



**Special Council Minutes Index – 6 April 2020**

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Minutes of a Special Council Meeting of the Shire of Bridgetown-Greenbushes held at **5.30pm on Monday 6 April 2020**. In response to COVID-19 social distancing requirements, the Special Council Meeting was attended remotely (electronically) by Councillors and Shire staff.

The purpose of the meeting was to:

1. Consider the adoption of a COVID-19 Community Response Plan including the establishment of a framework for the 2020/21 budget.
2. Consider necessary changes to current Council policies and delegations to facilitate effective response and support to the community and ensure organisational capability.
3. Considers a request from Talison Lithium Pty Ltd for a temporary lifting of occupancy restrictions at its workers accommodation camp site on Old Mill Road, North Greenbushes.

Prior to commencement of this, electronic attendee connections were tested and confirmed.

*The Presiding Member opened the Meeting at 5.37pm*

**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 J Nicholas
Councillors	- J Bookless
	- J Boyle
	- B Johnson
	- J Moore
	- J Mountford
	- A Pratico
	- P Quinby
	- A Wilson
In Attendance	- T Clynch, Chief Executive Officer
	- M Larkworthy, Executive Manager Corporate Services
	- E Denniss, Executive Manager Community Services
	- G Arlandoo, Executive Manager Development & Infrastructure
	- D Wilson, Corporate Services Coordinator

**Attendance of Gallery** – Nil (note due to meeting being held electronically no members of the public were able to attend).

### **Public Question Time**

Note: Members of the public were unable to attend the meeting in-person. However members of the public were able to submit public questions for the Special Council Meeting, such questions must relate to the items on the Agenda.

Public questions were to be submitted by email to [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au) before 4pm on Monday 6 April 2020. Two members of the public submitted questions – details below.

The CEO read out the following questions and responses:

#### **Mr B Bebbington**

- 1) In relation to the statement about the shortage of rental accommodation in the shire. What is the average rental in the shire and has it increased disproportionately to the rest of the South West of WA in the last month and 12 months?

*Response – those statistics are not known.*

- 2) What is the average number or rentable dwellings available in the shire over the last five years and has this changed in recent weeks, warranting urgent action?

*Response – unknown.*

- 3) The schemes refer to Holiday accommodation as including motels, caravan parks, but provides a different interpretation at the end of the document. Specifically to what types of accommodation does the shire intend the modified policy will apply to?

*Response – the definition of holiday accommodation is “buildings constructed in accordance with council policy and used for the short term accommodation of tourists and holiday makers and includes convention centres , halls and other buildings but does not include a hotel or motel. Under council’s holiday accommodation policy only two forms of accommodation are listed – cabins or chalets.*

- 4) What conditions would be placed on any holiday accommodation, as to the length of the lease permissible?

*Response – this would be determined based on a specific application. Currently the policy allows Council to approve applications for occupation of holiday accommodation (as per the response to the previous question this applies to cabins or chalets only) for an aggregate period of more than 3 months in any consecutive 12 months. The officer recommendation tonight is to amend that policy to allow such applications to be dealt with under delegated authority instead of having to be presented to Council.*

- 5) As holiday accommodation is permitted to allow a person to stay for up to 3 months aggregate, where is the urgency in relaxing this requirement without going to a normal council meeting?

*Response – the purpose of the meeting is for Council to determine its response to COVID-19 including how it can assist businesses affected. There is a need for Council to act decisively noting that further initiatives can be considered at future council meetings as and when they arise.*

- 6) The Premier's letter to the President of WALGA asked for a 'unilateral freeze on all local government household rates' (17 March 2020 as per attachment 1). This does not seek a freeze on non household rates. Why is the shire foregoing the proposed increase for mining rating (total rates 19/20 of \$81,549) when the rise would generate an additional \$3343 in rate revenue and still be consistent with the Premier's request? In particular I refer to the budget comments in relation to the need to recover costs to the shire from the mining sector.

*Response – impacts are likely to be felt across the community and business will be particularly affected. The officer recommendation is for the zero rate increase for 2020/21 (as contained in the draft Community Response Plan) to be across all rating categories. Council however could elect to amend that proposal and only provide it to specific rating categories.*

Mr J Bingham

Under current arrangements the Exchange Hotel in Greenbushes has been providing accommodation in the past for persons involved in various aspects of work activities at the Talison Lithium Mine.

The Exchange Hotel employs local people in all areas of the industry, be it cooks, kitchen hands, wait staff, housemaids, laundry staff and bar staff.

The Exchange Hotel has 25 individual en-suited units.

As a result of the COVID-19 issue some staff have had to be laid off. However the hotel can still provide accommodation; meals delivered to rooms; take away alcohol and take away food thus allowing some locally based staff members to maintain employment in these difficult times.

Why would the Shire not be encouraging Talison to support local businesses and local jobs?

Response

*The approach from Talison Lithium Pty Ltd ("Talison") was for them to be allowed to accommodate at the camp site during the duration of the COVID-19 prohibition on regional travel directions the following types of persons that aren't normally allowed to use the camp:*

- *Employees that reside outside the south west region; and*
- *Contractors not specifically engaged for work on the expansion project (interpreted to mean contractors engaged on operational matters outside of the expansion project).*

*In support of its application Talison advises that a number of its contractors utilising hotel and motel accommodation have not been provided meals due to kitchen and restaurant closures.*

*Talison wishes to temporarily use the transient workers camp for accommodation of these persons. A risk plan for the camp has been prepared and sets strict conditions of occupancy and stringent cleaning protocols so that the safety of all persons at the camp and on the mine site can be enhanced during the COVID-19 period. The cleaning protocols include multiple cleaning schedules, room rotation and staggered meal times.*

*Talison is of the view that private accommodation providers would be unable to apply the same stringent cleaning and risk management arrangements.*

*Talison has a long history of supporting local businesses. It is also working with the Shire to ensure that its workforce is locally based rather than it ending up as a “drive in – drive out” workforce. This is the fundamental reason behind the Shire’s growth strategy which seeks to maximise the opportunities provided by the mine’s recent and projected expansion including the creation of local jobs and local economic activity.*

**Petitions/Deputations/Presentations** - Nil

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

**Notification of Disclosures of Interest**

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

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

Name	Cr Johnson
Type of Interest	Financial
Item No.	SpC.02/0420 – Request for Variation of Conditions – Transient Workers Accommodation
Nature of Interest	I am employed by the owner of the Exchange Hotel, Greenbushes, and this establishment currently accommodates Talison personnel

## **Business Items**

Prior to debate on Item Spc.01/0420 commencing the CEO advised of an error in the table contained in the agenda report (listing proposed “initiatives”) and Attachment 4 – being that the wording for Initiative No. 10 should read “Refund of 2019/20 alfresco dining fees from 1 April 2020 to 30 June 2020”. This wording will be corrected in the Minutes.

<b>ITEM NO.</b>	SpC.01/0420	<b>FILE REF.</b>	806.1
<b>SUBJECT</b>	COVID-19 Community Response Plan and 2020/21 Budget Framework		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	3 April 2020		

Attachment 1	Correspondence from Premier of Western Australian to WALGA President
Attachment 2	Minutes of a Special Meeting of WALGA State Council held 27 March 2020
Attachment 3	Correspondence from Minister for Local Government; Heritage; Culture & the Arts
Attachment 4	Draft Community Response Plan and 2020/21 Budget Framework

### **OFFICER RECOMMENDATION**

1. That Council formally acknowledges the impacts both economically and socially that COVID-19 is having on its community.
2. That Council endorses the Community Response Plan and 2020/21 Budget Framework document as shown in Attachment 4.
3. That the CEO presents a draft COVID-19 Financial Hardship Policy to the April 2020 ordinary meeting of Council.
4. That Council amends Policy F.6 – Purchasing to recognise an increase of the tender threshold to \$250,000 pending gazettal of proposed amendments to the Local Government (Functions and General) Regulations.
5. That Council amends Delegation F.5 – Tenders for Providing Goods & Services and Delegation F.9 – Acceptance of Tenders by changing the tender threshold of \$150,000 to \$250,000 (pending gazettal of proposed amendments to the Local Government (Functions and General) Regulations).  
[Absolute Majority required]
6. That Council amends Part 10 of Policy P.2 – Holiday Accommodation by changing the word “Council” to “local government” so that under existing delegated authority the CEO can determine applications under this part of the policy.

7. *That Council suspends until 31 December 2020 activation of Policy F.11 – Collection of Outstanding Rates and Policy A.22 – Accrual of Annual Leave.*
8. *That in its imminent review of its Long Term Financial Plan and Corporate Business Plan Council consider bringing forward capital projects that drive economic stimulus, job creation and community benefit.*

#### Summary/Purpose

The coronavirus COVID-19 pandemic has escalated world-wide over the last few weeks and has resulted in considerable and serious economic and social impacts on communities. The serious impact this pandemic is having on the whole community is recognised and a Community Response Plan has been developed in response to the current situation and for the period up until 30 June 2021 at least as even once the COVID-19 pandemic is resolved there will remain a considerable period where economic and community recovery will be vital.

#### Background

The Western Australian Government is urging the local government sector to respond to COVID-19. On 17 March 2020 the Premier wrote to the WALGA President requesting that all Local Governments freeze rates, fees and charges, in order to provide much needed financial support to households and businesses during the COVID-19 crisis (refer Attachment 1).

The WALGA President replied to the Premier on 23 March 2020 and informed him that:

- The Local Government sector is acutely aware of the added financial pressure and uncertainty facing households, small businesses and the self-employed as a result of COVID-19.
- In order to realise a net zero rates, fees and charges increase, the sector needs support from the State Government in relation to a range of financial, regulatory and governance considerations.

On 24 March 2020, a State and Local Government Partnership Agreement meeting was held. At this meeting, the Premier informed attendees that the COVID-19 situation had escalated, with expectations that the economic impact would be without precedent. The Premier urged the sector to consider the immediate implementation of any initiatives that would provide relief and economic stimulus for local economies, including the provision of financial support and relief to households and businesses.

WALGA State Council met on 27 March 2020 to discuss the local government sector's response to the COVID-19 Pandemic (refer Attachment 2 for minutes). State Council resolved:

*That WALGA:*

1. *Notes the significant contribution of Local Governments in supporting their communities through the COVID-19 pandemic from a financial, economic, community and social perspective.*

2. *Requests each Local Government give consideration to the following suite of actions, for Local Governments with the capacity to do so, to provide a coordinated and consistent response to the COVID-19 pandemic:*
  - a. *Consider not increasing rates for the 2020-21 financial year.*
  - b. *Adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy.*
  - c. *Consider rate relief options to support small businesses affected by the COVID-19 pandemic.*
  - d. *Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic.*
  - e. *Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowing.*
  - f. *Prioritise Local Government spending with businesses and contractors located within the Local Government.*
  - g. *Implement business friendly payment terms to support business cash flow.*
  - h. *Consider supporting Community sporting and cultural groups by either establishing grant programs or waiving fees and charges.*
  - i. *Redeploy staff affected by facility closures to tasks that support the community.*
3. *Notes the State Government is urgently drafting legislative and regulatory amendments to support the actions outlined in point 2 above.*
4. *Notes the advocacy for the following:*
  - a. *An increase in Local Government borrowing capacity beyond current Western Australian Treasury Corporation borrowing limits.*
  - b. *Suspension of the Western Australian Treasury Corporation's borrowing guarantee charge of 0.7 percent on top of the loan interest rate for the 2020-2021 financial year.*
  - c. *No increase to street lighting and utility tariffs in 2020-2021.*
  - d. *Deferral of revaluations for the 2020-2021 financial year.*
  - e. *Request the Office of the Auditor General to cease performance audits for the 2020-2021 financial year*
  - f. *Freezing of the waste levy for the 2020-2021 financial year*

On 31 March 2020 the Minister for Local Government; Heritage; Culture & the Arts wrote to all Local Governments advising of the critical role the sector has in responding to COVID-19, particularly in community recovery (refer Attachment 3). The Minister is encouraging local governments to look at their capacity, be innovative and step up and demonstrate an understanding of the challenges that households are facing in all communities.

