

**Council Minutes Index – 24 April 2019**

Subject	Page No
<b>Acknowledgment of Country</b> .....	2
<b>Attendance, Apologies &amp; Leave of Absence</b> .....	2
<b>Attendance of Gallery</b> .....	2
<b>Response to Previous Questions Taken on Notice</b> .....	2
<b>Public Question Time</b> .....	2
<b>Petitions/Deputations/Presentations</b> .....	2
<b>Comment on Agenda Items by Parties with an Interest</b> .....	2
<b>Applications for Leave of Absence</b> .....	2
<b>Confirmation of Minutes</b> .....	3
C.01/0419 Ordinary Meeting held 28 March 2019.....	3
<b>Announcements by the Presiding Member without Discussion</b> .....	3
<b>Notification of Disclosure of Interest</b> .....	3
<b>Questions on Agenda Items by Elected Members</b> .....	3
<b>Consideration of Motions of which Previous Notice Has Been Given</b> .....	3
C.06/0419 <i>Community Grants and Service Agreements</i> .....	4
<b>Reports of Officers</b> .....	6
<b>CEO's Office</b> .....	6
C.02/0419 Desktop Review of Strategic Community Plan.....	6
C.03/0419 Rolling Action Sheet .....	11
<b>Corporate Services</b> .....	13
C.04/0419 March 2019 Financial Activity Statements and List of Accounts Paid in March 2019.....	13
C.05/0419 Information Statement.....	15
<b>Planning &amp; Environmental Services</b> .....	19
<b>Works &amp; Services</b> .....	19
<b>Community Services</b> .....	19
C.06/0419 <i>Community Grants and Service Agreements</i> .....	19
<b>Receival of Minutes of Management Committees</b> .....	19
<b>Urgent Business Approved By Decision</b> .....	19
<b>Responses to Elected Member Questions Taken on Notice</b> .....	19
<b>Elected Members Questions With Notice</b> .....	19
<b>Notice of Motions for Consideration at the Next Meeting</b> .....	20
<b>Matters Behind Closed Doors</b> .....	20
C.07/0419 Proposed Land Purchase – Lot 104 (2) Lockley Avenue and Lot 115 Nelson Street, Bridgetown .....	20
C.08/0419 Proposed Land Purchase – Part Lot 84 (42) Forrest Street, Bridgetown.....	21
<b>Closure</b> .....	21
<b>List of Attachments</b> .....	21

Minutes of an Ordinary Meeting of Council held in the Council Chambers on Wednesday, 24 April 2019 commencing at 5.30pm

*The Presiding Member opened the Meeting at 5.30pm*

**Acknowledgment of Country – Presiding Member**

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

**Attendance, Apologies and Leave of Absence**

President	- Cr A Pratico
Councillors	- J Bookless - J Boyle - D Mackman - J Moore - J Nicholas - P Scallan - A Wilson
In Attendance	- T Clynch, Chief Executive Officer - M Larkworthy, Executive Manager Corporate Services - T Lockley, Executive Assistant

**Attendance of Gallery**

C Hamence,

**Responses to Previous Questions Taken on Notice** - Nil

**Public Question Time** - Nil

**Petitions/Deputations/Presentations**

**Presentation**

Cheryl Hamence - Community Landcare Update

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

**Applications for Leave of Absence** - Nil

## **Confirmation of Minutes**

### **C.01/0419 Ordinary Meeting held 28 March 2019**

*A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 28 March 2019 as a true and correct record.*

### **Council Decision Moved Cr Wilson, Seconded Cr Bookless**

**C.01/0419 That the Minutes of the Ordinary Meeting of Council held 28 March 2019 be confirmed as a true and correct record.**

**Carried 8/0**

## **Announcements by the Presiding Member Without Discussion**

- The Tennis tournament over Easter was well received. It was very busy in town, and our local traders were very happy.
- Greenbushes is holding its annual Gunfire Breakfast tomorrow morning for ANZAC day, all are welcome.
- At one am this morning, two more fires were lit. Please continue to be vigilant and hopefully this person or group will be bought to task.

