance, and is therefore the primary responsibility of State and Commonwealth Governments, in cooperation with Local Governments and the Australian community as a whole. Given the shifting, inconsistent and sometimes contradictory climate change policy and program emphasis at a Federal level over the last eight years (including the continuing lack of certainty as to climate change policies into the future), and the lack of substantive climate change policy or leadership at a State level, it is proposed that this issue is emphasised in the Policy Statement.

This issue has been canvassed in WALGA's recent climate change submissions (see list of submissions above at 2.0). In its submission to the Climate Change Authority's *Review of the Carbon Farming Initiative legislation and Emissions Reduction Fund* the following statement was made about Commonwealth and State climate change policies:

*Unfortunately, there is currently little in the way of long-term State and Commonwealth plans or resources directed to climate change action. There is a particularly significant policy vacuum within the Western Australian Government, with negligible demonstrated and coordinated leadership and long-term planning across all areas. For example, the WA Government Climate Change Strategy which was released in October 2012 is inadequate and in need of an update and review.*¹⁸

In its submission to the Australian Government *Inquiry into the impacts of climate change on housing, buildings and infrastructure*, the following statement was made about Commonwealth and State climate change policies:

*Local Governments require effective and consistent legislation, policy and regulatory frameworks at the State and Commonwealth Government levels to support Local Government policy frameworks in order to deliver a coordinated approach to tackling the risks and impacts of climate change.*¹⁹

It should also be noted that the longer there continues to be a policy vacuum for climate change, the more significant the adaptation and mitigation task ahead will be.

¹⁸ WALGA, [Submission to the Climate Change Authority's Review of the Carbon Farming Initiative legislation and Emissions Reduction Fund](#). September 2017 at 5. Available at:

¹⁹ WALGA, [Submission to the Australian Government inquiry into the impacts of climate change on housing, buildings and infrastructure](#). August 2017 at 8.

Shortly after the change in government in Western Australia, the Environment Minister the Honourable Stephen Dawson MLC made the following statements in Parliament:

Since becoming Minister for Environment, I have instigated what we call a stocktake of existing climate change–linked policies and programs and actions undertaken by the state government and state government agencies so that it can inform our future approach and priorities... I am also very keen to ensure that the aforementioned gutted climate change unit is enlarged because, as I said, there is a great deal more work to be done in this space... The Labor Party, as a new government, is keen to lead by example and we are certainly ensuring that climate change considerations and emissions reductions opportunities are incorporated into government policy, particularly into our priority infrastructure projects and commitments.

...

*The state government has an important role to play, but, as I said, we will also require the collaboration of not only local government and national government but also business and industry if we are truly going to work with the community and all stakeholders in tackling the issues of climate change.*²⁰

It is proposed that the Policy Statement emphasise the need for Commonwealth and State governments to play a stronger leadership and coordination role, and engage in long-term planning on climate change. Such an advocacy position would certainly be consistent with the Environment Minister's public statements on climate change.

Question 5: Do you agree that the Policy Statement should emphasise the need for Commonwealth and State governments to play a stronger leadership and coordination role, and engage in long-term planning on climate change?

5.1.2 Taking advantage of Local Government emissions reductions

As noted above (at 1.0), WA Local Governments have, in the past been key delivery agents of Australian Government mitigation programs such as the CEEP, LGEEP and the CCP Program delivered by ICLEI. In its submission to the Climate Change Authority's *Review of the Carbon Farming Initiative legislation and Emissions Reduction Fund*, the point was made that Local Governments have a very limited availability to contribute to current Commonwealth mitigation programs and policies:

The Australian Government's climate change policies now offer very little in the way of enabling Local Government mitigation action. The ERF offers the potential for funding of mitigation action by Local Governments. Unfortunately, key features of the ERF hamper participation by Western Australian Local Governments... To date, no Western Australian Local Government Project has successfully bid in the ERF. There are just two

²⁰ Hansard at 1348, 21 June 2017. Available at [http://parliament.wa.gov.au/Hansard/hansard.nsf/0/2e9afbb5283875d8482581700018e93a/\\$FILE/C40+S1+20170621+p1348a-1363a.pdf](http://parliament.wa.gov.au/Hansard/hansard.nsf/0/2e9afbb5283875d8482581700018e93a/$FILE/C40+S1+20170621+p1348a-1363a.pdf).

WA Local Government Projects which are part of the ERF, both of which were transitioned from the Carbon Farming Initiative.²¹

This submission recommends that the Australian Government climate change mitigation policy settings include measures which can take advantage of the substantial emissions reductions that can be achieved by Local Governments. This position might also be extended to State Government measures, for example, encouraging/enabling widespread retrofit of LED energy efficient street lights.

Question 6: Do you agree that Commonwealth (and State) Government climate change mitigation policy settings should include measures that can take advantage of the substantial emissions reductions that can be achieved by Local Governments?

Question 7: Do you have suggestions or examples of Local Government projects that could achieve significant emissions reductions?

5.2 Climate change policy developments

5.2.1 Mitigation policy

There have been many developments in energy and climate change policy which were not envisaged at the time the existing Policy Statement was finalised, such as the rise of small scale renewable energy, the greatly reduced cost of renewables, availability of battery storage and increasing concerns about energy security and the need for coordinated energy planning and strategies (eg, as identified in the Finkel Review).

5.2.2 Mitigation in the Policy Statement

The existing Policy Statement refers to domestic mitigation measures generally, with a specific reference to an emissions trading scheme, including some references to the long defunct Carbon Pollution Reduction Scheme. There is no reference to current Commonwealth measures (eg, the Emissions Reduction Fund, funding mechanisms under the Clean Energy Finance Corporation etc.) nor other possible measures that might be considered in the near future (eg, the Commonwealth Government's recently announced National Energy Guarantee²²).

Despite the many changes to mitigation-related policy in Australia, the general statements about mitigation policy in the existing Policy Statement (at 1.4 and 2.4 – set out below) appear to stand up well as clear statements in support of appropriate and effective mitigation policies.

As noted above at 2.0, the South East Metropolitan Zone requested that the policy statement include consideration of awareness and behaviour change strategies for climate change

²¹ WALGA, [Submission to the Climate Change Authority's Review of the Carbon Farming Initiative legislation and Emissions Reduction Fund](#). September 2017 at 5-7.

²² M Turnbull, "National Energy Guarantee to deliver affordable, reliable electricity". 17 October 2017. Available at :<https://www.pm.gov.au/media/2017-10-17/national-energy-guarantee-deliver-affordable-reliable-electricity>.

mitigation and energy efficiency. It is acknowledged that Local Governments play a substantial role in raising awareness and encouraging behaviour change through the provision of resources, tools, information and training sessions, as well modelling best practice behaviours (ie 'demonstrating by doing'). This is currently included in the existing policy statement (see 1.4.3 below) and it is recommended that this theme is retained.

There is some repetition in the two parts excerpted below. It is proposed that a condensed version of the mitigation statements is included in the Policy Statement, consistent with the existing statements.

Existing Policy Statement

1.4 Mitigation – Emission Reductions

1.4.1 Local Government recognises that Australia has the capacity to contribute to global climate change mitigation, by reducing emissions now, in a way that creates positive opportunities for communities, industries and our economic sustainability.

1.4.2 Local Government acknowledges that the magnitude of the mitigation task ahead is substantial, and that planning, investment and infrastructure decisions made today will shape the carbon intensity of our future. It therefore considers that a successful response to the challenge of meeting appropriate emission reduction targets should begin immediately and will require cross-sectoral action by government, business and broader community at all levels. Local Government supports the establishment of institutions and regulations that ensure effective, integrated action by these stakeholders.

1.4.3 Local Government acknowledges that no single policy measure will provide a solution to climate change. Local Government considers a wide range of policy measures - from regulatory intervention and market-based mechanisms through to voluntary schemes, education and behaviour change programs - is required to successfully achieve appropriate and adequate emission reduction targets.

1.4.4 Local Government acknowledges that no single technology will provide a solution to climate change; and that all reasonable options need to be researched, explored and facilitated.

...

2.4 Mitigation – Emission Reductions

2.4.1 Local Government is committed to working towards agreed national emission reduction targets, with caps and timeframes that will ensure the achievement of Article 2 of the UNFCCC, while also taking into account Australia's status as a developed country party to the UNFCCC given its high level per capita emissions.

2.4.2 Local Government is committed to supporting the introduction of a well designed and equitable national emissions trading scheme and regards an effective price on greenhouse gas emissions as an important measure for achieving emissions reduction targets.

2.4.3 Local Government is committed to reducing its operational greenhouse gas emissions and supporting the reduction of greenhouse gas emissions in the community.

2.4.4 Local Government acknowledges the critical role that innovation will play in combating climate change and is committed to supporting and encouraging policies and measures that drive appropriate technological development and commercialisation.

2.4.5 Local Government acknowledges that technological solutions go only part way to helping meet the necessary reduction in greenhouse emissions and that citizens must be encouraged to adopt more sustainable lifestyles that reduce greenhouse impact. Local Government is committed to supporting community and business in the transition towards sustainable lifestyles.

Question 8: Do you agree that the existing mitigation content reflects the Local Government position on mitigation action? Are there any issues in particular you would like to see highlighted? Do you have any suggestions for other content that should be included?

There is perhaps an aspect of this part of the existing Policy Statement that has dated. It is more of an overarching feature of mitigation action, that since 2009, the energy transformation has begun to take place: people, the market, business, Local Governments etc. are all moving in the direction of renewables, and more recently battery storage. For example, a project was recently announced to power the steelworks in Whyalla, South Australia with solar, battery and pumped hydro.²³ The market is moving in this direction, and what is needed is for the State and Commonwealth Governments to catch up, and encourage, accelerate and support what is already occurring. It is proposed that the Policy Statement pick up on this changed landscape.

Question 9: Do you agree that that the Policy Statement should incorporate reference to broad scale shift that is already occurring in Australia?

5.2.3 Adaptation

Since 2009, adaptation has grown in prominence as an issue for Local Government, particularly as the effects of climate change are now unequivocally being felt, and Local Governments are in a position where they need to be planning for further effects of climate change in the future. WALGA's submission to the Australian Government *Inquiry into the impacts of Climate Change on housing, buildings and infrastructure* notes:

Local Government is in many ways at the forefront of climate change adaptation. As the closest sphere of Government to the community, Local Governments are expected to manage the impacts of climate change such as reduced rainfall, increased fire risk, increased risk of heat stress in the community, extreme weather events and sea level rise that increases the potential for erosion and inundation in coastal and estuarine areas.

The effects of climate change are already being felt throughout Western Australia, and Local Governments are already devoting significant resources to adaptation planning and response, such as through the expensive and complex process of developing and implementing CHRMAPs [Coastal Hazard Risk Management and Adaptation Plans].

...

²³ The Guardian, "Whyalla steelworks to be powered by \$700m solar, battery and pumped hydro project". 31 October 2017. Available at: <https://www.theguardian.com/australia-news/2017/oct/31/whyalla-steelworks-to-be-powered-by-700m-solar-battery-and-pumped-hydro-project>.

Whilst there are policies, programs and limited funding (particularly given the extent of the Western Australian coast) available to address coastal climate change, there is minimal capacity or resourcing to address other current and expected issues arising from changes in temperature, rainfall, and extreme weather events, including floods, heatwaves and bushfires. This will directly impact local government infrastructure and service provision in many areas including; social services infrastructure, local roads, public facilities, recreation and tourism facilities and insurance arrangements for buildings and infrastructure.

There will be other indirect consequences for Local Governments as a result of potential impacts to private properties, energy, telecommunications and water infrastructure, transport networks and health and education facilities. These impacts will be felt by local communities who will seek support and assistance from Local Government.

..

WALGA is deeply concerned that the current approach adopted by State Government in WA is one which seeks to reduce its resource commitments and legal liabilities relating to climate change, rather than undertaking a collaborative approach to tackle the issue effectively. This is perhaps most prevalent in relation to the management of coastal inundation, where despite the statutory mechanisms available to the State Government which allow it to manage coastal hazards most effectively at a regional level, a considered response has yet to have been adopted. Furthermore, the State Government is responsible for approving all subdivision applications and endorsing Local Planning Schemes. However the Western Australian State Government appears to be seeking to distance itself from these responsibilities and the guidance provided to Local Government to dealing with the issue is, at best, limited.²⁴

It should also be noted that in addition to CHRMAPs, a number of Local Governments are now undertaking Climate Change Risk Assessments and Adaptation Plans which look at *all* climate change risks, not just coastal risks.

The above submission highlighted the following areas where climate change adaptation is a key issue for local governments:²⁵

- **Western Australian state planning system:** has not been altered sufficiently to take into account climate change issues. Recent changes include:
 - Sea Level Rise Position Statement (2010);
 - State Planning Policy 2.6 State Coastal Planning Policy (2013);
 - Coastal Hazard Risk Management and Adaptation Plans (2014);
 - Bush Fire Planning provisions (2015); and
 - WA Coastal Zone Strategy (2017)²⁶.

²⁴ WALGA, [Submission to the Australian Government inquiry into the impacts of climate change on housing, buildings and infrastructure](#). August 2017 at 5, 8 and 9.

²⁵ As above, at 5-7.

²⁶ DPLH, WA Coastal Zone Strategy (2017). Available at: <https://www.planning.wa.gov.au/10223.aspx>.

In September this year the Department of Planning, Lands and Heritage (DPLH) also released a draft *Planned or Managed Retreat Guidelines* for public comment by 1 December.²⁷ The focus to date has been on coastal planning, a key area for Western Australia, but adaptation planning needs to be expanded to deal with other current and expected issues such as changes in temperature, rainfall and extreme weather events (including floods), heatwaves and bushfires.

- **Coastal adaptation:** as noted above, there are State government policies, programs and limited funding available in relation to coastal adaptation. A number of Local Governments have completed, or are in the process of completing, CHRMAPs. Unlike other states such as New South Wales, South Australia, Victoria and Queensland there is currently no coastal management legislation in Western Australia that defines and establishes the principles, objectives and actions, including roles and responsibilities for integrated coastal zone management. The adoption of legislation in Western Australia could support a consistent and coordinated approach to the development and implementation of CHRMAPs, which has been (and continues to be) an issue in Western Australia. Legislation would provide the head of power needed to effectively undertake adaptation work.

A State Government policy framework could potentially be supported by State/Local Government partnership agreement to collaboratively deal with the issue, and/or an Intergovernmental Agreement on the Coastal Zone, National Coastal Policy and National Coastal Management Strategy that would define the roles and responsibilities of all levels of government and would establish consistent and coordinated principles, objectives and actions across Australia.

Other State Governments, such as New South Wales and Queensland, have provided substantial assistance to Local Governments for coastal hazard mapping, risk assessment and adaptation planning. The New South Wales State Government is providing \$63 million over five years “to support councils in implementing equitable and cost effective actions that reduce exposure to coastal hazards, such as beach erosion, coastal inundation or cliff instability.”²⁸ The Queensland State Government’s QCoast₂₁₀₀ program provides four million dollars a year for three years “to enable all Queensland coastal local governments to progress the preparation of plans and strategies to address climate change related coastal hazard risks over the long-term.”²⁹ By contrast, the Western Australian State Government provides around

²⁷ Not available on DPLH website, but accessible through WALGA’s *EnviroNews* here:

[http://walga.asn.au/getattachment/News,-Events-and-Publications/Publications/EnviroNews/201709_EnviroNews-Issue-9.html.aspx#Retreat Guidelines](http://walga.asn.au/getattachment/News,-Events-and-Publications/Publications/EnviroNews/201709_EnviroNews-Issue-9.html.aspx#Retreat%20Guidelines).

²⁸ NSW Government, Media Release: NSW Budget: Biggest Funding Boost to Coastal Management since the 1970s. 7 May 2016. Available at:

<https://www.treasury.nsw.gov.au/sites/default/files/mediarelease/20160507---Media-Release---Berejiklian---NSW-Budget-biggest-funding-boost-to-coastal-management-since-1970s.pdf>.

²⁹ QCoast100, Program Purpose. Available at: <http://www.qcoast2100.com.au/>

\$1.3 million funding per year under the CoastWest, Coastal Management Plan Assistance Program and Coastal Adaptation and Protection programs³⁰.

- **Extreme weather events:** extreme weather events in isolation, or when combined with rising sea levels, will potentially result in coastal erosion and increased risk of inundation in coastal and non-coastal areas. In at risk areas, extreme weather events such as floods, bushfires and storms can result in damage or loss of infrastructure such as roads, social services infrastructure, public, recreation and tourism facilities and can have impacts on the cost and acquisition of insurance for buildings and infrastructure. Challenges for Local Governments seeking to address these risks include lack of access to adequate funding, relevant information and tools, and overarching (State and Federal level) policies and strategies.
- **Local government infrastructure and assets:** Australian Local Governments are responsible for the management of a range of assets (eg, roads, footpaths, parks, stormwater drainage systems, coastal retaining walls, water supply and waste water systems, buildings and other structures) valued at approximately \$212 billion.³¹ Many of these assets have a life span greater than 50 years and will be affected by climate change, including increasing frequency and intensity of heat waves, bushfires and storms: To date there has been very little information and no available tools to translate these impacts into Local Government financial and asset management plans.
- **Green infrastructure:** the loss of tree canopy cover, often as a result of pressure to meet urban infill targets and for greenfield development, is a significant issue for Local Governments and impacts adaptation planning (the urban heat island effect compounds heat waves and extreme heat weather events) and the mitigation of carbon emissions. In the absence of appropriate planning mechanisms, many Local Governments in Western Australian are seeking to address this issue by developing Urban Forest Plans and amending their Local Planning Schemes, but are facing a number of challenges including inconsistent Western Australian Government policies, inadequate protection for existing trees, lack of a requirement for revegetation in new developments; lack of funding in support of urban forest measures; and a lack of knowledge regarding the benefits of an urban forest.

Of the range of issues outlined, perhaps the most pressing issues for Local Governments in this area could be identified as:

³⁰ Coastwest: <https://www.planning.wa.gov.au/coastwest.aspx>, CMPAP: <https://www.planning.wa.gov.au/6857.aspx> and CAP:

<https://www.transport.wa.gov.au/imarine/coastal-adaptation-and-protection-cap-grants.asp>.

³¹ Balston, JM, Kellett, J, Wells, G, Li, S, Gray, A & Iankov, I, "Quantifying the costs of climate change on local government assets". 2013. National Climate Change Adaptation Research Facility at 5.

Available at:

https://www.nccarf.edu.au/sites/default/files/attached_files_publications/Balston_2013_Quantifying_cost_of_climate_change_impacts.pdf.

- the need for climate change to be adequately incorporated into the State planning system (in particular, expanding beyond coastal planning, into current and expected effects of changes in temperature, extreme weather events etc.);
- the need for greater certainty for Local Governments in knowing what action is necessary to manage their own risk and liability flowing from adaptation planning decisions;
- the need for coastal management legislation in Western Australia that defines and establishes the principles, objectives and actions, including roles and responsibilities for integrated coastal zone management; and
- the need for a formalised coordinated approach, potentially via State/Local Government partnership agreement, or Intergovernmental Agreement defining the roles and responsibilities of all levels of government, establishing consistent and coordinated principles, objectives and actions across Australia.

Question 10: Do you agree that the above areas are key issues for Local Government? Are there other key adaptation priorities/issues for Local Governments?

Question 11: Do you agree that reference to these issues should be included in the Policy Statement?

Question 12: Do you agree that one element of an effective approach to climate change adaptation would include a State/Local Government partnership agreement?

5.2.4 Adaptation in the Policy Statement

In a general sense, the content covering adaptation policy (at 1.5 and 2.4 – set out below) in the existing Policy Statement stands up fairly well as a clear call to ensure appropriate and effective adaptation policies, including the need to bring together all levels of Government, business and the broader community on climate change adaptation.

Existing Policy Statement

1.5 Adaptation – Collaborative Action

1.5.1 Local Government acknowledges that the magnitude of the adaptation task ahead is substantial, and that planning, investment and infrastructure decisions made today will determine how successfully the community is able to adapt to the impacts of climate change, reduce its risks and vulnerabilities to these and take advantage of any opportunities. It therefore considers that a successful response to the challenge of adapting to climate change impacts should begin immediately and will require cross-sectoral action by government, business and broader community at all levels. Local Government supports the establishment of institutions and regulations that ensure effective, integrated action by these stakeholders as being crucial to cohesive and effective climate change management.

...

2.5 Adaptation – Collaborative Action

2.5.1 Local Government is committed to contributing to the common goal of ensuring that Western Australia's human communities and natural ecosystems have the resources and other assistance

necessary to enable them to build maximum resilience and adapt to climate change impacts that are now understood to be unavoidable.

2.5.2 Local Government asserts that it is the responsibility of all spheres of Australian Government to inform individuals and communities about the likely impacts of climate change. Local Government is committed to working with the community to ensure a high level of understanding of climate change impacts and develop strategies to help adapt to these.

2.5.3 Local Government asserts that it is the responsibility of all spheres of Australian Government to ensure that all current regulation and policies take into consideration the likely impact of climate change on current and future human settlements, natural resources and ecosystems and facilitate adaptation to these. These policies should include but not be limited to those pertaining to disaster relief, national security, infrastructure, planning, water, energy, housing, health, transport, environment and energy.

One key way in which this content now appears dated is due to the fact that the impacts of climate change are now clearly being felt. Businesses are incorporating climate change into their corporate risk assessment and planning; Local Governments are *currently* undertaking adaptation action, and planning for future adaptation action. For example, the Australian Business Roundtable (members include company CEOs of insurance companies, banks and the Red Cross) has stated that given the expected increase in frequency and severity of natural disasters due to climate change, it is essential that the resilience of Australia's infrastructure to natural disasters is improved.³²

It is proposed that the adaptation content in the Policy Statement include an acknowledgement that the impacts of climate change are now clearly being felt, that in many ways Local Governments are at the forefront of adaptation action, and are *currently* already undertaking adaptation work and planning for the future. It is also proposed that the Policy Statement call for effective long term policy instruments, legislation, strategies and/or policies, along with adequate resourcing for climate change adaptation and planning.

Question 13: Do you support an acknowledgment that the impacts of climate change are already being felt, and that Local Governments are currently undertaking adaptation work, as well as planning for the future?

Question 14: Do you support a call for effective long term policy instruments, legislation and/or policies, along with adequate resourcing for climate change adaptation and planning?

5.2.5 Emergency management

There is currently no reference to emergency management and how climate change is, and will, affect planning and implementation (eg, planning for the increasing risk of extreme weather events, spending required to increase resilience and ameliorate damages in the event of a flood, bushfire etc.). WALGA's submission to the Australian Government *Inquiry into the impacts of climate change on housing, buildings and infrastructure* raised this as an issue:

³² Australian Business Roundtable, *Building Resilient infrastructure*, March 2016 at 19-21. Available at: <http://australianbusinessroundtable.com.au/our-papers>.

The Western Australia Natural Disaster Relief and Recovery Arrangements (WANDARRA) funding program, jointly funded by the Western Australian and Australian Governments, makes funding available to Local Governments for the restoration and replacement of essential public assets owned by a local government to the extent necessary “to restore the asset to the equivalent of its pre-disaster standard.” WA Local Government supports the betterment of assets, that is, ensuring that funding to reinstate a damaged or destroyed asset allows it to be reinstated to a more disaster resilient standard. This is to prevent a situation where, for example, valuable infrastructure is washed away and then identically replaced every few years.

...

Disaster relief funding of course remains an essential part of an adequate response to climate change, but of equal importance is ensuring an adequate focus on building resilience, to ameliorate the effects of disasters.

Question 15: Do you support inclusion in the Policy Statement of the need for emergency management and disaster relief policies to adequately incorporate climate change in their planning and implementation? Are there other related issues you would like included?

6.0 International developments

6.1 The Paris agreement

The Paris agreement was negotiated at the United Nations Framework Convention on Climate Change (UNFCCC) Conference of Parties in December 2015. It was adopted by consensus of 196 countries,³³ with post-2020 emissions targets nominated by almost all countries, representing 96 per cent of global emissions.³⁴ Key outcomes of the Paris climate agreement include:

- A global goal to hold the average temperature increase to well below 2°C and pursue efforts to keep warming below 1.5°C above pre-industrial levels.
- All countries setting mitigation targets from 2020, with a review of targets every 5 years to build ambition over time, informed by a global stocktake.
- Robust transparency and accountability rules to provide confidence in countries’ actions and track progress towards targets.
- Promoting action to adapt and build resilience to climate impacts.
- Financial, technological and capacity building support to help developing countries implement the Agreement.³⁵

³³ Nicaragua and Syria are the only countries not to sign the Paris climate agreement. The US has indicated its intention to leave the Paris Agreement.

³⁴ World Resources Institute, “Paris Contributions Map” *CAIT Climate Data Tracker*. Available at <http://cait.wri.org/indc/>.

³⁵ Full text of the Paris Agreement is available here: http://unfccc.int/files/home/application/pdf/paris_agreement.pdf.

As a signatory to the Paris Agreement, Australia has committed to taking action on climate change. Importantly, this expressly includes adaptation and resilience building, as well as mitigation action. Current worldwide commitments are insufficient to limit global temperature rise to well below 2°C, and countries will need to increase their ambition over time if this goal is to be met.

Existing Policy Statement

2.3. Australia's Obligation to Act

2.3.1 Local Government is committed to actively promoting and supporting efforts to develop effective global, national and state strategies to reduce the severity of climate change by reducing greenhouse gas emissions in a manner consistent with the intention of Article 3.1 of the UNFCCC.

2.3.2 Local Government is committed to meeting its local, national and international obligations through participation in protocols and agreements established under the UNFCCC, including but not limited to the Kyoto Protocol and its successor international treaties, and supporting the Kyoto Protocol's further development and effective implementation.

2.3.3 Local Government is committed to actively addressing climate change in a way which reflects Australia's disproportionate per capita contribution, as opposed to its global emissions ratio contribution.

It is proposed that the Policy Statement reflect the position outlined in the existing policy statement, but incorporate the Paris Agreement and Australia's mitigation commitments (current and future). It is also proposed that the Policy Statement:

- support / urge setting of more ambitious nationwide targets at the five yearly Paris agreement reviews; and
- support / urge adequate action to adapt and build resilience to climate impacts.

Question 16: Do you agree the Policy Statement should incorporate the Paris Agreement and Australia's commitment, and urge or support a more ambitious target, and effective adaptation action?

6.2 Sustainable Development Goals



In September 2015, 193 countries (including Australia) agreed to the United Nations 17 Sustainable Development Goals (SDGs) and 169 targets.³⁶ The SDGs guide global action on sustainable development until their completion in 2030. The SDGs are a successor to the Millennium Development Goals, but unlike the Millennium Development Goals, relate to all developed and emerging countries, as well as developing countries.

WALGA ran a Sustainability Officers Network Group meeting on the SDGs in July 2016, which considered the SDGs and their application to the work of Local Government. The goals include climate action (Goal 13), affordable and clean energy (Goal 7), responsible consumption and production (Goal 12) and of particular relevance to Local Governments, sustainable cities and communities (Goal 11).³⁷

The existing Policy Statement includes a statement on equity and social justice, outlining issues that arise from mitigation measures, and relating to the need for developing countries to increase their share of global wealth in ways that remain within the ecological capacities of the planet. Issues raised in this part of the existing Policy Statement have some similarities with the aims of the SDGs.

³⁶ Detailed information on the SDG Goals and Targets is available here:

<http://www.un.org/sustainabledevelopment/sustainable-development-goals/>.

³⁷ For further information on how the SDGs are relevant to Local Governments, see the Global Network of Cities, Local and Regional Government (UCLG) publication “The Sustainable Development Goals: What Local governments need to know”, available here:

<https://www.uclg.org/en/media/news/sustainable-development-goals-what-local-governments-need-know>.

Existing Policy Statement

1.6 Equity and Social Justice

1.6.1 Local Government acknowledges that both the impacts of climate change and the policy responses required to contribute to the avoidance of dangerous climate change have significant equity implications. These equity considerations have domestic and international dimensions, and implications for both present and future human generations, and for the survival of other species.

1.6.2 Local Government acknowledges that climate equity has both domestic and international impacts. It supports global equity and the right of developing countries to increase their share of global wealth in ways that remain within the ecological capacities of the planet.

1.6.3 Local Government acknowledges that the burden of reducing greenhouse emissions domestically must be equitably dispersed and that disadvantaged communities or cultural groups need access to State and Commonwealth support in order to enable them to adequately respond to and cope with the cost increases likely to arise from a variety of mitigation and adaptation schemes, including the Carbon Pollution Reduction Scheme.

1.6.4 Local Government acknowledges that in order for standards of living to become globally equitable, culture shift towards sustainable standards of living in developed and prosperous countries, including Australia, will be required.

Given that the aims of the SDGs have similarities with existing aims set out in the existing Policy Statement, it is proposed that the SDGs are incorporated into the Policy Statement, including an express statement in support of them.

Question 17: Do you agree with incorporating reference to the Sustainable Development Goals in the Policy Statement, including an express statement in support?

7.0 Conclusion

WALGA encourages Councillors, CEOs and Local Government Officers to provide input in response to this discussion paper. The more comments WALGA receives, the more effective the Policy Statement can be, as a document reflecting key Local Government climate change priorities.

Please provide any comments by **Friday, 15 December 2017** to environment@walga.asn.au (subject line: Climate Change Policy Statement).

After input has been received and incorporated, a draft Policy Statement will be submitted to State Council for its approval or comment. Once the Policy Statement has been endorsed by State Council, it will provide the basis for WALGA's climate change advocacy plan, which will be developed in consultation with the sector and will further detail how WALGA will promote and prosecute Local Governments' key climate change priorities over the next one to three years.

Appendix – List of questions

- Question 1: Have you made use of the existing Climate Change Policy Statement? How?
- Question 2: Have you used the Policy Statement *template*? How?
- Question 3: Is it useful to make the Policy Statement available in template format (eg, to assist in developing your own Local Government Climate Change Policy)?
- Question 4: In light of current observations of the effects of climate change, would you support the inclusion of a stronger statement, similar to that set out in the MAV climate change statement?
- Question 5: Do you agree that the Policy Statement should emphasise the need for Commonwealth and State governments to play a stronger leadership and coordination role, and engage in long-term planning on climate change?
- Question 6: Do you agree that Commonwealth (and State) Government climate change mitigation policy settings should include measures that can take advantage of the substantial emissions reductions that can be achieved by Local Governments?
- Question 7: Do you have suggestions or examples of Local Government projects that could achieve significant emissions reductions?
- Question 8: Do you agree that the existing mitigation content reflects the Local Government position on mitigation action? Are there any issues in particular you would like to see highlighted? Do you have any suggestions for other content that should be included?
- Question 9: Do you agree that that the Policy Statement should incorporate reference to broad scale shift that is already occurring in Australia?
- Question 10: Do you agree that the above areas are key issues for Local Government? Are there other key adaptation priorities/issues for Local Governments?
- Question 11: Do you agree that reference to these issues should be included in the Policy Statement?
- Question 12: Do you agree that one element of an effective approach to climate change adaptation would include a State/Local Government partnership agreement?
- Question 13: Do you support an acknowledgment that the impacts of climate change are already being felt, and that Local Governments are currently undertaking adaptation work, as well as planning for the future?
- Question 14: Do you support a call for effective long term policy instruments, legislation and/or policies, along with adequate resourcing for climate change adaptation and planning?
- Question 15: Do you support inclusion in the Policy Statement of the need for emergency management and disaster relief policies to adequately incorporate climate change in their planning and implementation? Are there other related issues you would like included?
- Question 16: Do you agree the Policy Statement should incorporate the Paris Agreement and Australia's commitment, and urge or support a more ambitious target, and effective adaptation action?
- Question 17: Do you agree with incorporating reference to the Sustainable Development Goals in the Policy Statement, including an express statement in support?



**SUBMISSION
WALGA CLIMATE CHANGE DISCUSSION PAPER
NOVEMBER 2017**

The Shire of Bridgetown-Greenbushes has limited this submission to the provision of responses to the 17 questions raised in the WALGA discussion paper.

Question 1: Have you made use of the existing Climate Change Policy Statement? How?

Response - No, the Shire of Bridgetown-Greenbushes has not made use of it. This is not because the Policy Statement isn't useful, more because it has not been the focus of attention.

This Shire in the past has declined WALGA's invitation to sign up for the Climate Change Declaration because of the perception/fears of increased financial costs associated with it. There is some hope this may be revisited in the future.

Question 2: Have you used the Policy Statement template? How?

Response - It has only been used for ideas or key words/statements for grant applications.

Question 3: Is it useful to make the Policy Statement available in template format (e.g., to assist in developing your own Local Government Climate Change Policy)?

Response - Yes. In small rural councils it would depend on the relevance of each step. The template could help the Shire/Shire committees in the promotion of climate-wise actions when making future decisions.

Question 4: In light of current observations of the effects of climate change, would you support the inclusion of a stronger statement, similar to that set out in the MAV climate change statement?

Response - Yes as inaction to date has made the situation increasingly critical.

Question 5: Do you agree that the Policy Statement should emphasise the need for Commonwealth and State governments to play a stronger leadership and coordination role, and engage in long-term planning on climate change?

Response - Yes. The implications and threats of a "climate emergency" warrants the State's need to have the appropriate guides to enforce the Climate Change Policy

and the Commonwealth needs to ensure this is uniform across Australia. At international meetings it is only the Commonwealth Government who can speak for Australia. It must show leadership on this issue.

Question 6: Do you agree that Commonwealth (and State) Government climate change mitigation policy settings should include measures that can take advantage of the substantial emissions reductions that can be achieved by Local Governments?

Response - Yes. (e.g. Waterwise Councils; policies for households on water harvesting from roofs to tanks; use of renewable energy; water, power consumption and emission audits of Shire assets; promotion of trees for environmental cooling and encouragement of rain [under certain atmospheric conditions]; street tree policies, environmental codes of conduct.)

Many Local Government emission reduction practices cross Local Government boundaries and become natural candidates for State and Commonwealth measures; no environmental actions are discreet.

Local Governments are leading by example.

Question 7: Do you have suggestions or examples of Local Government projects that could achieve significant emissions reductions?

Response - Power and water use audits before subsequent monitoring; support for Landcare which in turn provides: services to maintain reserves (environmental cooling and rainfall); services to property owners to assist them in appropriate land management endeavours (weed control, soil conservation and increasing soil carbon); and support information on these things through articles and media such as Facebook (while State Government seems to be abrogating these responsibilities). Support for biosecurity. The replacement of old internal combustion engine fleet vehicles with hybrid/electric vehicles. The provision of more electric vehicle charging stations. Grant support for community projects that focus on local climate change adaptation or mitigation. Support for bushfire fighting capabilities where the aim is to extinguish all fires as quickly as possible thus limiting the amount of carbon they emit. Promote local public transport to reduce the number of cars on the road and thereby the amount of traffic emissions. Promote conservation agriculture and soil health remediation practices on farms and properties to reduce soil carbon and methane emissions and increase positive soil carbon sequestration through promoting and maybe funding workshops and field days. Street tree policies. Power purchased from renewable sources. Switch off street lights in the small hours. Initiate Shire Office "awareness" campaigns for staff to facilitate a higher level of climate change consciousness, and consequences of daily practices.

And therefore be exemplary models for the community.

Question 8: Do you agree that the existing mitigation content reflects the Local Government position on mitigation action? Are there any issues in particular you would like to see highlighted? Do you have any suggestions for other content that should be included?

Response - It does not necessarily reflect a particular council position on climate change. There needs to be more acknowledgement of some of the different challenges for local governments in coastal or inland regions and urban or rural/remote areas.

The Precautionary Principle should be a precursor to decision making.

Question 9: Do you agree that that the Policy Statement should incorporate reference to broad scale shift that is already occurring in Australia?

Response - Yes, as this will then speed up the greater acceptance of mitigation processes. It is time for "grim reaper" style shock tactics. We only have a few years before run-away climate change takes over.

Question 10: Do you agree that the above areas are key issues for Local Government? Are there other key adaptation priorities/issues for Local Governments?

Response - Many councils are also dealing with ageing and inadequate infrastructure that is almost impossible to change because of the financial impost. If we cannot rely on Federal or State Governments to expedite environmental policy (because they operate on such different cycles) who else is there but local government? Who is closest to the people?

Question 11: Do you agree that reference to these issues should be included in the Policy Statement?

Response - Yes.

Question 12: Do you agree that one element of an effective approach to climate change adaptation would include a State/Local Government partnership agreement?

Response - Yes. This should be a priority and be subject to adequate funding.

Question 13: Do you support an acknowledgment that the impacts of climate change are already being felt,?

Response - Yes (declining rainfall, increasing temperatures, increasing random severe weather events, declining aquifer recharge and water quality, longer bushfire seasons and increasing bushfire intensity, increasing insurance premiums, coral bleaching, etc.).

and that Local Governments are currently undertaking adaptation work, as well as planning for the future?

Response - Possibly! It would need to be within their current fiscal position.

Question 14: Do you support a call for effective long term policy instruments, legislation and/or policies, along with adequate resourcing for climate change adaptation and planning?

Response – Yes. It needs to be driven from the top down and if this is the case then it will also be adequately funded. The incentive is then in place to make things happen at a local level. Look at the fact that Australia is one of the few first world countries that does not have any incentives for alternate vehicle engines.

The long-term policy instruments, legislation and policies must translate into action on the ground. Policy must accept that growth and full or high employment are illusionary and no longer possible.

Question 15: Do you support inclusion in the Policy Statement of the need for emergency management and disaster relief policies to adequately incorporate climate change in their planning and implementation?

Response - Yes.

Are there other related issues you would like included?

Response - Yes. Support for climate change refugees (e.g. farmers from unsustainable farms, inundated coastal residents, bushfire victims, a welcoming of refugees from inundated Pacific Island States and elsewhere). Restrictions on building on land less than 50m above current mean sea level. All areas “triaged” for their bushfire risk, and building codes implemented accordingly. Building Codes must ensure easy access and egress onto/from properties by bushfire fighters. That will mean that more houses are ‘defendable’, fewer properties should be lost to bushfires and insurance premiums would reflect this change.

Question 16: Do you agree the Policy Statement should incorporate the Paris Agreement and Australia’s commitment, and urge or support a more ambitious target, and effective adaptation action?

Response - Yes, as it provides the target. If the target is being actively sought then in many cases it may also be exceeded. Many Australians are embarrassed that the national target, for a country that so often prides itself on punching above its weight, is so low. Government is not reflecting the will of the people for a more ambitious target but instead defers to the interests of big business. There is an urgent need for policies to change.

Question 17: Do you agree with incorporating reference to the Sustainable Development Goals in the Policy Statement, including an express statement in support?

Response - Yes, with the proviso that the State and Commonwealth create the right legislative framework for local government to move forward (ensure that the term ‘sustainable’ and its significance and importance are fully understood by all sectors of society; particularly those who are in positions to make important decisions that can affect the environment and who so frequently demonstrate they don’t understand the term).



SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2017

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity by Program	1 - 2
Statement of Financial Activity By Nature or Type	3 - 4
Statement of Financial Activity By Sub Program	5 - 8
Note 1 Graphical Representations	9 - 10
Note 2 Net Current Funding Position	11
Note 3 Explanation of Material Variances	12 - 15
Note 4 Budget Amendments	16
Note 5 Cash and Investments	17
Note 6 Receivables	18
Note 7 Cash Backed Reserves	19
Note 8 Capital Disposals	20
Note 9 Capital Acquisitions	21 - 27
Note 10 Information on Borrowings	28
Note 11 Rating Information	29
Note 12 Trust	30

Detailed account schedules will be provided with financial reports to be presented at the following Council meetings:

October 2017

February 2018 (Budget Review)

April 2018

July 2018

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 October 2017

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
Operating Revenues					
Governance	2,992	506	586	80	15.81%
General Purpose Funding - Rates	4,474,197	4,347,291	4,354,310	7,019	0.16%
General Purpose Funding - Other	1,015,518	245,127	234,992	(10,135)	(4.13%)
Law, Order and Public Safety	713,219	191,983	192,347	364	0.19%
Health	20,500	20,164	1,211	(18,953)	(94.00%)
Education and Welfare	18,509	125	218	93	74.31%
Housing	10,665	3,543	3,347	(196)	(5.54%)
Community Amenities	1,103,590	953,735	965,355	11,620	1.22%
Recreation and Culture	844,143	346,721	333,317	(13,404)	(3.87%)
Transport	1,671,080	227,512	229,055	1,543	0.68%
Economic Services	126,923	48,280	49,111	831	1.72%
Other Property and Services	189,417	63,701	59,991	(3,710)	(5.82%)
Total Operating Revenue	10,190,753	6,448,688	6,423,838	(24,850)	
Operating Expenses					
Governance	(962,084)	(312,025)	(286,006)	26,019	8.34%
General Purpose Funding	(117,195)	(35,073)	(36,420)	(1,347)	(3.84%)
Law, Order and Public Safety	(788,961)	(251,448)	(291,540)	(40,092)	(15.94%)
Health	(83,010)	(30,514)	(26,844)	3,670	12.03%
Education and Welfare	(210,846)	(75,634)	(76,026)	(392)	(0.52%)
Housing	(40,524)	(14,860)	(11,683)	3,177	21.38%
Community Amenities	(1,668,925)	(542,360)	(530,146)	12,214	2.25%
Recreation and Culture	(3,155,336)	(865,191)	(800,917)	64,274	7.43%
Transport	(3,915,251)	(1,336,081)	(1,360,870)	(24,789)	(1.86%)
Economic Services	(573,786)	(193,442)	(202,814)	(9,372)	(4.84%)
Other Property and Services	(172,070)	(145,916)	(161,202)	(15,286)	(10.48%)
Total Operating Expenditure	(11,687,988)	(3,802,544)	(3,784,467)	18,077	
Funding Balance Adjustments					
Add back Depreciation	3,536,445	1,178,747	1,222,964	44,217	
Adjust (Profit)/Loss on Asset Disposal	8 50,709	2,073	44,234	42,161	
Adjust Provisions and Accruals	0	0	761	761	
Net Cash from Operations	2,089,919	3,826,964	3,907,330	80,366	
Capital Revenues					
Proceeds from Disposal of Assets	8 330,000	57,000	32,200	(24,800)	(43.51%)
Total Capital Revenues	330,000	57,000	32,200	(24,800)	
Capital Expenses					
Land and Buildings	(825,637)	(72,753)	(60,607)	12,146	16.69%
Infrastructure - Roads	(1,299,546)	(40,167)	(44,410)	(4,243)	(10.56%)
Infrastructure - Footpaths	(84,010)	(30,663)	(38,763)	(8,100)	(26.42%)
Infrastructure - Drainage	(195,367)	(22,303)	(15,710)	6,593	29.56%
Infrastructure - Parks and Ovals	(182,504)	(6,727)	(2,334)	4,393	65.30%
Infrastructure - Bridges	(426,000)	0	0	0	
Infrastructure - Other	(184,722)	(6,373)	(2,872)	3,501	54.93%
Plant and Equipment	(1,432,025)	(170,427)	(170,087)	340	0.20%
Furniture and Equipment	(43,990)	(23,390)	(20,941)	2,449	10.47%
Total Capital Expenditure	9 (4,673,801)	(372,803)	(355,725)	17,078	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Net Cash from Capital Activities		(4,343,801)	(315,803)	(323,525)	(7,722)	
Financing						
Proceeds from New Debentures	10	120,000	0	0	0	
Self-Supporting Loan Principal	10	10,685	0	0	0	
Transfer from Reserves	7	1,045,359	0	0	0	
Repayment of Debentures	10	(248,492)	0	0	0	
Transfer to Reserves	7	(422,167)	(11,786)	(11,786)	0	0.00%
Net Cash from Financing Activities		505,385	(11,786)	(11,786)	0	
Net Operations, Capital and Financing		(1,748,497)	3,499,375	3,572,019	72,644	
Opening Funding Surplus(Deficit)	2	1,745,997	1,745,997	1,760,980	14,983	
Closing Funding Surplus(Deficit)	2	(2,500)	5,245,372	5,332,999	87,627	

In accordance with Council's variance policy explanation of material variances are reported at sub program level.

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Operating Revenues						
Rates	11	4,370,822	4,292,800	4,298,155	5,355	0.12%
Operating Grants, Subsidies and Contributions		1,625,103	634,005	633,211	(794)	(0.13%)
Grants, Subsidies and Contributions for the Development of Assets		2,213,813	320,202	310,995	(9,207)	(2.88%)
Fees and Charges		1,631,538	1,098,014	1,088,151	(9,863)	(0.90%)
Interest Earnings		177,363	56,164	46,686	(9,478)	(16.88%)
Other Revenue		156,345	47,503	46,640	(863)	(1.82%)
Profit on Disposal of Assets	8	15,769	0	0	0	
Total Operating Revenue		10,190,753	6,448,688	6,423,838	(24,850)	
Operating Expenses						
Employee Costs		(4,503,196)	(1,469,040)	(1,475,138)	(6,098)	(0.42%)
Materials and Contracts		(2,684,972)	(684,382)	(604,125)	80,257	11.73%
Utility Charges		(258,911)	(86,239)	(58,507)	27,732	32.16%
Depreciation on Non-Current Assets		(3,536,445)	(1,178,747)	(1,222,964)	(44,217)	(3.75%)
Interest Expenses		(84,384)	0	250	250	
Insurance Expenses		(242,333)	(234,244)	(235,823)	(1,579)	(0.67%)
Other Expenditure		(311,269)	(147,819)	(143,926)	3,893	2.63%
Loss on Disposal of Assets	8	(66,478)	(2,073)	(44,234)	(42,161)	(2033.82%)
Total Operating Expenditure		(11,687,988)	(3,802,544)	(3,784,467)	18,077	
Funding Balance Adjustments						
Add back Depreciation		3,536,445	1,178,747	1,222,964	44,217	
Adjust (Profit)/Loss on Asset Disposal	8	50,709	2,073	44,234	42,161	
Adjust Provisions and Accruals		0	0	761	761	
Net Cash from Operations		2,089,919	3,826,964	3,907,330	80,366	
Capital Revenues						
Proceeds from Disposal of Assets	8	330,000	57,000	32,200	(24,800)	(43.51%)
Total Capital Revenues		330,000	57,000	32,200	(24,800)	
Capital Expenses						
Land and Buildings		(825,637)	(72,753)	(60,607)	12,146	16.69%
Infrastructure - Roads		(1,299,546)	(40,167)	(44,410)	(4,243)	(10.56%)
Infrastructure - Footpaths		(84,010)	(30,663)	(38,763)	(8,100)	(26.42%)
Infrastructure - Drainage		(195,367)	(22,303)	(15,710)	6,593	29.56%
Infrastructure - Parks and Ovals		(182,504)	(6,727)	(2,334)	4,393	65.30%
Infrastructure - Bridges		(426,000)	0	0	0	
Infrastructure - Other		(184,722)	(6,373)	(2,872)	3,501	54.93%
Plant and Equipment		(1,432,025)	(170,427)	(170,087)	340	0.20%
Furniture and Equipment		(43,990)	(23,390)	(20,941)	2,449	10.47%
Total Capital Expenditure	9	(4,673,801)	(372,803)	(355,725)	17,078	
Net Cash from Capital Activities		(4,343,801)	(315,803)	(323,525)	(7,722)	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Financing						
Proceeds from New Debentures	10	120,000	0	0	0	
Self-Supporting Loan Principal	10	10,685	0	0	0	
Transfer from Reserves	7	1,045,359	0	0	0	
Repayment of Debentures	10	(248,492)	0	0	0	
Transfer to Reserves	7	(422,167)	(11,786)	(11,786)	0	0.00%
Net Cash from Financing Activities		505,385	(11,786)	(11,786)	0	
Net Operations, Capital and Financing		(1,748,497)	3,499,375	3,572,019	72,644	
Opening Funding Surplus(Deficit)	2	1,745,997	1,745,997	1,760,980	14,983	
Closing Funding Surplus(Deficit)	2	(2,500)	5,245,372	5,332,999	87,627	

In accordance with Council's variance policy explanation of material variances are reported at sub program level.

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 October 2017

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Revenues						
Governance						
Members of Council	450	400	560	160	40.00%	
Other Governance	2,542	106	26	(80)	(75.47%)	
General Purpose Funding - Rates						
Rates	4,474,197	4,347,291	4,354,310	7,019	0.16%	
Other General Purpose Funding	1,015,518	245,127	234,992	(10,135)	(4.13%)	
Law, Order and Public Safety						
Fire Prevention	659,381	170,622	172,488	1,866	1.09%	
Animal Control	30,600	14,859	13,822	(1,037)	(6.98%)	
Other Law, Order and Public Safety	23,238	6,502	6,037	(465)	(7.16%)	
Health						
Prev Services - Inspection and Admin	20,500	20,164	1,211	(18,953)	(94.00%)	▼
Education and Welfare						
Other Education	509	125	218	93	74.31%	
Aged and Disabled - Other	5,000	0	0	0		
Other Welfare	13,000	0	0	0		
Housing						
Staff Housing	10,665	3,543	3,347	(196)	(5.54%)	
Community Amenities						
Sanitation - General Refuse	925,112	876,428	876,876	448	0.05%	
Sanitation - Other	50	0	500	500		
Sewerage	17,877	6,934	6,661	(273)	(3.94%)	
Town Planning and Regional Develop	24,385	7,212	22,682	15,470	214.50%	▲
Other Community Amenities	136,166	63,161	58,636	(4,525)	(7.16%)	▼
Recreation and Culture						
Public Halls and Civic Centres	19,509	4,619	3,343	(1,276)	(27.63%)	▼
Other Recreation and Sport	806,625	336,527	325,446	(11,081)	(3.29%)	
Libraries	12,008	5,418	4,420	(998)	(18.42%)	
Heritage	4,501	157	108	(49)	(31.10%)	
Other Culture	1,500	0	0	0		
Transport						
Streets and Road Construction	1,560,906	133,400	133,400	0	0.00%	
Streets and Road Maintenance	109,964	94,112	95,655	1,543	1.64%	
Parking Facilities	110	0	0	0		
Traffic Control	100	0	0	0		
Economic Services						
Tourism and Area Promotion	78,423	33,208	30,495	(2,713)	(8.17%)	▼
Building Control	39,000	15,072	17,770	2,698	17.90%	▲
Economic Development	500	0	126	126		
Other Economic Services	9,000	0	721	721		
Other Property and Services						
Private Works	74,400	19,089	16,547	(2,542)	(13.32%)	▼
Plant Operation Costs	27,000	9,000	9,359	359	3.98%	
Salaries and Wages	5,000	1,362	1,103	(259)	(18.99%)	
Corporate Services Department	4,000	2,000	1,500	(500)	(25.00%)	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues (Continued)							
Admin and Finance Activity Units		48,276	11,970	12,008	38	0.32%	
Community Services Department		1,938	644	671	27	4.18%	
Unclassified		28,803	19,636	18,803	(833)	(4.24%)	
Total Operating Revenue		10,190,753	6,448,688	6,423,838	(24,850)		
Operating Expenses							
Governance							
Members of Council		(341,590)	(122,219)	(117,686)	4,533	3.71%	
Other Governance		(620,494)	(189,806)	(168,320)	21,486	11.32%	▲
General Purpose Funding							
Rates		(116,140)	(34,932)	(36,374)	(1,442)	(4.13%)	
Other General Purpose Funding		(1,055)	(141)	(46)	95	67.45%	
Law, Order and Public Safety							
Fire Prevention		(650,970)	(207,038)	(245,388)	(38,350)	(18.52%)	▼
Animal Control		(73,487)	(24,773)	(30,024)	(5,251)	(21.20%)	▼
Other Law, Order and Public Safety		(64,504)	(19,637)	(16,127)	3,510	17.87%	▲
Health							
Maternal and Infant Health		(6,000)	(6,000)	(6,000)	0	0.00%	
Prev Services - Inspection and Admin		(70,193)	(21,557)	(19,234)	2,323	10.77%	▲
Preventative Services - Pest Control		(613)	(129)	0	129	100.00%	
Preventative Services - Other		(6,204)	(2,828)	(1,609)	1,219	43.10%	▲
Education and Welfare							
Other Education		(21,996)	(8,437)	(7,771)	666	7.90%	
Care of Families and Children		(84,920)	(31,360)	(33,914)	(2,554)	(8.14%)	▼
Aged and Disabled - Other		(63,808)	(32,085)	(30,742)	1,343	4.19%	
Other Welfare		(40,122)	(3,752)	(3,599)	153	4.07%	
Housing							
Staff Housing		(40,524)	(14,860)	(11,683)	3,177	21.38%	▲
Community Amenities							
Sanitation - General Refuse		(793,546)	(251,069)	(239,814)	11,255	4.48%	▲
Sanitation - Other		(38,068)	(10,884)	(11,224)	(340)	(3.12%)	
Sewerage		(47,103)	(11,673)	(15,468)	(3,795)	(32.51%)	▼
Urban Stormwater Drainage		(277,833)	(104,798)	(114,536)	(9,738)	(9.29%)	▼
Protection of Environment		(73,426)	(31,324)	(30,935)	389	1.24%	
Town Planning and Regional Develop		(221,060)	(63,962)	(68,731)	(4,769)	(7.46%)	▼
Other Community Amenities		(217,889)	(68,650)	(49,438)	19,212	27.98%	▲
Recreation and Culture							
Public Halls and Civic Centres		(131,882)	(50,027)	(43,836)	6,191	12.38%	▲
Swimming Areas and Beaches		(17,369)	(5,278)	(2,286)	2,992	56.68%	▲
Other Recreation and Sport		(2,470,014)	(621,392)	(566,990)	54,402	8.75%	▲
Television and Radio Re-Broadcasting		(4,369)	(908)	(1,062)	(154)	(16.91%)	
Libraries		(423,784)	(149,939)	(153,340)	(3,401)	(2.27%)	
Heritage		(66,320)	(23,143)	(21,162)	1,981	8.56%	▲
Other Culture		(41,598)	(14,504)	(12,241)	2,263	15.60%	▲
Transport							
Streets and Road Maintenance		(3,876,767)	(1,331,082)	(1,355,844)	(24,762)	(1.86%)	
Parking Facilities		(34,410)	(4,999)	(5,026)	(27)	(0.54%)	
Traffic Control		(3,074)	0	0	0		

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Expenses (Continued)							
Aerodromes		(1,000)	0	0	0		
Economic Services							
Tourism and Area Promotion		(344,287)	(117,250)	(127,272)	(10,022)	(8.55%)	▼
Building Control		(180,149)	(54,262)	(53,467)	795	1.47%	
Economic Development		(39,074)	(19,226)	(19,759)	(533)	(2.77%)	
Other Economic Services		(10,276)	(2,704)	(2,316)	388	14.35%	
Other Property and Services							
Private Works		(66,956)	(20,490)	(21,075)	(585)	(2.86%)	
Works and Services Management		0	(5,341)	(7,566)	(2,225)	(41.66%)	▼
Waste Activity Unit		0	(1,811)	126	1,937	106.96%	▲
Works Activity Unit		0	(29,294)	(43,516)	(14,222)	(48.55%)	▼
Fleet Activity Unit		0	45	(267)	(312)	(693.78%)	
Plant Operation Costs		0	(41,172)	(11,698)	29,474	71.59%	▲
Salaries and Wages		(5,000)	(1,362)	(6,395)	(5,033)	(369.55%)	▼
Corporate Services Department		(4,000)	(10,849)	(12,925)	(2,076)	(19.14%)	▼
Chief Executive Office Department		0	7,070	1,167	(5,903)	(83.49%)	▼
Admin and Finance Activity Units		(48,276)	(15,042)	(15,042)	0	0.00%	
Planning and Environment Department		0	(17,239)	(28,065)	(10,826)	(62.80%)	▼
Community Services Department		(1,938)	(3,553)	(3,612)	(59)	(1.65%)	
Unclassified		(45,900)	(6,878)	(12,334)	(5,456)	(79.32%)	▼
Total Operating Expenditure		(11,687,988)	(3,802,544)	(3,784,467)	18,077		
Funding Balance Adjustments							
Add back Depreciation		3,536,445	1,178,747	1,222,964	44,217		
Adjust (Profit)/Loss on Asset Disposal	8	50,709	2,073	44,234	42,161		
Adjust Provisions and Accruals		0	0	761	761		
Net Cash from Operations		2,089,919	3,826,964	3,907,330	80,366		
Capital Revenues							
Proceeds from Disposal of Assets	8						
Governance							
Other Governance		22,000	0	0	0		
Law, Order & Public Safety							
Fire Prevention		104,500	57,000	32,200	(24,800)	(43.51%)	▼
Other Law, Order & Public Safety		19,000	0	0	0		
Community Amenities							
Sanitation - General Refuse		2,000	0	0	0		
Town Planning		21,000	0	0	0		
Other Community Amenities		15,000	0	0	0		
Recreation & Culture							
Other Recreation & Sport		24,500					
Transport							
Road Plant Purchases		122,000	0	0	0		
Total Capital Revenues		330,000	57,000	32,200	(24,800)		
Capital Expenses							
Governance							
Members of Council		(5,000)	0	0	0		
Other Governance		(184,850)	(9,900)	(10,418)	(518)	(5.23%)	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Capital Expenses (Continued)							
Law, Order and Public Safety							
Fire Prevention		(561,131)	(196,747)	(174,483)	22,264	11.32%	▲
Other Law, Order and Public Safety		(37,500)	0	0	0		
Education and Welfare							
Other Education		(3,000)	0	0	0		
Aged and Disabled		(8,990)	(8,990)	(8,990)	0	0.00%	
Housing							
Staff Housing		(23,750)	(1,687)	(1,000)	687	40.72%	
Community Amenities							
Sanitation - General Refuse		(35,801)	0	(160)	(160)		
Sewerage		(100,000)	(3,847)	(2,368)	1,479	38.46%	▲
Urban Stormwater Drainage		(195,367)	(22,303)	(15,710)	6,593	29.56%	▲
Town Planning		(32,000)	0	0	0		
Other Community Amenities		(202,000)	(5,850)	(256)	5,594	95.63%	▲
Recreation and Culture							
Public Halls and Civic Centres		(73,750)	0	(512)	(512)		
Swimming Areas and Beaches		(22,921)	(4,526)	(345)	4,181	92.38%	▲
Other Recreation and Sport		(625,830)	(34,623)	(50,615)	(15,992)	(46.19%)	▼
Libraries		(7,500)	0	0	0		
Heritage		(5,500)	(2,500)	(7,668)	(5,168)	(206.70%)	▼
Transport							
Streets and Road Construction		(1,825,556)	(72,830)	(83,173)	(10,343)	(14.20%)	▼
Road Plant Purchases		(555,000)	0	0	0		
Economic Services							
Tourism and Area Promotion		(27,000)	0	0	0		
Other Property and Services							
Unclassified		(141,355)	(9,000)	(29)	8,971	99.68%	▲
Total Capital Expenditure	9	(4,673,801)	(372,803)	(355,725)	17,078		
Net Cash from Capital Activities		(4,343,801)	(315,803)	(323,525)	(7,722)		
Financing							
Proceeds from New Debentures	10	120,000	0	0	0		
Self-Supporting Loan Principal	10	10,685	0	0	0		
Transfer from Reserves	7	1,045,359	0	0	0		
Repayment of Debentures	10	(248,492)	0	0	0		
Transfer to Reserves	7	(422,167)	(11,786)	(11,786)	0	0.00%	
Net Cash from Financing Activities		505,385	(11,786)	(11,786)	0		
Net Operations, Capital and Financing		(1,748,497)	3,499,375	3,572,019	72,644		
Opening Funding Surplus(Deficit)	2	1,745,997	1,745,997	1,760,980	14,983		
Closing Funding Surplus(Deficit)	2	(2,500)	5,245,372	5,332,999	87,627		

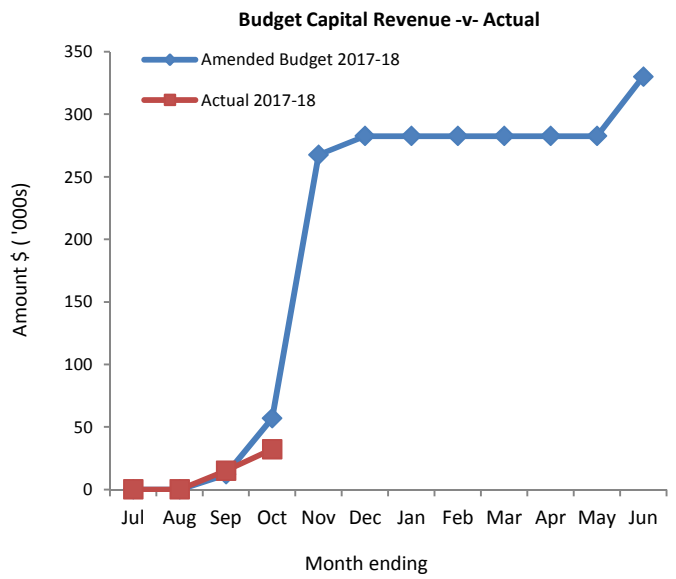
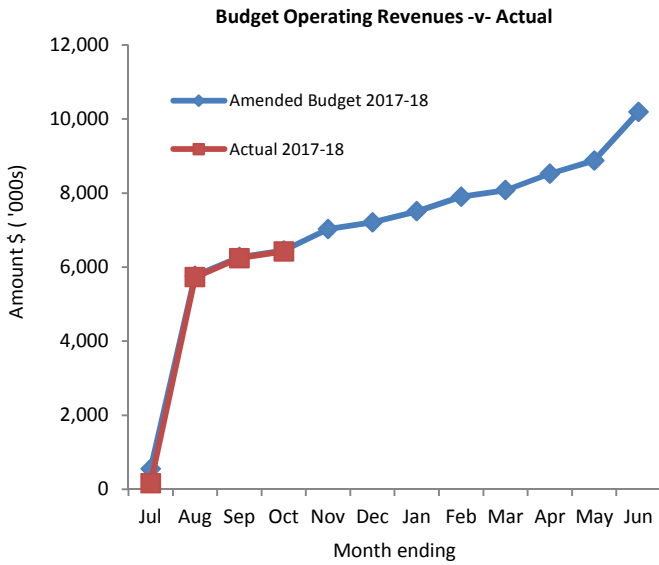
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 3 for an explanation of the reasons for the variance.

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

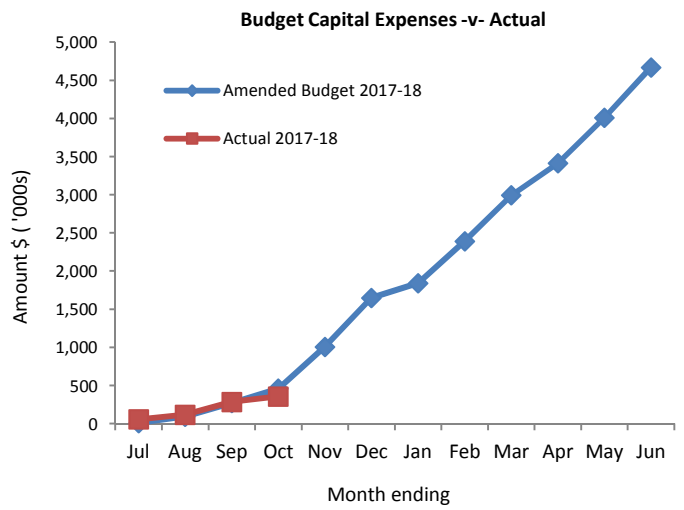
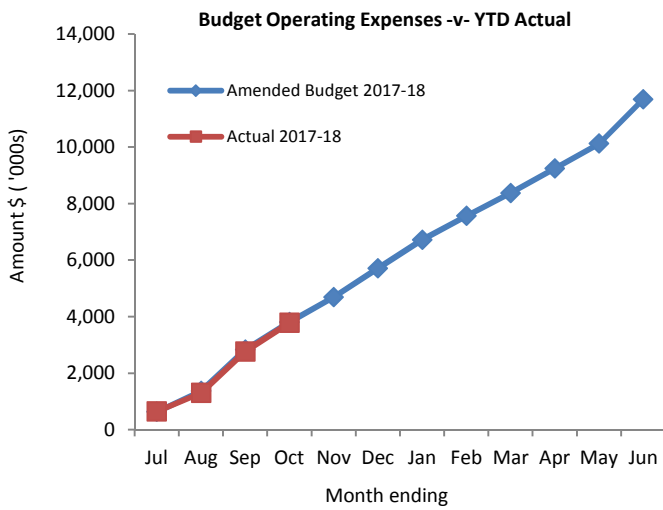
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

Revenues



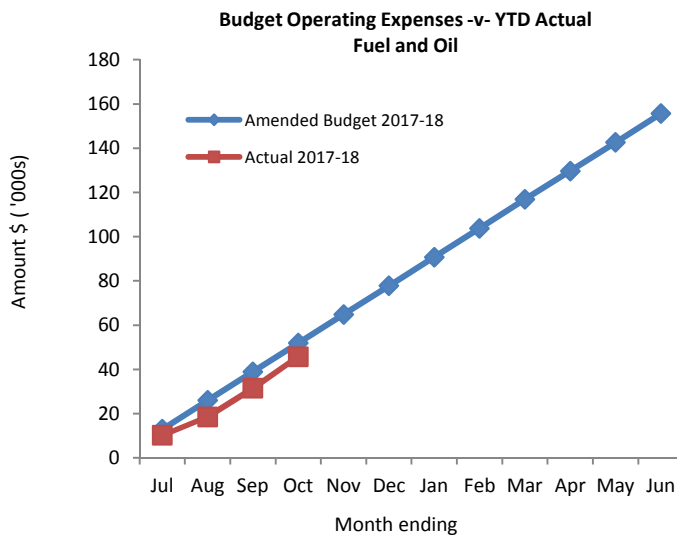
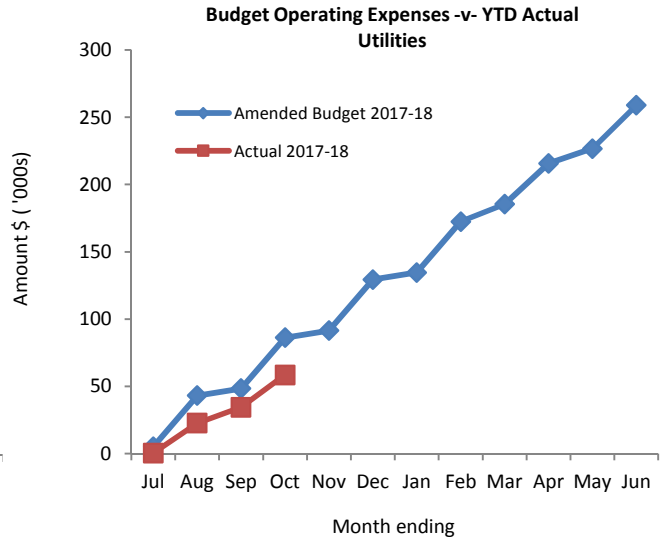
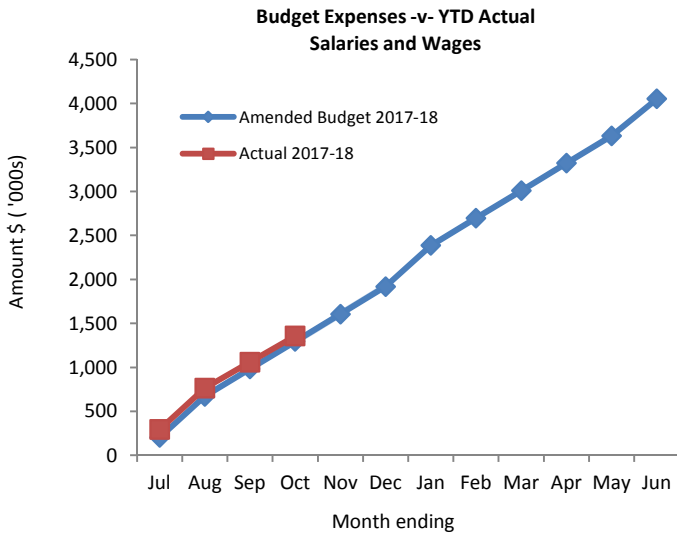
Expenditure



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

Expenditure

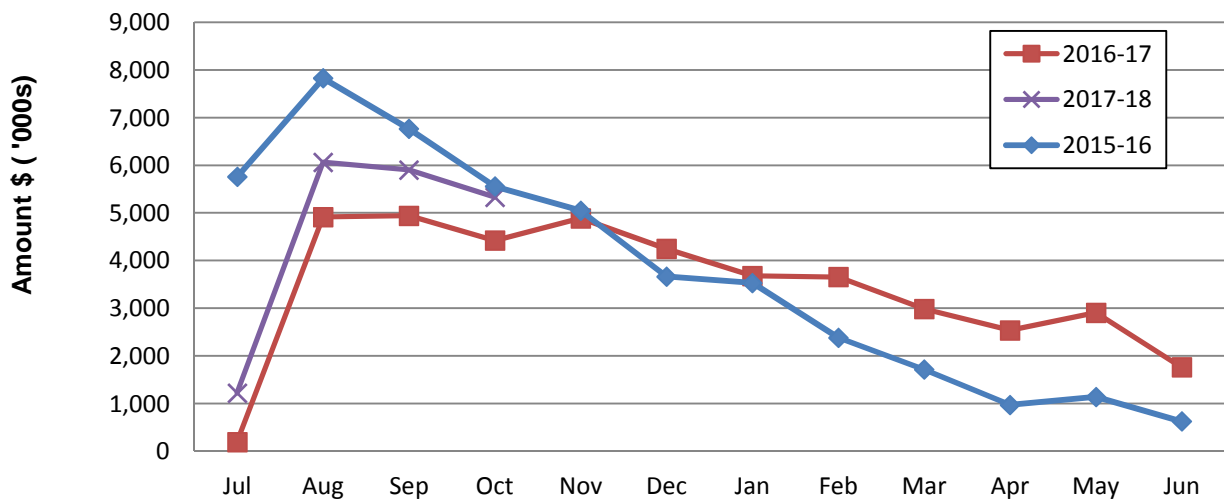


SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Oct 2017	Last Period	Estimated 30 June 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	5	4,519,212	4,500,500	3,170,281
Cash Restricted	5	3,363,964	3,363,964	3,352,177
Receivables - Rates	6	1,757,829	2,199,767	102,877
Receivables - Sundry Debtors	6	41,046	130,706	136,472
Receivables - Other		246,716	461,204	100,554
Inventories		13,991	15,911	18,957
		9,942,758	10,672,051	6,881,318
Less: Current Liabilities				
Payables		(767,953)	(930,269)	(1,289,557)
Provisions		(888,397)	(888,397)	(888,397)
		(1,656,350)	(1,818,666)	(2,177,954)
Less: Cash Reserves	7	(3,363,964)	(3,363,964)	(3,352,177)
Less: Loans - Clubs/Institutions		(10,685)	(10,685)	(10,685)
Add: Current Leave Provision Cash Backed		172,746	172,746	171,985
Add: Current Loan Liability		248,492	248,492	248,492
Net Current Funding Position		5,332,999	5,899,975	1,760,980

Note 3 - Liquidity Over the Year



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Operating Revenues					
Health					
Prev Services - Inspection and Admin	(18,953)	(94.00%)	▼	Timing	Invoices for annual licence of food and accommodation premises yet to be raised.
Community Amenities					
Town Planning and Regional Develop	15,470	214.50%	▲	Permanent	Income received for a large one off planning application.
Other Community Amenities	(4,525)	(7.16%)	▼	Timing/ Permanent	Income from Cemetery \$2,611 and Community bus \$1,054 fees & charges less than anticipated at this time. Balance relates to Lotterywest grant less than budgeted for new community bus.
Recreation and Culture					
Public Halls and Civic Centres	(1,276)	(27.63%)	▼	Timing	Income received from hall hire less than estimated at this time. No permanent variance is anticipated.
Economic Services					
Tourism and Area Promotion	(2,713)	(8.17%)	▼	Timing	Income for Visitor Centre counter sales less than anticipated at this time.
Building Control	2,698	17.90%	▲	Timing	Income received for building licence approvals greater than estimated at this time.
Other Property and Services					
Private Works	(2,542)	(13.32%)	▼	Timing	Commission revenue for Department of Transport licensing service less than estimated.
Operating Expenses					
Governance					
Other Governance	21,486	11.32%	▲	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Law, Order and Public Safety					
Fire Prevention	(38,350)	(18.52%)	▼	Permanent (non-cash)	Loss on sale of fire slip on units as per Council resolution C.07/0617.
Animal Control	(5,251)	(21.20%)	▼	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Other Law, Order and Public Safety	3,510	17.87%	▲	Timing	Timing of expenditure for SES Building operations and maintenance \$1,705. Balance relates to variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Health					
Prev Services - Inspection and Admin	2,323	10.77%	▲	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Preventative Services - Other	1,219	43.10%	▲	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Education and Welfare					
Care of Families and Children	(2,554)	(8.14%)	▼	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Housing					
Staff Housing	3,177	21.38%	▲	Timing	Timing of expenditure for Staff Housing Building operations and maintenance.
Community Amenities					
Sanitation - General Refuse	11,255	4.48%	▲	Timing	Invoice for October rubbish collection not yet received.
Sewerage	(3,795)	(32.51%)	▼	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Urban Stormwater Drainage	(9,738)	(9.29%)	▼	Timing	Drainage maintenance works undertaken greater than estimates at this time.
Town Planning and Regional Develop	(4,769)	(7.46%)	▼	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Other Community Amenities	19,212	27.98%	▲	Timing	Cemeteries, public convenience and community bus costs less than year to date estimates.
Recreation and Culture					
Public Halls and Civic Centres	6,191	12.38%	▲	Timing	Costs are less than estimated in building maintenance and operations of halls and civic centres at this time.
Swimming Areas and Beaches	2,992	56.68%	▲	Timing/ Allocations	Costs are less than estimated for Greenbushes Pool Building maintenance \$1,260. Balance relates to variance in wages and overheads allocated to this sub program offset by allocations to other sub programs.
Other Recreation and Sport	54,402	8.75%	▲	Timing/ Allocations	Works on parks and gardens \$21,900, Building maintenance and operations \$10,114, and Leisure centre expenses \$13,770 less than estimated at this time.
Heritage	1,981	8.56%	▲	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Other Culture	2,263	15.60%	▲	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Economic Services					
Tourism and Area Promotion	(10,022)	(8.55%)	▼	Permanent	Leave payment for retiring staff member. Adjustment to reduce leave liability to be included in budget review.
Other Property and Services					
Works and Services Management	(2,225)	(41.66%)	▼	Timing	Variance due to timing of leave and training being taken.
Waste Activity Unit	1,937	106.96%	▲	Timing	Variance due allocation of wages and salaries to supervision being greater than anticipated at this time.
Works Activity Unit	(14,222)	(48.55%)	▼	Allocations	Variance due to allocation of wages and salaries to supervision being greater than anticipated at this time. Overhead rate to be monitored.
Plant Operation Costs	29,474	71.59%	▲	Timing	Variance due to plant maintenance, repairs and fuel purchases less than estimated at this time.
Salaries and Wages	(5,033)	(369.55%)	▼	Permanent	Workers compensation costs greater than anticipated, offset by increased income.
Corporate Services Department	(2,076)	(19.14%)	▼	Timing	Variance due to timing of leave and training being taken.
Chief Executive Office Department	(5,903)	(83.49%)	▼	Timing	Variance due to timing of leave and training being taken.
Planning and Environment Department	(10,826)	(62.80%)	▼	Timing	Variance due to wage allocations of building maintenance officer time to annual program planning.
Unclassified	(5,456)	(79.32%)	▼	Timing	Insurance premium adjustment on buildings yet to be received.
Capital Revenues					
Law, Order & Public Safety					
Fire Prevention	(24,800)	(43.51%)	▼	Permanent	Sale of slip on units as per Council resolution C.07/0617.
Capital Expenses					
Law, Order and Public Safety					
Fire Prevention	22,264	11.32%	▲	Timing	Works on Bridgetown Bushfire headquarters garage less than anticipated at this time.
Community Amenities					
Sewerage	1,479	38.46%	▲	Timing	Works on Bridgetown new septic pit less than anticipated at this time.
Urban Stormwater Drainage	6,593	29.56%	▲	Timing	Works on various drainage projects less than anticipated at this time.
Other Community Amenities	5,594	95.63%	▲	Timing	Works on Hampton Street and Blackwood River park toilets less than anticipated at this time.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Recreation and Culture Swimming Areas and Beaches	4,181	92.38%	▲	Timing	Greenbushes pool toilet \$2,000 works not yet commenced. Balance relates to Bridgetown swimming pool upgrades less than anticipated at this time.
Other Recreation and Sport	(15,992)	(46.19%)	▼	Allocations	Bridgetown Sportsground Change rooms wages and overheads allocation greater than anticipated, offset by allocation in other sub programs.
Heritage	(5,168)	(206.70%)	▼	Allocations	Bridgetown Old goal wages and overheads allocation greater than anticipated, offset by allocations in other sub programs.
Transport Streets and Road Construction	(10,343)	(14.20%)	▼	Permanent/ Timing	Forrest Street footpath scope of works greater than anticipated. Offset by reduction in other construction jobs. Balance relates to timing of various road construction jobs.
Other Property and Services Unclassified	8,971	99.68%	▲	Timing	Asbestos work on various buildings not yet commenced.