#### Officer Comment

The response to the COVID-19 pandemic is placing unprecedented financial uncertainty on Government, businesses, not-for-profit organisations and wider community. It is increasingly likely that restrictions may increase and will impact for a number of months. Emergency situations provide unique opportunities for Council to demonstrate community leadership.



The general function of a local government is to provide for the good government of persons in its district. As always, but critically in the current pandemic, the Council needs to balance its financial sustainability against the needs and wants of individuals, not-for-profits and businesses within its community.

*The purpose of this report is to:*

1. To consider a Community Response Plan that incorporates key actions and initiatives for the provision of support to residents, businesses and community groups. This Plan will also determine the framework of Council's 2020/21 budget with respect to rating, fees and charges and other own source revenue;
2. To identify temporary changes to or suspension of Council policies for the purpose of assisting community (including business) recovery;
3. To review existing delegations to the CEO that can facilitate timely decision-making; and
4. Consideration of other relevant matters

These matters are further discussed below and inform the relevant parts of the officer recommendation.

#### COVID-19 Community Response Plan and 2020/21 Budget Framework

A number of initiatives can be implemented for both the balance of 2019/20 and part/all of 2020/21 dependent upon how long it will take until the COVID-19 pandemic comes under control and community recovery is well established. For the purpose of this report it has been assumed that many of the current restrictions for use of facilities and public gatherings will have eased by 1 October 2020.

A draft 'COVID-19 Community Response Plan and 2020/21 Budget Framework' has been prepared – refer Attachment 4. Set out below is an extract from the Plan detailing the proposed initiatives. Contained in the Plan itself (refer Attachment 4) is an estimate of the costs (typically foregone revenue) to deliver each initiative.

	<b>Initiative</b>
1.	Zero rate increases for 2020/21. Note this doesn't factor in changes to GRV values occurring due to development of land. Also there is a UV revaluation scheduled and if this proceeds it could affect a change in rates for individual properties even if the rate in the dollar set by Council remains unchanged from 219/20. Note under the Long Term Financial Plan implementing a zero rate increase for 2020/21 will forego a forecast 4.1% rates increase.
2.	Waive all penalty interest for late payment of current rates arrears from 1 April 2020 to 30 June 2020.
3.	Encourage flexible payment plans for current rates arrears and future 2020/21 rates subject to such plan showing rates paid in full by 30 June 2021. No administration fees to be applied for duration of payment plans entered into from 1 April 2020 to 31 December 2020.
4.	Reduce penalty interest charge for late payment of 2020/21 rates from 11% to 5.5%, subject to the ratepayer entering into an approved payment plan for full payment of rates by 30 June 2021. Note if no payment plan is entered into by 31 December 2020 then interest of 11% is to apply.
5.	No administration fees and reduce interest from 5.55 to 2.75% on the statutory 4 rate instalment option for payment of 2020/21 rates
6.	Where approved rates payment plans don't provide for full payment of outstanding rates by 30 June 2021 11% interest will be applicable from 1 July 2021.

7.	Consider adoption of a COVID-19 Financial Hardship Policy. The objectives of the draft policy are to be: <ul style="list-style-type: none"> <li>To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Bridgetown-Greenbushes recognises that these challenges will result in financial hardship for our ratepayers.</li> <li>To ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.</li> </ul>
8.	Suspend debt recovery for unpaid rates not on instalments or approved payment plans until 31.12.20. Note this doesn't mean a write off of debt.
9.	Zero increase to fees and charges for 2020/21.
10.	Refund of 2019/20 alfresco dining fees from 1 April 2020 to 30 June 2020.
11.	Waiving of 2020/21 alfresco dining fees.
12.	Refund of annual health food premises registration and surveillance fees for 2019/20 (note doesn't include event stallholders).
13.	Waiving of annual health food premises registration and surveillance fees for 2020/21 (note doesn't include event stallholders).
14.	Waiving of visitor centre administration fee for cancelled accommodation bookings.
15.	Refund of 50% of 2019/20 temporary caravan park (linked to events) licence fees as 2 of the 4 special events linked to this licence were cancelled due to COVID-19.
16.	Waive lease fee for Leisure Centre health & fitness room from 1 April 2020 with assumption that use of fitness room will be able to recommence 1 October 2020.
17.	Extend existing Leisure Centre membership periods by the period of time the facility is unable to be accessed.
18.	Discount 2020/21 Visitor Centre Membership Fees by 50%.
19.	Waiving of fees for extension of planning approvals and building permits until 30 June 2021 in acknowledgement that construction times will likely be drawn out.
20.	Refund of unused fees/charges for sporting clubs (assumes no football or soccer in 2020/21 but cricket and harness racing will proceed).
21.	Where community grants, service agreements or other donations have been earmarked in 2019/20 budget for delivery of events subsequently cancelled due to COVID-19 the grant recipients are able to claim for cash expenses incurred in planning for the event up to the amount of the grant.

Temporary Changes to or Suspension of Council Policies for the Purpose of Assisting Community (Including Business) Recovery

- Policy F.6 – Purchasing

The Department of Local Government, Sport and Cultural Industries advises it is working on a range of regulatory amendments to facilitate Council business during the COVID-19 pandemic. One of these amendments is to the Local Government (Functions and General) Regulations where it is proposed to raise the tender threshold to \$250,000; introduce a new tender exemption for purchases required during a state of emergency declaration; and permit the extension or renewal of existing contracts which are due to expire (at the Local Government's discretion). The Department believes that these amendments will permit a wider range of procurement activities to be

conducted under Purchasing Policies and assist local governments in their response and recovery activities.

Currently Policy F.6 recognises the current tender threshold of \$150,000. It is recommended that Council amend Policy F.6 conditional on the regulatory amendments being gazetted. Under this wording of the officer recommendation if the gazettal doesn't occur the policy modification wouldn't apply.

- Policy F.11 – Collection of Outstanding Rates  
The policy contains guidelines to ensure rates and/or service charges owing to the Shire of Bridgetown-Greenbushes are collected in a consistent and timely manner. With the earlier recommendation to suspend debt recovery for unpaid rates until 1 July 2020 it is recommended that Council temporarily suspend activation of this policy until that date.
- Policy A.22 – Accrual of Annual Leave  
The policy currently allows staff to accrue up to 8 weeks annual leave at any given time. It is recommendation that Council temporarily suspend this policy until 31 December 2020 so that the CEO can direct staff members to take leave (in accordance with applicable employment award) where deemed necessary. Directing staff to take leave in the event of a reduction in work tasks (such as temporary closure of a Shire service or facility) may be necessary to achieve budget targets.
- Policy P.2 – Holiday Accommodation  
Part 10 (maximum length of occupancy) of this Policy states:

*Except with the prior approval in writing of the Council:*

- (a) *A person shall not occupy a unit of holiday accommodation, or more than one unit in the same approved development; and*
- (b) *The proprietor shall not permit any one unit, or units of holiday accommodation to be occupied by the same person;*

*for an aggregate period of more than three months in any consecutive twelve months.*

Recent discussion with local real estate agents indicates there exists a shortage of rental accommodation. The local tourist accommodation industry has been decimated by the almost total loss of tourists due to COVID-19 restrictions. A temporary measure to assist both of these problems would be to encourage use of vacant chalets and other forms of holiday accommodation for semi-permanent residential occupation. Currently the policy states that the approval of "Council" is required for occupation of a unit of holiday accommodation by a person for an aggregate period of three months or more in a 12 months period. It is recommended that Council amend Part 10 of this policy by changing "council" to "local government" that will allow the CEO under an existing delegation to determine such applications.

### Review Existing Delegations to the CEO that can Facilitate Timely Decision-Making

- F.5 - Tenders for Providing Goods & Services and F.9 – Acceptance of Tenders  
Subject to proposed amendments to the Local Government (Functions and General) Regulations being finalized these delegations are to be amended to substitute the tender threshold of \$150,000 with \$250,000. If the regulatory amendment is only to be applicable temporarily (such as for the COVID-19 pandemic and specified recovery period or for a declared State of Emergency) then the wording of the delegations is to reflect that limitation.

### Consider other relevant matters

- Budget Timetable  
The initiatives listed in the Community Response Plan and 2020/21 Budget Framework will have a significant impact upon the development of Council's budget. This may trigger a later budget adoption date. A budget timetable will be developed and presented to councillors.
- Long Term Financial Plan (LTFP)  
The LTFP guides the development of the annual budget. Currently the parameters of the 2020/21 budget are set by the LTFP with a rate increase of 2.5% + CPI (total 4.1%). The 0% rates and fees/charges increases proposed earlier will have a significant impact on revenue collection and will require a commensurate review of expenditure, particularly operating expenditure. Executive had already commenced the annual review of the LTFP prior to presentation to Council but there is a need to go back and revisit the LTFP in light of decisions made at this special meeting.
- Capital Works Plans  
Various capital works plans (i.e. 10 year roads program, 5 year building capital works plan, plant replacement plan, fleet replacement plan) are contained within the LTFP. All of these have already been presented to councillors at recent Concept Forums for informing of the LTFP. It is proposed to revisit these various capital works plans for 2020/21 taking into account our objective of keeping all our permanent staff employed as well as providing local economic stimulus.
- Corporate Business Plan  
The LTFP identifies the amount of funds for discretionary projects or initiatives. With the reduction of revenue (both for balance of 2019/20 and in 2020/21) the amount of expenditure for discretionary projects or initiatives will be less. It was intended to present a review of the Corporate Business Plan to Council in May 2020 but due to the above this is now expected to occur in June.
- Strategic Community Plan  
A comprehensive review of the Strategic Community Plan is scheduled for 2020/21. The timing of community engagement for this review will likely be affected by the timeliness of the COVID-19 pandemic and the community recovery process. A report on this matter will be presented to Council by June 2020.