## **Notification of Disclosure of Interest**

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

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

Nil

## **Questions on Agenda Items by Elected Members**

*Cr Scallan asked questions on Item C.04/0419*

## **Consideration of Motions of which Previous Notice has been Given - Nil**

After receiving the concurrence of Members, the Presiding Member announced that in accordance with Clause 3.6 of the Standing Orders Local Law, Item C.06/0419 would be brought forward for consideration

<b>ITEM NO.</b>	C.06/0419	<b>FILE REF.</b>	281
<b>SUBJECT</b>	Community Grants and Service Agreements		
<b>PROPONENT</b>	Greenbushes CWA Belles		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	10 April 2019		

Attachment 6 Letter from Greenbushes CWA Belles

*OFFICER RECOMMENDATION: That Council confirms that the previously approved \$2,000 community grant funding towards the Greenbushes CWA building restoration and refurbishment project is maintained, notwithstanding the scale of the project has been reduced due to non-procurement of matched funding.*

Summary/Purpose

The recommendation seeks Council's support for a grant variation as requested by Greenbushes CWA Belles.

Background

The Greenbushes CWA Belles submitted a grant application to assist with the refurbishment of the Greenbushes CWA building. The total project cost was forecast to be \$49,376 with other identified funding bodies being Lotterywest \$36,000, the applicant \$9,000 and other local sporting groups/business and fund raising endeavours to achieve the balance (\$2,376). Council endorsed provision of \$2,000 towards this project, on the condition that Lotterywest funding was secured.

Officer Comment

The Greenbushes CWA Belles have advised that the application for funding to Lotterywest was not successful and that a revised scope of works has been prepared to a reduced budget of \$18,000 (being \$2,000 Shire funding and \$16,000 local fund raising/sponsorship and CWA funding).

The revised scope of works includes internal painting, new cornices, floor sanding of main room, vinyl replacement of kitchen, installation of stainless steel cabinetry and purchase of trestle tables and chairs for use in the facility. The works that will not progress under the revised scope are the removal of roof beams and enclosing of toilets.

The intent of imposing a condition regarding matched funding is generally applied to ensure that the funds are not released until there is sufficient income for the project to proceed on the original, or a revised scope (depending on the successful procurement of other required funding sources). In this instance, the Greenbushes CWA Belles have reduced the scope of the project so that it can progress in the current financial year. If Council is not supportive of this request, the Proponent has requested that the grant be rolled over until the new financial year to allow them additional time to seek the full project funding.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan 2017

Key Goal 4	A community that is friendly and welcoming
Objective 4.1	A cohesive community with a sense of pride
Strategy 4.1.1	Deliver and support a wide range of services, activities, events and associated infrastructure

➤ Corporate Business Plan 2017

Action 4.1.1.1	Fund community grants, service agreements and donations to a maximum value of \$160,000 per annum
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➤ Long Term Financial Plan - Nil

➤ Asset Management Plans – Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy/Strategic Implications

Council Policy F.1 (Shire Community Grants, Service Agreements, Donations and Contributions) is silent with regard to grant variations and historically Council has considered these requests on a case by case basis.

Budget Implications - Nil

Fiscal Equity - Nil

Whole of Life Accounting - Nil

Social Equity - Nil

Ecological Equity - Nil

Cultural Equity - Nil

Risk Management

The recommendation seeks to achieve risk management by ensuring Council is presented with the proponent's views and feedback in relation the approved grant and reduced scope of works, ensuring the majority of the intended refurbishments and refurbishments are met.

Continuous Improvement

The recommendation seeks to achieve continuous improvement by allowing the reasons and rationale of the proponent to be presented to Council as part of the decision making process.