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

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						0
56BU	Bridgetown Sportsground Horse Stalls	C.04/1017	Capital Expenses			(30,000)	(30,000)
1344530	Bridgetown Harness racing Club Grant - Horse Stalls	C.04/1017	Operating Expenses		20,000		(10,000)
Reserve 127	Matched Grants Reserve	C.04/1017	Reserve Transfer		10,000		0
RT52	Roads to Recovery - Tweed Road	C.09/1017	Capital Expenses			(136,100)	(136,100)
RT10	Roads to Recovery - Glentulloch Road	C.09/1017	Capital Expenses			(141,600)	(277,700)
RT07	Roads to Recovery - Nelson Street	C.09/1017	Capital Expenses			(83,108)	(360,808)
1381630	Roads to recovery grant	C.09/1017	Operating Revenue		360,808		0
PJ18	ACROD Parking CBD	C.10/1017	Operating Expenses			(2,500)	(2,500)
							(2,500)
				0	390,808	(393,308)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 6: RECEIVABLES

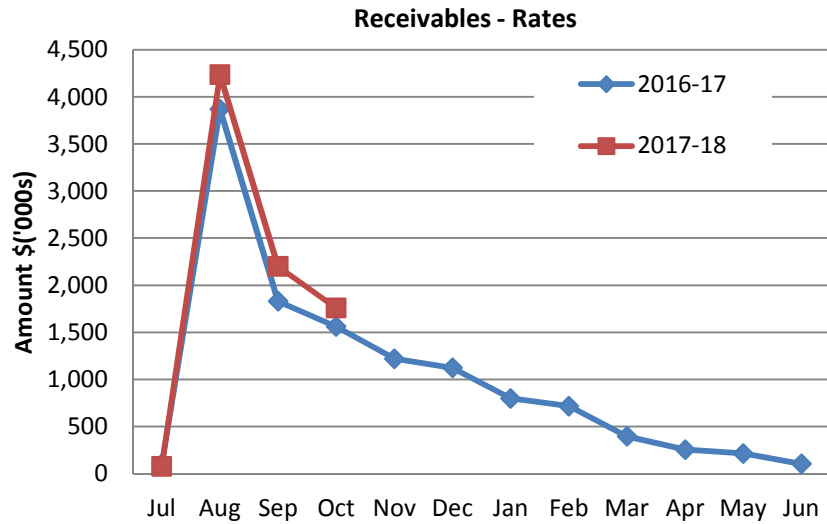
Receivables - Rates

Opening Arrears Previous Years
 Levied this year
 Less Collections to date
 Equals Current Outstanding

	YTD 31 Oct 2017	30 June 2017
	\$	\$
Opening Arrears Previous Years	102,877	109,900
Levied this year	4,367,722	4,150,724
Less Collections to date	(2,712,770)	(4,157,982)
Equals Current Outstanding	1,757,828.85	102,642
Net Rates Collectable	1,757,829	102,642
% Collected	60.68%	97.59%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

Receivables - Sundry Debtors

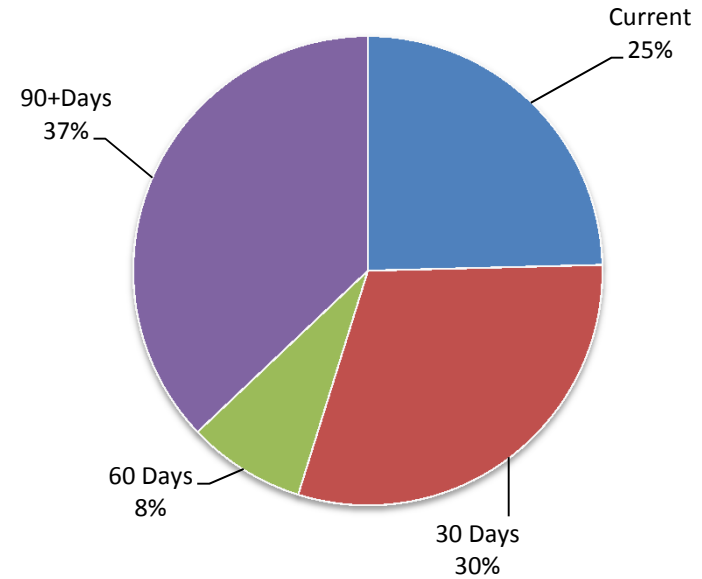
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	11,789	14,470	3,894	17,763

Total Sundry Debtor Receivables Outstanding

47,917

Amounts shown above include GST (where applicable)

Receivables - Sundry Debtors



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Various	350,016				350,016	CBA	At Call
Municipal On-Call Account	1.50%	1,043				1,043	Bankwest	At Call
Trust Bank Account	Various			177,493		177,493	CBA	At Call
Visitor Centre Trust Account	Nil			77,645		77,645	CBA	At Call
Cash On Hand	Nil	2,070				2,070	N/A	On Hand
(b) Term Deposits								
Municipal Funds	2.2	500,000				500,000	Bankwest	01-Nov-17
Municipal Funds	2.45%	354,048				354,048	NAB	16-Nov-17
Municipal Funds	2.35%	503,863				503,863	Bankwest	17-Nov-17
Municipal Funds	2.35%	508,172				508,172	Bankwest	18-Dec-17
Municipal Funds	2.40%	350,000				350,000	Bankwest	27-Dec-17
Municipal Funds	2.55%	700,000				700,000	Westpac	10-Jan-18
Municipal Funds	2.55%	400,000				400,000	Westpac	14-Jan-18
Municipal Funds	2.50%	350,000				350,000	Bankwest	25-Jan-18
Municipal Funds	2.55%	500,000				500,000	Westpac	29-Jan-18
Reserve Funds	2.40%		3,363,964			3,363,964	Bankwest	29-Nov-17
Total		4,519,212	3,363,964	255,138	0	8,138,314		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 7: CASH BACKED RESERVE

2017-18										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$	\$	\$	\$	\$
101	Leave Reserve	171,985	4,158	761					176,143	172,746
102	Plant Reserve	210,635	5,093	932	241,000		(357,000)		99,728	211,568
103	Land and Building Reserve	688,894	16,657	3,049			(108,688)		596,863	691,942
104	Bush Fire Reserve	473	11	2					484	475
105	Maranup Ford Road Maintenance Reserve	98,586	2,384	436					100,970	99,023
106	Subdivision Reserve	339,210	8,202	1,501	10,000				357,412	340,711
107	Sanitation Reserve	58,761	1,421	260			(15,801)		44,381	59,021
109	Recreation Centre Floor Reserve	170,235	4,116	753					174,351	170,988
111	Mobile Garbage Bins Reserve	72,073	1,743	319					73,816	72,392
112	Refuse Site Post Closure Reserve	197,219	4,769	873	5,000				206,988	198,092
113	Drainage Reserve	3,629	88	16					3,717	3,645
114	Community Bus Reserve	87,161	2,107	386	15,000		(53,334)		50,934	87,547
115	SBS Tower Replacement Reserve	29,828	721	132					30,549	29,960
118	Playground Equipment Reserve	20,431	494	90	2,600				23,525	20,522
119	Swimming Pool Reserve	4,182	101	19					4,283	4,201
121	Car Park Reserve	895	22	4					917	899
123	ROMANS Reserve	4,458	108	20					4,566	4,478
125	Building Maintenance Reserve	160,557	3,882	710			(16,376)		148,063	161,268
126	Strategic Projects Reserve	45,073	1,090	199	20,000				66,163	45,272
127	Matched Grants Reserve	19,871	480	88	10,000		(10,000)		20,351	19,959
128	Aged Care Infrastructure Reserve	52,900	1,279	234					54,179	53,134
129	Equipment Reserve	6,508	157	29	2,500		(3,300)		5,865	6,537
130	Assets and GRV Valuation Reserve	66,168	1,600	293	32,167		(25,000)		74,935	66,461
131	Bridgetown Leisure Centre Reserve	133,635	3,231	591			(78,561)		58,305	134,226
132	Trails Reserve	20,099	486	89					20,585	20,188
133	Light Fleet Vehicle Reserve	0			19,500				19,500	0
201	Unspent Grans Reserve	688,709	0				(377,299)		311,410	688,709
		3,352,177	64,400	11,786	357,767	0	(1,045,359)	0	2,728,985	3,363,964

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 8: CAPITAL DISPOSALS

YTD Actual Replacement			Disposals	Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
\$	\$	\$		\$	\$	\$	\$
			Plant and Equipment				
			P3055 2014 Subaru Liberty (EMCOR)	11,818	14,000	2,182	(2,182)
			P3060 2013 Holden Cruze (Pool Vehicle)	8,707	8,000	(707)	707
			P2051 2014 Holden Colorado (Ranger)	15,000	19,000	4,000	(4,000)
15,530	15,000	(530)	P4110 1997 Isuzu Fire tender (Maranup)	65,702	45,000	(20,702)	20,172
15,612	12,000	(3,612)	P4165 2010 Isuzu D Max (Wandillup)	14,073	12,000	(2,073)	(1,539)
			P4135 1998 Hino Fire Tender (Hester Brook)	69,221	40,000	(29,221)	29,221
			P4200 2006 Ford Courier (Btwn Support)	2,000	7,500	5,500	(5,500)
			P2225 2002 Ford Courier (Landfill Site)	2,000	2,000	0	0
			P3010 2014 Holden Colorado (MP)	18,265	21,000	2,735	(2,735)
			P4045 2003 Mitsubishi Rosa Bus (CS)	18,275	15,000	(3,275)	3,275
			P2045 2012 Ford Ranger (P&G)	15,500	15,500	0	0
			P2270 2012 Ford Ranger (P&G Crew)	9,000	9,000	0	0
			P2220 2012 Ford Ranger (Plant Mech)	8,648	9,000	352	(352)
			P2165 2009 Ford Ranger (BMO)	11,000	11,000	0	0
			P2086 2007 Volvo Front End Loader	60,000	60,000	0	0
			P2037 2009 Mitsubishi Tip Truck	40,500	30,000	(10,500)	10,500
			P2092 2007 John Deere Tractor	11,000	12,000	1,000	(1,000)
45,293	5,200	(40,093)	Various Slip on Units x 12	0	0	0	0
76,434	32,200	(44,234)		380,709	330,000	(50,709)	46,567

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2017			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Other Governance						
Records Storage Facility	07BN	65,000	0	0	0	
Emergency Power Systems	08BN	35,000	0	0	0	
Shire Administration Building	07BU	26,850	0	512	512	
		126,850	0	512	512	
Fire Prevention						
Bridgetown Bushfire Brigade Garage	05BN	32,731	28,820	7,011	(21,809)	Purchase order for works issued
		32,731	28,820	7,011	(21,809)	
Other Education						
Bridgetown Resource Centre	13BU	3,000	0	0	0	
		3,000	0	0	0	
Staff Housing						
146 Hampton Street	26BU	9,500	0	0	0	
144 Hampton Street	38BU	11,250	1,687	1,000	(687)	
31 Gifford Road	28BU	3,000	0	0	0	
		23,750	1,687	1,000	(687)	
Other Community Amenities						
Blackwood River Park Toilets	44BU	3,200	1,600	0	(1,600)	Works not yet commenced
Hampton Street Toilets	46BU	4,250	4,250	128	(4,122)	Works on going
Thomson Park Toilets	25BU	1,500	0	0	0	
Settlers Rest Gazebo	12BU	3,050	0	128	128	
Bridgetown Cemetery Toilets	02BN	30,000	0	0	0	
		42,000	5,850	256	(5,594)	
Public Halls and Civic Centres						
Bridgetown Civic Centre	02BU	10,750	0	0	0	
Greenbushes Hall	20BU	57,000	0	512	512	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	YTD 31 Oct 2017				Comment
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Public Halls and Civic Centres (Continued)						
Sunnyside Shelter	55BU	3,000	0	0	0	
Catterick Hall	51BU	3,000	0	0	0	
		73,750	0	512	512	
Swimming Areas and Beaches						
Greenbushes Pool Toilet	05BU	4,000	2,000	0	(2,000)	Works not yet commenced
		4,000	2,000	0	(2,000)	
Other Recreation and Sport						
Bridgetown Leisure Centre - Gym	06BN	190,000	0	0	0	
Bridgetown Leisure Centre Renewals	16BU	91,825	4,520	5,220	700	
Bridgetown Sports Ground Change Rooms	17BU	18,376	18,376	33,108	14,732	Wages & overheads greater than anticipated
Greenbushes Cricket Pavilion	54BU	1,500	0	0	0	
Greenbushes Golf Club	39BU	14,000	0	5,292	5,292	Works commenced sooner than anticipated
Bridgetown Sports Ground Horse Stalls	56BU	30,000	0	0	0	
Greenbushes Sportsground Toilets/Kiosk	45BU	3,500	0	0	0	
		349,201	22,896	43,621	20,725	
Libraries						
Bridgetown Library	1365540	7,500	0	0	0	
		7,500	0	0	0	
Heritage						
Bridgetown Old Goal	40BU	2,500	2,500	7,668	5,168	Wages & overheads greater than anticipated
Yornup School	47BU	3,000	0	0	0	
		5,500	2,500	7,668	5,168	
Streets and Road Construction						
Shire Depot	08BU	14,000	0	0	0	
		14,000	0	0	0	
Tourism and Area Promotion						
Visitor Centre Building	1460340	2,000	0	0	0	
		2,000	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2017			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Unclassified						
Geegilup Brook Land	1790040	41,355	0	29	29	
Energy and Water Efficiency Fittings	1790140	10,000	0	0	0	
Asbestos Removal	1790240	90,000	9,000	0	(9,000)	Works not yet commenced
		141,355	9,000	29	(8,971)	
Land and Buildings Total		825,637	72,753	60,607	(12,146)	
Roads						
Streets and Road Construction						
Winnejup Road Regional Road Group 17/18	RR17	240,073	0	415	415	
Winnejup Road Regional Road Group 16/17	RR24	113,458	35,926	35,897	(29)	
Mockerdillup Road Regional Road Group	RR16	9,000	0	958	958	
Kerbing	KB01	8,500	4,241	0	(4,241)	Works not yet commenced
Padbury Road Roads to Recovery	RT36	5,000	0	0	0	
Hampton Street Roads to Recovery	RT74	38,908	0	1,344	1,344	Preliminary planning
John Street Roads to Recovery	RT76	43,488	0	1,344	1,344	Preliminary planning
Kendall Road Roads to Recovery	RT78	53,000	0	0	0	
Gommes Lane Roads to Recovery	RT79	29,873	0	2,624	2,624	Preliminary planning
Hester Road Roads to Recovery	RT80	7,500	0	0	0	
Huitson Road Roads to Recovery	RT81	39,608	0	1,091	1,091	Works commenced sooner than anticipated
Glentulloch Road Roads to Recovery	RT10	141,600	0	0	0	
Tweed Road Roads to Recovery	RT52	136,100	0	0	0	
Nelson Street Roads to Recovery	RT07	83,108	0	0	0	
Kangaroo Gully Road	RC33	30,800	0	0	0	
Roadside Vegetation Removal	RC43	106,020	0	319	319	
Brockman Highway Blackspot	BK02	213,510	0	415	415	
		1,299,546	40,167	44,410	4,243	
Roads Total		1,299,546	40,167	44,410	4,243	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2017			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Footpaths						
Streets and Road Construction						
Forrest Street	FP18	29,010	29,010	38,125	9,115	Scope of work greater than estimated
Lockley Street	FP43	25,000	0	639	639	
Footpaths Disability Access	FP28	5,000	1,653	0	(1,653)	Works not yet commenced
Steere Street Nibs	FP34	25,000	0	0	0	
		84,010	30,663	38,763	8,100	
Footpaths Total		84,010	30,663	38,763	8,100	
Drainage						
Urban Stormwater Drainage						
Phillips Street	DR05	22,303	22,303	12,058	(10,245)	Works ongoing
Geegelup Brook	DR17	25,000	0	256	256	
Palmers Road	DR21	58,700	0	995	995	
Four Seasons Estate	DR24	11,364	0	0	0	
Lockley Street	DR25	22,000	0	2,241	2,241	Works commenced sooner than anticipated
Barlee Street	DR26	16,000	0	160	160	
Forest View Court	DR27	15,000	0	0	0	
Dusting Drive	DR28	25,000	0	0	0	
		195,367	22,303	15,710	(6,593)	
Drainage Total		195,367	22,303	15,710	(6,593)	
Parks and Ovals						
Other Recreation and Sport						
Somme Park (Fitness Trail Equipment)	05IU	8,000	4,000	2,334	(1,666)	Installation of new equipment not yet done
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Four Seasons Estate - Street Tree Planting	05IN	36,364	0	0	0	
Bridgetown Leisure centre	12IU	4,000	0	0	0	
Bridgetown Leisure Centre Shade Sails	06IN	2,727	2,727	0	(2,727)	Purchase order for works issued

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2017			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Other Recreation and Sport (Continued)						
Thomson Park - Shade sails	07IN	27,777	0	0	0	
Park Irrigation/Reticulation	08IN	15,000	0	0	0	
		157,504	6,727	2,334	(4,393)	
Tourism & Area Promotion						
Bridgetown Information Bays	11IN	25,000	0	0	0	
		25,000	0	0	0	
Parks and Ovals Total		182,504	6,727	2,334	(4,393)	
Bridges						
Streets and Road Construction						
Blackbutt Bridge 3707A	BR14	285,000	0	0	0	
Blackbutt Bridge 3706A	BR15	141,000	0	0	0	
		426,000	0	0	0	
Bridges Total		426,000	0	0	0	
Infrastructure Other						
Sanitation - General Refuse						
Bridgetown Landfill - Reticulation	WA01	10,000	0	0	0	
Bridgetown Inert Waste	WA03	20,000	0	0	0	
Greenbushes Green Waste Enclosure	WA04	5,801	0	160	160	
New Bridgetown Septic Pit Site	WA05	100,000	3,847	2,368	(1,479)	Works ongoing
		135,801	3,847	2,527	(1,320)	
Swimming Areas and Beaches						
Swimming Pool Infrastructure	1335240	18,921	2,526	345	(2,181)	Works ongoing
		18,921	2,526	345	(2,181)	
Other Recreation and Sport						
Blackwood River Boardwalk	10IN	30,000	0	0	0	
		30,000	0	0	0	
Infrastructure Other Total		184,722	6,373	2,872	(3,501)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2017			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Plant and Equipment						
Other Governance						
EMCOR Vehicle	1055440	36,000	0	0	0	
		36,000	0	0	0	
Fire Prevention						
Fire Fighting Equipment - Brigades Funded	1065540	2,000	0	0	0	
Vehicles for Brigade	1065940	519,900	165,427	165,427	0	
Fire Equipment - Shire Funded	1065740	4,000	0	0	0	
		525,900	165,427	165,427	0	
Other Law, Order and Public Safety						
Rangers Vehicle	1080240	34,000	0	0	0	
		34,000	0	0	0	
Town Planning & Regional Development						
Manager of Planning Vehicle	1306540	32,000	0	0	0	
		32,000	0	0	0	
Other Community Amenities						
Community Bus	1310240	160,000	0	0	0	
		160,000	0	0	0	
Other Recreation and Sport						
Manual Pool Vacuum	05EN	2,200	0	0	0	
Finishing Mower	02EQ	12,925	0	0	0	
Portable Fencing	03EQ	5,000	5,000	4,660	(340)	Savings on purchase of fencing
Inflatable Obstacle Course	04EQ	6,000	0	0	0	
Parks & Gardens Vehicles	34524	63,000	0	0	0	
		89,125	5,000	4,660	(340)	
Road Plant Purchases						
Tractor	PL03	56,000	0	0	0	
Tip truck	PL04	160,000	0	0	0	
Front End Loader	PL13	243,000	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2017			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Road Plant Purchases (Continued)						
Works and Services Fleet	1405040	77,000	0	0	0	
Sundry Equipment	1403740	19,000	0	0	0	
		555,000	0	0	0	
Plant and Equipment Total		1,432,025	170,427	170,087	(340)	
Furniture and Equipment						
Members of Council						
Council Honour Boards	1040040	5,000	0	0	0	
		5,000	0	0	0	
Other Governance						
IT Communications Equipment and Software	1055140	10,000	0	0	0	
Other Governance - Furniture & Equipment	1055340	12,000	9,900	9,906	6	
		22,000	9,900	9,906	6	
Law, Order & Public Safety						
DFES Furniture & Equipment	1065140	2,500	2,500	2,045	(455)	Savings on purchase of air conditioner
		2,500	2,500	2,045	(455)	
Other Law, Order and Public Safety						
SES Furniture & Equipment	1080040	3,500	0	0	0	
		3,500	0	0	0	
Aged and Disabled						
Universal/Wheel Chair	1190140	8,990	8,990	8,990	0	Purchase finalised
		8,990	8,990	8,990	0	
Streets and Road Construction						
Depot - Air Conditioner	1380340	2,000	2,000	0	(2,000)	Purchase order for works issued
		2,000	2,000	0	(2,000)	
Furniture and Equipment Total		43,990	23,390	20,941	(2,449)	
Capital Expenditure Total		4,673,801	372,803	355,725	(17,078)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
Community Amenities								
Loan 107B Transfer Station	9,486			9,486		0		233
Loan 108 Landfill Plant	118,448			21,794		96,654		4,669
Loan 113 Landfill Site New Cell	404,482			97,708		306,774		8,669
Loan 114 Liquid & Inert Waste Sites	0			0		120,000		0
Recreation and Culture								
Loan 105 Memorial Park Improvements	54,304			26,317		27,987		2,989
Loan 106 Somme Creek Parkland	42,952			20,815		22,137		2,364
Loan 110 Bridgetown Bowling Club - SSL	45,215			10,685		34,530		1,588
Loan 112 Bridgetown Swimming Pool	1,593,786			61,687		1,532,099		63,772
	2,268,673	0	0	248,492	0	2,140,181	0	84,284

(b) New Debentures

Particulars	Amount to be Borrowed Budget	Institution	Loan Type	Term Years	Amount Borrowed Actual
	\$				\$
Economic Services					
Loan 114 Liquid Waste & Inert Waste	120,000	WATC	Debenture	5	0
	120,000				0

No new debentures were raised during the reporting period.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 11: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV Shire	0.087341	1,645	25,096,812	2,191,981	9,024	317	2,201,322	2,201,981			2,201,981
UV Shire Rural	0.006001	485	183,089,000	1,098,717	3,288		1,102,006	1,098,717			1,098,717
UV Bridgetown Urban Farmland	0.005101	3	2,200,000	11,222			11,222	11,222			11,222
UV Mining	0.078436	15	929,834	72,932			72,932	72,933			72,933
Sub-Totals		2,148	211,315,646	3,374,853	12,313	317	3,387,483	3,384,853	0	0	3,384,853
Minimum Payment	Minimum \$										
GRV Shire	867.00	829	4,138,195	718,743			718,743	718,743			718,743
UV Shire Rural	1,074.00	239	31,310,900	256,686	(3,048)		253,638	256,686			256,686
UV Bridgetown Urban Farmland	1,074.00	0	0	0			0	0			0
UV Mining	760.00	14	28,247	10,640	(2,781)		7,859	10,640			10,640
Sub-Totals		1,082	35,477,342	986,069	(5,829)	0	980,240	986,069	0	0	986,069
Rates Paid in Advance							4,367,722				4,370,922
Amount from General Rates							(69,568)				0
Less Rates Written Off							0				(100)
Totals							4,298,155				4,370,822

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-17	Amount Received	Amount Paid	Closing Balance 31-Oct-17
	\$	\$	\$	\$
BCITF	3,665	3,470	(4,978)	2,156
Builders Registration Board Levy	6,231	9,881	(10,851)	5,261
Traffic Act	0	419,846	(419,846)	0
Relocated Housing Bonds	9,478	15		9,493
Subdivision Clearance Bonds	28,665	34	(6,735)	21,964
Cat Trap Bonds	53	50	(103)	0
Community Bus Bonds	850	3,000	(1,500)	2,350
Community Stall Bonds	250	300	(350)	200
Earthworks Bonds	52,365	80		52,445
Hall Hire Bonds	800	950	(800)	950
Standpipe Card Bonds	7,383			7,383
Council Built Asset Bonds	17,503	27		17,530
Bushfire Donations	5,359	8		5,367
Accommodation - Visitor Centre	60,510	102,930	(87,346)	76,094
South West Coach Lines	507	1,711	(1,738)	480
Other Visitor Centre	15	389	(228)	176
TransWA	1,184	4,064	(4,355)	893
Local Drug Action Group	757	1		758
Coral Marble - Extractive Industries Bond	4,463	7		4,470
Department of Agriculture - Bond	7,087	11		7,098
Bridgetown Tidy Town Bank A/C	823	1		824
Perry - Fee Relating to Caveat	102	0		102
Seagate Holdings - Turning Lane Bond	37,332	57		37,389
Ouch Festival	613	1		614
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	230			230
Dress Down Donations	238	140		378
R Edwards Bond Gifford Rd	200			200
Interest to be Distributed	240	369	(298)	312
	246,924	547,342	(539,128)	255,138

SHIRE OF BRIDGETOWN-GREENBUSHESLIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
<u>DIRECT DEBITS</u>				
DD12732.1	07/10/2017	CALTEX STARCARD	FUEL FOR THE MONTH OF SEPTEMBER	3,221.93
DD12732.2	09/10/2017	LES MILLS AUSTRALIA	LES MILLS MONTHLY LICENSE FEES - OCTOBER	275.71
DD12746.1	11/10/2017	WA SUPER	PAYROLL DEDUCTIONS	16,269.44
DD12746.10	11/10/2017	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	247.61
DD12746.11	11/10/2017	HOST PLUS EXECUTIVE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	99.48
DD12746.12	11/10/2017	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	87.88
DD12746.2	11/10/2017	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	131.59
DD12746.3	11/10/2017	COLONIAL FIRST STATE ROLLOVER	SUPERANNUATION CONTRIBUTIONS	56.93
DD12746.4	11/10/2017	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	661.90
DD12746.5	11/10/2017	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	211.15
DD12746.6	11/10/2017	COLONIAL FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	98.69
DD12746.7	11/10/2017	PA & DB HUBAND SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	56.34
DD12746.8	11/10/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	363.99
DD12746.9	11/10/2017	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	100.03
DD12770.1	25/10/2017	WA SUPER	PAYROLL DEDUCTIONS	16,463.10
DD12770.10	25/10/2017	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	126.19
DD12770.11	25/10/2017	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	184.86
DD12770.12	25/10/2017	COMMONWEALTH BANK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	75.61
DD12770.13	25/10/2017	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	247.61
DD12770.2	25/10/2017	HOST PLUS EXECUTIVE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	94.84
DD12770.3	25/10/2017	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	147.38
DD12770.4	25/10/2017	COLONIAL FIRST STATE ROLLOVER &	SUPERANNUATION CONTRIBUTIONS	43.37
DD12770.5	25/10/2017	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	661.90
DD12770.6	25/10/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	567.15
DD12770.7	25/10/2017	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	221.07
DD12770.8	25/10/2017	COLONIAL FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	138.17
DD12770.9	25/10/2017	PA & DB HUBAND SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	35.85
DD12781.1	19/10/2017	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	59.00
DD12781.2	15/10/2017	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY RENTAL/SERVICE WATER COOLER ADMIN OFFICE	134.20
DD12788.1	31/10/2017	FLEXIRENT CAPITAL PTY LTD	RESIDUAL PAYMENT FOR COFFEE MACHINE AT LIBRARY	793.65
DD12791.1	28/10/2017	COMMONWEALTH BANK	ANNUAL MEMBERSHIP TO AIBS FOR BUILDING SURVEYOR	2,531.55
B/S	02/10/2017	COMMONWEALTH BANK	MERCHANT FEES	2,649.09
B/S	11/10/2017	COMMONWEALTH BANK	TOTAL WAGES FOR 28.09.2017 - 11.10.2017	110,689.53
B/S	16/10/2017	COMMONWEALTH BANK	ACCOUNT KEEPING FEES	93.73
B/S	16/10/2017	COMMONWEALTH BANK	BPOINT/BPAY FEES	1,226.64
B/S	25/10/2017	COMMONWEALTH BANK	TOTAL WAGES FOR 12.10.2017 - 25.10.2017	111,454.69

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	31/10/2017	COMMONWEALTH BANK	RETURNED EFT/CHEQUE FEES	12.50
B/S	28/09/2017	COMMONWEALTH BANK - CREDIT CARD	ANNUAL MEMBERSHIP TO AIBS FOR BUILDING SURVEYOR	499.00
B/S	28/09/2017	COMMONWEALTH BANK - CREDIT CARD	GRATUITY GIFT FOR CAROL ARMSTRONG	250.00
B/S	28/09/2017	COMMONWEALTH BANK - CREDIT CARD	LUNCH MEETING WITH RDA SOUTH WEST EXECUTIVE OFFICERS	59.00
B/S	28/09/2017	COMMONWEALTH BANK - CREDIT CARD	STAFF MORNING TEA	9.10
B/S	28/09/2017	COMMONWEALTH BANK - CREDIT CARD	COUNCIL MEETING REFRESHMENTS	17.09
B/S	28/09/2017	COMMONWEALTH BANK - CREDIT CARD	COUNCIL MEETING DINNER	21.93
B/S	28/09/2017	COMMONWEALTH BANK - CREDIT CARD	DINNER SETTING FOR COUNCIL CHAMBERS	667.80
B/S	1/10/2017	COMMONWEALTH BANK - CREDIT CARD	DINNER FOR WARREN BLACKWOOD ALLIANCE MEETING	42.93
B/S	3/10/2017	COMMONWEALTH BANK - CREDIT CARD	LASER LIGHT CHRISTMAS DECORATIONS	417.50
B/S	13/10/2017	COMMONWEALTH BANK - CREDIT CARD	REFRESHMENTS FOR SPECIAL COUNCIL MEETING	483.25
B/S	23/10/2017	COMMONWEALTH BANK - CREDIT CARD	BEER SUPPLIES FOR COUNCIL BAR	11.96
B/S	23/10/2017	COMMONWEALTH BANK - CREDIT CARD	LASER LIGHT CHRISTMAS DECORATIONS - FREIGHT CHARGES	51.99
ELECTRONIC PAYMENTS				
EFT24555	05/10/2017	ARROW BRONZE	CEMETERY PLAQUES	935.16
EFT24556	05/10/2017	B & B STREET SWEEPING PTY LTD	DRAIN RODDING OF RURAL CULVERTS	1,980.00
EFT24557	05/10/2017	B & J CATALANO PTY LTD	APPROX 42 TONNE CRUSHED LIMESTONE DELIVERED TO THE SHIRE DEPOT	1,483.32
EFT24558	05/10/2017	BELIA ENGINEERING	REMOVAL OF 52 MATTRESSES FROM THE WASTE FACILITY	457.60
EFT24559	05/10/2017	BKS REFRIGERATION & AIR CONDITIONING	DEGASSING OF FRIDGES & AIR CONDITIONERS AT THE WASTE FACILITY	544.50
EFT24560	05/10/2017	BLACKWOOD RURAL SERVICES	UTE MOUNTED CRANE & FIXTURES FOR LIFTING SLIP ON UNITS & MINOR ITEMS	740.25
EFT24561	05/10/2017	BLACKWOOD COUNTRY GARDENS INC.	SERVICE AGREEMENT 17/18	2,000.00
EFT24562	05/10/2017	BLACKWOODS	2 x ROLLS OF ADHESIVE PVC FLOOR MARKING CAUTION TAPE	61.03
EFT24563	05/10/2017	BLACKWOOD FRESH	REFRESHMENTS FOR TRAINING COURSE	33.23
EFT24564	05/10/2017	BLISS FOR DESIGN	VARIOUS MINOR ITEMS	72.44
EFT24565	05/10/2017	BOOEASY AUSTRALIA PTY LTD	BOOEASY BOOKING RETURNS MONTHLY FEES - AUGUST	350.81
EFT24566	05/10/2017	BRIDGETOWN MUFFLER & TOWBAR CENTRE	SERVICING OF 6 X BFB & SES VEHICLES	2,285.00
EFT24567	05/10/2017	BRIDGETOWN REFRIGERATION AND	REPAIRS TO AIR CONDITIONER AT BRIDGETOWN LIBRARY	1,710.00
EFT24568	05/10/2017	BRIDGETOWN BOARDING KENNELS	MONTHLY KENNEL & CATTERY FEES FOR AUGUST & SEPTEMBER	550.00
EFT24569	05/10/2017	BRIDGETOWN COMPUTERS	3 X LENOVO NOTEBOOK COMPUTERS & 3 X LAPTOP BAGS DFES BRIGADES	4,131.00
EFT24570	05/10/2017	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	185.39
EFT24571	05/10/2017	BRIDGETOWN TYRES	20MTS 8MM RATED CHAIN, NEW TYRE FOR STREET SWEEPER & MINOR ITEMS	498.00
EFT24572	05/10/2017	CAMPBELLS	BLC KIOSK STOCK	89.63
EFT24573	05/10/2017	CJD EQUIPMENT PTY LTD	VARIOUS MINOR PARTS & EQUIPMENT	278.85
EFT24574	05/10/2017	COURIER AUSTRALIA	FREIGHT CHARGES	176.95
EFT24575	05/10/2017	COUNCIL ON THE AGEING (AUSTRALIA)	COTA WA ORGANISATIONAL MEMBERSHIP ANNUAL FEE 2017-2018	65.00
EFT24576	05/10/2017	ELAINE COVENTRY	CHILDREN'S HOLIDAY ACTIVITY - STORYTELLING AND PUPPETRY	300.00
EFT24577	05/10/2017	LINDSAY CROOKS	REIMBURSEMENT FOR 2 X PHONE CABLES & 2 X COVERS PURCHASED	74.70
EFT24578	05/10/2017	DATA#3	1 x LICENCE CRYSTAL REPORTS 2016	546.34

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT24579	05/10/2017	DELRON CLEANING BUNBURY	MONTHLY CONTRACT CLEANING OF RECREATION CENTRE - SEPTEMBER	649.35
EFT24580	05/10/2017	DEPARTMENT OF PREMIER AND CABINET	GAZETTAL OF AMENDMENTS TO LOCAL LAWS 2017	336.95
EFT24581	05/10/2017	DOMESTIC MAINTENANCE SW	OIL TIMBER POOL SHELTERS	1,200.00
EFT24582	05/10/2017	EASISALARY	EMPLOYEE NOVATED LEASE	583.83
EFT24583	05/10/2017	GABRIEL EVANS	REIMBURSEMENT FOR COST OF PETROL FOR COMMUNITY BUS	15.18
EFT24584	05/10/2017	SARAH EVANS	REIMBURSEMENT OF CATERING COSTS FOR THE WORDS IN THE VALLEY	100.61
EFT24585	05/10/2017	LGRCEU	PAYROLL DEDUCTIONS	123.00
EFT24586	05/10/2017	GREENBUSHES COMMUNITY RESOURCE	COMMISSION ON GREENBUSHES HALL HIRE BOOKINGS FOR 05/12/16 - 26/06/17	82.50
EFT24587	05/10/2017	GYMCARE	PURCHASE OF UNIVERSAL GYM EQUIPMENT - ME2!	9,889.00
EFT24588	05/10/2017	H C JONES & CO	ATTEND TO SINK BLOCKAGE & REPLACE S TRAP FOR MEMORIAL PARK TOILET	167.25
EFT24589	05/10/2017	JENNY INGRAM	RATES REFUND	173.00
EFT24590	05/10/2017	JASON SIGNMAKERS	1 X RED - NO FIRES PERMITTED & 1 X YELLOW - PERMITS REQUIRED SIGNS	225.94
EFT24591	05/10/2017	JOHNSON'S FOOD SERVICES	BLC KIOSK SUPPLIES	611.25
EFT24592	05/10/2017	LEARNING DISCOVERY PTY LTD	3 X BOOK SETS FOR BRIDGETOWN LIBRARY	229.85
EFT24593	05/10/2017	JL & GF MAY	MACHINERY WORK AT THE FIRE CONTROL CENTRE	781.00
EFT24594	05/10/2017	T & S PHILLIPS	9M X 12M X 4.2M SHED KIT FOR BRIDGETOWN BFB GARAGE - 50% DEPOSIT	7,500.00
EFT24595	05/10/2017	REPCO	REPCO FENDER COVER	188.59
EFT24596	05/10/2017	ROTARY CLUB OF BRIDGETOWN	2ND YEAR SERVICE AGREEMENT 2017/18	5,000.00
EFT24597	05/10/2017	THE ROYAL LIFE SAVING SOCIETY	2 X POOL LIFEGUARD REQUALIFICATION COURSE REGISTRATIONS	280.00
EFT24598	05/10/2017	SCAVENGER FIRE AND SAFETY	FLIR K2 THERMAL IMAGING CAMERA FOR HAZARD REDUCTION	2,145.00
EFT24599	05/10/2017	SCOPE BUSINESS IMAGING	FREIGHT FOR TONER DELIVERY	22.00
EFT24600	05/10/2017	SEEK LIMITED	AD FOR AQUATICS COORDINATOR	363.00
EFT24601	05/10/2017	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF SOCIAL CLUB PAYMENTS FOR SEPTEMBER	144.00
EFT24602	05/10/2017	SOUTH WEST OIL SUPPLIES	BULK OIL SUPPLIES	1,229.00
EFT24603	05/10/2017	STAR TRACK EXPRESS	FREIGHT CHARGES	29.60
EFT24604	05/10/2017	STATE WIDE TURF SERVICES	APPLY & SMUDGE 90M3 OF SCREENED SAND TO GREENBUSHES SOCCER OVAL	1,480.00
EFT24605	05/10/2017	STAPLES AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES & VARIOUS OFFICE STATIONERY	2,480.36
EFT24606	05/10/2017	ST JOHN AMBULANCE AUSTRALIA	MEDIUM LEISURE FIRST AID KIT FOR COMMUNITY BUS	72.00
EFT24607	05/10/2017	THE STABLES IGA	VARIOUS GROCERIES FOR THE MONTH OF SEPTEMBER	249.43
EFT24608	05/10/2017	THE MULBERRY TREE CAFE	2 X YOUTH LEADERSHIP LUNCHESES & CATERING OF PARTICIPATE MATE MEETING	154.00
EFT24609	05/10/2017	TOTALLY SOUND	HEAVY DUTY IPOD CABLE FOR MIPRO PORTABLE STEREO	47.96
EFT24610	05/10/2017	TRAFFIC FORCE	SHIRE OF BRIDGETOWN-GREENBUSHES GENERIC TMP ANNUAL REVISION	396.00
EFT24611	05/10/2017	TRUCKLINE	2 X 20L TRUCK WASHES	227.30
EFT24612	05/10/2017	TTFS GROUP PTY LTD	60 x TEMPORARY FENCING PANELS INCLUDING FEET, BRACKETS AND DELIVERY	5,126.00
EFT24613	05/10/2017	TUCK'S GARDEN SERVICES	SPRAYING OF VARIOUS ROAD VERGES	4,928.00
EFT24614	05/10/2017	WA RANGERS ASSOCIATION	2 X WA RANGER ASSOCIATION 2017 CONFERENCE REGISTRATIONS	1,000.00
EFT24615	05/10/2017	WARREN BLACKWOOD ALLIANCE OF	W/B ALLIANCE OF COUNCIL PROJECT, TRAILS & LOCAL TOURISM DEVELOPMENT	27,704.52
EFT24616	05/10/2017	WESTRAC EQUIPMENT	500HR SERVICE KIT FOR ROAD ROLLER	501.91