- Talison Lithium Workers Camp  
On 2 April 2020 the following request was received from Talison Lithium Pty Ltd:

*Talison Lithium Pty Ltd (Talison) is seeking an amendment to the existing arrangement to relax the need for only “construction workers” to occupy the camp during this declared ‘State of Emergency’ which came into effect on 16<sup>th</sup> March 2020 in respect of the pandemic caused by COVID -19.*

*Talison requests permission to use the facility to house employees and contractors during this crisis period until the situation improves and the ‘State of Emergency’ is rescinded.*

*It has become increasingly challenging to find suitable accommodation in the region pursuant to the recent amendments to the Emergency Management Act 2005 (WA), Section 67, which has declared a ‘Prohibition on Regional Travel Directions’ which came into operation at 11:59 pm on 31<sup>st</sup> March 2020.*

*Relaxing this requirement for only ‘construction workers’ to occupy the camp will assist Talison to continue functioning as an “Essential Service” in this time of national crisis.*

A separate report (agenda item) has been prepared to address this request – refer Item SpC.02/0420.

### Statutory Environment

Local Government Act 1995 and associated regulations

### 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. – encourage long term growth in the district in order to retain and enhance services

Strategy 1.1.2 – develop and implement strategic plans and actions that attract economic development

Objective 1.2 – a proactive approach to business development

Strategy 1.2.2 – design and implement business retention strategies and initiatives for support of existing and potential new businesses

Strategy 1.2.3 – communicate and engage with the business community

Key Goal 5 – our leadership will be visionary, collaborative and accountable

Objective 5.1 – our community actively participates in civic life

Strategy 5.1.3 – monitor, maintain and enhance the way we communicate with the community

Strategy 5.1.4 – people receive Shire information, services and opportunities according to their needs

Objective 5.2 – we maintain high standards of governance, accountability and transparency

Strategy 5.2.1 – councillors provide strong and ethical leadership

Strategy 5.2.3 – ensure organisational capability

Strategy 5.2.4 – maintain a strong customer focus

Strategy 5.2.6 – ensure the financial sustainability of the organisation

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 - refer comments earlier in this report
- Long Term Financial Plan – refer comments earlier in this report
- Asset Management Plans - Nil
- Workforce Plan  
At this point in time there aren’t specific implications for the Workforce Plan. If necessary a review of the Plan can occur if significant long-term impact on operations occurs
- Other Integrated Planning - Nil

#### Policy Implications

As detailed in the body of the report.

#### Budget Implications

There has been an immediate impact on the current budget as revenue streams are already affected, mainly brought about by closure of facilities, a reduction in rate receipts and a slowdown in development/building applications. Up to the end of the financial year the executive will closely monitor expenditure, particularly discretionary expenditure, to ensure that the end of year position is manageable.

The initiatives contained in the Community Response Plan will have significant impact upon the development of the 2020/21 budget (guided by an updated Long Term Financial Plan).

The following advice has been conveyed to the sector by WALGA:

*In planning for the 2020/2021 budget, Local Governments will be faced with a large proportion of their community that remain subject to pandemic control restrictions and as a result, are unemployed or substantially under employed. Forecasts indicate there will be widespread economic hardship for families and businesses extending over at least an 18-month horizon.*

*The economic impacts of Covid-19 will require Local Governments to review and reprioritise Strategic Community Plan objectives and reprioritise and rationalise budget allocations now in the current budget to ensure essential services are available to respond to the emergency, and there will be budget and strategic priority implications for several years to come in order to reduce the economic burden and support our communities in the recovery phase.*

*Reserve Accounts may be required to be repurposed and drawn down from to ensure Local Governments are able to meet the challenges of responding to Covid-19 and in leading recovery for the community and local businesses.*

Whole of Life Accounting - Nil

Risk Management

Business continuity planning is occurring across the Shire. Risk assessments are being conducted across the range of services and facilities taking into account directions from Commonwealth and State Governments.

Voting Requirements – as detailed within the officer recommendation

**Council Decision Moved Cr Boyle, Seconded Cr Pratico  
SpC.01/0420 That Council invokes clause 18.1 of the Standing Orders to allow for informal discussion at 5.57pm. Carried 9/0**

**Council Decision Moved Cr Pratico, Seconded Cr Moore  
SpC.01/0420a That application of clause 18.1 of the Standing Orders cease at 6.23pm. Carried 9/0**

**Council Decision Moved Cr Pratico, Seconded Cr Moore  
SpC.01/0420b**

- 1. That Council formally acknowledges the impacts both economically and socially that COVID-19 is having on its community.**
- 2. That Council endorses the Community Response Plan and 2020/21 Budget Framework document as shown in Attachment 4.**
- 3. That the CEO presents a draft COVID-19 Financial Hardship Policy to the April 2020 ordinary meeting of Council.**
- 4. That Council amends Policy F.6 – Purchasing to recognise an increase of the tender threshold to \$250,000 pending gazettal of proposed amendments to the Local Government (Functions and General) Regulations.**
- 5. That Council amends Delegation F.5 – Tenders for Providing Goods & Services and Delegation F.9 – Acceptance of Tenders by changing the tender threshold of \$150,000 to \$250,000 (pending gazettal of proposed amendments to the Local Government (Functions and General) Regulations). [Absolute Majority required]**
- 6. That Council amends Part 10 of Policy P.2 – Holiday Accommodation by changing the word “Council” to “local government” so that under existing delegated authority the CEO can determine applications under this part of the policy.**

**7. That Council suspends until 31 December 2020 activation of Policy F.11 – Collection of Outstanding Rates and Policy A.22 – Accrual of Annual Leave.**

**8. That in its imminent review of its Long Term Financial Plan and Corporate Business Plan Council consider bringing forward capital projects that drive economic stimulus, job creation and community benefit.**

**Absolute Majority 9/0**

Cr Johnson declared a financial interest in Item SpC.02/0420 as she is employed by the owner of the Exchange Hotel, Greenbushes, and this establishment currently accommodates Talison personnel.  
Cr Johnson vacated the meeting at 6.25pm.

<b>ITEM NO.</b>	SpC.02/0420	<b>FILE REF.</b>	A34225
<b>SUBJECT</b>	Request for Variation of Conditions - Transient Workers Accommodation		
<b>PROPONENT</b>	Talison Lithium Australia Pty Ltd		
<b>LANDOWNER</b>	Peter McKay		
<b>LOCATION</b>	Lot 3 (RSN 103) Old Mill Road, North Greenbushes		
<b>OFFICER</b>	Manager Planning		
<b>DATE OF REPORT</b>	2 April 2020		

**OFFICER RECOMMENDATION**

Council approves a temporary variation to the conditions applicable for the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes, to allow the accommodation of Talison's operational staff. This variation is to apply for the duration of the 'Prohibition on Regional Travel Directions' in Western Australia and one month following the cessation of those directions.

**Summary/Purpose**

To seek Council's urgent support to also allow Talison Lithium operational staff including employees and contractors working at the Greenbushes mine to be accommodated at the transient workers accommodation camp site at Lot 3 (RSN 103) Old Mill Road, North Greenbushes, due to and during the recently declared 'Prohibition on Regional Travel Directions' in Western Australia.

**Background**

As background, an application for a temporary transient workers accommodation camp was presented to Council at the Ordinary Meeting on 27 July 2017 whereby resolved:

*"C.07/0717 That Council:*

- 1. Pursuant to Clause 3.2.5 and Clause 4.3.3 of Town Planning Scheme No. 4, determines that the proposed 'Use Not Listed – Transient Workforce Accommodation' is consistent with the objectives and purposes of the 'Rural 2 – General Agriculture' zone and may be considered for development approval subject to public consultation and detailed assessment.*



2. *Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above.*

The application was advertised for public comment pursuant in August 2017 however no submissions were received. The application was then presented to Council at a Special Meeting held on 14 September 2017, whereby Council resolved:

*“SpC.01/0917 That Council:*

1. *Noting that no submissions were received, and pursuant to Clause 3.2.5 and Clause 4.3.3 of Town Planning Scheme No. 4, gives support for the proposed temporary transient workforce accommodation as a Use Not Listed at Lot 3 (RSN 75) Old Mill Road, North Greenbushes, as per Attachments 2 and 3, and grants delegated authority to the Chief Executive Officer to determine the application subject to appropriate conditions including a maximum two year timeframe, subject to endorsement of the Bushfire Management Plan by the Department of Fire and Emergency Services.*
2. *Further to Point 1 above, grants support for commencement of preliminary earthworks for the proposed transient worker’s camp, and grants delegated authority to the Chief Executive Officer to authorise the works subject to appropriate conditions. In the event that development approval is not granted for the overall development the land is to be returned to a neat and tidy condition commensurate with the current state within a three month period, at the direction of the Chief Executive Officer.”*

Development approval was granted by the Chief Executive Officer on 18 October 2017 including Condition 1 which stated:

*“1. Approval is granted for the transient workers accommodation for a maximum period of two years from the commencement of occupation, with these dates to be confirmed in writing by the Chief Executive Officer prior to occupation.”*

Stage One Occupancy was granted in February 2018 back dated to 22 January 2018, and Stage Two Occupancy granted in August 2018. The two years occupancy of the camp was therefore scheduled to end on 22 January 2020.

Council is again asked to note that a secondary Rural Street Address of RSN 103 Old Mill Road, North Greenbushes has been allocated for the camp site. The property address in the recommendation and report therefore differs from the earlier resolutions of Council and granted development approval.

The applicant, Resolve Group Pty Ltd, submitted a report to the Shire in July 2017 as part of the original development application for the proposed camp. The report specifically stated that a temporary accommodation facility was needed for up to 250 transient construction workers from outside the local area associated with the Chemical Grade Plant (CGP2) project, including the crushing circuit. MSP Engineering supervisory and administrative direct employees (approximately 20 people) were to be housed in local accommodation. Furthermore, the report stated that MSP Engineering identified that a purpose built transient workers accommodation facility will be required within a 10 kilometre radius of the CGP2 Project construction site.

Noting some ambiguity and public concerns regarding occupancy of the camp, the applicant was invited to lodge a submission, with a subsequent report presented to Council in August 2018 for clarification on camp occupancy, whereby Council resolved:

*“C.11/0818 That in relation the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes, Council supports occupation of the camp by employees and contractors involved in overall expansion projects at the Greenbushes mine, as detailed in the applicant’s correspondence as per Attachment 10, specifically excluding occupation by any Talison Lithium mine operations staff.*

Council therefore gave support for occupancy of the camp for a variety of employees and contractors involved in the overall expansion projects at the Greenbushes mine, still for a maximum period of two years. The above resolution is key to the issue now presented to Council, discussed further below.

The Resolve Group Pty Ltd in January 2019 then sought Council support to extend the temporary occupancy for another two years up to 22 January 2022, for additional or relocation of buildings, expanded parking area slightly expanded camp area for a generator site. Council at the Ordinary Meeting held on 28 March 2019 resolved:

*“C.08/0319 That in relation to the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes, Council notes the public submissions as per Attachment 9, and supports the amended proposal as per Attachment 10, specifically approving temporary occupancy up to 22 January 2022, building modifications, and expansion of the camp area for additional parking and relocation of the diesel generator and fuel tank, subject to the following condition:  
a) That an approximate 3m bund wall be built along the northern and eastern sides of the proposed generator site.”*

Whilst Council resolved in September 2017 to grant delegated authority to the Chief Executive Officer to issue the original development approval, given the background, subsequent resolutions and importance of this matter, formal clarification and support from Council is sought for the amended proposal.