Voting Requirements – Simple Majority

**Council Decision Moved Cr Mackman, Seconded Cr Moore**  
**C.06/0419 That Council confirms that the previously approved \$2,000 community grant funding towards the Greenbushes CWA building restoration and refurbishment project is maintained, notwithstanding the scale of the project has been reduced due to non-procurement of matched funding.**  
**Carried 8/0**

### **Reports of Officers**

Reports of Officers have been divided into Departments as follows:

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

### **CEO's Office**

<b>ITEM NO.</b>	C.02/0419	<b>FILE REF.</b>	
<b>SUBJECT</b>	Desktop Review of Strategic Community Plan		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	2 March 2016		

Attachment 1 Strategic Community Plan 2019

*OFFICER RECOMMENDATION that Council:*

- 1. Adopt the revised Strategic Community Plan 2019 following the desktop review process.*
- 2. Request the CEO to report back by March 2020 on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.*

### **Summary/Purpose**

A desktop review of Council's current Strategic Community Plan 2013 has been undertaken with the draft (reviewed) document presented to Council for adoption.

### **Background**

Council adopted its current Strategic Community Plan 2017 in June 2017.

This plan shares Council's visions and aspirations for the future and outlines how it will, over the decade following adoption, work towards a brighter future for the Shire of Bridgetown-Greenbushes community. The 2017 Plan was developed with full community participation including a survey, workshop and visioning session.

The Strategic Community Plan is a strategy and planning document that reflects the longer term (10+ years) community and local government aspirations and priorities.

The Strategic Community Plan responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The Strategic Community Plan prioritises community aspirations giving consideration to:

- Social objectives
- Economic objectives
- Environmental objectives
- Factors such as changing demographics and land use.

The 2017 Strategic Community Plan articulated a vision which is what the community aspires to create and to be. The Vision is:

*A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives*

To reach our vision the Strategic Community Plan focuses on five key goals.

1. Our economy will be strong, diverse and resilient
2. Our natural environment is valued, conserved and enjoyed
3. Our built environment is maintained, protected and enhanced
4. A community that is friendly and welcoming
5. Our leadership will be visionary, collaborative and accountable

Objectives and strategies have been developed for each of these key goal areas.

Under the 2019 desktop review process no changes were made to the vision, key goals and objectives.

The Integrated Planning Framework and Guidelines of the Department of Local Government and Communities states that at a minimum a desk top review of the Strategic Community Plan should be undertaken every two years, and a full review and renewed long-term visioning process be conducted every four years thus ensuring the community priorities and aspirations are kept up to date and relevant.

The 2019 desktop review of the Strategic Community Plan has been carried out by the Council and its Executive Leadership Team. This culminated in a Council Workshop held on 4 April 2019. In undertaking this review Council was cognisant that significant changes to its strategic directions and delivery of services shouldn't be made via the Strategic Community Plan without a focused and specific community engagement program. On this basis the majority of modifications made to the 2017 version of the Strategic Community Plan to the 2019 version have been for the purpose of updating grammar, tense and population statistics.

Notwithstanding the above, Council has made one change to strategies under the existing five key goal areas, being the addition of the following new strategy on page 31:

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

Objective 2.1: Value, protect and enhance our natural environment.

*New Strategy 2.1.6: Recognise and respond to the impacts of climate change.*

Notwithstanding that specific community engagement didn't occur as part of the desktop review process councillors indicated at the recent Council Workshop that they are satisfied that including a new strategy on climate change is consistent with community attitudes and concerns about the effects of climate change.

A brief summary of the main changes to the background information contained in the Strategic Community Plan are:

- Updating the message from the Shire President (page 1)
- Inclusion of an 'age distribution profile' figure and updated population estimate (pages 3 & 4);
- Updated rainfall statistical information (page 5);
- Addition of information on the unique geology of the district (page 6);
- Addition of the Wardani tribe to the paragraph concerning pre-European exploration and settlement (page 7);
- Addition of information concerning employee numbers and associated population growth due to the Talison Expansion Project (pages 7 & 8);
- Updated and corrected information about the range of community, retail, sporting and recreational facilities and services available in the Shire (pages 8 & 9);
- Updated the 'Shire of Bridgetown-Greenbushes Integrated Planning Review Cycle by deleting the Community Services Strategy (as this document has been discontinued) and adding the biannual review of the Leisure Centre Business Plan (page 13); and
- Provided information on the desktop review processes (page 39).