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT24617	05/10/2017	DEB WILCOX	REFUND FOR POLICE CLEARANCE AS PER PRE-EMPLOYMENT CONDITIONS	52.60
EFT24623	19/10/2017	ACCESS ENGINEERING	REPAIRS TO HINO TIP TRUCK WITH CRANE	11,886.01
EFT24624	19/10/2017	ASSET INFRASTRUCTURE MANAGEMENT	PARKS AND GARDENS LEVELS OF SERVICE REVIEW PROCESS	5,948.58
EFT24625	19/10/2017	B & B STREET SWEEPING PTY LTD	SEPTEMBER 2017 STREET SWEEPING OF CBD & SURROUNDING AREAS	1,716.00
EFT24626	19/10/2017	B & B CIVIL	DIG DRAINAGE TRENCH FAILURE ON HESTER CASCADES RD	880.00
EFT24627	19/10/2017	ANTONY BALLARD	PREPARE AND PAINT VERANDAH BEAMS AT BRIDGETOWN SPORTS GROUND	1,295.00
EFT24628	19/10/2017	BLACKWOOD RURAL SERVICES	VARIOUS MINOR PARTS & EQUIPMENT	247.00
EFT24629	19/10/2017	BLUES AT BRIDGETOWN	HIRE OF 50 TEMPORARY FENCING PANELS 01/07/2017 - 12/09/2017	1,718.75
EFT24630	19/10/2017	BOOEASY AUSTRALIA PTY LTD	BOOEASY BOOKING RETURNS/MONTHLY FEES - SEPTEMBER	768.58
EFT24631	19/10/2017	BOOK TALK	BOOK CLUB SET FOR BRIDGETOWN LIBRARY	70.00
EFT24632	19/10/2017	BRIDGETOWN MUFFLER & TOWBAR CENTRE	SERVICING OF SES HILUX & SES LANDCRUISER PC	747.00
EFT24633	19/10/2017	BRIDGETOWN LIQUID WASTE DISPOSAL	EMPTY 4 SEPTIC TANKS & LEACH DRAINS AT RIVER PARK PUBIC TOILETS	440.00
EFT24634	19/10/2017	BRIDGETOWN VOLUNTEER BUSH FIRE	REIMBURSEMENT FOR FIRE FIGHTER'S SUSTENANCE PACKS PURCHASED	1,180.09
EFT24635	19/10/2017	BGBTA	VC STOCK - BGBTA RE-USABLE COFFEE CUPS	144.00
EFT24636	19/10/2017	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	128.93
EFT24637	19/10/2017	BRIDGETOWN PAINT SALES	VARIOUS MINOR PAINT SUPPLIES	92.92
EFT24638	19/10/2017	BRIDGETOWN NEWSAGENCY	A4 PHOTOCOPY PAPER, STATIONERY & MONTHLY NEWSPAPER CHARGES	308.30
EFT24639	19/10/2017	BUNBURY CEMETERY BOARD	2 X CONCRETE PLINTHS 229 X 229	37.40
EFT24640	19/10/2017	CHUBB FIRE SAFETY LTD	MONTHLY TESTING OF FIRE DETECTION SYSTEM AT BLC FOR SEPTEMBER	268.70
EFT24641	19/10/2017	CITY & REGIONAL FUELS	BULK FUEL SUPPLIES	8,228.09
EFT24642	19/10/2017	CLEANAWAY PTY LTD	ANNUAL KERBSIDE HARDWASTE COLLECTION & MONTHLY RUBBISH	50,868.45
EFT24643	19/10/2017	COURIER AUSTRALIA	FREIGHT CHARGES	212.53
EFT24644	19/10/2017	DOMESTIC MAINTENANCE SW	MAINTENANCE WORKS TO BLC POOL SHELTERS & CONSTRUCT CLOCK FRAME	1,520.00
EFT24645	19/10/2017	EASISALARY	S GANNAWAY - NOVATED LEASE	583.83
EFT24646	19/10/2017	DEPARTMENT OF FIRE AND EMERGENCY	2017/18 1ST QUARTER ESL CONTRIBUTION	80,588.92
EFT24647	19/10/2017	FULTON HOGAN PTY LTD	2000LTR CATEMUL FOR ROAD MAINTENANCE	2,794.00
EFT24648	19/10/2017	GRACE RECORDS MANAGEMENT PTY LTD	RECORDS DESTRUCTION BIN EXCHANGE	75.02
EFT24649	19/10/2017	H C JONES & CO	REPLACE ALL INTERNAL & EXTERNAL TAPS AT 144 HAMPTON STREET	1,100.00
EFT24650	19/10/2017	HILLVIEW ELECTRICAL SERVICE	REPLACE SEVEN LIGHT POLE GLOBES AT RIVER PARK	605.00
EFT24651	19/10/2017	INTERPHONE	NBN FOR ADMIN OFFICE FOR OCTOBER	130.90
EFT24652	19/10/2017	ISA TECHNOLOGIES	DISASTER RESPONSE SERVICES FOR 01/10/2017 - 30/06/2018	5,447.20
EFT24653	19/10/2017	IT VISION	SYNERGYSOFT AUTOMATION TOOLSET - EMAILING FROM REPORT MANAGER	1,913.73
EFT24654	19/10/2017	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE CYLINDER - SEPTEMBER	168.63
EFT24655	19/10/2017	JASON SIGNMAKERS	VARIOUS WARNING SIGNS INCLUDING BRACKETS	155.38
EFT24656	19/10/2017	ADAM JENKINS TREE SERVICES	8 DAYS POWERLINE CLEARANCE PRUNING AS PER WESTERN POWER LIST	14,080.00
EFT24657	19/10/2017	KANIK EXPRESS	FREIGHT CHARGES	70.95
EFT24658	19/10/2017	KEYBROOK UTILITY SERVICES	REMOVAL OF WRAPPED ASBESTOS FROM WASTE FACILITY	645.00
EFT24659	19/10/2017	ALBERT KLAASSEN ELECTRICAL	INVESTIGATION & RELOCATION OF THREE PHASE OUTLET AT REC CENTRE	550.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT24660	19/10/2017	LANDGATE	LAND VALUATION ENQUIRY CHARGES	288.59
EFT24661	19/10/2017	LOCAL GOVERNMENT SUPERVISORS	ANNUAL MEMBERSHIP FEE FOR LGSA	55.00
EFT24662	19/10/2017	LOCAL GOVERNMENT INSURANCE	2017/18 INSURANCES - 2ND INSTALMENTS	124,656.41
EFT24663	19/10/2017	LUSHFIRE AND PLANNING	PLANNING STRATEGY FOR BUSHFIRE HAZARD LEVEL & MANAGEMENT PLANS	1,925.00
EFT24664	19/10/2017	MARKETFORCE	MONTHLY SHIRE ADVERTISEMENTS	1,004.18
EFT24665	19/10/2017	NICK MAXFIELD	3 LOADS OF GRAVEL FOR HESTER BROOK STATION	675.00
EFT24666	19/10/2017	MONITORING EXCELLENCE	SECURITY ALARM MONITORING	693.00
EFT24667	19/10/2017	NOVOTEL LANGLEY HOTEL	ACCOMMODATION AND MEALS FOR EHA WA CONFERENCE	778.40
EFT24668	19/10/2017	PERTH SAFETY PRODUCTS PTY LTD	WITCHES HATS FOR BUSH FIRE BRIGADES	165.00
EFT24669	19/10/2017	RED ELECTRICAL	INSTALL BATTERY CHARGER FOR HESTER BROOK BFB	181.50
EFT24670	19/10/2017	REFACE INDUSTRIES PTY LTD	ANNUAL DISC MACHINE SERVICE	216.24
EFT24671	19/10/2017	RENDEZVOUS GRAND HOTEL PERTH	ACCOMMODATION FOR CONFERENCE ATTENDANCE	1,137.00
EFT24672	19/10/2017	RICHFEEDS AND RURAL SUPPLIERS	BULK GARDENING CHEMICALS & MINOR ITEMS	1,034.75
EFT24673	19/10/2017	THE ROYAL LIFE SAVING SOCIETY	3 X 2 DAY LIFEGUARD TRAINING REGISTRATIONS	1,005.00
EFT24674	19/10/2017	E & C RUSSELL	PRIZE AWARDED FOR 150 YEAR ANNIVERSARY LOGO COMPETITION WINNER	250.00
EFT24675	19/10/2017	SCOPE BUSINESS IMAGING	MONTHLY HELP DESK SUPPORT CHARGE	30.80
EFT24676	19/10/2017	SHIRE OF MANJIMUP	5 DAY WORKSAFE COURSE REGISTRATIONS X 3	3,659.26
EFT24677	19/10/2017	SOUTH WEST FIRE UNITS	ANNUAL SERVICE OF BFB VEHICLES	5,145.65
EFT24678	19/10/2017	SOUTH REGIONAL TAFE	ENROLMENT FEES FOR 'OPERATE AND MAINTAIN CHAINSAW' COURSE	151.00
EFT24679	19/10/2017	STAR TRACK EXPRESS	FREIGHT CHARGES	10.12
EFT24680	19/10/2017	STAPLES AUSTRALIA PTY LTD	OFFICE STATIONERY	220.24
EFT24681	19/10/2017	DION STEVEN	ENVIRONMENTAL WORKS FOR THE MONTH OF SEPTEMBER	2,293.90
EFT24682	19/10/2017	THE LINEN PRESS	VC STOCK - CUSTOM PRINTED BRIDGETOWN TEA TOWELS	625.90
EFT24683	19/10/2017	THE STABLES IGA	SHIRE GROCERIES	290.49
EFT24684	19/10/2017	TOPWILLOW NOMINEES PTY LTD	RATES REFUND	2,954.45
EFT24685	19/10/2017	TOTALLY SOUND	NEW AUDIO AND RECORDING SYSTEM FOR COUNCIL CHAMBERS	10,896.60
EFT24686	19/10/2017	TUCK'S GARDEN SERVICES	VARIOUS SHIRE VERGE SPRAYING	2,310.00
EFT24687	19/10/2017	WA COFFEETALK PTY LTD	MONTHLY COFFEE SUPPLY & SERVICE	783.20
EFT24688	19/10/2017	YORNUP HOLDINGS PTY LTD	RATES REFUND	3,140.48
EFT24690	23/10/2017	AUSTRALIAN TAXATION OFFICE	SEPTEMBER BAS	90,783.00
EFT24694	27/10/2017	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	283.87
EFT24695	27/10/2017	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT24696	27/10/2017	STEVE HODSON	MONTHLY COUNCILLOR ALLOWANCE	596.13
EFT24697	27/10/2017	DOREEN MACKMAN	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT24698	27/10/2017	JOANN ROBERTA MOORE	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT24699	27/10/2017	JOHN NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	1,483.23
EFT24700	27/10/2017	A PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,126.77
EFT24701	27/10/2017	PETER QUINBY	MONTHLY COUNCILLOR ALLOWANCE	596.13

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

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EFT24702	27/10/2017	P M SCALLAN	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT24703	27/10/2017	CHRISTOPHER PHILLIP WALLACE	MONTHLY COUNCILLOR ALLOWANCE	283.87
EFT24704	27/10/2017	ALAN WILSON	MONTHLY COUNCILLOR ALLOWANCE	1,057.08
CHEQUES				
30535	05/10/2017	CRAIG & CAROLYN ARMSTRONG	PARTIAL REFUND OF PLANNING APPLICATION	147.00
30536	05/10/2017	MARGERY LEWIS	RATES REFUND	537.09
30537	05/10/2017	ELIZABETH LUCEY	REFUND OF PORTION OF LIFETIME DOG REGISTRATION DUE TO STERILIZATION	50.00
30538	05/10/2017	PAULINE MEPHAM	REFUND OF RATES OVERCHARGE DUE TO EFTPOS MACHINE ERROR	211.75
30539	05/10/2017	KAYE NELSON	RATES REFUND	2,253.07
30540	05/10/2017	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTORS FOR SEPTEMBER	2,197.00
30541	05/10/2017	COMMISSIONER OF STATE REVENUE	REFUND OF SENIORS REBATE CLAIM	81.64
30542	05/10/2017	SYNERGY	ELECTRICITY	5,470.90
30543	05/10/2017	TELSTRA	TELEPHONE	3,690.90
30544	05/10/2017	MATTHEW WHEATS	REFUND OF LICENSING OVERCHARGE DUE TO EFTPOS MACHINE ERROR	13.35
30545	19/10/2017	AIBS WA CHAPTER	AIBS WA CHAPTER CONFERENCE 26-27 OCTOBER 2017	855.00
30546	19/10/2017	MEN IN SHEDS	RESTORE TIMBER BENCH	50.00
30547	19/10/2017	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION TO MATCH STANDARD EXPIRY OF 31/07/2018	139.60
30548	19/10/2017	DEPARTMENT OF TRANSPORT	ANNUAL JETTY LICENCE FEE - BLACKWOOD RIVER PARK	40.10
30549	19/10/2017	ROYDEN KING	RATES REFUND	593.86
30550	19/10/2017	PIVOTEL SATELLITE PTY LTD	TRACK SPOT TRACKERS - OCTOBER	155.00
30551	19/10/2017	SYNERGY	ELECTRICITY	10,717.37
30552	19/10/2017	VENTURE LITHIUM PTY LTD	RATES REFUND	2,273.01
30553	19/10/2017	WATER CORPORATION	WATER USAGE	4,082.85
				866,586.70
<u>TRUST FUND</u>				
<u>DIRECT DEBITS - LICENSING TRUST</u>				
22278	02/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/10/2017	6,097.25
22279	03/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/10/2017	4,485.15
22280	04/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/10/2017	4,795.30
22281	05/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/10/2017	4,607.30
22282	06/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/10/2017	2,511.50
22283	09/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/10/2017	3,891.20
22284	10/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/10/2017	4,469.40
22285	11/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/10/2017	3,176.60
22286	12/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/10/2017	6,924.10
22287	13/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/10/2017	8,671.05
22288	16/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/10/2017	6,087.45
22289	17/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/10/2017	7,020.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

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22290	18/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/10/2017	2,353.25
22291	19/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/10/2017	1,759.80
22292	20/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/10/2017	3,118.45
22293	23/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/10/2017	5,103.40
22294	24/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/10/2017	3,007.35
22295	25/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/10/2017	4,089.50
22296	26/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/10/2017	3,517.65
22297	27/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/10/2017	4,375.45
22298	30/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/10/2017	3,641.35
22299	31/10/2017	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/10/2017	7,759.70
CHEQUES - GENERAL TRUST				
2186	18/10/2017	DAVID JOHN BARRETT	COMMUNITY STALL BOND REFUND	50.00
2187	18/10/2017	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVIES COLLECTED FOR THE MONTH OF SEPTEMBER	453.16
2188	18/10/2017	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES PORTION OF BUS BOND RETAINED FOR MILEAGE CHARGES	348.25
ELECTRONIC PAYMENTS - GENERAL TRUST				
EFT24618	18/10/2017	BLACKWOOD ENVIRONMENT SOCIETY	COMMUNITY BUS BOND REFUND LESS MILEAGE CHARGES	109.75
EFT24620	18/10/2017	BRIDGETOWN CHURCH OF CHRIST	HALL HIRE BOND REFUND	100.00
EFT24621	18/10/2017	BUILDING COMMISSION	BSL'S COLLECTED FOR THE MONTH OF SEPTEMBER	1,812.24
EFT24622	18/10/2017	MAUREEN FLEMMING	COMMUNITY STALL BOND REFUND	50.00
EFT24689	23/10/2017	BRIDGETOWN VOLUNTEER FIRE RESCUE	COMMUNITY BUS BOND REFUND LESS MILEAGE CHARGES	250.00
CHEQUES - VISITOR CENTRE TRUST				
1276	26/10/2017	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BUS TICKETS SOLD FOR SEPTEMBER	286.29
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT24554	02/10/2017	SUZANNE WILLIAMS	CONSIGNMENT STOCK SOLD FOR AUGUST	30.00
EFT24691	26/10/2017	ELYNA DAVIES	ACCOMMODATION REFUND LESS CANCELLATION	68.00
EFT24692	26/10/2017	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR SEPTEMBER	892.09
EFT24693	26/10/2017	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR SEPTEMBER	312.92
V300156	09/10/2017	COMMONWEALTH BANK	TOTAL ACCOMMODATION FOR THE MONTH OF OCTOBER	18,958.00
				125,182.90

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
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This schedule of accounts paid for the Municipal Fund totalling **\$866,586.70** and for the Trust Fund totalling **\$125,182.90** which was submitted to each member of the Council on 30 November 2017 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31.10.2017 is \$190,053.97



.....
CHIEF EXECUTIVE OFFICER

30 November 2017



**Proposed Additional Outbuilding (Oversized and Setback Variation) -
Lot 367 (19) Diorite Street, Greenbushes**

(Shire of Bridgetown-Greenbushes – Aerial Photograph 2015)

11/10/2017

Scott Donaldson
Manager Planning
Shire of Bridgetown-Greenbushes

Regarding the Development Application for 19 Diorite St Greenbushes:

- The proposed colour of the outbuilding has been changed from 'Classic Cream' to 'Deep Ocean' – Please see attached Neighbour comments.
- The proposed wall height of 3m is required to allow adequate clearance for four wheel drive vehicles through the sliding doors.
- The proposed floor area of the outbuilding is required to accommodate up to two vehicles while retaining an adequate area for storage / workshop space
- The proposed setback variation is to allow adequate access and turning area in the backyard of the property. While the front boundary of the property faces Diorite St, the orientation of the existing dwelling is such that Diorite St is the only access to the backyard. The proposed setback also ensures the outbuilding remains at least 6m from the existing dwelling, so as not to conflict with any Bushfire regulations.

Regards,

Bryn Pound Supervisor



OUTDOOR WORLD

A: 1 Rae St, Manjimup WA 6258

P: 08 9777 1095 M: 0438 191 145

bpound@outdoorworld.com.au www.outdoorworld.com.au



Talison Lithium Pty Ltd

ABN: 15 140 122 078

RSN 1662 Maranup Ford Road, Greenbushes WA 6254

PO Box 31, Greenbushes WA 6254

T +61 8 9782 5700 F +61 8 9761 2322

www.talisonlithium.com

REF: L07SG06AD 2017
LJE

Enquiries:

20 July 2017

Mr Tim Clynch
Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Dear Tim

Proposed building – Oversize outbuilding

I have witnessed the attached site plan and floor/elevation plans for the proposed shed to be built on 19 Diorite Street, Greenbushes WA 6254.

I wish to advise that I have no objections to the proposal.

Yours faithfully
TALISON LITHIUM PTY LTD

Steve Green
General Manager Operations

Att

Paul Clark

29/06/2017

PO BOX 164, Greenbushes. WA 6254

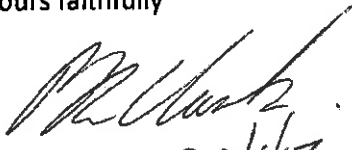
To whom it may concern

Being the owner of 17, (Lot 365) Diorite Street, Greenbushes WA 6254

With regard to the proposed shed/out building to be built at 19, Diorite Street, Greenbushes, WA 6254.

I have seen the plan and have no objection to the erection or position of the said out building.

Yours faithfully



29/6/17



CLADDING		
ITEM	PROFILE (mm)	FINISH COLOUR
ROOF	TRIMDEK 0.35 BMT	CB DO
WALLS	TRIMDEK 0.35 BMT	CB DO
CORNERS		CB DO
BARGE		CB DO
GUTTER	SHEFRINE	CB DO
DOWNPIPE	100-50	CB DO

0.35bmt=0.40tct 0.42bmt=0.47tct 0.48bmt=0.53tct

ACCESSORY SCHEDULE & LEGEND

QTY	MARK	DESCRIPTION
2	S01	Sliding Door

WIND DESIGN			
IMPORTANCE LEVEL	REGION	TERRAIN	Ms
2	A	2	1.0

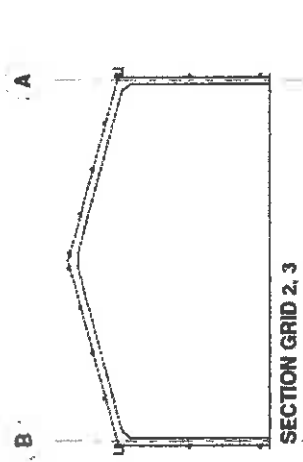
ARCHITECTURAL DRAWING ONLY NOT FOR CONSTRUCTION USE

CLIENT: Harlee Perrin
 SITE: 19 Dionite St
 GREENBUSHES WA 6254

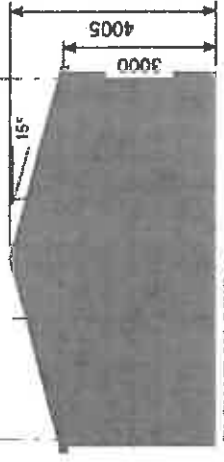
BUILDING: SUNDOWN DELUXE
 7500 SPAN x 3000 EAVE x 9220 LONG

TITLE: GENERAL ARRANGEMENT

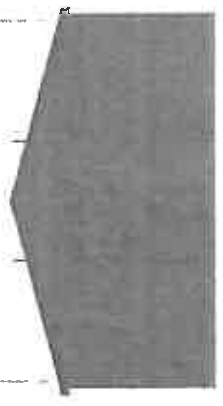
SCALE: A4 SHEET 1:125
 DRAWING NUMBER: 373233-GA
 PAGE: 1/1



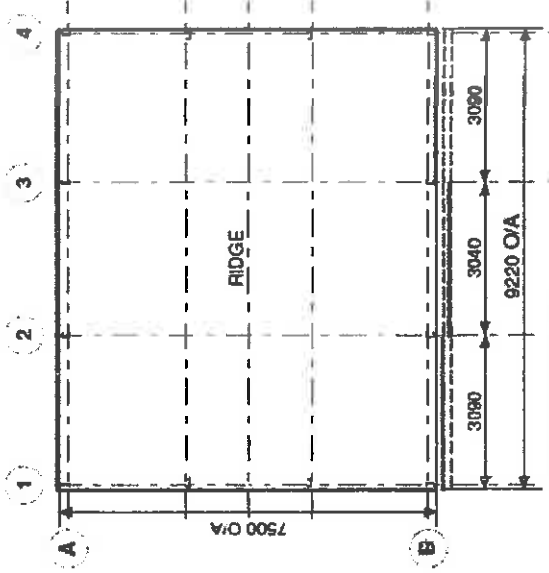
SECTION GRID 2, 3



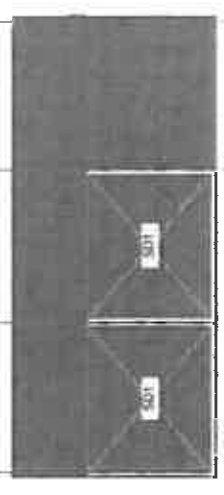
ELEVATION GRID 4



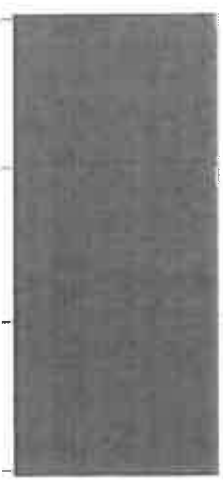
ELEVATION GRID 1



FRAME ROOF PLAN



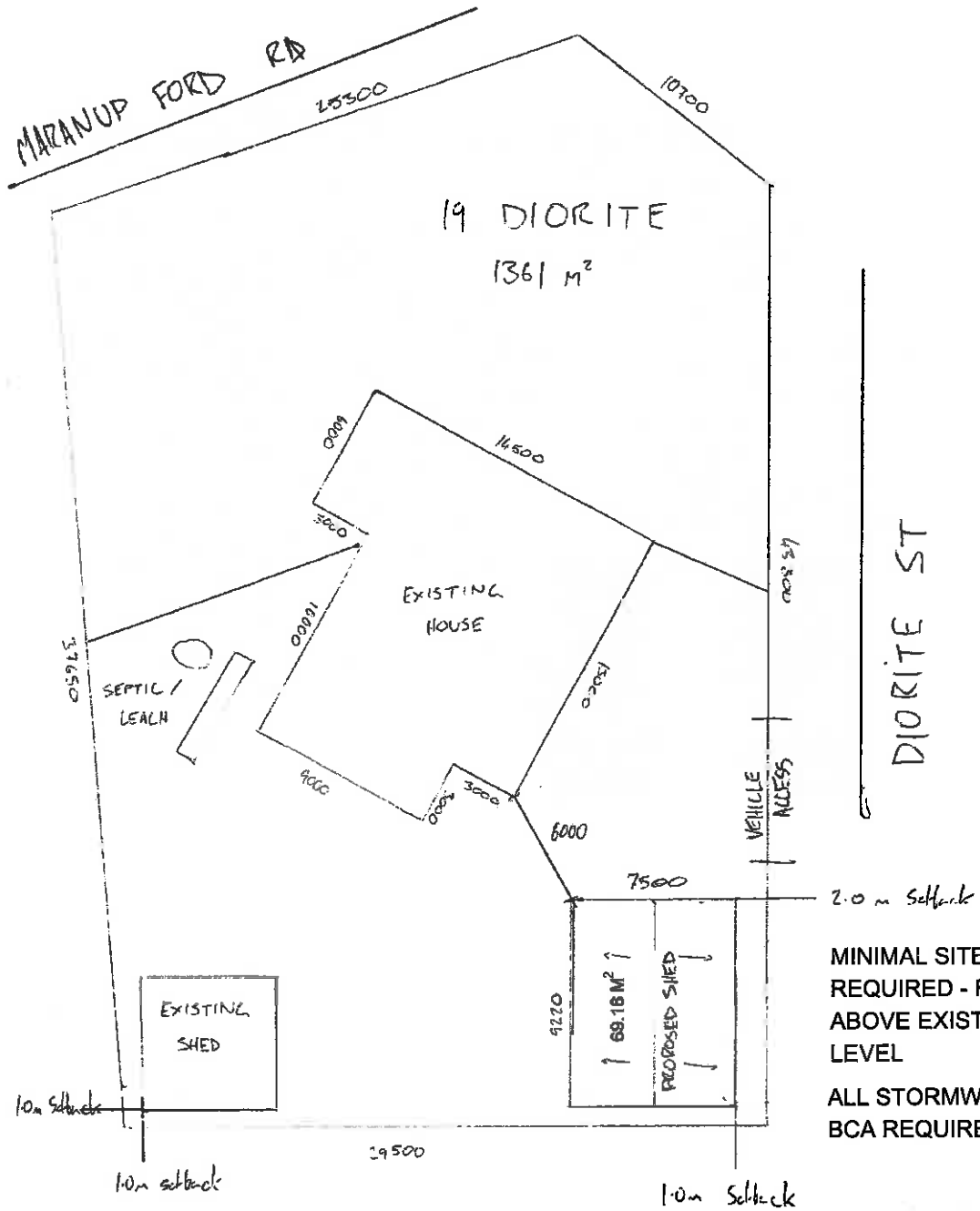
ELEVATION GRID B



ELEVATION GRID A

RUAL CLARK / STEVE GREEN

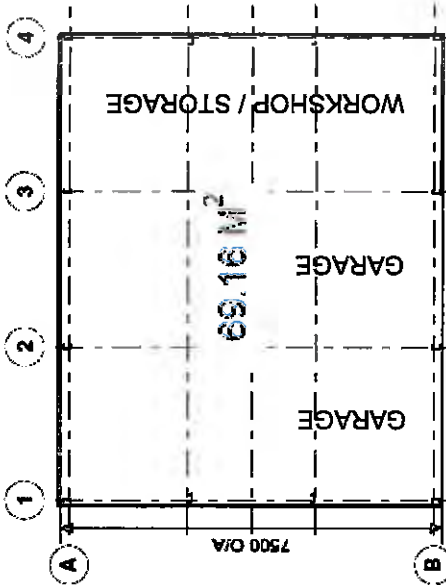
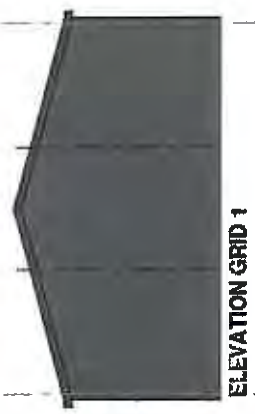
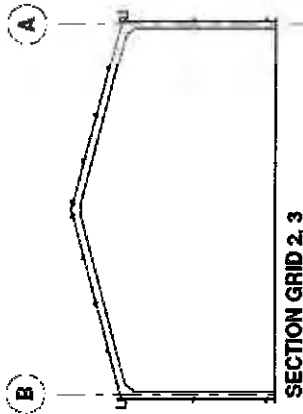
PRK



MINIMAL SITEWORKS
REQUIRED - FFL 100mm
ABOVE EXISTING GROUND
LEVEL
ALL STORMWATER TO LG &
BCA REQUIREMENTS



Copyright 2017
Lysaght Building
Solutions Pty Ltd
trading as RANBUILD



CLADDING		
ITEM	PROFILE (mm)	FINISH COLOUR
ROOF	TRIMDEK 0.35 BMT	CB DO
WALLS	TRIMDEK 0.35 BMT	CB DO
CORNERS		CB DO
BARGE		CB DO
GUTTER	SHEERLINE	CB DO
DOWNPIPE	100x60	CB DO

0.35bmt=0.40ct; 0.42bmt=0.47ct; 0.48bmt=0.53ct

ACCESSORY SCHEDULE & LEGEND	
QTY	MARK DESCRIPTION
2	SD1 Sliding Door

ARCHITECTURAL DRAWING ONLY. NOT FOR CONSTRUCTION USE

WIND DESIGN		
IMPORTANCE LEVEL	REGION	TERRAIN
2	A	2
		1.0

CLIENT Harlae Perrin

SITE 19 Diorite St
GREENBUSHES WA 6254

BUILDING
SUNDOWN DELUXE
7500 SPAN x 3000 EAVE x 9220 LONG

TITLE
GENERAL ARRANGEMENT

SCALE A4 SHEET 1:125	DRAWING NUMBER 375233-GA	PAGE 1/1
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**Proposed Outbuilding (Setback Variation) -
Lot 11 (10) Dean Street, Bridgetown**

(Shire of Bridgetown-Greenbushes – Aerial Photograph 2015)

Scott Donaldson
Manager Planning
Bridgetown Shire

Dear Sir

Previous to our discussions regarding the setback of our replacement shed. As the existing shed is in a state of disrepair it is not viable to repair. As the existing shed has no setback from the boundary we would prefer to build a new shed in the same place, as was pointed out in a previous conversation this is not allowed. Your suggestion that we move the shed 1 metre from the boundary still gives us the required distance from the boundary to house our caravan. This also allows more access and room to the existing yard.

We have contacted our neighbours and they feel this is an appropriate course of action as the proposed position does not interfere with there property or outlook.

Please find signatures of support from our neighbours.

Stuart Walton


Arianne Frichot


Regards

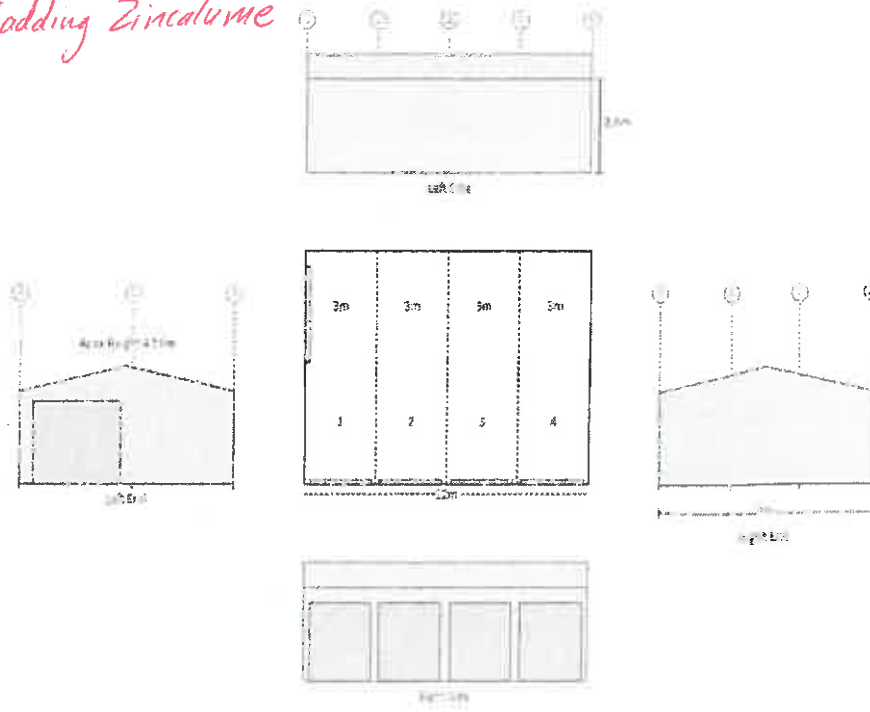

Trevor Mead
Land owner

26/September 2017



Proposed Outbuilding – Lot 11 (10) Dean Street, Bridgetown

** External Cladding Zincalume*



Purchaser Name: Trevor Mead	Layout NOT FOR CONSTRUCTION © Copyright Sheds n' Homes Pty Ltd	Seller: Sheds n' Homes Mejdmap T & S Phillips Phone: (08) 8772 4581 Fax: Email: tom.phillips@shedsnhome.com.au	TMC ENGINEERING PTY LTD ACN: 810 855 260 ME Asst. (Registered NER Structural & Civil) 274 1240 Q.L.D. RPEQ No.: 13753-142; EC44884; TMS: 002688; N.T.: 22552168. Practising Professional Structural & Civil Engineer Signature: <i>[Signature]</i> R. Nontzenbar Date: 21/08/17
Site Address: deen BRIDGETOWN WA Australia 6255			
Drawing #: SHMP170050 - 3 Print Date: 21/08/17			



Department of Biodiversity,
Conservation and Attractions



Shire of Bridgetown-Greenbushes	
File No:	620
Document No:	1-0201748-17
30 OCT 2017	
Officer	CSO
Copy	

Your ref:

Our ref: 2017/003979

Enquiries: Nicola Mincham

Phone: 9219 8777

Email: Nicola.Mincham@dbca.wa.gov.au

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

**PROPOSED EXCISION FROM STATE FOREST NO. 20 TO RATIONALISE THE
TENURE OF GEORGE STREET STORAGE TANK COMPOUND
SHIRE OF BRIDGETOWN-GREENBUSHES**

The Department of Biodiversity, Conservation and Attractions' Parks and Wildlife Service have been asked by the Water Corporation to rationalise the tenure of the George Street Storage Tank Compound, hereby referred to as the tank compound, which is located in a portion of State Forest No. 20 directly north of the Greenbushes townsite.

The Water Corporation advises that tank compound is part of the Bridgetown Regional Water Supply Scheme (BRWSS) that is proposed to connect seven south-west towns to an integrated network of water sources and new infrastructure. The scheme is proposed to improve the reliability and quality of water supply to the towns of Balingup, Boyup Brook, Bridgetown, Greenbushes, Hester, Kirup and Mullalyup.

As part of BRWSS water storage tanks and supporting infrastructure were constructed on George Street in a portion of State Forest No. 20. The infrastructure located within the tank compound is critical to the scheme and the Water Corporation is now seeking secured tenure over the site.

It is proposed to excise a 2.25 hectare portion of State Forest No. 20 which contains the tank compound and areas cleared by Water Corporation as part of their works. A map of the area is at Attachment 1.

If excised a Crown reserve will be created with the purpose of "water supply; tank storage" with a management order issued to the Water Corporation.

As part of the process required for excisions from State Forest we are seeking the necessary approvals.

Would you please advise whether the Shire of Bridgetown-Greenbushes has any objection to the proposed excision? If not are there any conditions that you would like to see applied to the proposal?

We kindly request the Shire provide comment by 26 January 2018. If comment has not been received by 26 January 2018 we will assume that the Shire has no objections to the proposed excision.

If you require further information please contact Land Administration Officer Nicola Mincham on 9219 8777.

Yours sincerely








A handwritten signature in black ink, appearing to read 'N. Mincham', with a long horizontal flourish extending to the right.

Nicola Mincham
Land Administration Officer

24 October 2017

George Street Tank Site Excision from State Forest No. 20

Legend

-  Area proposed for excision
-  Local Govt. Authorities (LGA)
-  Crown Reserve
-  Freehold
-  Unallocated Crown Land
-  Public Roads
-  State Forest



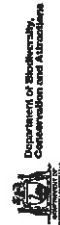
1:1,846

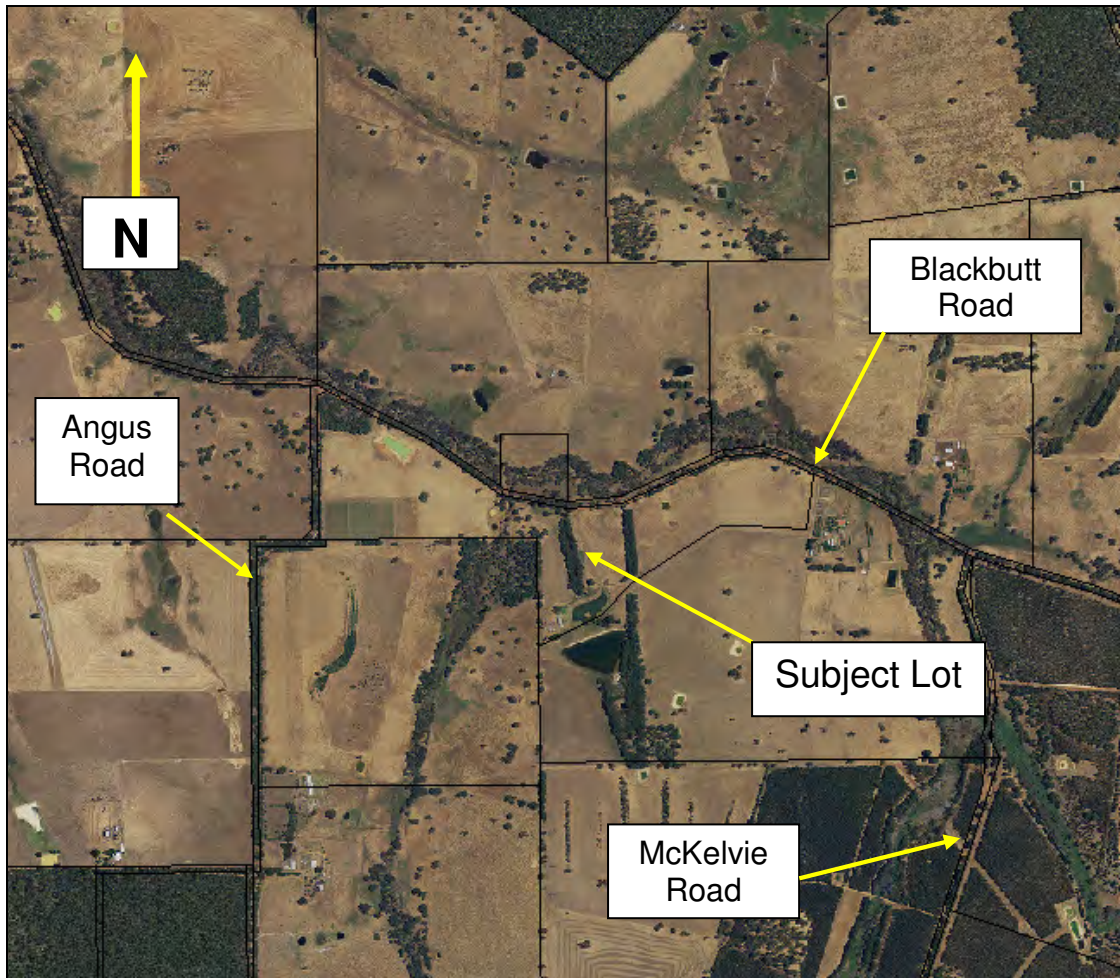


Projection: Universal Transverse Mercator
MGA Zone 50, Datum: GDA94



Produced by the
Department of
Parks and Wildlife





**Proposed Use Not Listed – Brewery
Lot 78 (RSN 179) Blackbutt Road, Catterick**

(Shire of Bridgetown-Greenbushes – Aerial Photograph December 2013)

Karafilis Organics
 312 Blackbutt Road
 Bridgetown WA 6255
 Tel 0467 717 567
 sales@karafilisorganics.com.au
 www.karafilisorganics.com.au



November 20, 2017

CEO, Shire of Bridgetown - Greenbushes
 1 Steere Street, Bridgetown WA 6255

Dear Tim,

In June of this year Karafilis Organics applied to the Department of Racing Gaming and Liquor seeking a variation to its licence in order to manufacture beer products at their facility and sell those products direct to the public, both on site via tastings and offsite as packaged beer in bottles and kegs. The Department has since provided 'in-principle' approval provisional to the Shires approval.