#### *Officer Comments*

Noting the original approval supported by Council in September 2017 restricted occupation to construction workers, and the clarification as resolved by Council in August 2018, the camp can currently be occupied by all employees and contractors involved in the overall expansion projects at the Greenbushes mine.

In response to the COVID-19 Pandemic crisis and State of Emergency across Australia, interstate travel restrictions plus intrastate travel restrictions pursuant to the Prohibition on Regional Travel Directions issued by the WA Police Commissioner on 31 March 2020, Talison Lithium as the operator of both the mine and now the workers camp, has requested urgent approval to house operational employees and contractors at the camp. Talison Lithium contends that relaxing the occupancy restrictions will assist them to continue mining functions as an “Essential Service” in this time of national crisis.

Shire staff understand that a significant cohort of Talison Lithium Australia Pty Ltd staff live within the South West Region and therefore may not be affected by the current regional travel restrictions. Some operational staff travel from other regions and likely from Interstate. Shire staff are also mindful of potential self-isolation protocols and social distancing guidelines, that may inhibit normal travel to and from work by local and non locally based staff.

The camp can accommodate up to 250 persons and can provide a significant level of accommodation for operation and mine expansion workers. Should Council support the proposed occupation by operational staff, it is recommended that cease within one month of the cessation of the Prohibition on Regional Travel Directions, to allow for roster changes and travel arrangements.

In conclusion, noting previous approvals from Council including broader interpretation to allow accommodation of any staff involved in mine expansion projects at the camp, it is now recommended that Council grant support for the temporary use of the camp to accommodate any operational staff during State of Emergency and Prohibition of Restricted Travel Directions period as a result of the COVID-19 Pandemic.

#### Statutory Environment

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

Development approval for the 'Use Not Listed – Transient Workers Accommodation' was granted by the Chief Executive Officer under delegated authority as resolved by Council, pursuant to Clause 3.2.5 and Clause 4.3.3 of Town Planning Scheme No. 4.

#### Policy

State Planning Policy 3.7 Planning in Bushfire Prone Areas and the Guidelines for Planning in Bushfire Prone Areas

A revised Bushfire Management Plan dated 28 February 2019 and prepared by RUIC has previously been submitted demonstrating that the current site is compliant with SPP 3.7 and the bushfire protection criteria contained in Appendix Four of the Guidelines.

#### Strategic Plan Implications

- Strategic Community Plan 2019

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

- *Objective 2.1 A diverse economy that provides a range of business and employment opportunities*
- *Strategy 1.1.1 Encourage long term growth in the district in order to retain and enhance services*
- *Objective 2.1.2 A proactive approach to business development*
- *Strategy 1.2.1 embrace a "can do" approach to development*

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

- *Objective 2.1 Value, protect and enhance our natural environment*
- *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 5: Our leadership will be visionary, collaborative and accountable*

- *Objective 5.1 Our community actively participates in civic life*
- *Strategy 5.1.1 The community is involved in local decision making*
- *Strategy 5.1.4 People receive Shire information, services and opportunities according to their needs*

Allowing occupation in the camp by all staff and contractors will provide necessary flexibility for Talison Lithium operations and mine site expansion works, providing opportunities for locally based employees and support services and industries, then ongoing employment opportunities needed for the large mine workforce and supporting industries.

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

#### Budget Implications

No fee has been charged for consideration of this matter.

Whole of Life Accounting – Not applicable

#### Risk Management

The additional timeframe for occupation of the approved camp site by staff involved in overall mine expansion works is not considered to raise any additional risks.

Voting Requirements – Simple Majority

**Moved** Cr Wilson, Seconded Cr Moore

Council approves a temporary variation to the conditions applicable for the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes, to allow the accommodation of Talison's operational staff. This variation is to apply for the duration of the 'Prohibition on Regional Travel Directions' in Western Australia and one month following the cessation of those directions.

6.37pm – Cr Pratico vacated the meeting

6.39pm – Cr Bookless vacated the meeting

**Amendment Moved** Cr Nicholas, Seconded Cr Moore

That Council defers consideration of this item pending further information, being:

1. Information from Talison Lithium on how many employees, contractors and/or consultants that currently don't meet eligibility requirements for the work camp are envisaged to be accommodated;
2. Information from Talison Lithium on where are these persons currently accommodated;
3. Information from Talison Lithium on why the regional boundaries travel prohibition is the trigger for its request;
4. Information from Talison Lithium on why it believes that hotels, motels or other accommodation cannot meet the requirements for accommodating these persons; and
5. Information to be obtained from local hotels, motels and other accommodation providers on whether they can accommodate the Talison employees, contractors and/or consultants.

**Carried 5/1**

*Cr Wilson voted against the Amendment*

6.41pm – Cr Bookless returned to the meeting

6.45pm - Cr Pratico returned to the meeting

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

**SpC.02/0420** That Council defers consideration of this item pending further information, being:

1. **Information from Talison Lithium on how many employees, contractors and/or consultants that currently don't meet eligibility requirements for the work camp are envisaged to be accommodated;**
2. **Information from Talison Lithium on where are these persons currently accommodated;**
3. **Information from Talison Lithium on why the regional boundaries travel prohibition is the trigger for its request;**
4. **Information from Talison Lithium on why it believes that hotels, motels or other accommodation cannot meet the requirements for accommodating these persons; and**
5. **Information to be obtained from local hotels, motels and other accommodation providers on whether they can accommodate the Talison employees, contractors and/or consultants.**

**Carried 6/2**

*Crs Pratico and Wilson voted against the Motion*

6.50pm – Cr Johnson returned to the meeting


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

**Closure**

*The Presiding Member closed the Meeting at 6.53pm*

**List of Attachments**

Attachment	Item No.	Details
1	SpC.01/0420	Correspondence from Premier of Western Australian to WALGA President
2	SpC.01/0420	Minutes of a Special Meeting of WALGA State Council held 27 March 2020
3	SpC.01/0420	Correspondence from Minister for Local Government; Heritage; Culture & the Arts
4	SpC.01/0420	Draft Community Response Plan and 2020/21 Budget Framework

Minutes checked and authorised by T Clynch, CEO		9.4.20
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As Presiding Member, I certify that the Minutes of the Special Council Meeting held 6 April 2020 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 30 April 2020.

..... 30 April 2020

<b>POLICY NO.</b>	M.3
<b>POLICY SUBJECT</b>	Councillor Training/Conferences and Continuing Professional Development
<b>ADOPTION DATE</b>	

### **Objective**

This policy describes Council's approach to enable councillors to meet their statutory obligations in relation to councillor training and gives effect to the requirement to adopt a continuing professional development policy.

Part 5, Division 10 of the Local Government Act 1995 (the Act) describes provisions related to the universal training of Councillors:

- Under section 5.126 of the Act, each councillor must complete training in accordance with the Regulations;
- Under section 5.127 of the Act, the CEO must publish a report on the local government's website within 1 month of the end of the financial year detailing the training completed by Councillors; and
- Under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of councillors.

### **Policy**

#### 1. Introduction

Councillors have a unique and challenging role performing their functions under the Act. Council recognises the value of training and continuing professional development to build and supplement councillor skills and experience.

Training can take several forms including formal qualifications, short-courses, seminars and conferences.

Training paid for in accordance with this policy must have benefit to Council, the Shire and the community. Training must relate to the professional development of councillors in their role as a councillor. Examples of organisations that provide training relating to the professional development of councillors, includes, but is not restricted to:

- Western Australian Local Government Association (WALGA)
- Australian Local Government Association
- Australian Institute of Management
- Australian Institute of Company Directors

Training related to town planning; strategic planning; financial management; corporate governance; risk management; and emergency management is also considered to be relevant.

Attendance and/or participation at conferences is also considered to be training where value to the Council, Shire and community can be demonstrated.

## 2. Councillor Compulsory Training

The Local Government (Administration) Regulations 1996 (the Regulations) requires councillors to complete a 'Council Member Essentials' course consisting of five modules. Certain exemptions, specified in the Regulations, apply.

Training must be completed by all councillors following their election within 12 months of taking office. Non-compliance with the requirement to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.

Once completed the compulsory training modules are valid for five years.

Councillors have a responsibility to complete training in accordance with legislation.

The CEO will ensure that newly elected councillors will be provided with information on training options from the approved training providers. Councillors will be able to select a training option to meet their learning style and availability.

Council will allocate funds in its annual budget for the completion of compulsory training. This allocation will be separate to the individual councillor professional development funds budgeted annually (refer below).

## 3. Continuing Professional Development

The Shire is committed to supporting continuing professional development of councillors to the benefit of Council, the Shire and the community. Continuing professional development can include training and attendance at conferences in accordance with this policy. Training that exceeds the allocated budget amount may be approved by resolution of Council.

Each councillor is to be allotted an annual professional development allocation in the annual budget and this will fund individual councillor training (other than the compulsory councillor training modules) or conference attendance each year. The allocation is for a financial year and expires at the end of the financial year.

The amount of the annual allocation is \$2,000 for the Shire President, \$1,500 for the Deputy Shire President and \$1,000 for other councillors. Note this allocation doesn't include attendance at the annual Local Government Convention (WALGA) which due to cost is dealt with in Part 4 below.

## 4. Local Government Convention (WALGA)

Council will include funds in its annual budget of attendance at the Local Government Convention for a maximum of three delegates to represent the Shire.

The costs of attending this conference are separate from the annual allocations provided to councillors in Part 3 above.

Council's South West WALGA Zone delegate is to have automatic rights to attend the Local Government Convention (WALGA) each year if he/she desires. The selection of other councillors will be via nomination and in the event of more nominations than vacancies being received preference will be given to councillors who did not attend the previous year.



## 5. Reporting

Councillors should note that all training undertaken, including conferences paid for entirely or partially by the Shire will be published on the Shire's website in accordance with section 5.127 of the Act.

## 6. Seeking Approval for Training or Professional Development

6.1 Councillors seeking to attend a training course or conference are to submit a request to the CEO. The CEO will refer the request to the Shire President for approval. Note for enrolment in a compulsory training module the approval of the Shire President isn't required. Council approves councillor attendance at the annual Local Government Convention

6.2 Where a councillor has insufficient funds remaining in their annual professional development allocation they can seek Council approval for over-expenditure and enrolment in a specific course or initiative.

## 7. Expenditure Limitations

7.1 Council will not be responsible for expenses associated with laundry, dry-cleaning or purchase of in-house movies.

7.2 Travel should be by Council vehicle unless written authorisation is received from the CEO for use of a private vehicle with reimbursement of a vehicle kilometre rate being paid and costed against the councillor's annual professional development allocation.

7.3 That where a Councillor is an official participant or observer, accommodation expenses will be paid. In addition, meal expenses not exceeding \$100 per day will be paid. If meals are purchased outside of the accommodation outlet, receipts will be required.

7.4 Accommodation allowance - any councillor attending an approved conference or training program requiring overnight accommodation that elects to stay with relatives or friends (i.e. as an alternative to staying 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. This payment is to be costed to the councillor's annual allocation.