The next comprehensive review of the Plan will be in 2020/21 with community consultation and engagement commencing in 2020 to inform that review. A community engagement strategy for the review process, including estimated costs, will be presented to Council by March 2020 so that funding of those costs can be provided in the 2020/21 budget.

### Statutory Environment

The requirements for preparation, consideration, consultation and advertising of a Strategic Community Plan are detailed in the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

#### Local Government Act – Section 5.56. Planning for the future

(1) *A local government is to plan for the future of the district.*

(2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

#### Local Government (Administration) Regulations - 19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to—
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

### Integrated Planning

#### ➤ Strategic Community Plan

Self-explanatory in the body of this report

#### ➤ Corporate Business Plan

The Corporate Business Plan is subject to annual review with a report on this review scheduled to be presented to Council in May 2019.

#### ➤ Long Term Financial Plan

The Long Term Financial Plan is currently being reviewed in light of the contents of the draft Strategic Community Plan and will be presented to the June Council meeting for adoption.

#### ➤ Asset Management Plans - Nil

➤ Workforce Plan

The Workforce Plan will be reviewed in 2017/18 in order to assess the implications of the various strategies and actions of the Strategic Community Plan and Corporate Business Plan on the Shire's workforce.

➤ Other Integrated Planning - Nil

Policy - Nil

Budget Implications

The Corporate Business Plan will address the financial implications of actioning the Strategic Community Plan and will be presented to Council's May 2019 meeting.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity

The comprehensive community engagement process undertaken for the preparation of the 2017 Strategic Community Plan has ensured that issues pertaining to social equity have been raised and considered.

Ecological Equity

The comprehensive community engagement process undertaken for the preparation of the 2017 Strategic Community Plan has ensured that issues pertaining to ecological equity have been raised and considered.

Cultural Equity

The comprehensive community engagement process undertaken for the preparation of the 2017 Strategic Community Plan has ensured that issues pertaining to cultural equity have been raised and considered.

Risk Management – Not Applicable

Continuous Improvement

The integrated planning and reporting framework developed by the Department of Local Government provides a process for local governments to:

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

Voting Requirements – Absolute Majority

**Moved** Cr Wilson, Seconded Cr Mackman

That Council:

1. Adopt the revised Strategic Community Plan 2019 following the desktop review process.

2. Request the CEO to report back by March 2020 on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.

**Amendment Moved** Cr Scallan, Seconded Cr Wilson

That Council adopt the revised Strategic Community Plan 2019 following the desktop review process with the following minor changes:

- Page 6 – Last paragraph change “at a depth of 45-50 degrees” to read “at depth at 45-50 degrees”.
- Page 8 – First paragraph delete “as these workers are permanently based elsewhere” from last sentence.
- Page 8 – Fifth paragraph amend first sentence to read “.... within the Shire of Bridgetown-Greenbushes of 853 persons, equating to an approximate 18% population increase by 2022/23.”

**Carried 8/0**

**The Amended Motion becomes the Substantive Motion – the Motion was Put Council Decision** Moved Cr Wilson, Seconded Cr Mackman

**C.02/0419** That Council:

1. **Adopt the revised Strategic Community Plan 2019 following the desktop review process with the following minor changes:**
  - **Page 6 – Last paragraph change “at a depth of 45-50 degrees” to read “at depth at 45-50 degrees”.**
  - **Page 8 – First paragraph delete “as these workers are permanently based elsewhere” from last sentence.**
  - **Page 8 – Fifth paragraph amend first sentence to read “.... within the Shire of Bridgetown-Greenbushes of 853 persons, equating to an approximate 18% population increase by 2022/23.”**
2. **Request the CEO to report back by March 2020 on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.**

**Absolute Majority 8/0**

<b>ITEM NO.</b>	C.03/0419	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	17 April 2019		