Discussions with Shire Officers has identified the need for Karafilis Organics to submit this Development Application in order to progress the licence variation.

Introduction and Approved Winery

Karafilis Organics is a small family wine business owned and operated by Cecelia and Dion Karafilis within the Shire of Bridgetown-Greenbushes. The partnership has been growing vines in the Shire for nearly 20 years, and making wine for over 10 years. During this time, the partnership has been crushing up to 25t of grapes per year and increased wine sales and markets across WA.

The winery was established and approved in 2008 and transformed a rural paddock in Catterick to a productive infrastructural arrangement (refer Appendix A, Figure 1 and Figure 2).

Three years ago, Cecelia and Dion established Spicy Notes Pty Ltd which bought a restaurant business in Fremantle known as Gypsy Tapas House. The restaurant has been successful and provided another avenue for the wine to be marketed and sold. The restaurant also provides an avenue for small amounts of beer to be made and sold on site.

The demand for the beer has seen production outgrow its capacity at the restaurant. Accordingly, Karafilis Organics now sees an opportunity to make beer for the restaurant using the facilities at the winery. This opportunity also extends beyond the restaurant with many establishments which purchase Karafilis wine also requesting craft beer.

Proposed Brewery

Karafilis Organics seeks to use the existing winery facilities to undertake the manufacture relatively small volumes of beer (up to 20kL/year) focusing on the following styles:

- Ginger beer
- Tea beer
- Pale Ale
- Red Ale
- Stout

- Lager

Much of the equipment used in the wine making process will be used for the beer manufacturing process including tanks, pumps, heating, chilling, bottling and labeling facilities. This represents a very efficient use of capital on an established licensed premise.

Karafilis Organics is seeking to sell the beer direct to the public, both on site, via tastings, and offsite as packaged beer in bottles and kegs. This not only presents an efficient use of the existing infrastructure but also a further tourist attraction to the winery and the Shire.

Ingredients

Malts, hops and extracts will be sourced from commercial suppliers in the Perth Region. Brews that require additional water will be supplied from the on-site rain water tanks (250kL, refer to Water section below). Those worts that are produced on site will be boiled as part of the normal beer making process which will assist in addressing the integrity and safety of the final products.

Water Supply, Treatment and Distribution

The existing winery facility comprises poly lined rainwater storage tanks of some 250kL which is reticulated around the winery via a pumped system after filtration and disinfection. All reticulation was new at the time of establishment in 2008 and comprises stainless steel, polypropylene and uPVC pipelines (refer to Appendix B, Figure 1).

Prior to distribution, the rainwater is treated via filtration (1µm poly-spun sedimentation filters and 0.5µm activated carbon filters) and then disinfected via ultra-violet light (refer to Appendix B, Figure 2). This level of treatment ensures extremely low turbidity water with maximum disinfection catering for control of oocysts, viruses and bacteria. This disinfected water is then reticulated throughout the facility and used for drinking water, cleaning and ablutions.

The winery currently produces less than 25kL/year of wine product and in the process consumes less than 50kL of the 250kL stored rainwater. With the proposed brewery anticipated to only produce up to 20kL/year, taking into account cleaning water, the existing facilities are capable of supplying the necessary water without any further expansion. This is further enhanced as many of the worts will be supplied by commercial extracts not requiring additional water. In summary the current rain water tanks represent a considerable surplus.

Production Wastewater and Solids

The winery currently produces less than 25kL/year of wine product. The proposed brewery operation is anticipated to produce less than 20kL/year of product. The total wastewater volume produced from these combined product volumes will not constitute more than 100kL/year (consistent with *City of Busselton, Treatment and Disposal of Winery Process Wastewater - Guidelines*).

Current wastewater treatment involves earth filtration into a large clay lined facultative lagoon (refer to Appendix B, Figure 1) which subsequently irrigates a 2ha valley floor woodlot via overflow discharge. This system is capable of stabilising in excess of 100kL/day of high strength waste (BOD > 1000mg/L) and is consistent with the *NWQMS Effluent Management Guidelines for Australian Wineries and Distilleries, 1998* – with the anticipated wastewater not exceeding 100kL in any given year, wastewater stabilisation and management will not an issue for this site.

Solids extracted from the process (currently approximately 1.5t) will be used as sheep feed or treated via on-site composting.

Parking, Toilets and Patrons

The existing facilities provide 16 designated parking bays with further rural extension parking. No increase in patrons from that currently approved is anticipated.

The existing winery has toilet facilities designated for disabled, male and female. Wastewater from these is managed via the septic tanks and leach drain facilities (refer to Appendix B, Figure 3).

Stakeholder Communication

Communication has already been made with the adjacent landholders which has identified unanimous support for the proposal. The people contacted are listed below:

- Gary Karafilis
- Jim Bowie
- Roger Machin
- Tony Pratico
- Devonia Mildenhall

Letters of support have been provided in Appendix C.

APPENDIX A

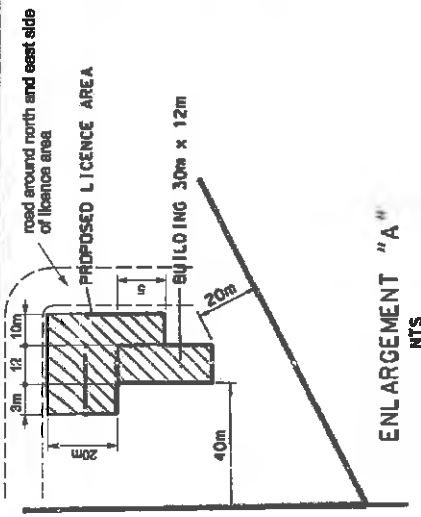
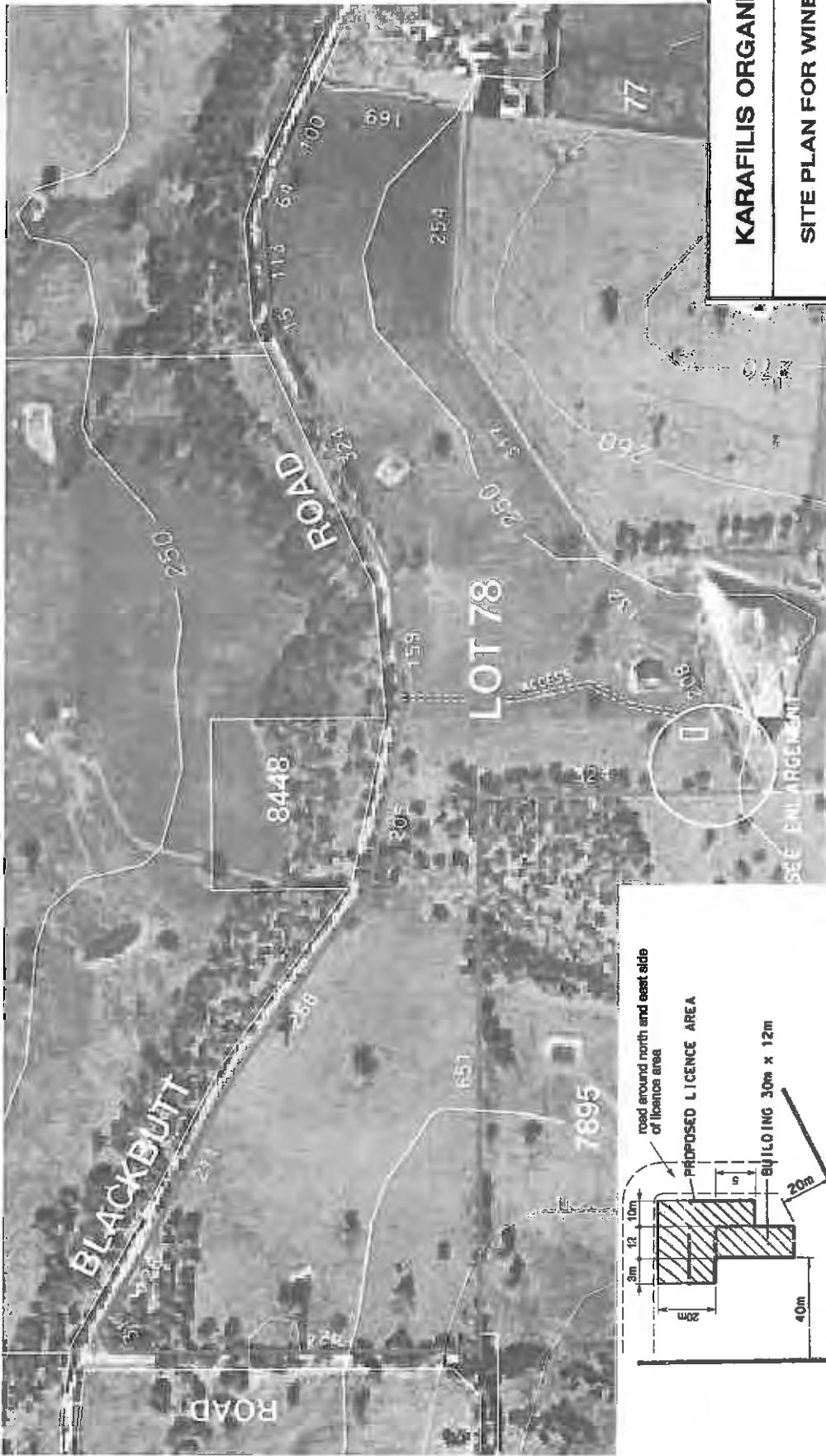


Figure 1 Location of winery facility prior to development, 2008.



Figure 2 Completed winery facility, 2009.

APPENDIX B



ENLARGEMENT "A"
NTS

KARAFILIS ORGANICS
SITE PLAN FOR WINERY AND TASTING FACILITY

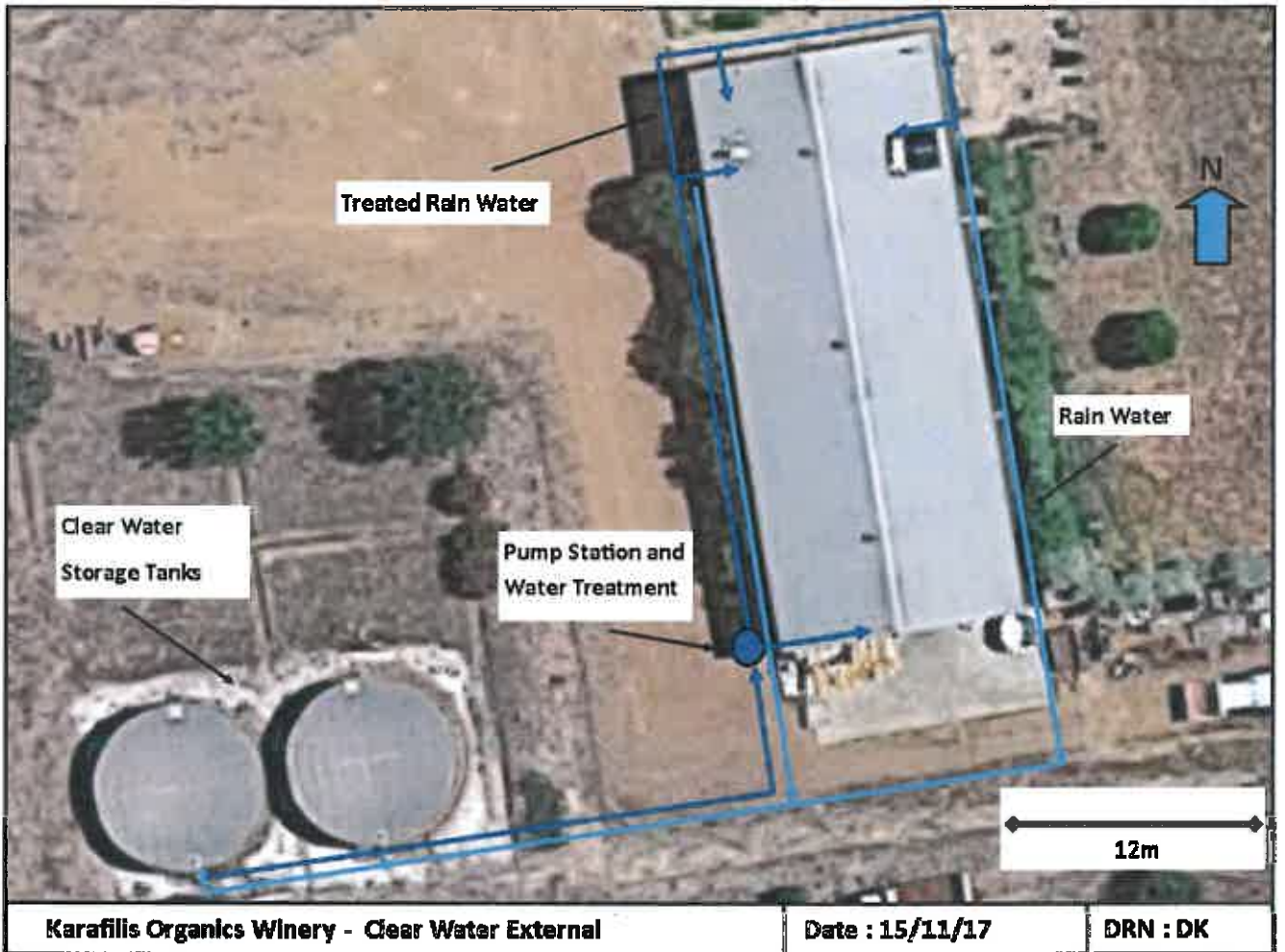
R.A.S. Mackin <i>Environmental Surveyors</i> P.O. Box 276 BROOKTON WA 6355 Phone: 081 971 2600 Fax: 081 971 2601		Scale 1:500 Date NOV 2005 Reference 2/4805	Figure 1
Author R. Maghin Drawn D. Maghin CAD Reference 27465.DGN	Date NOV 2005 Rev. A		



Karafflis Organics Winery - General Arrangement (Water)

Date : 15/11/17

DRN : DK





Karafilis Organics Winery - Black Water External | **Date : 15/11/17** | **DRN : DK**

APPENDIX C

Town Planner
Shire of Bridgetown Greenbushes
1 Steere Street
Bridgetown
WA 6255

20th August 2017

Dear Sir/Madam,

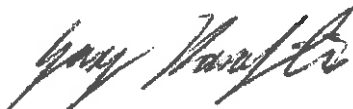
**RE : PLANNING APPROVAL FOR BREWERY- LOT 78 BLACKBUTT
ROAD, BRIDGETOWN**

Through conversation with Dion Karafilis I understand that he and his wife are intending to develop a brewery in conjunction with their winery at Lot 78 Blackbutt Road Bridgetown.

I understand that the brewery is intended to have a production capacity of approximately 20 kL per year and that a licence will be sought to sell and consume alcohol on the premise.

As a neighbouring landowner, I acknowledge the nature of the development and support its progress in the proposed location.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gary Karafilis', written in a cursive style.

Gary Karafilis

JAMES H.H. BOWIE

M.B., Ch.B. (Commendation), D. Obst, R.C.O.G.,
F.R.O.S. (G., Ed. & B.)

Provider No. 0188572B

**WARREN DISTRICT FAMILY
MEDICAL PRACTICE**

J.H.H. Bowie Pty Ltd.

28 Graphite Road,
Manjimup 6258 West Australia

Phone: (08) 9771 1683

Fax: (08) 9771 8800

ABN: 20 009 165 815

Town Planner
Shire of Bridgetown Greenbushes
1 Steere Street
Bridgetown
WA 6255

31st August 2017

Dear Sir/Madam,

**RE : PLANNING APPROVAL FOR BREWERY- LOT 78 BLACKBUTT
ROAD, BRIDGETOWN**

Following discussion with Dion Karafilis I understand that he and his wife as proprietors of Karafilis Organics are intending to develop a brewery in conjunction with their winery at Lot 78 Blackbutt Road Bridgetown.

I understand that the brewery will have a production capacity of approximately 20 kL per year and that a licence will be sought to sell and consume alcohol on the premise.

As a neighbouring landowner, I acknowledge the nature of the development and offer no objection to its progress in the proposed location.

Yours sincerely,

Dr James H H Bowie



From: Roger Machin Survey <roger@machinsurvey.com>
Sent: Monday, 21 August 2017 5:18 AM
To: Scott Donaldson
Cc: admin@gypsytapashouse.com.au
Subject: Dion Karafilis

Dear Scott

RE: PLANNING APPROVAL FOR BREWERY- LOT 78 BLACKBUTT ROAD, BRIDGETOWN

The Karafilis family have been my neighbours for the past 42 years.

Dion's current winery is very close to my boundary. I would be the closest house other than maybe his mother's house

The winery has been in operation for many yearsit has caused me no concerns at all and I have no objections to his current application for a brewery facility.

On a light hearted matter A bit more traffic may give rise to more road maintenance which is sadly lacking at present Angus Road is so bad that you need 4WD to climb out of the pot holes / corrugations.

I wish Dion and his family well with their expansion plans

Roger Machin

Town Planner
Shire of Bridgetown Greenbushes
1 Steere Street
Bridgetown
WA 6255

20th August 2017

Dear Sir/Madam,

**RE : PLANNING APPROVAL FOR BREWERY- LOT 78 BLACKBUTT
ROAD, BRIDGETOWN**

Through conversation with Dion Karafilis I understand that he and his wife are intending to develop a brewery in conjunction with their winery at Lot 78 Blackbutt Road Bridgetown.

I understand that the brewery is intended to have a production capacity of approximately 20 kL per year and that a licence will be sought to sell and consume alcohol on the premise.

As a neighbouring landowner, I acknowledge the nature of the development and support its progress in the proposed location.

Yours sincerely,



Tony Pratico

Town Planner
Shire of Bridgetown Greenbushes
1 Steere Street
Bridgetown
WA 6255

20th August 2017

Dear Sir/Madam,

**RE : PLANNING APPROVAL FOR BREWERY- LOT 78 BLACKBUTT
ROAD, BRIDGETOWN**

Through conversation with Dion Karafilis I understand that he and his wife are intending to develop a brewery in conjunction with their winery at Lot 78 Blackbutt Road Bridgetown.

I understand that the brewery is intended to have a production capacity of approximately 20 kL per year and that a licence will be sought to sell and consume alcohol on the premise.

As a neighbouring landowner, I acknowledge the nature of the development and support its progress in the proposed location.

Yours sincerely,



Devonia Mildenhall



Standing Committee Minutes Index – 9 November 2017

Subject	Page No
Acknowledgment of Country	3
Attendance & Apologies	3
Attendance of Gallery	3
Petitions/Deputations/Presentations	3
Comment on Agenda Items by Parties With an Interest	3
Establishment of Committee	3
SC.01/1117 Establishment of the Local Laws, Strategy, Policy & Organisation 4 Development Standing Committee	4
Election of Presiding Member and Deputy Presiding Member	4
Confirmation of Minutes	7
SC.02/1117 Ordinary Meeting held 14 September 2017	8
Announcements/Briefings by Elected Members	8
Notification of Disclosure of Interest	8
Consideration of Motions of which Previous Notice Has Been Given	8
Reports of Officers	8
Policy	9
SC.03/1117 Annual Review of Policies.....	9
SC.04/1117 Annual Review of Council Delegations	25
SC.05/1117 Review of Library Membership and Loans Policy	36
Local Laws	39
Strategy	39
SC.06/1117 Draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review	39
SC.07/1117 Local Trails Plan	46
Organisation Development	50
SC.08/1117 Establishment of Committees	50
SC.09/1117 Audit Committee	61
SC.10/1117 Bush Fires Advisory Committee.....	63
SC.11/1117 Local Emergency Management Committee	66
SC.12/1117 Emergency Planning & Preparedness Advisory Committee	70
SC.13/1117 Roadwise Advisory Committee	72
SC.14/1117 CEO Performance Review Committee.....	75
SC.15/1117 Access & Inclusion Advisory Committee.....	78
SC.16/1117 Sustainability Advisory Committee.....	81
SC.17/1117 Trails Development Advisory Committee	84
SC.18/1117 Youth Services Advisory Committee.....	88
SC.19/1117 Establishment of Council Working Groups.....	91
SC.20/1117 Council Delegates to External Committees.....	93
SC.21/1117 Rolling Action Sheet	96
Urgent Business Approved By Decision	96
Responses to Elected Member Questions Taken on Notice	96

Elected Members Questions With Notice.....	97
Briefings by Officers	99
Notice of Motions for Consideration at Next Meeting	99
Matters Behind Closed Doors	99
Closure	99
List of Attachments.....	99

unconfirmed minutes

Minutes of a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held in the Council Chambers on Thursday, 9 November 2017 commencing at 5.32pm.

The CEO opened the Meeting at 5.32pm

Acknowledgment of Country – CEO

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

- | | |
|---------------|--|
| Councillors | - J Bookless |
| | - J A Boyle |
| | - D Mackman |
| | - J Moore |
| | - J Nicholas |
| | - A Pratico |
| | - P Scallan |
| | - C Wallace |
| | - A Wilson |
| In Attendance | - T Clynch, Chief Executive Officer |
| | - M Larkworthy, Executive Manager Corporate Services |
| | - S Donaldson, Manager Planning |
| | - M Richards, Grants & Services Manager |
| | - T M Lockley, Executive Assistant |

Gallery

B Moore

Petitions/Deputations/Presentations - Nil

Comment on Agenda Items by Parties With an Interest - Nil

Establishment of Committee

Note prior to the election of Presiding Member a recommendation to establish the Local Laws, Strategy, Policy & Organisation Development Standing Committee is necessary.

ITEM NO.	SC.01/1117	FILE REF.	220
SUBJECT	Establishment of the Local Laws, Strategy, Policy & Organisation Development Standing Committee		
PROPONENT	Chief Executive Officer		
DATE OF REPORT	30 October 2017		

Attachment 1 Instrument of Appointment & Delegation

OFFICER RECOMMENDATION:

- 1. That Council establishes the Local Laws, Strategy, Policy & Organisation Development Standing Committee for the two year term expiring on 19 October 2019.*
- 2. That Council endorses the Instrument of Appointment & Delegation as per Attachment 1 for the Local Laws, Strategy, Policy & Organisation Development Standing Committee.*
- 3. The membership of the Committee shall consist of all Councillors. The CEO shall attend meetings and cause other Officers to attend where their input is required.*
- 4. The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not; i.e. 5.*
- 5. Meetings of the Committee shall be held on the second Thursday in each month excepting the months of December and January each year (where no meetings are held) and October 2019 (due to Local Government elections), commencing at 5.30pm.*
- 6. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*

Summary/Purpose

For Council to establish the Local Laws, Strategy, Policy & Organisation Development Standing Committee.

Background

The term of office for all of Council's Committees expired in line with the Local Government elections which were held on 21 October 2017.

A Local Government may establish Committees pursuant to Section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council by conducting its affairs in accordance with the provisions of the Local Government Act and Council's Standing Orders.

Section 5.9 of the Local Government Act allows for a Committee to comprise:

- (a) Council members only,
- (b) Council members and employees,
- (c) Council members, employees and other persons,
- (d) Council members and other persons,
- (e) Employees and other persons; or
- (f) Other persons only

Officer Comment

As mentioned above, Committees can comprise various groups. Where a Committee comprises Councillors only, Council can delegate any of its powers or duties except those requiring an 'Absolute Majority' decision or those prescribed (and detailed) in the Local Government Act or Regulations.

Note – all delegations must be in writing and endorsed by an Absolute Majority decision.

Where a Committee comprises Councillors and staff only, Council can delegate any of its powers or duties it could otherwise delegate to the GEO.

Where a Committee's membership includes other persons, Council can delegate any of its powers or duties that are necessary or convenient for the proper management of the local government's property or an event in which the Local Government is involved.

All delegations are to be kept in a register (Section 5.18 of the LG Act) that is to be reviewed at least once every year by Council. Delegations can be specific or broad and may have time-lines or other conditions built in.

In 1999, Council resolved to establish the Local Law, Strategy, Policy & Organisation Development Committee. This Committee is colloquially termed the "Standing Committee" for ease of reference. It has been a special kind of Advisory Committee in that it has had no delegated authority but its Minutes are reported to Council via the Council Agenda.

The Standing Committee's function is of utmost importance. It provides the forum for debate on those matters central to the role of the body of elected members. This includes the making of laws, developing strategy for the organisation's direction and also policy for service delivery. This forum also allows matters affecting organisation development to be considered including such matters as Committee implementation, Council delegates and general organisation relationship and role issues.

In the past the Committee has played a pivotal role as items were debated and recommendations then forwarded (via the Minutes) to the Council for adoption.

Adoption of the Standing Committee Minutes provides the resolution (or decision) of the Council to be implemented.

The Standing Committee differs from Council meetings whereby Members can speak more than once on any Item. In addition Members do not need to stand when speaking to a Motion or asking questions through the Chair. Whilst still being controlled via the Standing Orders, meetings of the Standing Committee are in a more relaxed atmosphere which some find more comfortable and conducive to debate.

Officers recommend the Standing Committee be established in accordance with the Instrument of Appointment & Delegation as per Attachment 1 and that all Councillors be appointed as members to the Committee.

Statutory Environment

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the Local Government Act 1995
- Clauses 17.1 – 17.4 of the Shire of Bridgetown Standing Orders Local Law apply

Integrated Planning

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Policy M20 outlines the process for establishing Committee of Council

Budget Implications – Nil for the establishment of this Committee

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

**Committee Recommendation Moved Cr Scallan, Seconded Cr Bookless
SC.02/1117**

- 1. That Council establishes the Local Laws, Strategy, Policy & Organisation Development Standing Committee for the two year term expiring on 19 October 2019.**
- 2. That Council endorses the Instrument of Appointment & Delegation as per Attachment 1 for the Local Laws, Strategy, Policy & Organisation Development Standing Committee.**
- 3. The membership of the Committee shall consist of all Councillors. The CEO shall attend meetings and cause other Officers to attend where their input is required.**
- 4. The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not; i.e. 5.**
- 5. Meetings of the Committee shall be held on the second Thursday in each month excepting the months of December and January each year (where no meetings are held) and October 2019 (due to Local Government elections), commencing at 5.30pm.**
- 6. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.**

Carried 9/0

Election of Presiding Member and Deputy Presiding Member

Election of Presiding Member

The CEO read aloud the names of nominations received for the position of Presiding Member, these being:

1. Cr Wilson

The CEO called for further nominations, none were forthcoming.

The CEO declared Cr Wilson elected unopposed as Presiding Member.

Cr Wilson assumed the Chair

Election of Deputy Presiding Member

The CEO read aloud the names of nominations received for the position of Deputy Presiding Member, these being:

1. Cr Mackman

The CEO called for further nominations, none were forthcoming.

The CEO declared Cr Mackman elected unopposed as Deputy Presiding Member.

Confirmation of Minutes

SC.02/1117 Ordinary Meeting held 14 September 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 14 September 2017 as a true and correct record.

Committee Decision *Moved Cr Pratico, Seconded Cr Scallan*
SC.02/1117 That the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 14 September 2017 be confirmed as a true and correct record.

Carried 9/0

Announcements/Briefings by Elected Members - Nil

Notification of Disclosure of Interests

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

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

Nil

Consideration of Motions of Which Previous Notice has been Given - Nil

Reports of Officers

Reports of Officers have been divided into the following Categories:

- Policy
- Local Laws
- Strategy
- Organisation Development

Policy

ITEM NO.	SC.03/1117	FILE REF.	203
SUBJECT	Annual Review of Policies		
OFFICER	Senior Administration Officer & Chief Executive Officer		
DATE OF REPORT	16 October 2017		

Attachment 2	Policy Manual [separate electronic attachment]
Attachment 3	Draft New Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying
Attachment 4	Draft New Policy A.13 Information Communication Technology Use

OFFICER RECOMMENDATION that Council:

1. *Endorse the following Policies with minor modifications as set out in the body of the report:*
 - *M.3 Conference Attendance and Training*
 - *M.10 Meetings of Council and Committee – Distribution and Release of Minutes*
 - *M.29 – Election of President & Deputy President*
 - *M.35 – Ward Meetings*
 - *M.37 – Audio Recordings of Meetings*
 - *M.38 Advertising of Annual General Meeting of Electors*
 - *A.3 Staff – Tertiary Study*
 - *A.4 Facility Opening Hours to the Public*
 - *A.15 Library – Personal Use Computer*
 - *F.2 Depreciation of Assets*
 - *F.3 Investment Policy*
 - *F.5 Regional Price Preference*
 - *F.6 Purchasing Policy*
 - *F.8 Facility Hire*
 - *F.14 Buy Local Purchasing*
 - *F.15 Asset Management*
 - *F.18 Self Supporting Loans to Shire Community/Sporting Groups*
 - *F.19 Assets Financing and Borrowings*
 - *WS.7 Crossovers*
 - *WS.8 Temporary Closure of a Road for an Event*
 - *WS.15 Multi Combination Vehicles – Application for Council Support*
 - *WS.18 Pesticides Spraying*
 - *B.2 Building Permit Application Fee Exemptions*
 - *O.1 Vandalism*
 - *O.5 Provision of refreshments to Firefighters by Incident Controller*
 - *O.9 Bush Fire Brigade Personal Protective Equipment*

2. *Revoke the following Policies:*
 - *M.13 Sexual Harassment/Workplace Bullying*
 - *M.28 Reimbursement of Expenses Incurred by Council Members*
 - *A.13 Email/Internet*
 - *WS.12 Kerbing*

3. *Adopt new Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying.*
4. *Adopt new Policy A.13 Information Communication Technology Use.*
5. *With the revocation of existing Policies M.28 and WS.12 renumber Policies in the Members and Works & Services sections accordingly.*
6. *Note and retain all other Policies without modification except Policies which have been presented as separate Items:*
 - *A.17 Library Membership*
 - *A.20 Library Loans*
7. *Amend the Policy Headings to incorporate:*
 - *Policy number and Name*
 - *Adoption Date and Council Resolution Number*
 - *Last Review Date or Variation Date and Council Resolution Number.*

Background

Although not a requirement of the Local Government Act, Council has resolved to review its Policy Manual on an annual basis. In some years the Policy Manual has been reviewed section by section on a monthly basis and in other years it has been reviewed during November in line with the review of Council Delegations to Committees and to the CEO.

In addition to the annual review, any changes in existing policies that are identified during the course of a year are presented through the appropriate Standing Committee for Council consideration.

Policies Revised, Amended, Adopted or Revoked during past 12 months:

Policy No.	Name of Policy	Date
Members:		
M.23	Passenger Vehicle Use & Acquisition Policy	Revoked May 2017
Administration:		
A.4	Facility Opening Hours to the Public	Amended June 2017
A.14	Light Vehicle Purchasing	Revised and Renamed May 2017
A.26	Salary Packaging	Adopted March 2017
Finance:		
F.1	Community Grants/Donations, Funding & Acquittals	Revised September 2017
F.22	Related Party Disclosures	Adopted September 2017
Works & Services:		
WS-20	Gravel Procurement	Adopted August 2017
Town Planning:		

TP.1	Relocated Dwellings Policy	Revised January 2017
TP.20	Home Based Business	Revised and Renamed June 2017

Policies recommended for minor amendment:

MEMBERS

M.3 Conference Attendance & Training

1. Amend Point 4 by deleting the words “councillor or”.
2. Insert new Point 5 to read: “Any councillor attending an approved conference or training program requiring overnight accommodation that elects to stay with relatives or friends (i.e; not in motel/hotel accommodation), be paid an amount as set out for the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission.
3. Renumber existing Points 5 and 6 to 6 and 7.
4. Amend existing Point 5 (new Part 6) by deleting the words “of the \$100/day amount”.
5. Amend Part 6 by changing heading from “Local Government Week” to “Local Government Convention” and amend last paragraph by including the words “and Council delegate to the South West WALGA Zone” after the words “Shire President”.

Reasons for Amendments

Currently the Policy provides for a \$100/day payment to be made to staff or councillors that arrange their own accommodation (i.e. not in a hotel, motel or similar) when attending approved conferences or training programs. Such a payment for councillors isn't in accordance with Clause 8.2.7 of the Salaries and Allowances Tribunal determination for Local Government CEOs and elected members. Clause 8.2.7 restricts payments to councillors in these circumstances to an amount as prescribed under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission. Currently the applicable rates under that award are \$93.65 for locations south of the 26th Parallel and \$129.60 for locations north of the 26th Parallel. It is recommended that for administrative ease the existing \$100/day payment to staff be retained in the policy. The \$100/day still represents significant savings to the Shire compared to the costs of accommodation, meals, etc.

With regard to attendance at the annual Local Government Convention it is recommended that in addition to the Shire President the Council delegate to the South West Zone of WALGA also be given automatic rights to attend the convention.

M.10 Meetings of Council and Committees – Distribution and Release of Minutes

In part 2, replace the word “CD-Rom” with “electronic format”.

Reason for Amendment

When ‘CD-Rom’ was included in this Policy, this was the most common format for downloading documents however with changes in technology, a USB thumb drive appears to be the favoured means of downloading documents. Changing the terminology should capture any new changes in technology for the next few years at least.

M.29 Election of President & Deputy President

Replace existing Part 1 with:

1. The election of the President and Deputy President shall be conducted in accordance with Schedule 2.3 of the Local Government Act 1995.

Reason for Amendment

The current policy states that nominations are to be submitted in writing to reach the CEO by no later than 4pm on the day of the Special Meeting where the election will take place. This is contrary to Schedule 2.3 of the Local Government Act 1995 which allows nominations to be made either before the meeting or during the meeting. For the last two elections the CEO, as returning officer, has noted the overriding effect of the Local Government Act and has called for any further nominations at the meeting.

M.35 Ward Meetings

1. Part 3, change existing wording from:
“At least ½ of the Ward Councillors must agree for a Ward meeting to be called”
to:

“For South Ward, at least ½ of the Ward Councillors must agree for a Ward meeting to be called and for North Ward, both Councillors must agree for a Ward meeting to be called”.
2. Part 7, Delete “Donnybrook Bridgetown Mail” in the first sentence and include “social media” in the second sentence.
3. Part 16, delete the words “a standard structure for the running of Ward meetings be included in the draft policy”.

Reason for Amendment

1. Part 3 of the Policy was overlooked when elected member numbers were reduced from 11 down to 9.
2. The Donnybrook Bridgetown Mail is no longer circulated on a weekly basis however the inclusion of ‘social media’ will ensure the community are made aware of when a Ward meeting is called.
3. Part 16, although ward meetings haven’t been held for many years (since the reduction to 2 wards) the policy is retained in the event there is a need to call such meetings).

M.37 Audio Recording of Meetings

Delete Point 3 which requires that a copy of the audio recording for each meeting be made available for public listening in the Library.

Reason for Amendment

A request to listen to an audio recording hasn't been made at the library for at least 4 years. Making the audio recording available at the library triggers requirements for storage of the recordings. Persons seeking an audio recording will usually seek to obtain a copy from the administration office.

M.38 Advertising of Annual General Meeting of Electors

Delete reference to "Donnybrook Bridgetown Mail".

Reason for Amendment

This newspaper is no longer circulated.

ADMINISTRATION

A.3 Staff – Tertiary Study

Delete point 6 which allow an employee participating in approved courses of study to undertake up to two hours study within ordinary working hours provided the employee is undertaking an equal amount of study in their own time.

Reason for Amendment

Point 3 of the policy provides for the employee being reimbursed the costs incurred for each unit of study subject to the unit being passed. Point 7 allows the employee to sit an exam during working hours. The rate of study required for a tertiary course can vary but it does require a significant personal investment by the employee and should be solely undertaken in the employee's private time.

A.4 Facility Opening Hours to the Public

1. Amend clause 2(b) to read:

"The Library will be closed during Christmas/New Year period and Easter including Easter Saturday."

2. Delete existing clause 5 (Bridgetown Leisure Centre) and replace with:

"The gym at the Leisure Centre is available 24 hours per day for gym members.

Facility opening hours will be in alignment with activities and programs offered within the facility between 6.00am – 8.30pm Monday to Sunday.

The Leisure Centre Manager has discretion to adjust opening times during the season dependent on weather and patronage. The aquatic complex may close up to one hour later (at 7.00pm) between 16 December and 3 February being peak usage months.

During the course of the swimming season there are occasions where the aquatic facility is booked for a school swimming carnival (generally 4 – 6 times per season). On these occasions access to the 25 metre pool will be exclusive to the school/s. Access to other facilities may be available to the general public

therefore members of the public will not be charged an entry fee to use these facilities during the carnival/s. Note this waiving of entry fee does not apply to spectators of the school swimming carnival.”

Reasons for Amendments

1. The Library is no longer opening on Easter Saturday.
2. Include the 24 hour gym access and discretion by the Leisure Centre Manager to close the pool facility 1 hour later, weather and customer dependent.

A.15 Library – Personal Use Computer

At the beginning of clause 3 add the following sentence:

“A user may make an advanced booking for use of a computer at a predetermined time.”

Reasons for Amendments

This amendment provides a booking option for clients.

FINANCE

F.2 Depreciation of Assets

Delete the third ‘dot’ point in clause 1.

Reason for Amendment

Depreciation rates are assessed based on local factors and Council’s service level requirements. The Accounting Manual will be used as a guide only.

F.3 – Investment Policy

Change all references to ‘1 year’ to ‘3 years’ in clause 11 and Addendum 2.

Reason for Amendment

An amendment to the Local Government Financial Management Regulations occurred in May this year that allows for investment terms of up to 3 years.

F.5 Regional Price Preference

Under “Goods and Services, including Construction (Building) Services tendered for the first time where Council previously supplied the Food or Services....”, change ‘\$500,000’ to ‘\$50,000’.

Reason for Amendment

To correct a typographical error.

F.6 Purchasing Policy

1. In clause 1.6.4, change ‘\$99,000’ to ‘\$149,999’.

Reason for Amendment

When this clause was amended at the annual review in November 2016, the amount in the heading was changed but not the amount contained in the clause.

2. Add a new section – 1.6.5 to state:

1.6.5 Section 6.8 of the Local Government Act 1995 allows the Shire President to authorise in advance expenditure in an emergency from the municipal fund not included in annual budget (unbudgeted expenditure). The requirement to obtain the necessary number of quotations required elsewhere in the Purchasing Policy is waived if the circumstances of the emergency don't allow time to obtain and assess quotes.

Where funds for responding to an emergency are contained in the budget (i.e. fire fighting expenses) then the CEO is authorised to waive the requirement to obtain the necessary number of quotations required elsewhere in the Purchasing Policy. The CEO is able to delegate this authority to a staff member.

Reason for Amendment

Often during emergency events such as fire, storm, flooding, etc. there is a need to purchase goods or engage contractors at short notice. Often it is a case of availability and knowledge of competence/suitability that leads to the selection of the provider. Having to obtain multiple quotes as required under the Purchasing Policy as applies to normal expenditure is often impractical and would delay or hinder the ability to respond to the emergency.

F.8 Facility Hire

Reword clause 1 under 'Conditions of Hire' to read:

"All venue hire fees to be paid in advance. Bookings will not be confirmed until payment has been received and receipted at the Shire offices. Please note a cleaning/damage bond as included in Council's adopted fees and charges applies for all hall hire bookings."