*It is noted that the expenditure limitations and accommodation allowance set out in Part 7 also apply to staff attending training, conferences or other professional development.*



Department of  
Local Government, Sport  
and Cultural Industries

# Local Government Operational Guidelines

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December 2019

## Attendance at events policy



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## **Department of Local Government, Sport and Cultural Industries**

### **Leederville office**

246 Vincent Street  
Leederville WA 6007

Postal address: PO BOX 8349,  
Perth Business Centre WA 6849

Email: [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)

Website: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

#### About DLGSC

The DLGSC works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians. This publication is current at December 2019.

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# 1. Introduction

Council members are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. The *Local Government Act 1995* sets out requirements on council members, Chief Executive Officers (CEOs) and other employees to ensure transparency and accountability in decision-making.

Certain gifts received by council members and CEOs are specifically excluded from the conflict of interest provisions (section 5.62(1B)), including a gift that is received in accordance with an Attendance at Events policy. This guideline gives an overview of matters which could be included in the Attendance at Events policy.

Note: this guideline does not apply to the gift provisions in the code of conduct that relates to employees (other than the CEO).

Other related operational guidelines:

- Operational Guideline: Disclosure of gifts and disclosure of interests relating to gifts
- Operational Guideline: Disclosure of interests affecting impartiality
- Operational Guideline: Primary and annual returns

## 2. Gifts

A gift is defined under section 5.57 of the Act as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

For the purposes of both disclosure of receipt and disclosing an interest when a matter comes before council, a gift is any gift valued at over \$300 or a cumulative value of \$300 where the gifts are received from the same donor in a 12-month period.

### 2.1. Interests in matters before council

The interest provisions are aimed at ensuring that decision-making is free from influence and so decisions can be made in the best interests of the community.

An interest created from receipt of a gift recognises that a relationship is formed between the donor and a recipient of a gift which could be perceived to affect decision-making. This applies to any gift received, not just a gift that must to be disclosed under sections 5.87A and 5.87B.

The basic principle is, that unless the gift is an excluded gift (section 5.62(1B) and Administration Reg. 20B), the council member who has received the gift is not to participate in any part of the meeting dealing with the matter. They must be absent from any deliberations (unless approval is granted by the council or the Minister).

If the council member has such an interest they must disclose this interest before the meeting to the CEO or to the presiding member before the matter is discussed.

If it is the CEO who has the interest due to receipt of a gift, they are not to provide advice to council or prepare reports for council, either directly or indirectly. They must disclose their interest to the mayor or president.

## 2.2. Gifts excluded from the interest provisions

Any gift received over \$300 is specifically excluded from the conflict of interest provisions if:

- the gift relates to attendance at an event where attendance has been approved by the council in accordance with the council endorsed Attendance at Events policy, or
- the gifts is from specified entities.

Regulation 20B of the *Local Government (Administration) Regulations 1996* prescribes the specified entities as WALGA (but not LGIS), ALGA, LG Professionals, a State public service department, a Commonwealth, State or Territory government department or another local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of council member or CEO.

# 3. Attendance at events policy

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and CEOs attending events.

The policy provides a framework for the acceptance of invitations to various events and clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

## 3.1. The legislation [section 5.90A]

### 5.90A. Policy for attendance at events

- (1) In this section —

**event** includes the following —

- (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.
- \* Absolute majority required.
- (3) A local government may amend\* the policy.
- \* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## 4. Matters for consideration in developing the policy

In developing the policy, there are a number of matters which need to be considered. Principally, the council needs to consider what is the benefit to the community or local government in having members of council or the CEO attend the event.

The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before council from the provider of the invitation.

While attending events is generally considered an important function for council members and the CEO to represent the local government, if there are costs involved, especially significant costs, it can lead to criticism from the community for spending ratepayer's money if the tangible benefits are not identified. Similarly, if the council is accepting tickets, including those as a result of sponsorship, there can be a perception of bias when matters affecting that organisation come before council.

The policy should also consider the role that the person attending will have at the event - for example, speaking, giving an award or being a member of the audience – especially if there are significant costs associated with attendance. The community perception will be different for a person attending to undertake a specific role or function versus being a member of the audience.

Note that examples are provided in the legislation of what constitutes an event: concerts, conferences, functions and sporting events. This is not an exhaustive list and councils should consider the full range of events that may be relevant to their local government, such as agricultural shows, field days, school awards nights and cultural events.

Ultimately, it is the decision of the council as to what is contained within the policy and this will vary between local governments.

Matters that could be included are:

- To whom invitations are to be directed,
- Who authorises attendance at an event, including how the decision is made for a council member or CEO to attend an event,
- How many people are authorised to attend an event,
- Who is responsible for the cost of attending (if any), including whether there is a requirement for the council member or CEO to contribute to the cost, particularly if the person's partner is also attending;
- Whether there are any events that are authorised in advance by council (preauthorised events),
- Whether the location of the event is within the district,
- Attendance at sponsored events, and
- Attendance at events that are outside the policy.

The council, with accountability to the local community, is in the best position to determine the design and content of the policy. Some local governments have requested guidance from the Department. To this end a sample policy is included on the following pages.

The policy may provide authorisation for the CEO to be the decision maker where decisions align with the policy intent. In that case, the policy must set out clear criteria by which the CEO may make such determinations.

## 5. Concluding remarks

In developing the Attendance at Events policy, councils need to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council.

Local governments are encouraged to use this template as a guide and to adapt it to reflect the needs and expectations of their communities. The policy can also be adapted to include attendance at events by employees other than the CEO.

The community's trust in local government is crucial to its success.

# Attendance at Events – template policy

## Introduction

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

## Purpose

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## Legislation

### 5.90A. Policy for attendance at events

- (1) In this section —  
**event** includes the following —
  - (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* Absolute majority required.



- (3) A local government may amend\* the policy.  
\* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## Provision of tickets to events

### 1. Invitations

- 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the [Click or tap here to enter text.]
- 1.2 Any invitation or offer of tickets not addressed to the [Click or tap here to enter text.] is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.

### 2 Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Guidance Note: If the local government is proposing to provide authorisation to the CEO to determine matters in accordance with this policy, then it will be necessary for the policy statement to include specific principles / criteria by which the CEO may make such determinations.

## 3 Payments in respect of attendance

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

### Attachment A – events authorised in advance

Event	Date of event	Approved Attendee/s	Approved local government contribution to cost	Date of council resolution or CEO authorisation
Example: Greater Westralia Regional Agricultural Ball	20 December 2019	<ul style="list-style-type: none"> <li>• President Cr Brown and partner</li> <li>• Deputy President Cr Green and partner</li> <li>• CEO and partner</li> </ul>	6 tickets @ \$190 each  Total cost \$1,140	Ordinary Council Meeting 4 November 2019

<b>POLICY NO.</b>	M.40
<b>POLICY SUBJECT</b>	Attendance at Events and Functions
<b>ADOPTION DATE</b>	

### Introduction

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

### 1. Purpose

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The purpose of the policy is to provide transparency about the attendance at events by councillors, the Chief Executive Officer (CEO) and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Guidance is provided below:

1. If a councillor receives a ticket in their name, in their role as councillor, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
2. Whilst the law permits greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
3. If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct as per notifiable and prohibited gifts.
4. Note this policy doesn't apply to prizes won by 'games of chance' such as a lottery, raffle, business card draw or contest.
5. Nothing in this policy shall be construed as diminishing the role of the CEO in approving attendance at activities or events by other employees that in the opinion of the CEO are appropriate, relevant and beneficial to the Shire of Bridgetown-Greenbushes.

### 2. Legislation

Section 5.90A – Attendance at Events. In this section “event” includes the following:

- (a) a concert;
- (b) a conference;
- (c) a function;

- (d) a sporting event;
- (e) an occasion of a kind prescribed by the Local Government (Administration) Regulations 1996..

A local government must prepare and adopt (via absolute majority) a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- (a) the provision of tickets to events;
- (b) payments in respect of attendance;
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

### 3. Scope

This policy applies to Councillors, the CEO and all employees of the Shire of Bridgetown-Greenbushes (the Shire) in their capacity as a councillor or employee of the Shire.

Councillors, the CEO and employees occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.

Note this Policy isn't applicable to the attendance by councillors, CEO or employees at training, conferences or other professional development as such attendance is covered by separate Council policies.

### 4. Pre-Approved Events

In order to meet the policy requirements tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Note: Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

Under this Policy Council approves attendance at the following events by councillors, the CEO and employees of the Shire:

- (a) Advocacy, lobbying or Ministerial briefings;
- (b) Meetings of clubs or organisations within the Shire of Bridgetown-Greenbushes;
- (c) Any free event held within the Shire of Bridgetown-Greenbushes;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Bridgetown-Greenbushes to which the Shire President, councillor(s), CEO or employee(s) has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;

- (j) Community art exhibitions within the Shire of Bridgetown-Greenbushes or South West Region;
- (k) Cultural events/festivals within the Shire of Bridgetown-Greenbushes or South West Region;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Bridgetown-Greenbushes;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Bridgetown-Greenbushes or South West Region;
- (p) Recognition of Service events
- (q) RSL events;
- (r) An event run by an organisation of which the Shire of Bridgetown-Greenbushes is a member;
- (s) Bridgetown-Greenbushes Business and Tourism Association events; and
- (t) Where the Shire President, councillor(s), CEO or employee(s) attendance has been formally requested.

All councillors, the CEO and employees are entitled to attend a pre-approved event.

If there are more tickets than prospective attendees the Shire President and CEO will liaise to determine allocations.

## 5. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President; and
- Events for employees may be approved by the CEO.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where a councillor has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the applicable members governance account.

Where the CEO or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by the Council.

## 6. Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event:

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

## 7. Procedures

Any disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to councillors and by the CEO in relation to employees.

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Councillor, CEO or particular employee of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite/ticket is transferable to another Shire representative.

Tickets that are provided to the Shire without denotation as to who they are for, will be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant councillor or employee.



Department of  
**Local Government, Sport  
and Cultural Industries**

# **National Redress Scheme for Institutional Child Sexual Abuse**

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**Department of Local Government, Sport  
and Cultural Industries**

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Information Paper

3 February 2020

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# 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

## 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

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The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

### CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.<sup>1</sup>

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

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<sup>1</sup> Section 111(1)(b).

### 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

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The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

#### LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

## WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

## 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

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Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

## KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

### State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

### Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). \*

\* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

## 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

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Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

### CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

### APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

### RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.



## REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

## MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

## 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

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In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

# ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

## FOR MORE INFORMATION

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Please contact:

Gordon MacMile  
Director Strategic Coordination and Delivery  
Email: [gordon.macmile@dlgsc.wa.gov.au](mailto:gordon.macmile@dlgsc.wa.gov.au)

Department of Local Government, Sport and Cultural Industries  
246 Vincent Street, LEEDERVILLE WA 6007  
PO Box 329, LEEDERVILLE WA 6903  
Telephone: (08) 9492 9700  
Website: [www.dlqc.wa.gov.au](http://www.dlqc.wa.gov.au)

# APPENDIX A

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## ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions<sup>2</sup> to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

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<sup>2</sup> \* For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

# THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
  - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
  - Places emphasis on genuine engagement with and valuing of children;
  - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
  - Creates conditions that increase the likelihood of identifying any harm;
  - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

# APPENDIX B

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## NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au) or the [National Redress Guide](#).

## SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.



# TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> <li>No responsibility for local governments.</li> <li>The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.</li> </ul>
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> <li>ACT has no municipalities, and the ACT Government is responsible for local government functions.</li> <li>ACT has therefore not been required to explore the issue of local government participation in the Scheme.</li> </ul>
New South Wales (NSW)	<ul style="list-style-type: none"> <li>In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability.</li> <li>The NSW Office for Local Government is leading communications with local councils about this decision.</li> <li>NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.</li> </ul>
Northern Territory (NT)	<ul style="list-style-type: none"> <li>The NT Government has consulted all of the Territory's local governments, including individually visiting each local government.</li> <li>NT is in the process of amending Territory's declaration of participating institutions to include local governments.</li> </ul>
Queensland	<ul style="list-style-type: none"> <li>Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions.</li> <li>The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.</li> </ul>
South Australia (SA)	<ul style="list-style-type: none"> <li>Local governments are not currently included in the SA Government's declaration</li> <li>The SA Government is still considering its approach to local governments.</li> </ul>
Tasmania	<ul style="list-style-type: none"> <li>Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration.</li> <li>A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.</li> </ul>
Victoria	<ul style="list-style-type: none"> <li>The Victorian Government's declaration includes local governments.</li> <li>The Victorian Government is covering local governments' redress liability.</li> </ul>
Western Australia (WA)	<ul style="list-style-type: none"> <li>The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.</li> </ul>



## TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

## THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

## MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

## EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).



# ROLLING ACTION SHEET

**ROLLING ACTION SHEET**  
**April 2020 (encompassing Council Resolutions up to Council Meeting held 26 March 2020)**

Where a tick is indicated this Item will be deleted in the next update

Council Decision No.	Wording of Decision	Responsible Officer	Past comments	Progress since last report	
<p>C.28/1108 Public Access to Rear of Shops on Western Side of Hampton Street</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse in-principle the proposal to obtain an easement in gross over private land at the rear of shops west of Hampton Street between Henry Street and the existing public accessway opposite the public car park in Hampton Street.</li> <li>2. That the CEO obtain the necessary legal advice to enable correspondence to be sent to affected property owners seeking their in-principle consent for the creation of an easement in gross for public access to the rear of their premises.</li> <li>3. That upon receipt of responses from affected property owners the matter be brought back to Council for final determination, including consideration of how the proposed public accessway could be designed to take into account risk management of flooding.</li> </ol>	<p>T Clynch</p>	<p>Work on developing a draft easement document has been delayed.</p> <p>A request was to be prepared to a local solicitor requesting preparation of a draft/template easement document. This will be funded from general legal expenses account. Since then the CEO has made the decision to defer the preparation of the document pending completion of the Geegelup Brook Flood Study in case there are implications regarding land acquisition/tenure/use arising from that Study. The Flood Study was endorsed by Council at its November 2014 meeting so the easement proposal will be re-actioned (February 2015).</p> <p>Discussions held with solicitor on best process to progress this matter. Property ownership details currently being compiled for forwarding to solicitor (September 2015)</p> <p>This matter was discussed at quarterly briefing session held on 4 February 2016 where it was agreed that the proposal should be extended to include the car parking areas within the proposed easement. This can happen under the current resolution C.28/1108. A plan of the proposed easement will be prepared and correspondence forwarded to affected property owners (March 2016).</p>	<p><b>April 2020</b> This resolution has been superseded by Resolution C.04/0519 (Development of Plans for Upgrade of Bridgetown CBD Parking and Geegelup Brook Beautification) – refer Page 36 of Rolling Action sheet.</p> <p>It is therefore recommended that reporting on this resolution be removed from the Rolling Action sheet as it is better done for the above resolution.</p>	<p>√</p> <p>√</p>

			<p>Progress of this matter has been deferred pending finalisation of the proposed land exchange and creation of easement for the property at 145 Hampton Street (corner Henry Street).</p> <p>Shire staff will prepare a concept plan showing how the area can be developed for access and public parking and this will be used when corresponding with affected property owners about the proposal to create an easement (March 2018).</p> <p><b>November 2018</b> A concept plan was presented to the November Concept Forum.</p> <p>The differing levels of the land make provision of formalised parking on the eastern side of the laneway difficult as significant excavation and earthworks would be necessary. Therefore the plan proposes the following:</p> <ul style="list-style-type: none"><li>• Extend the single row of sealed and marked parking bays against the kerb line as far north as possible.</li><li>• In order to accommodate the bays at the northern end the current access land will have to be shifted closer to the back of the shops.</li><li>• 11 sealed and marked parking bays could be provided on the eastern side of the laneway at its northern end as the slope of the land is suitable.</li><li>• The balance of the land on the eastern side of the laneway could be sealed on its existing slope and wouldn't be formally marked for</li></ul>		
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			<p>parking but could be used for informal parking.</p> <p>The plan will be used in writing to property owners seeking approval to grant the Shire an easement for access and parking in order to formalise the existing use of the land. No compensation would be offered to property owners – rather the Shire would commit to funding the works. Prior to writing to property owners the CEO will engage a solicitor to prepare an easement document.</p> <p><b>April 2019</b> Discussion at the April Concept Forum identified a proposal to reinvestigate the design of the car parking area. A report will be presented to Council identifying the costs of engaging an engineer to prepare design options and associated costings.</p> <p><b>June 2019</b> Council resolved last month to allocate funds for design of the car park. Appointment of a consultant engineer to undertake the design phase hasn't occurred to date.</p> <p><b>August 2019</b> The resolution from Council's May 2019 meeting required the CEO to seek the input of the Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. Discussion on this matter is scheduled to occur at the SAC meeting to be held on 21.8.19.</p> <p><b>September 2019</b> The CEO did discuss the scope of the project with members of the Sustainability Advisory Committee and obtained useful feedback. A project scope is currently being</p>		
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			<p>prepared and investigations occurring into suitable landscape architects to progress the design of the creek beautification and car park design.</p> <p><b>October 2019</b> A request for quote has been prepared and has been sent to three selected landscape architects.</p> <p><b>February 2020</b> A meeting with interested consultants is being scheduled.</p> <p><b>March 2020</b> Five consultants were invited to attend a site visit to discuss the project. The aim of the site visit was to invite interested consultants to quote on the preparation of a detailed project brief and tender document to support the Project. One consultant accepted the invitation (the others declined or did not respond). The consultant has provided a quote which will be reviewed by the Executive Leadership Team on 24 March 2020.</p>	
C.14/0310 Preliminary Report – Plantation Exclusion Zones	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality.</li> <li>2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table 1 to prohibit 'Afforestation' within the Rural zone of the scheme area.</li> </ol>	S Donaldson	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012.</li> </ol>	<p><b>April 2020</b> Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p>

	<p>3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised.</p> <p>4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document.</p> <p>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues:</p> <ul style="list-style-type: none"> <li>a) Definition of woodlots and shelter belts and list of acceptable locally native tree species.</li> <li>b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection.</li> <li>c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy.</li> </ul> <p>6. Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.</p>		<p>3. Noted.</p> <p>4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016 resolved not to progress. See Point 6 below.</p> <p>5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017).  <b>November 2018</b>  New draft Bushfire Hazard Assessment being prepared by consultant, to assist further consideration of plantation exclusion.  <b>December 2018</b>  CEO and Manager Planning met with bushfire consultant on 28 November 2018. Bushfire Hazard Assessment nearing completion for presentation to Council early in 2019.</p> <p>6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be</p>		
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		<p>taken with strategy as per C.18/0216. No further action on policy review (May 2016).</p> <p><b>January 2019</b> Final draft Bushfire Hazard Strategy received for Staff review, to be presented to Council by March 2019. No progress made of Plantation Applications Policy Review.</p> <p><b>February 2019</b> Bushfire Hazard Level Assessment feedback sent to consultant for finalising document. Research commenced for Plantation Applications Policy Review.</p> <p><b>March 2019</b> Final Bushfire Hazard Level Assessment received for staff review then to be presented to Council in April 2019. Research commenced for Plantation Applications Policy Review.</p> <p><b>April 2019</b> Final BHL report received still under review for presentation to Council in May 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p> <p><b>July 2019</b> Final BHL report received still under review for presentation to Council in August 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p> <p><b>August 2019</b> BHL to be presented to Council in November 2019.</p> <p><b>September 2019</b> Draft BHL referred to DLPH and DFES for preliminary feedback, before being presented to Council.</p> <p><b>October 2019</b></p>		
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			<p>Preliminary response received from DFES on draft BH. Pending feedback from DPLH.</p> <p><b>November 2019</b></p> <p>Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>December 2019</b></p> <p>Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>January 2020</b></p> <p>Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>February 2020</b></p> <p>Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>March 2020</b></p> <p>Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p>		
C.16/0513 Greenbushes Overnight Stay Facility	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the proposal to establish a short term caravan and camping transit park (6 sites) at the Greenbushes Sportsground, adjacent to the old cricket pavilion.</li> <li>2. Endorse the proposal to redevelop the old cricket pavilion to a “camper’s bunkhouse” with 4 bunks being provided.</li> <li>3. Seek the approval of the Minister for Local Government for approval of the transit park and bunkhouse</li> <li>4. Consider allocation of a sum of \$6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse.</li> </ol>	T Clynych	<p>An application has been submitted to the Department of Local Government (October 2013).</p> <p>Approval for the use of the land as a transient caravan park has been granted (subject to conditions) by the Department of Lands. The approval of the Minister for Local Government is now required and an application is being submitted (September 2014).</p> <p>Concerns have been raised by Water Corporation due to proximity to Greenbushes water supply and it appears that until such time as the water supply dam is discontinued (as proposed under new integrated water supply project) the transit</p>	<b>April 2020</b> Submissions currently being assessed.	