Attachment 2 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

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

***C.03/0419 That the information contained in the Rolling Action Sheet be noted.***

***Carried 8/0***

## Corporate Services

<b>ITEM NO.</b>	C.04/0419	<b>FILE REF.</b>	131
<b>SUBJECT</b>	March 2019 Financial Activity Statements and List of Accounts Paid in March 2019		
<b>OFFICER</b>	Senior Finance Officer		
<b>DATE OF REPORT</b>	12 April 2019		

Attachment 3      March 2019 Financial Activity Statements  
Attachment 4      List of Accounts Paid in March 2019

### *OFFICER RECOMMENDATIONS*

- 1. That Council receives the March 2019 Financial Activity Statements as presented in Attachment 3.*
- 2. That Council receives the List of Accounts Paid in March 2019 as presented in Attachment 4.*

### Summary/Purpose

Regulation 34 of the Local Government (*Financial Management*) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds. Further, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal and trust funds, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (see Reg 13 of the Regulations).

### Background

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

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

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

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

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

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

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

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

#### Statutory Environment

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

#### Integrated Planning

- Strategic Community Plan  
Key Goal 5: Our leadership will be visionary, collaborative and accountable  
Objective 5.2: We maintain high standards of governance, accountability and transparency  
Strategy 5.2.8: 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

#### Policy

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

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

#### Budget Implications

Expenditure incurred in March 2019 and presented in the list of accounts paid, was allocated in the 2018/19 Budget as amended.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Scallan, Seconded Cr Bookless  
C.04/0419**

- 1. That Council receives the March 2019 Financial Activity Statements as presented in Attachment 3.**
- 2. That Council receives the List of Accounts Paid in March 2019 as presented in Attachment 4.**

**Carried 8/0**

<b>ITEM NO.</b>	C.05/0419	<b>FILE REF.</b>	192
<b>SUBJECT</b>	Information Statement		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	12 April 2019		

Attachment 5 Shire of Bridgetown-Greenbushes 2019 Information Statement

*OFFICER RECOMMENDATION that Council adopts the Shire of Bridgetown-Greenbushes 2019 Information Statement as presented in Attachment 5.*

Summary/Purpose

To comply with requirements of the Freedom of Information Act 1992 (FOI Act) Council is required to adopt an Information Statement.

An internal review of the Shire's current Information Statement has been conducted and a revised document is presented to Council for endorsement.

Background

Council is required under Part 5 of the FOI Act to annually prepare and publish an up-to-date Information Statement. The last review of Council's Information Statement was undertaken in 2018 (adopted by Council April 2018).

Officer Comment

The content of information statements conveys information to the public about the agency's (Shire) operations, the kinds of documents it holds and the procedures for accessing them. The Shire has the discretion of publishing its Information Statement either as a standalone document or incorporated in its annual report. Section 94 of the FOI Act outlines the content required in the Information Statement.

A review of Council's current Information Statement has been undertaken to ensure all necessary information has been included as per Section 94 and that information is up-to-date. The following minor changes to Council's Information Statement are being recommended:

### **Page 2 – Introduction**

In the second sentence of paragraph two 'April 2018' has been amended to 'April 2019'.

#### Reason for Amendment

To reflect the document was last reviewed and is current as at April 2019.

### **Page 2 – Shire Profile**

In the first sentence of paragraph three 'February 2017' has been amended to '30 June 2018' and '4,643' amended to '4,708'.

#### Reason for Amendment

Update population estimate and date to reflect the latest figures provided by the Australian Bureau of Statistics.

### **Page 2 – Legislative Framework**

In the last sentence of the paragraph 'State Law Publisher at [www.slp.wa.gov.au](http://www.slp.wa.gov.au)' has been replaced with 'Western Australian Legislation website at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)

#### Reason for Amendment

Update document with correct website link to reference current Acts and Regulations.

### **Page 3 – Local Laws**

In the list of Local Laws 'Cats' has been added and 'Keeping & Welfare of Cats' deleted.

#### Reason for Amendment

Update document to reflect the current list of Council's Local Laws.

### **Page 4 – Management Structure**

In the second sentence of the second paragraph 'Works & Services' has been amended to 'Development & Infrastructure' and the words 'with Planning & Environmental Services reporting to the Chief Executive Officer' deleted.