Reason for Amendment

When the cleaning/damage bond was first introduced it applied to categories of weddings, cabarets, balls, dinners and private functions only, however a bond is now charged for all hall hire bookings.

F.14 Buy Local Purchasing

Reword Part 3 – Policy – Data Base of Local Suppliers and Products to read:

"A local suppliers inventory of services and products will be prepared and maintained by the Shire and will be made available for use by all local businesses, including the Shire, when considering purchases."

Reason for Amendment

This change aligns this Policy with Council's current Corporate Business Plan action on this subject.

F.15 Asset Management

In the second 'dot' point under Policy Statement, change the amount from '\$132,941,021' to '\$208,752,417' and the year from '2014' to '2016'.

Reason for Amendment

Update of data to 2016 values as per the last audited accounts.

F.18 Self-Supporting Loans to Shire Community/Sporting Groups

1. Clause 1.1, sub-clause 5 – Change ‘Basis’ to ‘Basic’.
2. Clause 1.5(a), first line – change ‘groups’ to ‘group’.
3. Clause 1.6, last sentence – delete ‘advisory’.
4. Under Roles and Responsibilities, delete ‘Advisory’ from ‘Audit Advisory Committee’ and change Strategic Community Plan from ‘2013-2022’ to ‘2017’.

Reason for Amendments

The first two amendments are correcting typographical errors. Although the Audit Committee is an ‘advisory’ committee of Council it was named as the Audit Committee when re-established in 2015. The change of year date for the Strategic Community Plan is a reference to Council’s current Strategic Plan.

F.19 Assets Financing and Borrowings

1. Clause 1.1, sub-clause 1.1.5 – change ‘three (3X)’ to ‘two (2X)’.
2. Clause 1.3.2, second ‘dot’ point, under ‘Note...’ change ‘2014/2015’ to ‘2015/2016’ and amount of ‘\$7,995m’ to ‘\$4,864m’.
3. Clause 1.3.2, in the paragraph after the ‘dot’ points change the amount of ‘(\$65,436)’ to ‘(\$55,512)’ and ‘\$7,962m’ to ‘\$4,837m’.
4. Clause 1.6 – Audit Advisory Committee, delete word ‘Advisory’.
5. Clause 1.7, change year of Strategic Community Plan to 2017.

Reasons for Amendments

Proposed change to 1 above aligns with the Department’s ratio benchmarks. Proposed changes to parts 2 and 3 above is to update data to 2016 values (last audited accounts) whilst the changes to 4 and 5 above are the same as those set out for Policy, F.18.

WORKS & SERVICES

WS.7 Crossovers

In section “Unauthorised Works and Non Compliance” change the fine of \$1,000 to \$5,000.

Reason for Amendment

The amount of the penalty has been amended in the Local Government Miscellaneous Provisions Act.

WS.8 Temporary Closure of a Road for an Event

After ‘Traffic Control for Works on Roads’, delete ‘and’ and replace with a comma (,), delete the full-stop at the end of the sentence and add the following:

“and the Road Traffic (Events on Roads) Regulations 1991.’

Reason for Amendment

The legislation 'Road Traffic (Events on Roads) Regulations 1991' was overlooked when this policy was previously reviewed.

WS.15 Multi Combination Vehicles – Applications for Council Support

1. Change title of Policy to 'Restricted Access Vehicles – Applications for Council Support'.
2. Replace the definition of Multi-Combinations Vehicle with:
"Restricted Access Vehicle (RAV)

Effective as of the 1st December 2012, Main Roads published a Restricted Access Vehicle (RAV) Notice for standard Class 2 & 3 vehicle combinations. A RAV Notice is a prescribed instrument for granting road access to a RAV.

An approved vehicle combination is any vehicle combination stipulated in the Prime Mover, Trailer Combination Operating Conditions; or the Truck, Trailer Combination Operating Conditions. The RAV Network 1 to 10 Road Tables and associated addendums list the roads that are approved for the particular combinations.

The Operating Conditions, RAV mapping tool and further details on WA Heavy Vehicle Accreditation can be found on the Main Roads website at www.mainroads.wa.gov.au under the "Heavy Vehicles" section."

3. Replace all references to 'MCV's' with 'RAV's'.
4. Replace sentence 'Council reserves the right to apply infringements or cancel agreements for breach of conditions as listed in individual agreements' and replace with 'Council reserves the right to withdraw support if conditions are breached and report such breaches to Main Roads Heavy Haulage Operations for investigation.'
5. Delete the italic section at the end of the Policy commencing with the words 'Infringements shall be applicable...'

Reasons for Amendments

The proposed amendments are due to changes in policy by Main Roads as well as Main Roads being the responsible agency for enforcement.

WS.18 Pesticides Spraying

1. In clause 2(x) delete the words in the third line 'your state or territory authority' and replace with 'the Western Australian Department of Health'.
2. Clause 3, first line, remove the words 'or in parks,'.
3. Clause 4, second line, remove the word 'of' and replace with 'or'.
4. Clause 5, second line remove the word 'kindegarten' and replace with 'kindergarten'.

5. Clause 6, delete third paragraph and replace with:
'Signage will be provided and installed (in the form of a yellow post and "No Spraying" wording) by the Shire at the cost of the resident for placing on the road verge adjacent to the side boundaries of the property, as a secondary precaution against spraying adjacent to the residence or workplace. The maintenance and replacement (if damaged, stolen, et) of the signage will be the responsibility of the resident.'
6. Clause 7, fourth paragraph – delete and replace with wording outlined in point 5 above.

Reasons for Amendments

Point 1 above defines the appropriate government department applicable to Western Australia. With regards points 5 & 6 above, the costs for the signs has been included in the 2017/2018 Fees & Charges adopted by Council earlier this year.

BUILDING

B.2 Building Permit Application Fee Exemptions

Remove the word "licence".

Reason for Amendment

This amendment was overlooked during the November 2014 variation as the term licences was replaced by permits.

OTHER

O.1 – Vandalism

Change title of policy to 'Reporting of Vandalism'.

Reasons for Amendment

The policy solely deals with the offering of a reward for reporting by members of the public that leads to the successful conviction of any person involved in vandalism of Shire property.

O.5 – Provision of Refreshments to Firefighters by Incident Controller

4th dot point under "Policy" – change from "a maximum of \$1,000 can be expended on refreshments in any one incident without a purchase order for such refreshments being supplied by the Shire"; to

"A maximum of \$2,000 can be expended on refreshments in any one incident without a purchase order for such refreshments being supplied by the Shire excepting that for incidents of a significant scale, with an approval from the CEO a higher maximum amount can be set".

Reasons for Amendment

This policy doesn't place a limit on expenditure for such refreshments – it sets a limit for expenditure without a purchase order being issued. Increasing the limit from \$1,000 to \$2,000 would cover most small to medium scale incidents and the addition to the policy builds in a process to obtain CEO approval to increase the limit for incidents of a significant scale.

O.9 – Bush Fire Brigade Personal Protective Equipment

Part 4 – delete the words “every 3 years” in the second sentence.

Reasons for Amendment

The Shire now uses a combination of different helmets that have different life spans to the three year lifespan is no longer valid.

Existing Policies recommended for Revocation and Replacement with New Policy:

M.13 – Sexual Harassment/Workplace Bullying

It is recommended this policy be revoked and replaced with a new ‘Anti-Discrimination, Sexual Harassment and Bullying’ Policy.

The existing policy is more contemporary and descriptive with regard to actions that can constitute discrimination, sexual harassment or bullying.

A.13 – Email/Internet

It is recommended this policy be revoked and replaced with a new ‘Information Communication Technology Use’ Policy.

The current policy only addresses use of email and internet whilst the new policy addresses a number of contemporary information technology and communication modes, including smart phones, ipads, tablets and any remote connection mode.

Obsolete Policies recommended for Revocation:

MEMBERS

M.28 – Reimbursement of Expenses Incurred by Council Members

Recommend this Policy be revoked.

Reason for Revocation

This Policy simply reproduces what is contained in the relevant legislation (Local Government Act and Local Government (Administration) Regulations).

WORKS & SERVICES

WS.12 – Kerbing

Recommend this Policy be revoked.

Reason for Revocation

Permissible kerbing selection use and strength is governed by Main Roads and Australian Standards as well as engineering design. Main Roads design standards and drawings are freely available on their website.

Policies requiring further review with separate reports to be presented to a future Meeting:

Works & Services

- WS.1 Street Trees (awaiting a report from Council's Environmental Officer)
- WS.17 Placement of Memorial Plaques

Planning

- P.2 – Holiday Accommodation

Town Planning

- TP.3 Road Access to New Development
- TP.4 Bed & Breakfast Accommodation Policy
- TP.6 Ancillary Accommodation Policy
- TP.12 On-Site Manoeuvring of Vehicles Policy
- TP.16 Demountable Buildings Policy
- TP.17 Relocatable Storage Units Policy
- TP.19 Construction of Barn Style Dwellings
- TP.24 Transportable Dwellings Policy

Other

- O.8 Bridgetown-Greenbushes Visitor Centre Membership Policy

It should be noted that the following Policies are currently in the process of being reviewed with separate reports being presented to a future meeting:

- *TP.7 Plantation Applications Policy*
- *TP.11 Conversion of Sheds to Dwellings Policy*
- *TP.13 River Road Subdivision Guide Plan Policy*
- *TP.14 Mattamattup Valley Subdivision Guide Plan Policy*
- *TP.17 Relocatable Storage Units Policy*
- *TP.18 Relocated Outbuildings Policy*
- *TP.21 Siting of Water Tanks Policy*
- *TP.22 Outbuildings in the Residential Zone Policy*
- *TP.23 Approval of Second Rural Dwellings Policy*

General

It is suggested that the Policy headings be changed to include the following information only:

- Policy Number and Name + Council resolution number
- Adoption Date
- Date of Last Review or Variation + Council resolution number

The reason for this proposal is that currently some of our Policies have nearly a full page of Review or Variation dates which in reality is just taking up unnecessary room in the Policy Manual.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Key Goal Area 5 – Our leadership will be visionary, collaborative and accountable
 - Objective 5.2 - We maintain high standards of governance, accountability and transparency
 - Strategy 5.2.3 - Ensure organisational capability
 - Strategy 5.2.7 - Council's policies and local laws are responsive to community needs

- Corporate Business Plan
 - Strategy 5.2.7 - Council's policies and local laws are responsive to community needs
 - Action 5.2.7.1 - Annually review policies

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

Policy Implications

This Item is the review of the Policy Manual

Budget Implications – Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

Regular review of policies represents good governance

Voting Requirements – Simple Majority

Moved Cr Pratico, Seconded Cr Scallan

That Council:

1. Endorse the following Policies with minor modifications as set out in the body of the report:
 - M.3 Conference Attendance and Training
 - M.10 Meetings of Council and Committee – Distribution and Release of Minutes
 - M.29 – Election of President & Deputy President
 - M.35 – Ward Meetings
 - M.37 – Audio Recordings of Meetings

- M.38 Advertising of Annual General Meeting of Electors
 - A.3 Staff – Tertiary Study
 - A.4 Facility Opening Hours to the Public
 - A.15 Library – Personal Use Computer
 - F.2 Depreciation of Assets
 - F.3 Investment Policy
 - F.5 Regional Price Preference
 - F.6 Purchasing Policy
 - F.8 Facility Hire
 - F.14 Buy Local Purchasing
 - F.15 Asset Management
 - F.18 Self Supporting Loans to Shire Community/Sporting Groups
 - F.19 Assets Financing and Borrowings
 - WS.7 Crossovers
 - WS.8 Temporary Closure of a Road for an Event
 - WS.15 Multi Combination Vehicles – Application for Council Support
 - WS.18 Pesticides Spraying
 - B.2 Building Permit Application Fee Exemptions
 - O.1 Vandalism
 - O.5 Provision of refreshments to Firefighters by Incident Controller
 - O.9 Bush Fire Brigade Personal Protective Equipment
2. Revoke the following Policies:
 - M.13 Sexual Harassment/Workplace Bullying
 - M.28 Reimbursement of Expenses Incurred by Council Members
 - A.13 Email/Internet
 - WS.12 Kerbing
 3. Adopt new Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying.
 4. Adopt new Policy A.13 Information Communication Technology Use.
 5. With the revocation of existing Policies M.28 and WS.12 renumber Policies in the Members and Works & Services sections accordingly.
 6. Note and retain all other Policies without modification except Policies which have been presented as separate Items:
 - A.17 Library Membership
 - A.20 Library Loans
 7. Amend the Policy Headings to incorporate:
 - Policy number and Name
 - Adoption Date and Council Resolution Number
 - Last Review Date or Variation Date and Council Resolution Number.

Amendment Moved Cr Mackman Seconded Cr Scallan

Endorse Policy M.3 - Conference Attendance and Training – with the following modifications:

- Point 4 – reword as follows: “Any Councillor or staff member attending an approved conference or training program requiring overnight accommodation

that elects to stay with relatives or friends (ie; not in motel/hotel accommodation), be paid an amount as set out for the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission.”

- Amend Part 6 by changing heading from “Local Government Week” to “Local Government Convention”, and amend last paragraph by including the words “and Council delegate to the South West WALGA Zone” after the words “Shire President”.
- Delete proposed new part 5 and retain existing numbering.

Carried 9/0

Amendment Moved Cr Moore, Seconded Cr Mackman

1. Endorse Policy M.29 – Election of President & Deputy President – with the following modification: Amend points 3 and 5 to read: “Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the President/Deputy President elected.”
2. Endorse Policy M.35 – Ward Meetings – with the following modifications:
 - Part 3 – reword as follows: “For South Ward, a majority of the Ward Councillors must agree for a Ward Meeting to be called, and for North Ward, both Councillors must agree for a Ward Meeting to be called.”
 - Changes to part 7 and 16 as outlined in the body of the report.
3. Endorse Policy A.4 – Facility Opening Hours to the Public – as outlined in the body of the report with the following minor change to dot point 2: Remove “between 16 December and 3 February” and replace with “during the summer school holiday period”.
4. Endorse Policy F.8 – Facility Hire – with minor modifications as outlined in the body of the report, deleting the words “Please note”.
5. Endorse Policy WS.14 – Gravel Road Development & Maintenance – Opening paragraph delete the words “Council Strategic Plan 2004/05-2008/09” and replace with “Councils current Strategic Community Plan”.
6. Endorse WS.18 – Pesticides Spraying – as outlined in the body of the report deleting dot point 2 (dealing with Clause 3 of the Policy), and under dot point 4 (dealing with Clause 5 of the Policy) adding ‘Community Gardens’ to people who will notified before spraying.

Carried 9/0

The Amended Motion becomes the Substantive Motion – The Motion was Put
Committee Recommendation Moved Cr Pratico, Seconded Cr Scallan

SC.03/1117 That Council:

1. **Endorse the following Policies with minor modifications as set out in the body of the report:**
 - **M.3 Conference Attendance and Training with the following modifications:**
 - a) **Point 4 – reword as follows: “Any Councillor or staff member attending an approved conference or training program requiring overnight accommodation that elects to stay with relatives or friends (ie; not in motel/hotel accommodation), be paid an amount as set out for the same or similar circumstances under**

the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission.”

- b) **Amend Part 6 by changing heading from “Local Government Week” to “Local Government Convention”, and amend last paragraph by including the words “and Council delegate to the South West WALGA Zone” after the words “Shire President”.**
- c) **Delete proposed new part 5 and retain existing numbering.**
- **M.10 Meetings of Council and Committee – Distribution and Release of Minutes**
- **M.29 – Election of President & Deputy President with the following modification: Amend points 3 and 5 to read: “Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the President/Deputy President elected.”**
- **M.35 – Ward Meetings with the following modifications:**
 - a) **Part 3 – reword as follows: “For South Ward, a majority of the Ward Councillors must agree for a Ward Meeting to be called, and for North Ward, both Councillors must agree for a Ward Meeting to be called.”**
 - b) **Changes to part 7 and 16 as outlined in the body of the report.**
- **M.37 – Audio Recordings of Meetings**
- **M.38 Advertising of Annual General Meeting of Electors**
- **A.3 Staff – Tertiary Study**
- **A.4 Facility Opening Hours to the Public - as outlined in the body of the report with the following minor change to dot point 2: Remove “between 16 December and 3 February” and replace with “during the summer school holiday period”.**
- **A.15 Library – Personal Use Computer**
- **F.2 Depreciation of Assets**
- **F.3 Investment Policy**
- **F.5 Regional Price Preference**
- **F.6 Purchasing Policy**
- **F.8 Facility Hire – with minor modifications as outlined in the body of the report, deleting the words “Please note”.**
- **F.14 Buy Local Purchasing**
- **F.15 Asset Management**
- **F.18 Self Supporting Loans to Shire Community/Sporting Groups**
- **F.19 Assets Financing and Borrowings**
- **WS.7 Crossovers**
- **WS.8 Temporary Closure of a Road for an Event**
- **WS.14 – Gravel Road Development & Maintenance – Opening paragraph delete the words “Council Strategic Plan 2004/05-2008/09” and replace with “Councils current Strategic Community Plan”.**
- **WS.15 Multi Combination Vehicles – Application for Council Support**
- **WS.18 Pesticides Spraying – as outlined in the body of the report deleting dot point 2 (dealing with Clause 3 of the Policy), and under dot point 4 (dealing with Clause 5 of the Policy) adding ‘Community Gardens’ to people who will notified before spraying.**
- **B.2 Building Permit Application Fee Exemptions**

- **O.1 Vandalism**
 - **O.5 Provision of refreshments to Firefighters by Incident Controller**
 - **O.9 Bush Fire Brigade Personal Protective Equipment**
2. **Revoke the following Policies:**
- **M.13 Sexual Harassment/Workplace Bullying**
 - **M.28 Reimbursement of Expenses Incurred by Council Members**
 - **A.13 Email/Internet**
 - **WS.12 Kerbing**
3. **Adopt new Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying.**
4. **Adopt new Policy A.13 Information Communication Technology Use.**
5. **With the revocation of existing Policies M.28 and WS.12 renumber Policies in the Members and Works & Services sections accordingly.**
6. **Note and retain all other Policies without modification except Policies which have been presented as separate Items:**
- **A.17 Library Membership**
 - **A.20 Library Loans**
7. **Amend the Policy Headings to incorporate:**
- **Policy number and Name**
 - **Adoption Date and Council Resolution Number**
 - **Last Review Date or Variation Date and Council Resolution Number.**

Carried 9/0

ITEM NO.	SC.04/1117	FILE REF.	203
SUBJECT	Annual Review of Council Delegations		
OFFICER	Chief Executive Officer		
DATE OF REPORT	27 October 2017		

Attachment 5 Existing Delegation Register – Council to CEO
Attachment 6 Proposed New Council to CEO Delegations

OFFICER RECOMMENDATION that Council:

1. **Amend the following delegations as outlined in the report:**
- **A.2 – Authorisation of Officers**
 - **E.2 – Recording of Procedures**
 - **F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc.**
 - **WS.1 – Multi Combination Vehicles**
 - **O.5 – Offences – Bush Fires Act**
2. **Revoke Delegation O.7 – Harvesting Bans as the head of power for prohibiting or regulating the carrying out of any activity or operation rests with a bush fire control officer under Regulation 38A of the Bush Fire Regulations.**

3. *Note and retain the contents of the following Delegations to the CEO without amendment:*
- *A.1 – Acting Chief Executive Officer*
 - *A.3 – Transfer of Land Document*
 - *A.4 – Exercising Powers of the Local Government*
 - *A.5 – Execution of Contracts*
 - *A.6 – Appointment of PID Officer*
 - *A.7 – EEO Implementation Officer*
 - *E.1 – Code of Conduct – Complaints Officer*
 - *F.1 – Payment from Municipal Fund and Trust Fund*
 - *F.2 – Donations*
 - *F.3 – Write Off of Money Owing to the Local Government*
 - *F.4 – Contract Variations*
 - *F.5 – Tenders for Providing Goods & Services*
 - *F.6 – Recreation Centre Fees*
 - *F.7 – Authority to Invest Surplus Funds*
 - *F.8 – Budget Expenditure*
 - *F.9 – Acceptance of Tenders*
 - *WS.2 – Events on Roads*
 - *P.1 – Development Applications Extension of Time*
 - *P.2 Setback Variations*
 - *P.3 Subdivisions*
 - *P.4 Development Applications*
 - *P.5 Road Closures*
 - *P.6 Subdivisional Road Names*
 - *P.7 Subdivision Clearance*
 - *P.8 Directional Signs*
 - *P.9 Provision of Streets in Subdivisions under Planning and Development Act 2005*
 - *P.10 Signs and Hoardings*
 - *B.1 – Powers and Duties Building Act 2011 - CEO*
 - *B.2 – Powers and Duties Building Act 2011 – Principal Building Surveyor*
 - *O.1 – Firebreak Order – Variation*
 - *O.2 – Proceedings Under Dog & Cat Acts*
 - *O.3 – General Orders*
 - *O.4 – Removal of Hazards*
 - *O.6 – Enforcement and legal Proceedings*
 - *O.8 – Use of Blackwood River for Active Recreation*
 - *O.9 – Use of Shire Reserves for Camping*
 - *O.10 – Fire Management Plan*
4. *Adopt the following new Council to CEO Delegations as detailed in Attachment 6:*
- *A.8 - Determining Applications Under Local Laws and Enforcement of Local Law Provisions*
 - *A.9 - Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given*
 - *A.10 - Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses*

- *A.11 - Authorising and Affixing of the Common Seal*
- *O.11 - Applications for Exemptions to Keep More than Prescribed Number of Dogs*
- *O.12 – Administration of the Cat Act*
- *O.13 – Administration of the Dog Act*
- *O.14 – Section 39 and section 40 Certificates*
- *O.15 – Impounding of Goods Including Abandoned Vehicles*
- *O.16 – Temporary Accommodation Applications*
- *O.17 – Administration of the Food Act*
- *O.18 - Administration of the Local Government (Uniform Local Provisions) Regulations*
- *F.11 – Rates and Service Charges*
- *WS.3 – Temporary Closure of Thoroughfares*

Summary/Purpose

Section 5.46(2) of the Local Government Act 1995 requires Council to review its delegations at least once every financial year.

Background

Section 5.16 of the Local Government Act allows a local government to delegate powers to Committees, other than the power of delegation. Similarly, Section 5.42 of the Local Government Act allows a local government the ability to delegate powers to its CEO.

A local government which delegates powers to its CEO or Committees is to carry out a review of all Delegations during each financial year.

Delegations to Committees

There are currently no Delegations to Council Committees.

Delegations to CEO

Following the review of current delegations by Officers, it is recommended all existing delegations be retained, albeit some with minor amendments and some additional delegations recommended:

Minor Amendments Proposed to Current Delegations:

- *A.2 – Authorisation of Officers*
- *E.2 – Recording of Procedures*
- *F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc.*
- *WS.1 – Multi Combination Vehicles*
- *O.5 – Offences – Bush Fires Act*

Category “Administration”

Delegation A.2 – Authorisation of Officers

This delegation allows the CEO to authorise specific officers to perform functions under various legislation. The delegation should be amended to add in the following Acts:

- Food Act 2008

- Public Health Act 2016
- Health (Miscellaneous Provisions) Act 1911

Category “Elected Members”

Delegation E.2 – Recording of Procedures

Change title of delegation to “Recording of Proceedings”

Category “Finance”

Delegation F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc

Add the word “each” at the end of the existing wording so as to make it clear that the delegation applies to items with an estimated value of less than \$2,000 each rather than the \$2,000 being the total value if multiple items are disposed of.

Category “Works & Services”

Delegation WS.1 – Multi Combination Vehicles

Replace terminology of “Multi Combination Vehicles” with “Restricted Access Vehicles”, including in the title of delegation.

Category “Other”

Delegation O.5 – Offences Bush Fire Act

Add the words “and withdrawals” to the last sentence so that it reads: “This delegation extends to the issue of infringement notices and withdrawals in accordance with the provisions of Section 59A of the Act”.

Note: Consideration of requests for withdrawal of bush fire infringements/offences has always been a responsibility of the CEO however the wording of the existing delegation doesn’t make that clear.

Proposed Revocation of Delegation

Existing Delegation O.7 – ‘Harvesting Bans’ delegates to the Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer and in the absence of those officers the CEO is given the delegation. Under Regulation 38A of the Bush Fire Regulations the head of power rests with a bush fire control officer (not Council) for prohibiting or regulating the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times. Accordingly a delegation from Council is unnecessary.

Proposed New Delegations

Existing Delegation A.4 – ‘Exercising Powers of the Local Government’ is a wide embracing delegation that allows the CEO to exercise the powers of the “local government” as listed in any legislation. The CEO has always taken a conservative approach to using this delegation and where in his opinion a matter needs to be referred to Council for decision the delegation has not been used.

The use of this delegation has been reviewed and a number of common uses have been identified. It is recommended that Council separate these from Delegation A.4 and list them as separate delegations. These are shown in Attachment 6 and are:

- *A.8 - Determining Applications Under Local Laws and Enforcement of Local Law Provisions*
- *A.9 - Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given*
- *A.10 - Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses*
- *A.11 - Authorising and Affixing of the Common Seal*
- *O.11 - Applications for Exemptions to Keep More than Prescribed Number of Dogs*
- *O.12 – Administration of the Cat Act*
- *O.13 – Administration of the Dog Act*
- *O.14 – Section 39 and Section 40 Certificates*
- *O.15 – Impounding of Goods Including Abandoned Vehicles*
- *O.16 – Temporary Accommodation Applications*
- *O.17 – Administration of the Food Act*
- *O.18 - Administration of the Local Government (Uniform Local Provisions) Regulations*
- *F.11 – Rates and Service Charges*
- *WS.3 – Temporary Closure of Thoroughfares*

Creating these as separate delegations allows the CEO to on-delegate these powers to other staff.

The existing Delegation A.4 is recommended for retention as there are many other powers afforded to the term “local government” in various Acts or Regulations that are typically of an operational nature.

Statutory Environment

Local Government Act 1995 – Sections 5.42 – 5.48

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43. * Absolute majority required.
- (2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.

5.43. Limits on Delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;

- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of Delegation.
- (2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its Delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a Delegation under this section.
- (5) In subsections (3) and (4) —

“conditions” includes qualifications, limitations or exceptions.

5.45. Other matters relevant to Delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

- (a) a Delegation made under this Division has effect for the period of time specified in the Delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a Delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
- (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

5.46. Register of, and records relevant to, Delegations to CEO's and employees

- (1) The CEO is to keep a register of the Delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, Delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Integrated Planning

- Strategic Community Plan
Key Goal Area 5 – Our leadership will be visionary, collaborative and accountable
Objective 5.2 - We maintain high standards of governance, accountability and transparency
Strategy 5.2.3 - Ensure organisational capability
- Corporate Business Plan
Strategy 5.2.3 - Ensure organisational capability
Action 5.2.3.9 - Regularly review levels of delegated authority to match responsibility (annually)
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Many of the delegations contained within the Council Delegation Register relate back to Policy and Local Laws which have been set by Council to enable officers to work effectively in line with Council's requirements.

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

Council needs to be satisfied that appropriate policy, strategy and direction have been provided to the CEO and staff for effective decisions to be made under delegated authority.

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

Moved Cr Mackman, Seconded Cr Pratico

That Council:

1. Amend the following delegations as outlined in the report:
 - A.2 – Authorisation of Officers
 - E.2 – Recording of Procedures
 - F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc.
 - WS.1 – Multi Combination Vehicles
 - O.5 – Offences – Bush Fires Act
2. Revoke Delegation O.7 – Harvesting Bans as the head of power for prohibiting or regulating the carrying out of any activity or operation rests with a bush fire control officer under Regulation 38A of the Bush Fire Regulations.
3. Note and retain the contents of the following Delegations to the CEO without amendment:
 - A.1 – Acting Chief Executive Officer
 - A.3 – Transfer of Land Document
 - A.4 – Exercising Powers of the Local Government
 - A.5 – Execution of Contracts
 - A.6 – Appointment of PID Officer
 - A.7 – EEO Implementation Officer
 - E.1 – Code of Conduct – Complaints Officer
 - F.1 – Payment from Municipal Fund and Trust Fund
 - F.2 – Donations
 - F.3 – Write Off of Money Owing to the Local Government
 - F.4 – Contract Variations
 - F.5 – Tenders for Providing Goods & Services
 - F.6 – Recreation Centre Fees
 - F.7 – Authority to Invest Surplus Funds
 - F.8 – Budget Expenditure
 - F.9 – Acceptance of Tenders

- WS.2 – Events on Roads
 - P.1 – Development Applications Extension of Time
 - P.2 Setback Variations
 - P.3 Subdivisions
 - P.4 Development Applications
 - P.5 Road Closures
 - P.6 Subdivisional Road Names
 - P.7 Subdivision Clearance
 - P.8 Directional Signs
 - P.9 Provision of Streets in Subdivisions under Planning and Development Act 2005
 - P.10 Signs and Hoardings
 - B.1 – Powers and Duties Building Act 2011 - CEO
 - B.2 – Powers and Duties Building Act 2011 – Principal Building Surveyor
 - O.1 – Firebreak Order – Variation
 - O.2 – Proceedings Under Dog & Cat Acts
 - O.3 – General Orders
 - O.4 – Removal of Hazards
 - O.6 – Enforcement and legal Proceedings
 - O.8 – Use of Blackwood River for Active Recreation
 - O.9 – Use of Shire Reserves for Camping
 - O.10 – Fire Management Plan
4. Adopt the following new Council to CEO Delegations as detailed in Attachment 6:
- A.8 - Determining Applications Under Local Laws and Enforcement of Local Law Provisions
 - A.9 - Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given
 - A.10 - Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses
 - A.11 - Authorising and Affixing of the Common Seal
 - O.11 - Applications for Exemptions to Keep More than Prescribed Number of Dogs
 - O.12 – Administration of the Cat Act
 - O.13 – Administration of the Dog Act
 - O.14 – Section 39 and section 40 Certificates
 - O.15 – Impounding of Goods Including Abandoned Vehicles
 - O.16 – Temporary Accommodation Applications
 - O.17 – Administration of the Food Act
 - O.18 - Administration of the Local Government (Uniform Local Provisions) Regulations
 - F.11 – Rates and Service Charges
 - WS.3 – Temporary Closure of Thoroughfares

Amendment Moved Cr Bookless, Seconded Cr Moore

Amend O.5 – Offences – Bush Fires Act as outlined in the report, rewording to read: “This delegation extends to the issue and withdrawals of infringement notices in accordance with the provisions of Section 59A of the Act”.

Carried 9/0

**The Amended Motion becomes the Substantive Motion – The Motion was Put
Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico
SC.04/1117 That Council:**

1. **Amend the following delegations as outlined in the report:**
 - **A.2 – Authorisation of Officers**
 - **E.2 – Recording of Procedures**
 - **F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc.**
 - **WS.1 – Multi Combination Vehicles**
 - **O.5 – Offences – Bush Fires Act as outlined in the report, rewording to read: “This delegation extends to the issue and withdrawals of infringement notices in accordance with the provisions of Section 59A of the Act”.**

2. **Revoke Delegation O.7 – Harvesting Bans as the head of power for prohibiting or regulating the carrying out of any activity or operation rests with a bush fire control officer under Regulation 38A of the Bush Fire Regulations.**

3. **Note and retain the contents of the following Delegations to the CEO without amendment:**
 - **A.1 – Acting Chief Executive Officer**
 - **A.3 – Transfer of Land Document**
 - **A.4 – Exercising Powers of the Local Government**
 - **A.5 – Execution of Contracts**
 - **A.6 – Appointment of PID Officer**
 - **A.7 – EEO Implementation Officer**
 - **E.1 – Code of Conduct – Complaints Officer**
 - **F.1 – Payment from Municipal Fund and Trust Fund**
 - **F.2 – Donations**
 - **F.3 – Write Off of Money Owing to the Local Government**
 - **F.4 – Contract Variations**
 - **F.5 – Tenders for Providing Goods & Services**
 - **F.6 – Recreation Centre Fees**
 - **F.7 – Authority to Invest Surplus Funds**
 - **F.8 – Budget Expenditure**
 - **F.9 – Acceptance of Tenders**
 - **WS.2 – Events on Roads**
 - **P.1 – Development Applications Extension of Time**
 - **P.2 Setback Variations**
 - **P.3 Subdivisions**
 - **P.4 Development Applications**
 - **P.5 Road Closures**
 - **P.6 Subdivisional Road Names**
 - **P.7 Subdivision Clearance**
 - **P.8 Directional Signs**
 - **P.9 Provision of Streets in Subdivisions under Planning and Development Act 2005**
 - **P.10 Signs and Hoardings**
 - **B.1 – Powers and Duties Building Act 2011 - CEO**

- **B.2 – Powers and Duties Building Act 2011 – Principal Building Surveyor**
 - **O.1 – Firebreak Order – Variation**
 - **O.2 – Proceedings Under Dog & Cat Acts**
 - **O.3 – General Orders**
 - **O.4 – Removal of Hazards**
 - **O.6 – Enforcement and legal Proceedings**
 - **O.8 – Use of Blackwood River for Active Recreation**
 - **O.9 – Use of Shire Reserves for Camping**
 - **O.10 – Fire Management Plan**
4. **Adopt the following new Council to CEO Delegations as detailed in Attachment 6:**
- **A.8 - Determining Applications Under Local Laws and Enforcement of Local Law Provisions**
 - **A.9 - Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given**
 - **A.10 - Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses**
 - **A.11 - Authorising and Affixing of the Common Seal**
 - **O.11 - Applications for Exemptions to Keep More than Prescribed Number of Dogs**
 - **O.12 – Administration of the Cat Act**
 - **O.13 – Administration of the Dog Act**
 - **O.14 – Section 39 and section 40 Certificates**
 - **O.15 – Impounding of Goods Including Abandoned Vehicles**
 - **O.16 – Temporary Accommodation Applications**
 - **O.17 – Administration of the Food Act**
 - **O.18 - Administration of the Local Government (Uniform Local Provisions) Regulations**
 - **F.11 – Rates and Service Charges**
 - **WS.3 – Temporary Closure of Thoroughfares**

Carried 9/0

ITEM NO.	SC.05/1117	FILE REF.	
SUBJECT	Review of Library Membership and Loans Policy		
PROPONENT	Council		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	30 October 2017		

Attachment 7	Draft Library Member & Loan Policy
Attachment 8	Library Borrowing Guidelines
Attachment 9	Existing Policy A.17 Library Memberships
Attachment 10	Existing Policy A.20 Library Loans

OFFICER RECOMMENDATION that Council revokes Policy A.17 Library Memberships and A.20 Library Loans and replaces them with the Draft Library Member & Loan Policy at Attachment 7.

OFFICER RECOMMENDATION that Council adopts the Borrowing Guidelines at Attachment 8.

OFFICER RECOMMENDATION that Council revoke the \$10.30 Library Programs Fee & Charge for overdue books.

Summary/Purpose

This report seeks to combine two policies due to changes in library operations, in a manner that ensures that the Shire of Bridgetown-Greenbushes obligations to both library members and the South West Library Consortia (SWLC) are achieved.

Background

The Shire of Bridgetown-Greenbushes Public Library is a member of the South West Library Consortia (SWLC). The SWLC is a group of Western Australian Local Governments who entered into a Participation Agreement around a common set of resourcing sharing goals. The SWLC provides a One-Card library service to residents by way of a fully shared single database Library Management System (LMS) and standardized policies.

During 2016 and 2017 the Bridgetown-Greenbushes Library has been transitioning to the new library management system as an active member of SWLC. In May 2017 the new system became operational in the Shire of Bridgetown-Greenbushes, requiring a comprehensive review of the library policies to ensure alignment with the standardized policies now operating throughout the region.

Officer Comment

As a member of SWLC, and with the new operating system now servicing a regional approach to library services (whereby users of one library may access services and resources in all SWLC libraries) there is a need to further streamline policies. Minor adjustments were made to both policies in the 2016 annual review of Shire policies which can now be further enhanced.

The proposed merging of the two former separate policies is designed to streamline Council's policy in relation to providing member services in accordance with regional commitments and standards being implemented throughout the libraries participating in SWLC.

Policy A17 “Library Memberships” outlined the following:

- Types of resources available for loan
- Procedure for residents to apply for library membership
- Suspension of memberships (primarily related to non-return or misuse of library resources)

Policy A20 “Library Loans” outlined the following:

- The number of items a member could loan (and length of duration of loan)
- How items could be reserved by a member
- Processes relating to overdue items (including fees associated with those items)
- How items could be renewed
- How items could be borrowed from other libraries, including State Library of WA (via ‘inter-library loans’).

In reviewing the content of the 2 policies, it was the officer’s view that these could be combined into 1 policy which outlined the content previously divided into 2 separate policies.

Whilst most of the content of the Draft Library Member & Loan Policy will not effect change within the provision of services to library members or how the Shire administers the function of library services, there is one element which will have a minor effect on income. This affects the issue of a fee to member’s who have not returned an item/s after loaning them. In the past, when items were overdue for more than 6 weeks an administrative process was enacted whereby the member was issued with a Shire invoice to pay for the items not returned. Under the SWLC single operating system, these are now primarily issued by the operating system and rather than being posted, texts or emails are sent to the member prompting them to return overdue items or, where a certain amount of time has passed, an invoice is issued.

In the small number of instances where members do not possess a mobile telephone or email contact (whereby to receive such notifications) it is at the lending library’s discretion as to whether or not this pursued. It is the recommendation of the Library Services Co-ordinator that that the cost of staff time, postage and printing to follow up overdue is greater than the return on doing so. The new operating system will allow a user to be identified (and thereby prevented) from using library services within the region by flagging the member in the operating system, so that they will be prohibited from borrowing until the overdue item issue is resolved. This could include return of the items or payment of replacement. While the operating system will issue reminders, payments for overdue items are to be made at the lending library.

The draft Library Member & Loan Policy addresses this, and also identifies that Inter-Library Loans are still available to members (primarily the State Library of WA and also non-SWLC libraries). Library members will be required to comply with the Patron Code of Conduct (endorsed by Council in June 2017) and the Borrowing Guidelines should Council endorse them.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Key Goal Area 5 – Our leadership will be visionary, collaborative and accountable
 - Objective 5.2 - We maintain high standards of governance, accountability and transparency
 - Strategy 5.2.5 - Regularly review community engagement strategies and policies
 - Strategy 5.2.7 - Council's policies and local laws are responsive to community needs
- Corporate Business Plan
 - Strategy 5.2.7 - Council's policies and local laws are responsive to community needs
 - Action 5.2.7.1 - Annually review policies
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning – Not Applicable

Policy Implications

These recommendations relate to the annual review the Policy Manual

Budget Implications –

There is the possibility of minor (less than \$200 per annum) income loss resulting from the recommendation to withdraw a fee and charge. The other recommendations do not incur budget implications.

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

Regular review of policies represents good governance

Voting Requirements – Simple Majority for Officer Recommendations 1 and 2; Absolute Majority for Officer Recommendation 3 (Revoking of existing fee).