		<p>caravan park will be deferred (May 2015).</p> <p>Progression of this proposal can be seen as a linkage to Council's request for acquisition of the Dumpling Gully Precinct – Resolution C.02/1216 (April 2017).</p> <p><b>November 2018</b> The processes involved in Council's acquisition of the Dumpling Gully Precinct is far longer and complicated than originally estimated by all parties however there is a commitment from both DBCA and Water Corporation to progress it.</p> <p>In the meantime the process for preparing a concept plan for the Greenbushes Sportsground precinct could be commenced and this will be referred to the next Concept Forum for discussion.</p> <p><b>January 2019</b> Refer item in Council agenda about de-vesting of Greenbushes water supply catchment area which is the first step in the Dumpling Gully dams being vested in the Shire for recreational and irrigation purposes.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p><b>April 2019</b> Discussion at the April Concept Forum occurred and identified the need to complete the planning phase of this project and re-engage with the Greenbushes community. A report will be presented to Council.</p> <p><b>September 2019</b></p>		
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			<p>A large scale plan (encompassing the feedback from previous community consultation) is currently being prepared for presentation at a forthcoming community engagement session.</p> <p><b>October 2019</b> A draft plan has been prepared as a precursor to community consultation.</p> <p><b>December 2019 Update</b> Plan has been completed. Next round of community consultation to commence in January.</p> <p><b>February 2020</b> Community consultation currently occurring.</p> <p><b>March 2020</b> Awaiting completion of community engagement period before any submissions will be assessed.</p>		
C.10/0315 Investigating the provision of an Organic Waste Collection Service	That Council investigate the possibility of introducing "Organic Waste" kerb side collection for the Shire.	T Clynch	<p>A meeting has been held with the relevant officer at the Shire of Donnybrook-Balingup to discuss various aspects of its organic waste collection service. This will assist in preparing a report to Council (February 2016).</p> <p>Processing of organic waste will be a consideration in the planning and eventual design of any regional waste site (March 2017).</p> <p>At the budget workshop held on 17 May 2018 the annual review of the Corporate Business Plan was workshopped. The updated Corporate Business Plan is being presented to the June council meeting and includes a new Action (2.5.1.9) requiring a desktop investigation into the financial cost and feasibility of establishing an organic waste service (June 2018).</p>	<b>April 2020</b> No progress since last report.	

		<p><b>November 2018</b>  Due to other work priorities this project hasn't progressed. The CEO recently met with the Acting CEO of the Shire of Augusta-Margaret River to obtain feedback on similar investigations it recently carried out. Progression of this project is earmarked for early 2019.</p> <p><b>December 2018</b>  The CEO had a recent discussion with the CEO of the Bunbury Harvey Regional Council about arranging a council visit to the regional waste site to view and discuss organic waste issues. Further details to be arranged in early 2019.</p> <p><b>January 2019</b>  A meeting of the regional waste working group is being planned for February 2019.</p> <p><b>March 2019</b>  The processing of organic waste will be factored into the studies into establishment of either a single or multiple regional waste processing facilities however the timeframe for development of such facilities is likely to be 5-10 years.</p> <p><b>October 2019</b>  At a Regional Waste Group meeting held on 21 October 2019 the future development of sub-regional composting facilities to support sub-regional food and garden waste (FOGO) collection services. Notwithstanding this longer term vision it is intended to conduct a desktop exercise to determine the approximate costs of implementing a FOGO collection service in this Shire. The Shire of Augusta Margaret River has recently introduced a FOGO bin service and consultation is planned to assist in our investigations.</p>		
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<p>C.06/0416 Bridgetown Railside Landscaping Project</p>	<p>That Council seek a review of the decision by Brookfield Rail regarding the proposed Bridgetown Railside Landscaping Project and seeks the assistance of the Minister for Transport and Minister for Regional Development in facilitating this review.</p>	<p>T Clynych</p>	<p>Discussions being held with Terry Redman's office on best way to progress this matter (June 2016).</p> <p>Brookfield Rail has recently appointed a community liaison officer and it is intended to meet that person soon to discuss various issues, including this issue (September 2016).</p> <p>A meeting was held with Brookfield Rail on 29 November 2016 and this issue was raised. Brookfield indicated it would reconsider its position on the landscaping and requested that a formal request be submitted based on the landscaping being groundcover only. That application is currently being prepared (February 2017).</p> <p>A new application has been submitted to Arc Infrastructure seeking approval to plant a 100 metre long, 3 metre wide landscaping strip from the town square southwards. The application has nominated the following ground cover selections for consideration by Arc Infrastructure:</p> <ul style="list-style-type: none"> <li>• Banksia blechnifolia</li> <li>• Banksia integrifolia</li> <li>• Hemiandra pungens (March 2018)</li> </ul> <p>Discussions held with representative of Arc Infrastructure with indications given that approval to this proposal should be provided by June (May 2018).</p> <p>An update has been requested from Arc Infrastructure (July 2018). A follow-up reminder has been sent in August (September 2018).</p>	<p><b>April 2020</b> Communication with Arc Infrastructure has occurred with more details of the proposed landscaping provided.</p>	
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		<p>Arc Infrastructure has indicated that it is prepared to grant approval to this proposal once the Shire has signed off on a proposed interface agreement for rail crossings. The contents of the interface agreement have been subject to extensive discussions between the Shire and Arc Infrastructure with particular reference to an un-gazetted rail crossing on Pratt Road. A solution to this issue has been identified – being the ceding of Pratt Road from the railway reserve and this is being progressed and should be presented to Council in November (October 2018)</p> <p><b>November 2018</b> Presentation of the Pratt Road issue to Council couldn't occur in November as Arc Infrastructure has yet to provide (despite several reminders) the necessary plans showing the extent of railway reserve to be ceded as a public road reserve. Arc Infrastructure has committed to approving the railside landscaping proposal once the Pratt Road issue has been resolved.</p> <p><b>January 2019</b> A request has again been submitted to Arc Infrastructure seeking progression of this matter.</p> <p><b>May 2019</b> A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues.</p> <p><b>June 2019</b> The CEO attended a meeting with Arc Infrastructure on 17 June where this matter was discussed and a commitment given by Arc Infrastructure to progress the required approvals.</p>		
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			<p><b>July 2019</b> Since the meeting in June there has been further communication with Arc Infrastructure about this and other outstanding matters requiring a decision by Arc Infrastructure.</p> <p><b>September 2019</b> Further communication with Arc Infrastructure regarding Pratt Road has occurred. Arc Infrastructure has linked resolution of the Pratt Road issue with progressing the rail side landscaping approvals.</p> <p><b>March 2020</b> In February discussions were held with Arc Infrastructure. A draft agreement is being prepared by Arc Infrastructure as a precursor to a licence being issued for the work.</p>	
C.03/1116 RV Friendly Towns	That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the requirements and implications of obtaining such registrations.	T Clynh	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).</p> <p>Greenbushes appears to comply with the requirements necessary to obtain "RV Friendly Destination" Status and the Visitor Centre Manager is in the process of submitting an application (February 2018).</p>	<p><b>April 2020</b> No progress since last report.</p>



		<p>An application to Water Corporation is currently being prepared for a sewerage connection for a dump point at the railway car park. This will enable a cost estimate to be conducted. Funding of the dump point is a proposed new action in the updated corporate Business Plan proposed to be presented to the budget workshop (May 2018).</p> <p>Discussions occurred at August Council Concept forum. Railway car park site confirmed. Costings and design for both sewerage and holding tank options being progressed (September 2018).</p> <p><b>November 2018</b> Discussion occurred at the November Concept forum about the proposed dump point in Bridgetown and direction was given to staff to further investigate waste water disposal options.</p> <p><b>February 2019</b> Application has been lodged with Water Corporation for a sewer connection for a dump point in the railway car park.</p> <p><b>March 2019</b> Planning and cost estimates for establishment of a dump point in the railway car park is being completed in time for 2019/20 budget considerations. Greenbushes site – refer comments for Resolution C.16/0513 on Page 5.</p> <p><b>April 2019</b> An application has been submitted to Water Corporation for connection to sewer for the proposed dump point in the railway car park. A dump point at the Greenbushes Sportsground is being investigated as part of</p>		
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			<p>the planning for that precinct.</p> <p><b>June 2019</b> At the June Concept Forum council determined to include funding in 2019/20 for installation of a sewer connected dump point in the railway car park. This funding will be confirmed in the 2019/20 budget.</p> <p><b>October 2019</b> The approval process for connection of sewer to the proposed dump point in the railway car park (Bridgetown) has commenced.</p> <p>The draft concept plan for the Greenbushes Sportsground Precinct shows a proposed dump point.</p> <p><b>November 2019</b> Application for sewer connection for dump point in railway car park has been submitted to Water Corporation.</p> <p><b>February 2020</b> Dump point application for Bridgetown has been submitted and installation is expected by June 2020. Signage to incorporate dump point insignia will be required and this will be an opportunity to review advance warning signage on entrance to Bridgetown.</p> <p>Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p>		
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynych	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-</p>	<b>April 2020</b> No progress since last report.	

		<p>proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p><b>November 2018</b> Refer comments for Resolution C.16/0513 on Page 5.</p> <p><b>January 2019</b> Refer item in January agenda.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p><b>September 2019</b> DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p>		
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			<p><b>October 2019</b> The process to transfer the land from State Forest is progressing.</p> <p><b>March 2020</b> The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p>	
C.05/1216 Greenbushes Townsite Carpark	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan.</li> <li>2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area.</li> <li>3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways.</li> <li>4. Requests the CEO to identify suitable funding opportunities for the project.</li> </ol>	T Clynych	<p>Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017).</p> <p>Cr Scallan provided an update to the February 2018 Standing Committee meeting advising:</p> <ul style="list-style-type: none"> <li>• Consultation still in progress</li> <li>• Owner now supportive of concept</li> <li>• Commercial discussions to commence</li> <li>• Once agreement in place discussions will be had with other landowners</li> <li>• Detailed design work now progressing in parallel</li> </ul> <p>The CEO meet with Grow Greenbushes representatives on 31 May 2018 to discuss pathway for acquiring land and investigating grant opportunities (June 2018).</p>	<p><b>April 2020</b> No progress since last report.</p>

		<p>An updated concept plan has been received and is being assessed (July 2018).</p> <p>Letters have been sent to land owners requesting written agreement to the proposals for land acquisition (September 2018).</p> <p>Responses have been received from 2 of the 3 land owners with the other advising that a response will be provided by early to mid November (October 2018).</p> <p><b>November 2018</b> Two grant applications have been submitted for this project and will be determined by March 2018.</p> <p><b>January 2019</b> Revised offers for land acquisition are to be sent to the property owners.</p> <p><b>February 2019</b> Awaiting confirmation from Talison about funding commitment to the land acquisition component of the project before sending updated offers to affected land owners.</p> <p><b>March 2019</b> Grant application was unsuccessful.</p> <p><b>April 2019</b> Updated land acquisition offers have been sent to affected property owners.</p> <p><b>May 2019</b> This is one of the projects identified for inclusion in Council's infrastructure plan prepared for the purpose of assessing and leveraging the expected population increase associated with the Talison Expansion Project.</p> <p><b>August 2019</b> Car park design is being amended to reflect</p>		
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			<p>decision of one of the land owners not to accept offer to purchase land.</p> <p><b>September 2019</b> Discussions have been held with Talison on the proposed revised design of the car park, excluding the land unable to be purchased. A final plan and cost estimates are expected by the end of September.</p> <p><b>October 2019</b> Talison has made some variations to the carpark design and intends to consult with the Greenbushes community on those changes. The updated plan is to be presented to the November Concept Forum.</p> <p><b>November 2019</b> Discussions being held with Talison Lithium P/L on final negotiations with affected property owners and process to follow for acquisition of the subject land.</p> <p><b>February 2020</b> Meeting held with Talison Lithium to discuss project. Board approval to meet land acquisition costs is currently being obtained. Talison Lithium is also reviewing construction cost estimates.</p> <p><b>March 2020</b> Updated land acquisition costs provided to Talison to enable its Board to consider funding allocation to the project.</p>		
C.03/0217 Potential Outsourcing of Selected Park Maintenance Functions	That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.	T Clynych	<p>Compilation of existing maintenance functions and associated resources currently occurring which is required for report to Council. Report being prepared for June meeting. Further reporting is to occur by the end of the year.</p> <p>Council workshop to occur in February.</p> <p>Workshop held on 22.2.18 with the</p>	<b>April 2020</b> No progress since last report.	