Diagram has been updated by renaming 'Works & Services' to 'Development & Infrastructure' and deletion of 'Planning & Environmental Services'.

#### Reason for Amendment

To reflect the current organization structure as adopted by Council in February 2019.

### **Page 5 – Policies & Delegation of Authority**

In the last sentence of the paragraph '[www.bridgetown.wa.gov.au/your-shire/publications](http://www.bridgetown.wa.gov.au/your-shire/publications)' has been replaced with '<https://www.bridgetown.wa.gov.au/your-council/council/freedom-of-information.aspx>'.

Reason for Amendment

Update document with correct website link to reference the Shire's Information Statement.

**Page 6 – Standing Committee**

This section has been deleted.

Reason for Amendment

This change reflects the cessation of Council's standing committee.

**Page 7 – Community Consultation and Participation**

In the last paragraph <https://www.bridgetown.wa.gov.au/contact> has been replaced with <https://www.bridgetown.wa.gov.au/contact-us/contact.aspx>

Reason for Amendment

Update document with correct website link to reference the Shire's Contact page.

**Page 8 – Freedom of Information Charges**

In the sentence before the table of fees and charges 'April 2018' has been amended to 'April 2019'.

Reason for Amendment

The change represents that the fees and charges contained within the document were reviewed and are current as at April 2019.

**Page 10 – Appendix 1 – List of legislation administered by the Shire**

In the last sentence of the paragraph 'State Law Publisher at [www.slp.wa.gov.au](http://www.slp.wa.gov.au) has been replaced with 'Western Australian Legislation website at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)

Reason for Amendment

Update document with correct website link to reference current Acts and Regulations.

**Page 10 – Appendix 1 – Other Legislation Affecting the Shire**

In the list 'Cats Local Law' has been added and 'Keeping & Welfare of Cats Local Law' deleted.

Reason for Amendment

Update document to reflect the current list of Council's Local Laws

Statutory Environment

Part 5 of the FOI Act requires Council to produce an Information Statement. Section 94 details the information that must be contained within the Information Statement and Section 96 requires that an up-to-date statement is published at intervals of not more than 12 months.

The information required by Section 94 is as follows:

- (a) *a statement of the structure and functions of the agency;*
- (b) *a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*

- (c) *a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;*
- (d) *a description of the kinds of documents that are usually held by the agency including —*
  - (i) *which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and*
  - (ii) *which kinds of documents can be purchased; and*
  - (iii) *which kinds of documents can be obtained free of charge;*
- (e) *a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;*
- (f) *a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —*
  - (i) *the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and*
  - (ii) *the address or addresses at which access applications can be lodged;*
- (g) *a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —*
  - (i) *the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and*
  - (ii) *the address or addresses at which applications for amendment of personal information can be lodged.*

#### Integrated Planning

- Strategic Community Plan  
Key Goal 5: Our leadership will be visionary, collaborative and accountable  
Objective 5.2: We maintain high standards of governance, accountability and transparency  
Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy – Not applicable

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

#### Social Equity

The Information Statement is produced to assist the community in understanding the structure under which Council operates and to inform members of the public how they may participate and access information.

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

Council is bound by requirements of the FOI Act. Failure to review and update the Information Statement will increase the risk of Council being non-compliant with Section 96 of the FOI Act.

Continuous Improvement

Reviewing the contents of Council's Information Statement ensures that information being provided to the public is relevant and up-to-date. Each review will also provide an opportunity to incorporate improvements into the document.