**Committee Recommendation Moved Cr Boyle, Seconded Cr Nicholas
SC.05/1117 That Council revokes Policy A.17 Library Memberships and
A.20 Library Loans and replaces them with the Draft Library Member & Loan
Policy at Attachment 7.**

Carried 9/0

**Committee Recommendation Moved Cr Boyle, Seconded Cr Mackman
SC.05/1117a That Council adopts the Borrowing Guidelines at Attachment 8.**

Carried 9/0

**Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
SC.05/1117b That Council revoke the \$10.30 Library Programs Fee & Charge
for overdue books.**

Carried 9/0

Local Laws - Nil

Strategy

ITEM NO.	SC.06/1117	FILE REF.	023
SUBJECT	Draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review		
OFFICER	Manager Planning		
DATE OF REPORT	31 October 2017		

- Attachment 11 Town Planning Scheme No. 3 - Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest
- Attachment 12 Draft Municipal Heritage Inventory Review (excluding Place Records)

OFFICER RECOMMENDATION: That Council adopt the draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review, as per Attachment 12, and directs the Chief Executive Officer to undertake public advertising including direct consultation with landowners of recognised places, with a report to be presented to a future meeting of Council.

Summary/Purpose

To consider adoption of the draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review for the purpose of public advertising, with a subsequent report to be presented to a future meeting of Council.

Background

As background, the preparation and ongoing review of a Municipal Heritage Inventory is a requirement of the Heritage of Western Australia Act 1990, whereby 'a local government shall compile and maintain an inventory of buildings [and sites] within its district which in its opinion are, or may become, of cultural heritage significance'. The inventory was to be prepared initially by 1994 then reviewed again every four years.

The original Shire of Bridgetown-Greenbushes Municipal Inventory was prepared in 1995 by consultants Heritage and Conservation Professionals, as a joint project between the shires of Bridgetown-Greenbushes, Boyup Brook, Manjimup and

Nannup, commissioned by the South West Development Commission (SWDC) and (former) Ministry for Planning.

The original inventory was compiled from a number of sources including Shire schedules, the Heritage Council database and National Trust records. Heritage sites nominated during a program conducted by the South West Heritage Taskforce in 1990 and obtained from the SWDC were also incorporated into the original inventory. Additional sites were also nominated through the community consultation process, with a total of 99 places within three divisions of Bridgetown, Greenbushes and Rural areas, with the original inventory adopted by Council in 1995.

An 'in-house' review was undertaken by Shire staff and adopted by Council in June 2001, affirming each place as being of historical significance. A subsequent review commenced in 2009 following Council's adoption of the revised nomination forms at the July 2009 meeting, where Council also resolved that 'trees of significance' shall only be registered where they are associated with an historic place or building. New nominations for 'places of significance' were sought and received from the community as part of this process, however due to a lack of available staff the review was not progressed.

Municipal Heritage Inventory Review (2017)

Shire staff commenced the current review in late 2015, to primarily to update the thematic framework and to amend existing place records, with reference to the Heritage Council's 'Guidelines for the Assessment of Local Heritage Places'.

A preliminary report was presented to Council in April 2016, whereby Council (C.11/0416) noted the appointment of Ms Annette Green from Greenward Consulting to assist with the review and related heritage policies; noted the new place record format; supported renaming of the document as the Municipal Heritage Inventory; and supported the draft Assessment of Cultural Heritage Significance Policy.

The Assessment Cultural Heritage Significance Policy was adopted by Council in August 2016 (C.11/0816) incorporating modifications suggested by the State Heritage Office. The Policy was prepared to guide the Shire and landowners in assessing the cultural heritage significance of places and allocate appropriate management categories. The Policy also assists the identification, conservation and protection of selected heritage places by recommended inclusion on a statutory 'Local Heritage List' and the contribution of individual places to a Heritage Area.

A comprehensive review of the current MHI has now been completed and is ultimately to be adopted by Council as a 'live' document, enabling Shire staff to periodically make minor modifications to add or correct information or photos, at the discretion of the Chief Executive Officer. Changes to approved management categories, substantial changes to existing place records or adoption of new places will still require Council approval.

The draft MHI document is the culmination of the review process and consists of the following key elements:

- Review and update of the Methodology including management tools and practices.

- Review and update of the Thematic History (previously named Thematic Framework).
- Review of the documentary and physical evidence for current places, including re-assessment of the Level of Significance and Management Category.

The current review has been very comprehensive, incorporating as much history, physical detailing and assessment methodology as possible, with oversight from heritage consultant Annette Green of Greenward Consulting. The review was done with the help of current/previous owners and interested community members, as well as the use of online sources such as old newspapers (www.trove.nla.gov.au), Census and Voting data (www.ancestry.com.au) and the State Library of Western Australia online collections.

Section 3.0 Methodology addresses the aim, process, key corrections and assessment tools for the MHI review, followed by discussion on the 'Local Heritage List' and the Bridgetown Special Design Heritage Precinct, and includes a table listing the places currently on the State Register of Heritage Places.

The original inventory included six time periods between 1829 and 1995, with the Thematic History now substantially reviewed, two additional time periods have been added. The timeline now commences with a new section 4.1 Pre-European Settlement recognising the Pibelmen and Kanneang Noongar people as the original inhabitants of the lands in this district. Given twenty two years have now passed since adoption of the original inventory, a new time period of 1995 to 2017 has been added to recognise important aspects of the district up to the present day.

The second time period section 4.2 now commences at 1826 instead of 1829, recognising the founding in 1826 of the first European settlement in Western Australia (later named Albany), rather than settlement in 1829 of the Swan Colony (later named Perth). Various sub-sections have been renamed or added to better recognise the changing aspects of settlement in Bridgetown and the district, including the relationship between local Aboriginal people and early European settlers.

The updated place records is currently 335 pages in length and have therefore not been included in the attachment, however will be made available to elected members in electronic format.

Local Heritage List and Heritage Areas

Whilst the MHI recognises the importance of individual places to the local community, these heritage values do not have any statutory protection unless they are listed in the Shire's 'Local Heritage List' or within a 'Heritage Area' adopted under the operative Local Planning Scheme, and/or listed in the State Register of Heritage Places under the Heritage of Western Australia Act 1990.

The Shire's current statutory 'Local Heritage List' includes 31 places, only within the Bridgetown townsite, listed in 'Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest' under Town Planning Scheme No. 3 (TPS3). These places are noted on the TPS3 scheme maps, and recognised as being worthy of conservation and protection under provisions of Part VII of TPS3.

Interestingly, there is no ‘Local Heritage List’ included in Town Planning Scheme No. 4 (TPS4) for land outside of the Bridgetown townsite.

All places listed in TPS3 Schedule 4 are currently included in the MHI, except for No. 23 Country Roses Café & Hairdresser, No. 25 Butcher Shop and No. 30. Bridgetown Primary School (Old Section). Further research shows that No. 23 is the former Western Australia Bank located at Lot 3 (122-124) Hampton Street, Bridgetown, currently occupied by the Botanical Vault shop, Mulberry Tree Café and Splitting Hairz salon. No. 25 is clearly the Blechynden Butcher Shop (circa 1879) located at Lot 10 (121) Hampton Street, Bridgetown and is still a butcher shop operated by Bridgetown Meat Supply. Both of these sites clearly have cultural heritage value for potential inclusion in the MHI however will require further investigation, with a subsequent report to be presented to Council in time along with other new nominations. No. 30 being the Bridgetown Primary School has been included as B35 in the MHI review (discussed below).

There are numerous anomalies in Schedule 4 including place names, addresses and construction dates. Any substantial changes or even minor corrections to Schedule 4 however would require a formal amendment to TPS3, so it is suggested that a scheme amendment be actioned in time to formally remove the Schedule 4 from TPS3 with new provisions added to provide statutory protection to places of Exceptional or High Significance assigned a Management Category A or B under the MHI. Alternatively, provisions could be included in the new Local Planning Scheme No. 6, which is to replace current TPS3 and TPS4, however given the expected timeframe for preparation, advertising and adoption of LPS6, immediate changes to TPS3 (and to TPS4) are considered prudent as the statutory protection will apply only to those places listed in TPS3 Schedule 4 in the interim.

The MHI also recognises the Bridgetown Special Design Heritage Precinct adopted under TPS3, with development control provisions in TPS3 to protect the cultural heritage values of the precinct as a whole and individual places of significance. The current Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and Development Guidelines further recognises the contribution that each place makes to the values of the precinct and includes specific development controls.

Place Records

The MHI review has focused on the 99 places in the original MHI, all retained in three divisions of Bridgetown, Greenbushes and Rural areas. Due to current workloads, and the need to formally review the current MHI, assessment of new nominations has not yet commenced, with follow up reports to be presented to Council in 2018 for further updating of the MHI.

The original inventory included a summary list of all sites providing only basic information including the name and location of the site and where possible the date of construction of buildings, level of significance and appropriate management. Detailed place records of twenty selected places were also included in the original inventory, providing more information and a Statement of Significance.

The MHI review now includes a detailed assessment of all 99 places, with specific corrections/changes to place records B33, B34, B35, B46 and R25, discussed below. Section 5.0 includes the three tables of place records for the Bridgetown,

Greenbushes and Rural areas, including the recommended Management Categories for each place based on the criteria under the Assessment of Cultural Heritage Significance Policy.

The Place Records in Section are to be read in conjunction with the Thematic History (where applicable) which provides a summary outline of the development of the Shire of Bridgetown-Greenbushes (and Nelson District) through time and across a number of themes, in accordance with the Heritage Council Guidelines, being Demographic, settlement and mobility; Transport and communications; Occupations; Social and civic activities; Outside influences; and People.

In relation to specific corrections and changes to place records, the original inventory place record B46 states 'Haberdashery Shop on Lot 1 Loc. 25 Hampton Street, Bridgetown' and displays a photo of 'Henry's House', which until recently was also Lot 1 Loc. 25 Hampton Street, Bridgetown. After further research it is now understood that B46 relates to the house located at Lot 1 (30) Hampton Street, Bridgetown, which until recently was the Horti Towers Café. The photo for place B46 has now been updated to recognise the Haberdashery Shop, with further research still to be undertaken.

'Henry's House' is located on Lot 1 (29) Hampton Street, Bridgetown, however was not included in the original inventory due to limited information at that time. Place Record 'B33 Wheelwright's Cooling Pool' relates to this property, and is also the site of the original blacksmith and wheelwright's shop. Henry's House was built in 1890 and lived in by the second blacksmith on this site, Mr John Moriarty. Place Record B33 has therefore been renamed as 'Henry's House', to recognise the in situ historic building, with the sites of the former wheelwright's cooling pool and blacksmith/wheelwright's shop also recognised in the place record.

Place record 'B35 Site of Alty Blechynden's House' as noted in the original inventory is located on the current Bridgetown Primary School sports oval (corner of Roe Street and Dean Street), however this site (Alty Blechynden's House) is considered to be of low significance with no physical evidence in situ. Importantly, the Bridgetown Primary School has operated from this property since 1914, with original buildings still in use today. The Bridgetown Primary School (old section) is included as Place No. 30 in TPS3 Schedule 4 and is obviously of high significance, however was not recognised in the original inventory. Place Record B35 has therefore been renamed as 'Bridgetown Primary School', while also acknowledging the site of Alty Blechynden's house.

Geegelup homestead, located at Lot 761 (RSN 24025) South Western Highway, Bridgetown was incorrectly numbered as B25 (instead of R25) in the original inventory within the Rural division, and also listed incorrectly as B34 in the contents page under the Bridgetown division. A detailed assessment of the Geegelup General Store, located at Lot 20 (126) Hampton Street, Bridgetown (now known as the Geegelup Health Food Store) was included in the original inventory, however the place was omitted from the Bridgetown division with B34 Geegelup (homestead) included in error. The MHI has now been corrected to include B34 Geegelup General Store and R25 Geegelup (homestead), including updated information and photographs.

Conclusion

A comprehensive review of the original Municipal Heritage Inventory has now been undertaken by Shire staff, with oversight by heritage consultant Annette Green from Greenward Consulting, having regard to the Heritage Council's Guidelines for the Assessment of Local Heritage Places and the Shire's Assessment of Cultural Heritage Significance Policy. It is recommended that Council adopt the draft Municipal Heritage Inventory Review for the purposes of public advertising including direct consultation with landowners of recognised places, with a report to be presented to Council for further consideration.

Statutory Environment

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

The Municipal Heritage Inventory sits outside of the Shire's operative local planning schemes however amendments to both schemes may be necessary to improve the statutory recognition and protection of important heritage places.

- Planning and Development (Local Planning Scheme) Regulations 2015

The Local Planning Scheme Regulations 2015 also provide statutory power under local planning schemes to reference a Local Heritage List and to designate Heritage Areas (or precincts). TPS3 already includes Schedule 4 as the 'Local Heritage List' and formally recognises the 'Bridgetown Special Design Heritage Precinct' as a Heritage Area.

Policy Implications

- Assessment of Cultural Heritage Significance Policy

The Assessment Cultural Heritage Significance Policy, adopted by Council in August 2016, has been used to assess the level of significance of heritage places and heritage areas, according to assessment criteria and allocation of recommended management categories.

- Shire of Bridgetown-Greenbushes Municipal Heritage Inventory

This report relates to the review of the Shire's Municipal Inventory, originally adopted in 1995 and reviewed in 2001. It is recommended the draft MHI be advertised for public comment, including specific referral to landowners of heritage places, and presented to Council for formal adoption.

- State Planning Policy 3.5 Historic Heritage Conservation

SPP 3.5 sets out the principles and sound responsible planning for the conservation and protection of Western Australia's historic heritage. Due regard has been given to the content of SPP3.5 in undertaking the MHI Review.

Strategic Plan Implications

- Strategic Community Plan

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 processes allow for a diverse range of land and development opportunities

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

- Objective 3.1 Maintained townscape 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 3.1.3 Work with community to identify and implement projects that promote the unique heritage and history of each town

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

- Objective 5.2 We maintain high standards of governance, accountability and transparency
- Strategy 5.2.7 Council's policies and local laws are responsive to community needs
- Strategy 5.2.8 Ensure all legislative responsibilities and requirements are met.

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

Budget Implications

If Council decides to adopt the draft MHI review for the purposes of public advertising, costs of approximately \$400 will be incurred for advertising, plus and officer time, with funds currently available.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity

Adoption of the draft MHI review will improve identification, protection and conservation of cultural heritage places.

Risk Management - Not applicable

Continuous Improvement

Detailed assessments by Shire staff has assisted the accountable and accurate determination of the Level of Significance and recommended Management Categories for places of cultural heritage, with oversight by the Shire's heritage consultant.

Delegated Authority

Nil. The report is presented to Council to seek adoption of the draft MHI review, for the purpose of public advertising.

Voting Requirements – Simple Majority

7.12pm Cr Wallace vacated the Meeting

Committee Recommendation Moved Cr Scallan, Seconded Cr Nicholas SC.06/1117 That Council adopt the draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review, as per Attachment 12, and directs the Chief Executive Officer to undertake public advertising including direct consultation with landowners of recognised places, with a report to be presented to a future meeting of Council.

Carried 8/0

7.14pm – Cr Wallace returned to the Meeting

ITEM NO.	SC.07/1117	FILE REF.	228
SUBJECT	Local Trails Plan		
PROPONENT	Council		
OFFICER	Grants and Services Manager		
DATE OF REPORT	August 2015		

Attachment 13 Draft Local Trails Plan 2017 - 2022

OFFICER RECOMMENDATION that Council adopt the revised draft Local Trails Plan as per Attachment 13 incorporating the following modifications from the Draft Plan presented to Council in August 2017:

- (i) On page 6, 1.2 Definition of Trails - the list of trails will include driving.*
- (ii) On page 7, 1.3 Purpose of this Plan-the list of trails in the brackets will be changed so that the list is in the same order as in the definition on page 6 – walking, mountain biking, canoeing, horse riding and driving.*
- (iii) On page 9, findings of the ERSS 2010 dot-point Cycling- will include the statement - the findings in this study do not differentiate between mountain biking and cycling.*
- (iv) On page 9, findings of the ERSS 2010 dot-point Bushwalking – will be changed to - 8th most popular activity nationally and 14th in this state.*

- (v) *On page 9, finding of the ERSS 2010 2 more dot points will be included;*
- *Canoeing and kayaking is the 26th most popular recreation/sport activity nationally and 23rd most popular in WA.*
 - *Horse riding is ranked 31st most popular activity nationally and 32nd in WA. Equestrian activities are more than 3.7 times higher in areas outside major cities (Australian Social Trends June 2011 Sport and Physical Recreation; www.abs.gov.au/socialtrends).*
- (vi) *On page 10, 2.3 Horse Riding Trends – the brackets will be changed to (approximately 166,900 people nationally and 14,500 in WA).*
- (vii) *On page 33 the reference - Australian Sports Commission (2010) Exercise, Recreation and Sport Survey has been included to the reference page.*
- (viii) *On page 33 the references are rearranged in alphabetical order.*

Summary/Purpose

This recommendation seeks to endorse the revised draft Local Trails Plan 2017-2022 incorporating the changes as per the recommendation.

Background

In August 2017 (C.15/0817) Council resolved to note the draft Local Trails Plan 2017-2022 and seek community comment on the document for a period of 6 weeks prior to formal endorsement.

The public comment period was advertised in the Insight, the Manjimup Bridgetown Times, and facebook. The Local Trails Plan 2017-2022 was made available to all community members and was available at the Administration building, Library, Liesure Centre and electronically if requested. No submissions were received.

Officer Comment

The revised draft Local Trails Plan 2017-2022 provides a clear snapshot of the extent of Council's previous achievements in the area of trails development and also outlines Councils current and future financial commitment to trails development.

The draft Local Trails Plan identifies the importance of ongoing maintenance to ensure a quality experience for trail users. Maintained trails are regularly assessed for safety (safety and orientation) including inspection of trees in close proximity to the trail, header signs, trail markers and trail classification. Well maintained trails ensure the safety of the environment and the safety of the user and therefore ongoing maintenance underpins the capacity of the Shire to promote and market these trails to visitors/tourist with confidence.

The draft plan outlines a proposed trails development process to assist in identifying issues and necessary considerations for development in the planning phase and identifies two priority trail developments including detailed proposals for:

- Geegelup Mountain Bike Trails Network
- Blackwood River Foreshore development

The draft Local Trials Plan was developed based on collaboration between officers, the Trails Development Advisory Committee representing a variety of local trails

groups and representatives of the Department of Biosecurity Conservation and Attractions (formerly DPaW), as well as internal consultation across service delivery areas.

The draft Local Trails Plan was available to the community for public comment for a period of 6 weeks closing on the 20 October. Although there were no formal submissions relating to the draft Local Trails Plan an email with several questions/points relating to the Local Trails Plan was received. The changes to the plan are based on the questions /points proposed in the email.

Statutory Environment - Nil

Policy - Nil

Integrated Planning

➤ Strategic Community Plan

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

Objective 1.1 A diverse economy that provides a range of business and employment opportunities.

Strategy 1.1.8 Develop trails – culinary, art, walk, mountain bike, canoe and bridle.

➤ Corporate Business Plan

Strategy 1.1.8 Develop trails – culinary, art, walk, mountain bike, canoe and bridle.

Action 1.1.8.3 Prepare Local Trails Masterplan

Long Term Financial Plan – Nil

Asset Management Plans

Proposed trails developments included in the Local Trails Plan 2017-2022 which are constructed in the future will be included in Councils Property Infrastructure Asset Management Plan.

Workforce Plan

Proposed trail developments included in the Local Trails Plan 2017- 2022 will require an assessment of the capacity of the workforce to absorb any construction and maintenance requirements once the plan had been endorsed and is being implemented. This will be undertaken in the annual maintenance budget allocations service level planning.

Budget Implications – Not Applicable

Fiscal Equity - Not Applicable

Whole of Life Accounting

The content of this report outlines a trails development process which seeks to identify whole of life cycle implications associated with the development and maintenance of trails infrastructure to assist Council in current and future decision making.

Social Equity

The recommendation seeks to address social equity principles by engaging the community and including community feedback prior to formal endorsement of the Local Trails Plan 2017-2022

Ecological Equity

The principles of ecological equity are considered by planning well situated, managed and maintained trails that protect natural environments by minimising the impact of trail users.

Cultural Equity – not applicable

Risk Management

The recommendation seeks to mitigate Council's exposure to risk by clearly identifying community need through consultation with stakeholders/community to ensure the strategic document is reflective of the community and will provide sound direction for Council's future decision making.

Continuous Improvement

The recommendation seeks to achieve continuous improvement by developing the Local Trails Plan 2017-2022 in consultation with stakeholders/community to ensure that the document reflects the current and future needs of the community and provides Council with a sound direction for future decision making.

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

**Committee Recommendation Moved Cr Bookless, Seconded Cr Pratico
SC.07/1117 That Council adopt the revised draft Local Trails Plan as per Attachment 13 incorporating the following modifications from the Draft Plan presented to Council in August 2017:**

- (i) ***On page 6, 1.2 Definition of Trails - the list of trails will include driving.***
- (ii) ***On page 7, 1.3 Purpose of this Plan-the list of trails in the brackets will be changed so that the list is in the same order as in the definition on page 6 – walking, mountain biking, canoeing, horse riding and driving.***
- (iii) ***On page 9, findings of the ERSS 2010 dot-point Cycling- will include the statement - the findings in this study do not differentiate between mountain biking and cycling.***
- (iv) ***On page 9, findings of the ERSS 2010 dot-point Bushwalking – will be changed to - 8th most popular activity nationally and 14th in this state.***
- (v) ***On page 9, finding of the ERSS 2010 2 more dot points will be included;***
 - ***Canoeing and kayaking is the 26th most popular recreation/sport activity nationally and 23rd most popular in WA.***
 - ***Horse riding is ranked 31st most popular activity nationally and 32nd in WA. Equestrian activities are more than 3.7 times higher in areas outside major cities (Australian Social***

**Trends June 2011 Sport and Physical Recreation;
www.abs.gov.au/socialtrends).**

- (vi) **On page 10, 2.3 Horse Riding Trends – the brackets will be changed to (approximately 166,900 people nationally and 14,500 in WA).**
- (vii) **On page 33 the reference - Australian Sports Commission (2010) Exercise, Recreation and Sport Survey has been included to the reference page.**
- (viii) **On page 33 the references are rearranged in alphabetical order.**

Carried 9/0

Organisation Development

ITEM NO.	SC.08/1117	FILE REF.	220
SUBJECT	Establishment of Committees		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

OFFICER RECOMMENDATION that Council establishes the following Committees for the two year term expiring 19 October 2019:

- *Audit Committee*
- *Bush Fires Advisory Committee*
- *Local Emergency Management Committee*
- *Emergency Planning & Preparedness Advisory Committee*
- *Roadwise Advisory Committee*
- *CEO Performance Review Committee*
- *Access & Inclusion Advisory Committee*
- *Sustainability Advisory Committee*
- *Trails Development Advisory Committee*
- *Youth Services Advisory Committee*

Background

A local government may establish Committees pursuant to Section 5.8 of the Local Government Act 1995 to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the Local Government Act and Council's Standing Orders.

Section 5.9 of the Local Government Act allows for a Committee to comprise –

- (a) Council members only
- (b) Council members and employees
- (c) Council members, employees and other persons
- (d) Council members and other persons
- (e) Employees and other persons; or
- (f) Other persons only

Establishing Committee

As mentioned above, Committees can comprise various groups. Where a Committee comprises Councillors only, Council can delegate any of its powers or duties except those requiring an '*Absolute Majority*' decision or those prescribed (and detailed) in the Local Government Act or Regulations.

Note – all delegations must be in writing and endorsed by an Absolute Majority decision.

Where a Committee comprises Councillors and staff only, Council can delegate any powers or duties it could otherwise delegate to the CEO.

Where a Committee's membership includes other persons, Council can delegate any of its powers or duties that are necessary or convenient for the proper management of the local government's property or an event in which the local government is involved.

All delegations are to be kept in a register (section 5.18 of the LG Act) that is to be reviewed at least once every year by Council. Delegations can be specific or broad and may have time-lines or other conditions built in.

An Efficient and Effective Committee System

A Committee system with maximum efficiency is one that retains justified Committees and establishes *Instruments of Appointment* to guide them. Committees not required to be adopted under section 5.9(2) of the Local Government Act 1995 shall not exist. They will however still exist if required and supported by the community without Council involvement.

Community (External) Committee – one not recognised by Council under the Local Government Act but run independently by the community. The minutes are not included in Council's Agenda nor the Councillor Information Booklet, ie, they are independent of the Shire's organisation although Council may appoint a delegate(s). Should Councillors wish to avail themselves of the minutes they will do so at their own request. This may be a mechanism by which individual Councillors update themselves as to the sentiments of certain interest groups within the community.

Advisory Committee – one recognised by Council and run by the Shire in accordance with its Standing Orders and established under section 5.9(2) of the Local Government Act 1995. Recommendations are forwarded through the appropriate Shire Officer for inclusion in the Council Agenda as an item(s). The Standing Orders specify all members who have a vote shall vote; hence staff are to be non-voting members. Staff will therefore act in an *advisory capacity* to the Committee as and when required.

The primary purpose of this type of Committee will be to provide advice on issues as specified by Council. Minutes will be included as an attachment in the Councillors Information Booklet. Any issues arising from a meeting requiring Council decision will be brought to the attention of the Council via an Item from the appropriate Shire Officer.

This type of Committee will have no delegated authority and as such can legitimately meet behind closed doors.

Management Committee – similar to an Advisory Committee with one important distinction. This type of Committee will have delegated authority to act on (or manage) particular facilities, events or functions on Council's behalf. Delegated Authority must be in writing and may be as general or as otherwise provided by Council in the *Instrument of Appointment* (and delegation register). A Management Committee must be publicly advertised and meet in the public arena. Minutes from a Management Committee are included in the Council Agenda for receipt purposes however any issues arising from a meeting requiring a Council decision will be brought to the attention of the Council via an agenda item from the appropriate Shire Officer.

Standing Committee - one recognised by Council, run by the Shire in accordance with Standing Orders and established under section 5.9 (2) of the Local Government Act. This type of Committee will not have any delegated authority and as such could legitimately meet behind closed doors (for a number of years, this meeting has been open to the public). Recommendations from the Standing Committee are included in the Council Agenda.

To assist Committees, Instruments of Appointment are required for each Advisory, Management and Standing Committee.

Council Policy M.20 – “Establishment of Council Committees” states that the justification for establishing/maintaining a Committee under the Local Government Act is to be:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(s) including with the help of an identified group within the community in a timely fashion.
- The required expertise exists amongst those who are willing.
- Council can afford any necessary resources.
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Committee Operations

The quorum for each Committee (unless otherwise authorised by Council) is at least 50%. No business shall be transacted without a quorum. Ex-officio members form part of the quorum.

Members of a Committee are to be appointed by Council by an Absolute Majority decision. Tenure for Committee membership ceases at least every two years coinciding with the Local Government elections. This allows the new Council to reassess the performance, appropriateness and purpose of having each Committee before re-establishing Committees and their new membership.

Each member of a Committee is entitled to one vote. Each member present at a meeting of a Committee that has a delegated power or duty is to vote.

The person presiding at the meeting is to cause Minutes to be taken – this need not be performed by a Councillor or staff member. A Committee member who has an interest in any matter to be discussed at a Committee meeting must disclose the nature of the interest before the matter is discussed. The disclosure must be included in the Minutes. This does not apply to Committees comprising other people only as this type of Committee has no delegable authority.

Employees who are members of Committees and who have an interest in any matter in respect of which they are providing advice or a report are to disclose the nature of their interest when giving the advice or the report.

Committees Operating during the Term of the Previous Council

During the period October 2015 – October 2017 the following Committees had been established by Council:

Advisory Committees

- Audit Committee
- Bush Fire Advisory Committee
- Local Emergency Management (LEMC) Committee (Advisory)
- Emergency Planning & Preparedness Advisory Committee
- Roadwise Advisory Committee
- CEO Performance Review Committee
- Access & Inclusion Advisory Committee
- Sustainability Advisory Committee
- Trails Development Advisory Committee
- Youth Advisory Committee

Standing Committee

- Local Laws, Strategy, Policy & Organisation Development Standing Committee

Officer Comment

Council should now re-assess the appropriateness of re-establishing the above Advisory Committees - note the establishment of the Local Laws, Strategy, Policy & Organisation Development Standing Committee is being addressed at a Special Meeting of Council to be held immediately prior to the November Standing Committee meeting.

To assist in this process of identifying Committees to be re-established, Officers provide the following comments. Please note separate reports (Items) have been compiled relating to the “Instrument of Appointment & Delegation” and “Committee Membership Appointment”:

Audit Committee

It is a requirement of the *Local Government Act 1995* for local governments to establish an Audit Committee.

The objectives of this Committee during the 2015-2017 term were:

1. *To provide guidance and assistance to the local government -
 - a) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
 - b) as to the development of a process to be used to select and appoint a person to be an auditor;
 - c) as to matters to be audited and the scope of audits; and
 - d) as to its function under Part 6 – Financial management of the Act.*
2. *To review a report given to it by the CEO under regulation 17(3) CEO to review certain systems and procedures, and to –
 - a) report to Council the results of that review; and
 - b) give a copy of the CEO's report to Council.*
3. *Review the annual Compliance Audit Return and report to the Council the results of that review.*
4. *Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the Council the results of those reviews.*

It is a requirement under the *Local Government (Audit) Regulations 1996* for local governments to establish an Audit Committee.

Membership consisted of 3 elected members.

It is recommended this Committee be re-established for the 2017-19 term of Council.

Bush Fires Advisory Committee

The objectives of this Committee during the 2015-2017 term were:

1. *To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of fire fighting/prevention practices, fire fighting training, etc.*

The Instrument of Appointment listed that membership to consist of a maximum 2 elected members, the Chief Fire Control Officer, Deputy Chief Fire Control Officer, Fire Control Officers (or his/her deputy) from each Bush Fire Brigade in the Shire and the Bush Fires Training Coordinator. In addition to the membership invitations are issued to representatives from the Department of Fire and Emergency Services (DFES) and Department of Biodiversity Conservation and Attractions (DBCA) to attend the Committee meetings.

It is recommended this Committee be re-established for the 2017-19 term of Council.

Local Emergency Management Committee (LEMC)

The objectives of this Committee during the 2015-2017 term were:

1. *To review and maintain the Community Emergency Management Arrangements.*
2. *To review and maintain the Community Evacuation Plan.*
3. *To review and maintain the Community Emergency Recovery Plan including documenting processes for the planning and management of recovery after a major disaster.*
5. *To comply with the Emergency Management Act 2005 in meeting the business reporting requirements of the State Emergency Management Committee (SEMC).*

It should be noted that it is a requirement under the *Emergency Management Act 2005* that the emergency management arrangements for the local district are maintained.

Membership consisted of 3 elected members (one of which is the President who Chairs meetings), the Shire's Recovery Coordinator and Deputy Recovery Coordinator, the Shire's Chief Bush Fire Control Officer and 1 representative from each of the following agencies:

- Police Department
- State Emergency Service (SES)
- Bridgetown Volunteer Fire & Rescue
- St John Ambulance
- St John Ambulance Regional Community Paramedic
- Bridgetown Hospital
- Department of Fire & Emergency Services (DFES)
- Department of Biodiversity Conservation and Attractions (DBCA)
- Talison Lithium
- Red Cross
- Department for Child Protection
- Water Corporation
- Western Power
- Education Department
- State Emergency Management Committee (SEMC)

Under the *Emergency Management Act 2005* it is a statutory requirement that a LEMC be established.

It is recommended this Committee be re-established for the 2017-19 term of Council.

Emergency Planning & Preparedness Advisory Committee

The objectives of this Committee during the 2015-2017 term were:

1. *To ensure the Shire as an organisation has the planning and processes in place that meet the Shire's obligations in the event of an emergency.*
2. *To document the Shire's role in the event of an emergency.*
3. *To act as a coordinated link between the Council and the Local Emergency Management (Advisory) Committee (LEMC).*
4. *To audit and test the Shire's preparedness to deal with emergencies.*
5. *To monitor the capacity of the Shire's resources (human & material) to respond to emergencies.*

Membership consisted of 3 elected members.

It is recommended this Committee be re-established for the 2017-19 term of Council.

Roadwise Advisory Committee

The objectives of this Committee during the 2015-2017 term were:

1. *Conduct road safety audits where required.*
2. *Raise public awareness of road safety within the Shire.*

This Committee has been involved with various 'road safety awareness' programs since its establishment and works in liaison with the WALGA Roadwise Committee South West Officer.

Membership of the Committee consisted of 2 elected members and 1 representative from each of the following organisations:

- Country Women's Association, Bridgetown
- Bridgetown Volunteer Fire & Rescue
- Bridgetown Police
- Bridgetown Primary School
- Bridgetown High School
- St Brigid's Primary School
- Greenbushes Primary School
- St John Ambulance
- Community Representative

Ex-officio membership is provided to Roadwise Western Australia and Main Roads Western Australia.

It is recommended this Committee be re-established for the 2017-19 term of Council.

CEO Performance Review Committee

The objectives of this Committee during the 2015-2017 term were:

1. *As directed by Council from time to time, use the performance appraisal system to ensure that its objectives are achieved in a timely and efficient manner and proposes to use the system to recognise and reward high achievement.*

Section 5.38 of the Local Government Act requires the CEO to be reviewed at least once in each year of his/her employment. Local Government (Administration) Amendment Regulations 2005, clause 18D states –

“A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.”

Membership consists of three elected members and typically includes the Shire President.

The Committee has no delegated authority and hence a report is submitted to Council following each review. Re-establishing the Committee with the same structure will comply with the provisions of the Local Government Act and Regulations.

Officers support re-establishment of this Committee.

Access & Inclusion Advisory Committee (AIAC)

The objectives of this Committee during the 2015-2017 term were:

1. *To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Disability Access and Inclusion Plan and the Active Aging Strategy.*
2. *To formally report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Active Aging Strategy.*
3. *To carry out consultation with the community as part of the annual review of the Disability Access and Inclusion Plan and active Aging Strategy.*
4. *To recommend to Council any changes to the priorities identified in the Disability Access and Inclusion Plan and Active Aging Strategy either as part of the annual review process, or if necessary at other times of the year.*

Membership consists of 1 elected member, 1 representative each from Enable South West, Geegeelup Village, Red Cross, Silver Chain plus seven (7) community members.

It is recommended this Committee be re-established for the 2017-19 term of Council.

Sustainability Advisory Committee (SAC)

The objectives of this Committee during the 2015-2017 term were:

1. *To provide advice to the Council on sustainable natural environment, social and economic issues such as:*
 - *Air Quality*
 - *Biodiversity*
 - *Land Degradation*
 - *The Built Environment*
 - *Water*
 - *Waste Management*
 - *Community Infrastructure*
 - *Community Engagement*
2. *To provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-*
 - *Reduce the impacts on the natural environment*
 - *Reduce the impacts on the climate*
 - *Initiate sustainable management of resources*
3. *To identify for the consideration of Council strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.*

Membership of this Committee consisted of 2 elected members and 7 community members.

It is recommended this Committee be re-established for the 2017-19 term of Council.

Trails Development Advisory Committee

The objectives of this Committee during the 2015-2017 term were:

1. *Implement Council's economic strategies via identified and proposed tasks.*
2. *The development of a mountain bike trail business and concept plan.*
3. *Adding value to existing canoe/kayak, walk, cycle and bridle trails including the Warren Blackwood Strategic Alliance's Regional Trails master plan project.*
4. *Identifying trail based tourism opportunities.*

Membership of this Committee consists of 2 elected members and up to 7 community members including a representative from the Department of Biodiversity Conservation and Attractions (DBCA).

It is recommended this Committee be re-established for the 2017-19 term of Council with the representative from the Department of Biodiversity Conservation and Attractions (DBCA) being listed separate to the community representatives. This would increase the total membership of the Committee from 9 to 11 members.

Youth Services Advisory Committee

This Committee was established in 2016. The objectives of the Committee during the 2016-2017 term were:

1. *To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Youth Plan.*
2. *To formally report to Council annually on the implementation of the Youth Plan.*
3. *To recommend to Council any changes to the priorities identified in the Youth Plan either as part of the annual review process, or if necessary at other times of the year.*

Membership of this Committee consisted of 2 elected members, 3 representatives from youth, 1 participant from the Youth Leadership Programme and 1 representative from each of the following organisations:

- Bridgetown High School
- Child Protection
- SW Mental Health
- Bridgetown Medical Centre/Health Professional
- Bridgetown Police
- Blackwood Youth Action Inc
- Blackwood Parent Support

It is recommended this Committee be re-established for the 2017-19 term of Council.

Statutory Environment

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the *Local Government Act 1995*.
- Clause 5.10(2) of the *Local Government Act 1995* states:

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- Clause 5.10(4) of the *Local Government Act 1995* states:

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the

mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

- Shire of Bridgetown-Greenbushes Standing Orders Clause 17.1 – 17.4.

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” as described earlier in this report.

Budget Implications – Nil for the establishment of this Committee

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

**Committee Recommendation Moved Cr Boyle, Seconded Cr Scallan
SC.08/1117 That Council establishes the following Committees for the two year term expiring 19 October 2019:**

- **Audit Committee**
- **Bush Fires Advisory Committee**
- **Local Emergency Management Committee**
- **Emergency Planning & Preparedness Advisory Committee**
- **Roadwise Advisory Committee**
- **CEO Performance Review Committee**
- **Access & Inclusion Advisory Committee**

- **Sustainability Advisory Committee**
- **Trails Development Advisory Committee**
- **Youth Services Advisory Committee**

Carried 9/0

ITEM NO.	SC.09/1117	FILE REF.	220
SUBJECT	Audit Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

Attachment 14 Instrument of Appointment & Delegation 2017-19 - Audit Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Audit Committee as shown in Attachment 14 subject to the following:

1. *The membership of the Committee is to be four (4) elected members.*
4. *The quorum for the Committee shall be 2.*
5. *Meetings of the Committee shall be at least twice in a financial year.*
6. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
7. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
8. *Any change of Committee Membership will require endorsement by the Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

Background

It is a requirement of the *Local Government Act 1995* for local governments to establish an Audit Committee.

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and meet with the local government's auditor (at least once in every year) so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Officer Comment

Council is to determine Committee membership.

For the 2015-17 term elected member representatives were Crs Moore, Nicholas, Pratico and Scallan.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

**Committee Recommendation Moved Cr Mackman, Seconded Cr Boyle
SC.09/1117 That Council endorses the Instrument of Appointment & Delegation for the Audit Committee as shown in Attachment 14 subject to the following:**

1. **The membership of the Committee is to be four (4) elected members.**
2. **The quorum for the Committee shall be 2.**
3. **Meetings of the Committee shall be at least twice in a financial year.**
4. **The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.**
5. **The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.**
6. **Any change of Committee Membership will require endorsement by the Council.**

Carried 9/0

**Committee Recommendation Moved Cr Pratico, Seconded Cr Bookless
SC.09/1117a That Council determine the elected member representatives to be Crs Pratico, Scallan, Moore and Bookless.**

Carried 9/0

ITEM NO.	SC.10/1117	FILE REF.	220
SUBJECT	Bush Fires Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

Attachment 15 Instrument of Appointment & Delegation 2017-19 - Bush Fires Advisory Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Bush Fires Advisory Committee as shown in Attachment 15 subject to the following:

1. **The membership shall consist of:**
 - **Maximum of two (2) Elected Members**
 - **CEO (or his representative)**
 - **Chief Fire Control Officer**
 - **Fire Control Officers (or his/her deputies) for each of the Shire's Bush Fire Brigades**
 - **Bush Fires Training Coordinator**
 - **Bridgetown Volunteer Fire & Rescue Service representative**
2. **The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.**

3. *Meetings of the Committee shall be held at least twice per year at dates to be determined by the Committee.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

Background

The establishment of the Bush Fires Advisory Committee is specifically for the ongoing task of providing advice to Council on all matters relating to bush fire control, prevention and management. This includes recommendations on annual firebreak requirements, review of firefighting/prevention practices, firefighting training, etc.

Due to the purpose of this Committee, the Committee may invite representatives from government agencies (such as DFES and DBCA) or private plantation companies to participate in meetings however such persons will not be entitled to vote on any matter brought before the Committee.

Officer Comment

Rather than listing FCO positions by personal name the updated Instrument of Appointment lists the position only. This negates the need to amend the Instrument of Appointment if an FCO change occurs and is reflected in the updated Instrument of Appointment that forms Attachment 15.

Committee membership, other than elected member representation, is proposed to be unchanged from the previous Bush Fire Advisory Committee that's term expired on 21 October 2017.

For the 2015-17 term elected member representatives were Crs Nicholas and Pratico.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

**Committee Recommendation Moved Cr Pratico, Seconded Cr Scallan
SC.10/1117 That Council endorses the Instrument of Appointment &
Delegation for the Bush Fires Advisory Committee as shown in Attachment 15
subject to the following:**

1. The membership shall consist of:

- **Maximum of two (2) Elected Members**
- **CEO (or his representative)**
- **Chief Fire Control Officer**
- **Fire Control Officers (or his/her deputies) for each of the Shire’s Bush Fire Brigades**
- **Bush Fires Training Coordinator**
- **Bridgetown Volunteer Fire & Rescue Service representative**

2. **The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.**
3. **Meetings of the Committee shall be held at least twice per year at dates to be determined by the Committee.**
4. **The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.**
5. **The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.**
6. **Any change of Committee Membership will require endorsement by the Council.**

Carried 9/0

**Committee Recommendation Moved Cr Pratico, Seconded Cr Moore
SC.10/1117a That Council determine the elected member representatives to be Crs Pratico and Wallace.**

Carried 9/0

ITEM NO.	SC.11/1117	FILE REF.	220
SUBJECT	Local Emergency Management Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

Attachment 16 Instrument of Appointment & Delegation 2017-19 - Local Emergency Management Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Local Emergency Management Committee (LEMC) as shown in Attachment 16 subject to the following:

1. *This Committee is established as an Advisory Committee under Section 5.9(2)(d) of the Local Government Act 1995.*
3. *The membership shall consist of:*
 - *Three (3) Elected Members, one being the President who will be Chairman of the Committee.*
 - *The Shire's Recovery Coordinator and Deputy Recovery Coordinator.*
 - *The Shire's Chief Bush Fire Control Officer.*
 - *One (1) representative from each of the following agencies:*
 - *Police Department (Deputy Chairman)*
 - *State Emergency Service (SES)*
 - *Bridgetown Volunteer Fire & Rescue*
 - *St John Ambulance*
 - *St John Ambulance Regional Community Paramedic*
 - *Bridgetown Hospital*
 - *Department of Fire & Emergency Services (DFES)*

- Department of Biodiversity Conservation and Attractions (DBCA)
 - Talison Lithium
 - Red Cross
 - Child Protection and Family Services
 - Water Corporation
 - Western Power
 - Education Department
 - Community Emergency Management Officer as an ex-officio member
 - State Emergency Management Committee (SEMC) Officer as an ex-officio member
4. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.
 5. Meetings of the Committee shall be held during February, May, August and November each year commencing at 5.30pm.
 6. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
 7. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
 8. Any change of Committee Membership will require endorsement by the Council.

OFFICER RECOMMENDATION Council note the Shire President as one of its two elected member representatives on the Committee and determine its other elected member representation. Furthermore Council is to appoint the Presiding Member and Deputy Presiding Member.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

Background

It should be noted that it is a requirement under the *Emergency Management Act 2005* that the emergency management arrangements for the local district are maintained and that a LEMC be established.

Although this Committee is proposed to be established as an “Advisory” Committee as per section 5.9(2)(d) of the Local Government Act, it is named according to the requirements of the Emergency Management Act.

Officer Comment

During the 2013-2015 and 2015-17 terms of office, Council appointed three (3) elected members to the Committee although previously to this, only two (2) elected members had been appointed. As the Committee has such a large membership it is recommended Council revert to just appointing two (2) elected members for the 2017-2019 term of office.

This amendment has been incorporated into the updated Instrument of Appointment that forms Attachment 16.

All other Committee membership is proposed to be unchanged from the previous LEMC that's term expired on 21 October 2017.

For the 2015-17 term elected member representatives were Crs Hodson, Nicholas and Wilson.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico SC.11/1117 That Council endorses the Instrument of Appointment & Delegation for the Local Emergency Management Committee (LEMC) as shown in Attachment 16 subject to the following:

- 1. This Committee is established as an Advisory Committee under Section 5.9(2)(d) of the Local Government Act 1995.**
- 2. The membership shall consist of:**
 - **Three (3) Elected Members, one being the President who will be Chairman of the Committee.**
 - **The Shire's Recovery Coordinator and Deputy Recovery Coordinator.**
 - **The Shire's Chief Bush Fire Control Officer.**
 - **One (1) representative from each of the following agencies:**
 - **Police Department (Deputy Chairman)**
 - **State Emergency Service (SES)**
 - **Bridgetown Volunteer Fire & Rescue**
 - **St John Ambulance**
 - **St John Ambulance Regional Community Paramedic**
 - **Bridgetown Hospital**
 - **Department of Fire & Emergency Services (DFES)**
 - **Department of Biodiversity Conservation and Attractions (DBCA)**
 - **Talison Lithium**
 - **Red Cross**
 - **Child Protection and Family Services**
 - **Water Corporation**
 - **Western Power**
 - **Education Department**
 - **Community Emergency Management Officer as an ex-officio member**
 - **State Emergency Management Committee (SEMC) Officer as an ex-officio member**
- 3. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.**
- 4. Meetings of the Committee shall be held during February, May, August and November each year commencing at 5.30pm.**
- 5. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.**
- 6. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.**
- 7. Any change of Committee Membership will require endorsement by the Council.**

Carried 9/0

Committee Recommendation Moved Cr Boyle, Seconded Cr Nicholas
SC.11/1117a That Council note the Shire President as one of its three elected member representatives on the Committee determine the other elected member representatives to be Crs Wilson and Wallace. Furthermore Council appoint Cr Pratico as the Presiding Member and the Officer in Charge, Bridgetown Police as Deputy Presiding Member. Carried 9/0

Reason for amending the Officer Recommendation

Council determined the status quo of 3 elected member representatives be retained.

ITEM NO.	SC.12/1117	FILE REF.	220
SUBJECT	Emergency Planning & Preparedness Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

Attachment 17 Instrument of Appointment & Delegation 2017-19 - Emergency Planning & Preparedness Advisory Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Emergency Planning and Preparedness Advisory Committee as shown in Attachment 17 subject to the following:

- 1. The membership shall consist of a maximum of four (4) elected members.*
- 2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
- 3. The Committee shall meet on at least one occasion per annum and as required by the Presiding Member or Council.*
- 4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
- 5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
- 6. Any change of Committee Membership will require endorsement by the Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

Background

This Committee will not have a role during actual emergencies (that is the role of LEMC), instead this Committee's role is to ensure the Shire (as an organisation) has the planning and processes in place to ensure the organisation fulfils its emergency management obligations.

Officer Comment

This Committee consists of Council representatives only. For the 2015-17 term elected member representatives were Crs Hodson, Nicholas, Pratico & Wilson.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico SC.12/1117 That Council endorses the Instrument of Appointment & Delegation for the Emergency Planning and Preparedness Advisory Committee as shown in Attachment 17 subject to the following:

1. *The membership shall consist of a maximum of four (4) elected members.*
2. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
3. *The Committee shall meet on at least one occasion per annum and as required by the Presiding Member or Council.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

Carried 9/0

Committee Recommendation Moved Cr Pratico, Seconded Cr Mackman SC.12/1117a That Council determine the elected member representatives to be Crs Pratico, Boyle and Bookless.

Carried 9/0

ITEM NO.	SC.13/1117	FILE REF.	220
SUBJECT	Roadwise Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

Attachment 18 Instrument of Appointment & Delegation 2017-19 - Roadwise Advisory Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Roadwise Advisory Committee as shown in Attachment 18 subject to the following:

1. *The membership shall consist of:*
 - *Two(2) elected members*
 - *One (1) representative in total from the local schools in Bridgetown or Greenbushes.*
 - *One (1) representative from each of the following organisations:*
 - *Country Women's Association, Bridgetown*
 - *Bridgetown Volunteer Fire & Rescue*

- *Bridgetown Police*
 - *St John Ambulance*
 - *Community Representative*
3. *The quorum for the Committee shall be at least 50% of the offices of committee members, whether vacant or not. At least one Council representative must be present at all meetings.*
 4. *The Committee should meet on at least five occasions each year.*
 5. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
 6. *The Committee shall operate in strict accord with its governing Instrument of Appointment and Delegation.*
 7. *Any change of Committee Membership will require endorsement by Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

Background

The Roadwise Advisory Committee has been involved with road safety education and awareness in the past including hosting the annual 'Blessing of the Roads' ceremony and the "Mystery Tour of Life" program with Year 10 High School students from Bridgetown and Boyup Brook schools.

Officer Comment

In its 2015-17 term the Committee had difficulty in achieving a quorum at many of its meetings due to the difficulty in school representatives attending. It is recommended the Committee membership be amended to have only a single representative from local schools rather than a representative from each school.

The Committee has also requested its Instrument of Appointment be amended to reduce the minimum number of meetings per annum from 6 to 5 due to the difficulty in organizing a meeting in December or January.

The above changes are reflected in the Instrument of Appointment forming Attachment 18.

For the 2015-17 term elected member representatives were Crs Boyle, Moore and Quinby.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

Committee Recommendation Moved Cr Moore, Seconde Cr Pratico SC.13/1117 That Council endorses the Instrument of Appointment & Delegation for the Roadwise Advisory Committee as shown in Attachment 18 subject to the following:

1. **The membership shall consist of:**
 - **Three(3) elected members**
 - **One (1) representative in total from the local schools in Bridgetown or Greenbushes.**
 - **One (1) representative from each of the following organisations:**
 - **Country Women’s Association, Bridgetown**
 - **Bridgetown Volunteer Fire & Rescue**
 - **Bridgetown Police**
 - **St John Ambulance**

➤ **Community Representative**

- 3. The quorum for the Committee shall be at least 50% of the offices of committee members, whether vacant or not. At least one Council representative must be present at all meetings.**
- 4. The Committee should meet on at least five occasions each year.**
- 5. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.**
- 6. The Committee shall operate in strict accord with its governing Instrument of Appointment and Delegation.**
- 7. Any change of Committee Membership will require endorsement by Council.**

Carried 9/0

**Committee Recommendation Moved Cr Pratico, Seconded Cr Moore
SC.13/1117a That Council determine the elected member representatives to be Crs Pratico, Nicholas and Moore.**

Carried 9/0

Reason for amending the Officer Recommendation

Council increased elected member representation from 2 to 3 as there was more interest from Elected Members in being representatives on this Committee than in previous years.

ITEM NO.	SC.14/1117	FILE REF.	220
SUBJECT	CEO Performance Review Committee		
OFFICER	Senior Admin Officer		
DATE OF REPORT	26 October 2017		

Attachment 19 Instrument of Appointment & Delegation 2017-19 - CEO Performance Review Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the CEO Performance Review Committee as shown in Attachment 19 subject to the following:

- 1. The membership of the Committee is to be 3 elected members.**
- 2. The quorum for the Committee shall be 2.**
- 3. Meetings of the Committee shall be held as required or determined by the Committee members.**

4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

Background

The CEO Performance Review Committee assists the Council in the annual review process of the CEO and the setting (and review) of Key Performance Indicators (KPI's) for the ensuing 12 month period that reflect the CEO's personal performance and also that for the organisation as a whole.

The contract of employment with the CEO sets out a procedure for performance review. Under that contract, Council can delegate the conduct of the performance review to nominated person(s) or alternatively to a Committee. Council needs to determine whether it wishes to delegate power to the Committee or restrict the role of the Committee to making recommendations to the Council.

Officer Comment

This Committee consists of elected members only. Council needs to determine the make-up of the Committee (how many Councillors or which Councillors) as part of its establishment. The CEO does not specify the make-up of the Committee.

The previous Committee has recently met to confirm the review process for the forthcoming performance review of the CEO and Council may wish to consider retaining the membership of the Committee until the current review is completed and then review membership for the period after.

For the 2015-17 term elected member representatives were Crs Mackman, Moore and Nicholas.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A

- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico SC.14/1117 That Council endorses the Instrument of Appointment & Delegation for the CEO Performance Review Committee as shown in Attachment 19 subject to the following:

- 1. The membership of the Committee is to be 3 elected members.**
- 2. The quorum for the Committee shall be 2.**
- 3. Meetings of the Committee shall be held as required or determined by the Committee members.**
- 4. The termination of the Committee shall be at the conclusion of the 16/17 CEO Performance Review.**
- 5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.**
- 6. Any change of Committee Membership will require endorsement by the Council.**

Carried 9/0

**Committee Recommendation Moved Cr Pratico, Seconded Cr Scallan
SC.14/1117a That Council determine the elected member representatives to
be Crs Mackman, Nicholas and Moore.**

Carried 9/0

ITEM NO.	SC.15/1117	FILE REF.	220
SUBJECT	Access & Inclusion Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	26 October 2017		

Attachment 20 Instrument of Appointment & Delegation 2017-19 - Access & Inclusion Advisory Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Access & Inclusion Advisory Committee as shown in Attachment 20 subject to the following:

1. *The membership shall consist of:*
 - *One (1) elected member*
 - *One (1) representative from Enable South West Inc.*
 - *One (1) representative from Geegeelup Village Inc.*
 - *One (1) representative from Silver Chain*
 - *One (1) representative from Red Cross*
 - *Seven (7) Community representatives;*
 - *Bronwyn Mitchell*
 - *Jana Mayhew*
 - *Ursula Wade*
 - *Joan Leader*
 - *Harold Thomas*
 - *Clare Quinn*
 - *Jesse Donovan*
2. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
3. *The Committee shall meet on at least four occasions per year.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

Background

Section 28 of the *Disability Services Act 1993* requires a 'public authority' to have a Disability Access and Inclusion Plan. The Plan must be reviewed from time to time but not more than 5 years since it was lodged with the Disability Commission. In addition, a local government must include a report regarding the implementation of its Disability Access and Inclusion Plan in its Annual Report.

Officer Comment

Committee membership (other than elected member representation) is proposed to be unchanged from the previous Access and Inclusion Committee that's term expired on 21 October 2017.

For the 2015-17 term elected member representatives were Crs Mackman and Wilson.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – "Establishment of Council Committees" requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

Committee Recommendation Moved Cr Moore, Seconded Cr Mackman SC.15/1117 That Council endorses the Instrument of Appointment & Delegation for the Access & Inclusion Advisory Committee as shown in Attachment 20 subject to the following:

- 1. The membership shall consist of:**
 - **Three (3) elected member**
 - **One (1) representative from Enable South West Inc.**
 - **One (1) representative from Geegeelup Village Inc.**
 - **One (1) representative from Silver Chain**
 - **One (1) representative from Red Cross**
 - **Seven (7) Community representatives;**
 - **Bronwyn Mitchell**
 - **Jana Mayhew**
 - **Ursula Wade**
 - **Joan Leader**
 - **Harold Thomas**
 - **Clare Quinn**
 - **Jesse Donovan**
- 2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.**
- 3. The Committee shall meet on at least four occasions per year.**
- 4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.**
- 5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.**
- 6. Any change of Committee Membership will require endorsement by the Council.**

Carried 9/0

**Committee Recommendation Moved Cr Moore, Seconded Cr Bookless
SC.15/1117a That Council determine the elected member representatives to
be Crs Wilson, Mackman and Bookless.**

Carried 9/0

Reason for amending the Officer Recommendation

Council increased elected member representation to 3 as there was more interest from Elected Members in being representatives on this Committee than in previous years.

ITEM NO.	SC.16/1117	FILE REF.	220
SUBJECT	Sustainability Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

Attachment 21 Instrument of Appointment & Delegation 2017-19 - Sustainability Advisory Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Sustainability Advisory Committee as shown in Attachment 21 subject to the following:

1. *The membership shall consist of two (2) elected members and a maximum of seven community members. The community members are to be:*
 - *Mikkel Christensen*
 - *Jenny Dewing*
 - *Adrian Williams*
 - *Hal Reid*
 - *Dennis Flockton*
 - *Geoff Bourgault*
 - *Vacant*
2. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
3. *The Committee shall meet on at least one occasion every four months.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote.

Background

The primary role of the Sustainability Advisory Committee is developing a leadership role in the community and introducing incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-

1. Reduce the impacts on the natural environment
2. Reduce the impacts on the climate
3. Initiate sustainable management of resources

Officer Comment

At its last meeting the Sustainability Advisory Committee passed a recommendation that Geoff Bourgault be appointed to one of the two current vacancies. This recommendation has been incorporated into the officer recommendation for re-establishment of the Committee. The other 5 existing community members are unchanged. One community member vacancy still exists on the committee.

This amendment has been incorporated into the updated Instrument of Appointment that forms Attachment 21.

For the 2015-17 term elected member representatives were Crs Boyle and Mackman.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

**Committee Recommendation Moved Cr Boyle, Seconded Cr Wallace
SC.16/1117 That Council endorses the Instrument of Appointment & Delegation for the Sustainability Advisory Committee as shown in Attachment 21 subject to the following:**

1. ***The membership shall consist of two (2) elected members and a maximum of seven community members. The community members are to be:***
 - ***Mikkel Christensen***
 - ***Jenny Dewing***
 - ***Adrian Williams***
 - ***Hal Reid***
 - ***Dennis Flockton***
 - ***Geoff Bourgault***
 - ***Vacant***
2. ***The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.***
3. ***The Committee shall meet on at least one occasion every four months.***
4. ***The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.***
5. ***The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.***
6. ***Any change of Committee Membership will require endorsement by the Council.***

Carried 9/0

Committee Recommendation Moved Cr Moore, Pratico
SC.16/1117a That Council determine the elected member representatives to be Crs Mackman and Boyle

Carried 9/0

ITEM NO.	SC.17/1117	FILE REF.	220
SUBJECT	Trails Development Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

Attachment 22 Instrument of Appointment 2017-19 - Trails Development Advisory Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Trails Development Advisory Committee as shown in Attachment 22 subject to the following:

1. *The membership shall consist of:*
 - *Two elected members;*
 - *A representative from the Department of Biodiversity Conservation and Attractions (DBCA); and*
 - *Eight community members being –*
 - *Bruce Yates*
 - *Paul Stephens*
 - *David Morton*
 - *Cody Ward*
 - *Vivienne Haynes*
 - *Bev Szolkowski*
 - *Wendy Menzie*
 - *Erica Shedley*
2. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
3. *The Committee shall meet on at least one occasion every four months.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote.

Background

The Trails Development Advisory Committee has been active in identifying and developing trails within the Shire, advocating on local trails development in regional and state forums as well as working with the Warren Blackwood Alliance member Councils in development regional trails.

Officer Comment

In previous terms the representative from the Department of Biodiversity Conservation and Attractions (DBCA) was classified as a community representative but for the 2017-19 term it is proposed in the Instrument of appointment to list this as a stand-alone representative. This would increase the total membership of the Committee from 9 to 11 members.

Nominations for the community representative positions on the Trails Development Advisory Committee were sought via advertising in Council's Insight newsletter and 8 persons (4 former members and 4 new nominations) submitted a nomination. It is recommended that Council amend the Committee's Instrument of Appointment to allow the appointment of all 8 of these persons. In effect this increases the membership of the Committee by 2 persons.

For the 2015-17 term elected member representatives were Crs Nicholas and Scallan.

Other amendments to the Committee's Instrument of Appointment are recommended as described below (note the Instrument of Appointment shown in Attachment 22 has been amended to reflect these amendments as well as the change in membership structure):

Section	Proposed Amendment
Objectives	<p>Clause 3.2 be changed as follows:</p> <p>Delete <i>"to provide advice to Council on the development of a mountain bike trail business and concept plan"</i> and replace with <i>"to provide advice to Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Local Trails Plan"</i>.</p>
Objectives	<p>Clause 3.3 be changed as follows:</p> <p>Delete <i>"to provide advice to Council on adding value to existing canoe/kayak, walk, cycle and bridle trails including the Warren Blackwood Strategic Alliance's Regional Trails master plan project"</i> and replace with <i>"to provide advice to Council via an annual report on the implementation of the Local Trails Plan"</i>.</p>
Objectives	<p>Clause 3.4 be changed as follows:</p> <p>Delete <i>"to provide advice to Council on identifying trail based tourism opportunities"</i> and replace with <i>"to provide advice to Council on changes to the priorities identified in the Local Trails"</i></p>

	<i>Plan either as part of the annual review process, or if necessary at other times of the year”.</i>
Membership	New Clause 4.4 be inserted to read (to make consistent with other Committees): <i>A 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 Committee.</i>

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

**Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.17/1117 That Council endorses the Instrument of Appointment & Delegation for the Trails Development Advisory Committee as shown in Attachment 22 subject to the following:**

1. **The membership shall consist of:**
 - **Three elected members;**
 - **A representative from the Department of Biodiversity Conservation and Attractions (DBCA); and**
 - **Eight community members being –**
 - **Bruce Yates**
 - **Paul Stephens**
 - **David Morton**
 - **Cody Ward**
 - **Vivienne Haynes**
 - **Bev Szolkowski**
 - **Wendy Menzie**
 - **Erica Shedley**
2. **The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.**
3. **The Committee shall meet on at least one occasion every four months.**
4. **The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.**
5. **The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.**
6. **Any change of Committee Membership will require endorsement by the Council.**

Carried 9/0

**Committee Recommendation Moved Cr Mackman, Seconded Cr Nicholas
SC.17/1117a That Council determine the elected member representatives to be Crs Wallace, Nicholas and Scallan.**

Carried 9/0

Reason for amending the Officer Recommendation

Council increased elected member representation from 2 to 3 as there was more interest from Elected Members in being representatives on this Committee than in previous years.

ITEM NO.	SC.18/1117	FILE REF.	220
SUBJECT	Youth Services Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2017		

Attachment 23 Instrument of Appointment 2017-19 – Youth Services Advisory Committee

OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Youth Services Advisory Committee as shown in Attachment 23 subject to the following:

1. *The membership shall consist of:*
 - *2 elected members*
 - *3 representatives from Youth*
 - *1 participant from the Youth Leadership Programme*
 - *1 representative from each of the following organisations:*
 - *Bridgetown High School*
 - *Child Protection*
 - *SW Mental Health*
 - *Bridgetown Medical Centre/Health Professional*
 - *Bridgetown Police*
 - *Blackwood Youth Action Inc*
 - *Blackwood Parent Support*
3. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
4. *The Committee shall meet on at least four occasions per year..*
5. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
6. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
7. *Any change of Committee Membership will require endorsement by the Council.*

OFFICER RECOMMENDATION Council to determine the elected member representation.

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote.

Background

The Youth Services Advisory Committee was established in 2016 after adoption by Council of its Youth Plan.

Membership of this Committee consists of 2 elected members, 3 representatives from youth, 1 participant from the Youth Leadership Programme and 1 representative from each of the following organisations:

- Bridgetown High School
- Child Protection
- SW Mental Health
- Bridgetown Medical Centre/Health Professional
- Bridgetown Police
- Blackwood Youth Action Inc
- Blackwood Parent Support

Officer Comment

For the 2015-17 term elected member representatives were Crs Pratico and Scallan.

The following minor amendment is recommended for the Instrument of Appointment and Delegation:

Section	Proposed Amendment
Membership	Clause 4.2 be amended by replacing the last word of the clause – currently “Council” with the word “Committee”.

This amendment has been incorporated into the updated Instrument of Appointment that forms Attachment 23.

Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

Committee Recommendation Moved Cr Bookless, Seconded Cr Pratico SC.18/1117 That Council endorses the Instrument of Appointment & Delegation for the Youth Services Advisory Committee as shown in Attachment 23 subject to the following:

1. **The membership shall consist of:**
 - **2 elected members**
 - **3 representatives from Youth**
 - **1 participant from the Youth Leadership Programme**
 - **1 representative from each of the following organisations:**
 - **Bridgetown High School**
 - **Child Protection**
 - **SW Mental Health**
 - **Bridgetown Medical Centre/Health Professional**
 - **Bridgetown Police**
 - **Blackwood Youth Action Inc**
 - **Blackwood Parent Support**
2. **The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.**
3. **The Committee shall meet on at least four occasions per year..**
4. **The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.**
5. **The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.**
6. **Any change of Committee Membership will require endorsement by the Council.**

Carried 9/0

**Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
Sc.18/1117a That Council determine the elected member representatives to
be Crs Pratico and Bookless.**

Carried 9/0

ITEM NO.	SC.19/1117	FILE REF.	220
SUBJECT	Establishment of Council Working Groups		
OFFICER	Senior Admin Officer		
DATE OF REPORT	25 October 2017		

OFFICER RECOMMENDATION that Council re-establishes the following Working Groups for the two year term expiring 19 October 2019:

- *Community Grants & Service Agreements Working Group (membership open to any interested elected member)*
- *Bridgetown Cemetery Upgrade Working Group (retain membership structure from 2015-17)*
- *Bridgetown Sesquicentennial Working Group (retain membership structure from 2017)*

Background

Apart from a local government being able to establish Committees pursuant to the *Local Government Act 1995*, a Council can also establish Working Groups to directly assist the Council in a function, project or issue(s). These groups are not established under the provision of legislation, have no statutory requirements and do not have an Instrument of Appointment and Delegation to guide them. The Groups work with senior officers who in turn report to Council as appropriate.

During the previous Council term, three (3) Working Groups had been set-up to assist Council, these being:

- Community Grants & Service Agreements Working Group
- Bridgetown Cemetery Upgrade Working Group
- Swimming Pool Fundraising Working Group
- Bridgetown Sesquicentennial Working Group (established in 2017)

The Swimming Pool Fundraising Working Group was disbanded at completion of construction of the new swimming pool.

Details of the other three working groups are:

Community Grants & Service Agreements Working Group

Each year Council includes funds in its annual Budget to allow Community/Sporting groups to apply for a 'one-off' grant or to enter into a 3-year service agreement with Council. The purpose of the Working Group is to review all applications received and make recommendation to Council to fund (or not fund) applications through the budget adoption process.

This Working Group has ensured the review process to be stream-lined and carried out in a timely manner. As this is a 'working group' as opposed to an established

Committee of the Council, any Councillor is able to nominate to be a member of the group.

Bridgetown Cemetery Upgrade Working Group

This working group was set-up as a result of a public meeting in 2013 hosted jointly by the Shire and the Bridgetown CWA. The working group has identified a number of projects to upgrade the Bridgetown cemetery.

The elected member representatives on the working group in 2015-17 were Crs Boyle and Pratico.

Bridgetown Sesquicentennial Working Group

The working group was initially requested to determine the broad parameters of the anniversary celebrations – sufficient enough for Council to budget the appropriate expenditure in its 2017/18 budget. Once that was done the working group has been working on the specific details of the proposed calendar of events being put together as part of the “150” celebrations.

The elected member representatives on the working group in 2015-17 were Crs Boyle, Pratico and Wilson.

Statutory Environment - N/A

Integrated Planning

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy Implications – N/A

Budget Implications

Nil for the establishment of Working Groups

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Simple Majority

**Committee Recommendation Moved Cr Scallan, Seconded Cr Mackman
SC.19/1117 that Council re-establishes the following Working Groups for the
two year term expiring 19 October 2019:**

- **Community Grants & Service Agreements Working Group (membership open to any interested elected member)**
- **Bridgetown Cemetery Upgrade Working Group (retain membership structure from 2015-17)**
- **Bridgetown Sesquicentennial Working Group (retain membership structure from 2017)**

Carried 9/0

ITEM NO.	SC.20/1117	FILE REF.	220
SUBJECT	Council Delegates to External Committees		
OFFICER	Senior Admin Officer		
DATE OF REPORT	19 October 2017		

OFFICER RECOMMENDATION that Council appoints delegates to the following Committees:

- *South West WALGA Zone*
- *Regional Road Group (primary and deputy representative)*
- *Bridgetown Greenbushes Business & Tourism Association*

OFFICER RECOMMENDATION that Council's representatives on the Board of the Warren Blackwood Alliance of Councils be the Shire President and Deputy President.

Summary/Purpose

Appoint elected member representatives to external Committees affiliated with local government.

Background

During the term of the previous Council, various external Committees requested the appointment of a Councillor delegate. An external Committee is one not established by Council (under the Local Government Act 1995), but run independently by another organisation. Minutes (if provided) are included in the Councillors monthly Information Booklet and delegates are required to provide a brief (dot point) report on any decisions the particular Committee may make which may impact on Council or the community as a whole.

Although there is no formal policy to guide appointments to external Committees, Council in the past has based its decision on the following guideline:

"Council must ascertain if it thinks it appropriate to have a delegate and if so, the delegate be given direction and any specific guidance regarding reporting back to Council".

In addition, Council must be mindful that Councillors time is a precious (and often under-appreciated) resource. Council must therefore, when endorsing a nomination be mindful that it is satisfied that committing the resources will be of a benefit to the Shire (as compared to the 'cost').

Committees which had a delegate during the 2015-2017 period were:

Warren Blackwood Alliance of Councils

The Alliance consists of membership from the Shires of Bridgetown-Greenbushes, Manjimup and Nannup. The constitution of the Alliance sets membership at 2 members from each Council. Meetings are held bi-monthly rotating amongst the three Councils.

The Alliance plays a strategic role in fostering relationships with the two other local governments and Council's position has always been, in the past, to have the President and Deputy President as its representatives, however this isn't mandated.

South West Zone of WALGA

The South West Zone of WALGA consists of membership of the twelve local governments of the South West region. Each Council appoints an elected member delegate to the Zone and he/she attends the bi-monthly meetings with the CEO.

The Zone meetings are normally held on the first Friday each second month on a rotating basis throughout the region. Meetings commence at 9am and conclude after lunch.

Cr Pratico has been the Shire's elected member representative on the Zone for the past 9 years.

Regional Road Group (RRG)

The RRG is a sub-Committee of Main Roads WA with members consisting of Councillors and Officers from each of the Shires in the south west region and officers from MRWA. The group determines funding grants to each local authority on an annual basis and to ensure Bridgetown-Greenbushes attracts annual funding, it is important that a Council delegate with a keen interest in roads be appointed to this Committee.

Cr Scallan has been the Shire's elected member representative on the Zone for the past 4 years.

For nominations for the 2017-19 term Main Roads Western Australia is seeking each Council to also nominate a deputy elected member representative to attend as a proxy to the primary representative.

Bridgetown Greenbushes Business & Tourism Association (BGBTA)

The BGBTA sees benefit in having an elected member representative on their Committee as two of their goals are the promotion of the Shire as a destination and growing of the local economy.

The previous elected member representative was Cr Quinby.

Statutory Environment – Nil

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A

- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy Implications – Nil

Budget Implications

As Council delegates are able to use Council pool cars when attending meetings outside the Shire, minor expenditure will be incurred if Council appoints elected members to Committees which meet outside the Shire boundaries.

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Simple Majority

**Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.20/117 That Council appointed delegates to the following Committees:**

- **South West WALGA Zone – Cr Pratico**
- **Regional Road Group (primary and deputy representative) – Cr Scallan (primary) and Cr Nicholas (Deputy)**
- **Bridgetown Greenbushes Business & Tourism Association – Cr Bookless**

Carried 9/0

**Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.20/1117a That Council's representatives on the Board of the Warren Blackwood Alliance of Councils be the Shire President and Deputy President.**

Carried 9/0

ITEM NO.	SC.21/1117	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 November 2017		

Attachment 24 Rolling Action Sheet

OFFICER RECOMMENDATION that the information contained in the Rolling Action Sheet be noted.

Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the current status of Items/Projects that have not been finalised.

Background

The Rolling Action Sheet has been reviewed and forms an Attachment to this Agenda.

Statutory Environment – Nil

Policy/Strategic Plan Implications – Nil

Budget Implications – Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

***Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
SC.21/1117 that the information contained in the Rolling Action Sheet be noted.***

Carried 9/0

Urgent Business Approved by Decision - Nil

Responses to Elected Members Questions Taken on Notice - Nil

Elected Members Questions With Notice

Cr Nicholas

1. As a member of the BGBTA I have been asked to enquire as to what is happening with regard to entrance statements. Both are in an appalling state and do nothing for visitors coming to Bridgetown. What a pity we can't get something like Greenbushes. Could you provide an update?

Response – An amount of \$25,000 is contained in the 2017/18 budget for upgrade of the Bridgetown information bays, principally replacement of the existing signboards. It is intended that this work will occur in 2017/18.

2. Businesses located around the toilets in Hampton Street are complaining that they're having to replace toilet paper on a constant basis and that the toilets are regularly smelly and dirty. Is the Shire aware of this disgusting set of circumstances and what is being done to rectify it?

Response – Hampton Street toilets are cleaned on a daily basis excepting public holiday Mondays however that arrangement is currently being reviewed as usage on a public holiday is generally much greater than other days. Toilet roll holders are fully stocked daily. Loose rolls are often left in the cubicles on peak days but these often disappear. Investigations are currently occurring into the cost of installing larger toilet roll holders. The smell of the toilets has been a common complaint and a commercial steam cleaning company was recently engaged to do a steam clean of the tiled surfaces in a number of the Shire's public toilet blocks. Whilst this achieved good outcomes at the River Park and Memorial Park toilets the success wasn't as good at the Hampton Street toilets. Council's 2017/18 budget contains funds for re-grouting of the tiles however it may be necessary to consider replacing all the tiles. This is currently being investigated and if that is determined to be the best course of action quotes will be obtained before an item is presented to council to allocate additional funds in the budget for this work. A new product has recently been used to treat bacteria build-up in public toilet urinals and initial results have been positive.

3. Has the establishment of Civic Lane been finalised? When will the Shire take firm action to preclude parking on the verge of this thoroughfare and on the rail reserve? This parking is creating a constant endangerment to those that use this thoroughfare for access purposes.

Response - Civic Lane is now a gazetted road reserve. At a meeting with representatives from Brookfield Rail (now Arc Infrastructure) in March 2017 the issue of cars parking on the rail reserve off Civic lane was discussed. Brookfield Rail indicated it would investigate the issue and if necessary it would install bollards along the boundary of the rail reserve in order to prevent cars parking on that land. This action hasn't been progressed by the Shire as the principal issue was the parking of vehicles on the rail reserve. Council could resolve to action this (via a resolution) if it wished to formally request Arc Infrastructure to progress it.

Cr Moore

1. Could you please advise in the last financial year:-

a) How many external BAL assessments have been conducted on blocks for development within the Shire?

Response – Since the bushfire regulations came into effect on 8 April 2016 the Shire of Bridgetown-Greenbushes has received 40 development applications requiring assessment of Bushfire Attack Level (BAL) rating for development in a bushfire prone area, all requiring submission of a BAL Report in some form.

Assessment is also required of compliance with the bushfire protection criteria in accordance with the Guidelines for Planning in Bushfire Prone Areas, with bushfire practitioners provide their assessments in a separate Bushfire Management Statement (BMS) or Bushfire Management Plan (BMP).

b) How many of these have been accepted without question and within a reasonable time period by the Shire?

Response – Four accepted without change. Average assessment time is roughly 28 days for all applications. Under Town Planning Scheme No. 3 and No. 4 the Shire has 60 days to assess a development application, or 90 days where public consultation is required. A four to five week turnaround is considered reasonable; however a shorter timeframe is the aim.

c) How many have been rejected by the Shire with a stronger assessment forthcoming by the Shire?

Response – Thirty Six BAL Reports needed to be revised, most accepted in the second version; others needed four to five versions.

Importantly, of the 40 Bushfire Management Statements submitted (either separate or part of a BAL/BMP report), only two have been correct the first time, with sometimes simple and sometimes complex changes required) and again some multiple times.

2. What is the current situation regarding the time being taken by the Shire to process BAL's?

Response – The average timeframe for assessment of a development application with a BAL and BMS submitted is roughly 28 days (four weeks), which is a reflection of the high workload at present (with 46 separate active developments applications with the Shire as of today).

The current timeframe for assessment of all development applications is similar, at four to five weeks, plus additional time for neighbour consultation, submission and assessment of revised plans/reports and reporting to Council where necessary.

Once a new or revised BAL, BMS or BMP is received, the average time to assess the documents is two weeks (sometimes assessed the same day, the

majority within one week). Where a revised BAL, BMS or BMP is received, development approvals are often issued the same day or at most within one week (longer if determination by Council is required depending upon the meeting cycle).

Delays in finalising development approval often come down to receiving a correct Bushfire Management Statement. The timeframe to receive a new or revised (and correct) BAL, BMS or BMP can vary from one week to five months depending upon the bushfire consultant. Other delays in processing are due to required referrals to the Department of Fire and Emergency Services, with the expected response timeframe currently six weeks or more.

Briefings by Officers - Nil

Notice of Motions for Consideration at Next Meeting - Nil

Matters Behind Closed Doors - Nil


Closure

The Presiding Member closed the Meeting at 7.58pm

List of Attachments

Attachment	Item No.	Details
1	SC.01/1117	Instrument of Appointment & Delegation
2	SC.03/1117	Policy Manual – (separate electronic attachment)
3	SC.03/1117	Draft New Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying
4	SC.03/1117	Draft New Policy A.13 Information Communication Technology Use
5	SC.04/1117	Existing Delegation Register – Council to CEO
6	SC.04/1117	Proposed New Council to CEO Delegations
7	SC.05/1117	Draft Library Member & Loan Policy
8	SC.05/1117	Library Borrowing Guidelines
9	SC.05/1117	Policy A.17 Library Memberships
10	SC.05/1117	Policy A.20 Library Loans
11	SC.06/1117	Town Planning Scheme No. 3 - Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest
12	SC.06/1117	Draft Municipal Heritage Inventory Review (excluding Place Records)
13	SC.07/1117	Draft Local Trails Plan 2017-2022
14	SC.09/1117	Instrument of Appointment & Delegation 2017-19 - Audit Committee
15	SC.10/1117	Instrument of Appointment & Delegation 2017-19 -

		Bush Fires Advisory Committee
16	SC.11/1117	Instrument of Appointment & Delegation 2017-19 - Local Emergency Management Committee
17	SC.12/1117	Instrument of Appointment & Delegation 2017-19 - Emergency Planning & Preparedness Advisory Committee
18	SC.13/1117	Instrument of Appointment & Delegation 2017-19 - Roadwise Advisory Committee
19	SC.14/1117	Instrument of Appointment & Delegation 2017-19 - CEO Performance Review Committee
20	SC.15/1117	Instrument of Appointment & Delegation 2017-19 - Access & Inclusion Advisory Committee
21	SC.16/1117	Instrument of Appointment & Delegation 2017-19 - Sustainability Advisory Committee
22	SC.17/1117	Instrument of Appointment 2017-19 - Trails Development Advisory Committee
23	SC.18/1117	Instrument of Appointment 2017-19 – Youth Services Advisory Committee
24	SC.21/1117	Rolling Action Sheet

Agenda Papers checked and authorised by CEO, Mr T Lynch		15.11.17
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CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting held 9 November 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Standing Committee meeting held on 8 February 2018.

.....8 February 2018