Voting Requirements – Simple Majority

***Council Decision Moved Cr Wilson, Seconded Cr Boyle  
C.05/0419 That Council adopts the Shire of Bridgetown-Greenbushes 2019  
Information Statement as presented in Attachment 5.***

***Carried 8/0***

**Planning & Environmental Services** - Nil

**Works & Services** - Nil

**Community Services**

<b>ITEM NO.</b>	C.06/0419	<b>FILE REF.</b>	281
<b>SUBJECT</b>	Community Grants and Service Agreements		
<b>PROPONENT</b>	Greenbushes CWA Belles		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	10 April 2019		

Refer to page 4

**Receival of Minutes from Management Committees** – Nil

**Urgent Business Approved by Decision** - Nil

**Responses to Elected Member Questions Taken on Notice** - Nil

**Elected Members Questions With Notice** - Nil

**Notice of Motions for Consideration at the Next Meeting** - Nil

**Matters Behind Closed Doors (Confidential Items)**

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended this Item be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

<b>ITEM NO.</b>	C.07/0419	<b>FILE REF.</b>	A32974, A34748
<b>SUBJECT</b>	Proposed Land Purchase – Lot 104 (2) Lockley Avenue and Lot 115 Nelson Street, Bridgetown		
<b>PROPONENT</b>	Shire of Bridgetown-Greenbushes		
<b>LANDOWNER</b>	Commissioner of Main Roads		
<b>OFFICER</b>	Manager Planning		
<b>DATE OF REPORT</b>	5 April 2019		

Attachment 7      Location Plan

**Council Decision** *Moved Cr Wilson, Seconded Cr Boyle*  
**C.07/0419** *That Council go behind closed doors at 6.24pm.*

**Carried 8/0**

**Council Decision** *Moved Cr Bookless, Seconded Cr Moore*  
**C.07/0419a** *That Council resolves to purchase Lot 104 (2) Lockley Avenue (on Diagram 87414) and Lot 115 Nelson Street (on Diagram 92767), Bridgetown for the total sum of \$80,000, as shown in Attachment 7, with the unbudgeted expenditure funded by withdrawal of an amount of \$80,000 from the Land & Buildings Reserve.*

**Absolute Majority 8/0**

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended this Item be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

<b>ITEM NO.</b>	C.08/0419	<b>FILE REF.</b>	A7054
<b>SUBJECT</b>	Proposed Land Purchase – Part Lot 84 (42) Forrest Street, Bridgetown		
<b>PROPONENT</b>	Shire of Bridgetown-Greenbushes		
<b>LANDOWNER</b>	Daniel Eaton		
<b>OFFICER</b>	Manager Planning		
<b>DATE OF REPORT</b>	5 April 2019		

Attachment 8            Somme Creek Parklands and Surrounds  
Attachment 9            Concept Somme Creek Parklands Restoration Project  
Expansion (November 2018)  
Attachment 10          Proposed Land Purchase

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

**C.08/0419 That Council:**

- 1. Resolves to purchase the southern portion of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 222161, Volume/Folio 1327/46) for the sum of \$50,000 plus subdivision and legal costs of approximately \$7,000, as shown in Attachment 10.**
  
- 2. That the unbudgeted expenditure of \$50,000 purchase price and estimated \$7,000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to \$57,000 from the Land & Buildings Reserve.**
  
- 3. That the CEO be authorised to submit an application to the Western Australian Planning Commission for the subdivision of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 22161), and amalgamation with adjoining Lot 873 (83) Steere Street, Bridgetown (on Diagram 98062).**

**Absolute Majority 8/0**

**Council Decision Moved Cr Wilson, Seconded Cr Moore**

**C.08/0419 That Council come out from behind closed doors at 6.27pm.  
Carried 8/0**

**Closure**

The Presiding Member closed the Meeting at 6.30pm

**List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	C.02/0419	Strategic Community Plan 2019
2	C.03/0419	Rolling Action Sheet
3	C.04/0419	March 2019 Financial Activity Statements
4	C.04/0419	List of Accounts Paid in March 2019
5	C.05/0419	Shire of Bridgetown-Greenbushes 2019 Information Statement

6	C.06/0419	Letter from Greenbushes CWA Belles
7	C.07/0419	Location Plan
8	C.08/0419	Somme Creek Parklands and Surrounds
9	C.08/0419	Concept Somme Creek Parklands Restoration Project Expansion (November 2018)
10	C.08/0419	Proposed Land Purchase

Minutes checked and authorised by T Clynch, CEO		30.4.19
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unconfirmed minutes