		<p>directions from that workshop to be used to refine the service levels before formal presentation back to Council (March 2018)</p> <p>Investigation into processes and specifications for calling tenders for selected outsourcing is currently occurring (July 2018).</p> <p><b>November 2018</b> A tender document for mowing of passive open spaces is currently being prepared.</p> <p><b>December 2018</b> The completion of the tender document has been deferred until completion of the organisational restructure and new workforce plan. Discussion on this occurred at the Council workshop held on 10.12.18.</p> <p><b>February 2019</b> With completion of the Workforce Plan preparation of the park mowing tender is to be progressed.</p> <p><b>June 2019</b> Discussion on parks and gardens service levels occurred at the June concept forum and the intent is to revisit those service levels commencing with a councillor/staff workshop to be scheduled in September/October. In the meantime the proposal to investigate outsourcing of mowing services will be deferred.</p> <p><b>August 2019</b> Taking into account restrictions imposed on council under its 'Election Caretaker Period' Policy the proposed workshop on parks and gardens service levels will be scheduled for November.</p> <p><b>October 2019</b> A scope for the proposed workshop has been developed and will be presented to the</p>		
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			<p>November Concept Forum as well as an update on “service level” modelling being done by the south west integrated planning network (of which the Shire is a member).</p> <p><b>November 2019</b> Discussion occurred at November Concept Forum with workshop scheduled for approximately February 2020.</p> <p><b>December 2019 Update</b> Discussion occurred at November Concept Forum. Council workshop to be held in February 2020.</p> <p><b>February 2020</b> Workshop to be scheduled for March.</p> <p><b>March 2020</b> Due to other urgent matters arising the scheduling of the workshop in March didn't occur. A date in April is to be sought.</p>		
C.05/0217 Registration as a “Waterwise Council”	That Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a “Waterwise Council”.	T Clynh	<p>Request has been submitted (April 2017).</p> <p>Process for preparation and signing of a Memorandum of Understanding has commenced (August 2017)</p> <p>A reminder has been sent to Water Corporation requesting an update on the status of Council's registration (July 2018).</p> <p>Water Corporation has requested the Shire prepare a Waterwise Council Action Plan and this is to be progressed through the Sustainability Advisory Committee (September 2018).</p> <p><b>August 2019</b> The CEO met with the responsible Water Corporation officer at the recent Local Government Convention in Perth and arrangements are to be made for the Shire's registration to be progressed.</p>	<b>April 2020</b> No progress since last report.	



			<p><b>February 2020</b> The CEO will refer development of key components of the Action Plan to SAC Committee for discussion.</p> <p><b>March 2020</b> A request has been submitted to Water Corporation for updated community and council water use reports so we can make a start on reviewing our water consumption. The intention is to develop a Waterwise Action Plan with the assistance of the Sustainability Advisory Committee.</p>	
C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local Planning Scheme No 6	<p>That Council:</p> <ol style="list-style-type: none"> <li>Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed.</li> <li>Notes the appointment of Lush Fire &amp; Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes.</li> <li>Pursuant to regulation 11 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9.</li> <li>Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local</li> </ol>	S Donaldson	<ol style="list-style-type: none"> <li>Noted.</li> <li>Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, Lands and Heritage for 8 March 2018 for preliminary advice. Follow up meeting with DPLH staff on 27 March 2018, working with consultant on modifications. Draft report to be presented to Council in July 2018 (April 2018). Contact has since been made with a planning consultant to assist in completion of the Local Planning Strategy (June 2018). Consultant has been engaged (July 2018). Meeting held with DPLH staff on 4 September 2018 (September 2018).</li> <li>Noted.</li> <li>Noted.</li> <li>Correspondence sent to WAPC on 26 October 2017. Response received.</li> </ol>	<p><b>April 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p>

	<p>Planning Scheme No. 6, for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4.</p> <p>5. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission:</p> <p>a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and</p> <p>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <p>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p>		<p>6. Noted. To be actioned.</p> <p><b>November 2018</b> Liaison with Shire's planning consultant and DPLH staff continuing.</p> <p><b>December 2018</b> Sections of draft LPS prepared by planning consultant currently being reviewed by Shire staff.</p> <p><b>January 2019</b> Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas.</p> <p><b>February 2019</b> Zoning and Precinct Analysis completed and forwarded to planning consultant for consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>March 2019</b> Meeting scheduled with DPLH staff, SWDC staff and planning consultant. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>April 2019</b> Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>May 2019</b> Liaison with DPLH staff, planning consultant and bushfire consultant continuing.</p> <p><b>June 2019</b> Further liaison with planning consultant</p>		
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	<p>b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to:</p> <p>(i) the local government of each district that adjoins the local government district;</p> <p>(ii) each licensee under the Water Services Act 2012 likely to be affected by the scheme;</p> <p>(iii) the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and</p> <p>(iv) each public authority likely to be affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005.</p>		<p>continuing.</p> <p><b>July 2019</b> Further liaison with planning consultant and DLPH continuing.</p> <p><b>August 2019</b> Further liaison with planning consultant required.</p> <p><b>September 2019</b> Preliminary draft Local Planning Strategy referred to DPLH for feedback.</p> <p><b>October 2019</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>November 2019</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>December 2019</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>January 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>February 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>March 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p>		
C.07/1217 Ratio Action Plan – Fair Value Accounting & Depreciation Expense	<p>That Council endorse the following Ratio Improvement Action Plan:</p> <ul style="list-style-type: none"> <li>A full review of Council's asset depreciation expenditure is undertaken. Specifically, a review of each individual Council asset (at component level) of its condition, useful life,</li> </ul>	M Larkworthy	<p>Relevant Staff will receive training in condition rating and useful life assessment as part of the Department's Asset Management Capacity Building program.</p>	<p><b>April 2020</b> Work is ongoing in relation to the review of road infrastructure assets and an update will be provided once completed.</p>	

	<p>remaining useful life and residual value.</p>		<p>Last training session is scheduled for 27 February 2018. (February 2018). Training complete. Inspections at component level of all Shire buildings is currently being undertaken. An assessment of furniture &amp; equipment has been undertaken (May 2018).</p> <p>Inspection of Shire buildings is now complete. Data (including the remaining useful life of each component) is now being collated to inform Council's future depreciation expenditure for this asset class. A review of 'remaining useful life' for Council's infrastructure assets at component level will now commence. (September 2018).</p> <p><b>November 2018</b> Work is ongoing.</p> <p><b>December 2018</b> Work is ongoing</p> <p><b>February 2019</b> Work is ongoing, current focus is on Road Infrastructure assets</p> <p><b>April 2019</b> Work is ongoing, current focus is on Road Infrastructure assets.</p> <p><b>May 2019</b> Work is ongoing, current focus is on Road Infrastructure assets.</p> <p><b>November 2019</b> A full review of condition and useful life estimates has been undertaken for individual plant &amp; equipment and furniture &amp; equipment assets, depreciation expenditure recalculated accordingly.</p> <p><b>January 2020</b> Work is ongoing in relation to the review of road infrastructure assets and an update will be provided once completed.</p>		
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	<ul style="list-style-type: none"> <li>An assessment as to whether the Shire is revenue short or expenditure long by undertaking a comparison of neighbouring and similar sized Shires in relation to the level of own source revenue (i.e. rates, fees and charges) compared to expenditure.</li> </ul>		<p>Progress on the Ratio Improvement Action Plan is now being reviewed as a regular item by the Audit Committee.</p> <p><b>March 2020</b> A recent comparison of this Shire's 2018/19 depreciation expense compared to South West and similar sized Councils throughout Western Australia has been undertaken. The comparison shows that Council's depreciation expenditure in total and per head of population is less than the average. This is a positive indicator that work done to date in this area has had a positive impact on Council's depreciation expense number flowing into the financials.</p> <p>This assessment will occur following completion of the 2017/18 annual financial statements (September 2018).</p> <p><b>November 2018</b> The 2017/18 annual financial statements are now complete and the audit report is pending. This assessment will now be undertaken and results presented to the first Audit Committee meeting to be held in 2019.</p> <p><b>December 2018</b> Data collection has commenced</p> <p><b>February 2019</b> Results of data analysis to be presented to the Audit Committee Meeting scheduled for 18 March 2019</p> <p><b>March 2019</b> A report on the analysis of data collected was considered by the Audit Committee at its meeting held 18 March 2019. The Committee resolved that further investigation into this Shire's level of rating income, other revenue sources, employee costs and insurance expense compared to benchmark</p>	<p><b>April 2020</b> No action since last update</p>	
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		<p>Councils be undertaken.</p> <p><b>April 2019</b> Work is ongoing</p> <p><b>May 2019</b> Work is ongoing. Results of the further investigations as identified in March will be presented to the Audit Committee at its September 2019 meeting.</p> <p><b>November 2019</b> Following finalisation of Council's 2018/19 Annual Financial Report a further comparison of income and expenditure categories against benchmark Council's will be undertaken. Results of the comparison will be presented to the Audit Committee in March 2020.</p> <p><b>January 2020</b> The 2018/19 comparisons of income and expenditure categories against benchmark Council's has commenced. Results of the comparison will be presented to the Audit Committee in March 2020.</p> <p><b>February 2020</b> The 2018/19 comparisons of income and expenditure categories against benchmark Council's is complete. Results of the comparison will be presented to the Audit Committee in March 2020.</p> <p><b>March 2020</b> The Audit Committee reviewed results of the 2018/19 data comparison of South West and similar sized Councils at its meeting held 17 March. The review highlighted that the Shire remains below average in 'rate revenue' and 'other revenue' sources. Council's insurance expense is also higher than average. Further investigation into these revenue/expenditure categories will be undertaken including a review of Council's rating structure during 2020/21 as included</p>		
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	<ul style="list-style-type: none"> <li>• Develop a policy to guide future Council decisions in relation to the allocation of funds to renewal works versus upgrade works.</li> <li>• That various scenarios are modelled during the next review of Council's Long Term Financial Plan in relation to achieving minimum ratio benchmarks. The results of these scenarios to be workshopped with Council.</li> </ul>		<p>in Council's Corporate Business Plan.</p> <p>Policy will be developed following full review of Council's asset depreciation expenditure in point 1 above.</p> <p><b>November 2018</b> No progress since last report</p> <p><b>December 2018</b> No progress since last report as point 1 is ongoing</p> <p><b>January 2020</b> No action since last update</p> <p>A review of Council's Long Term Financial Plan will commence in conjunction with the Corporate Business Plan and 10 Year Capital Works plans annual reviews.</p> <p>The draft Long Term Financial Plan will be workshopped at Council's October 2018 Concept Forum before formal presentation to Council (September 2018).</p> <p>LTFP presented to October Concept Forum, final draft will now be prepared and presented to Council in November. (October 2018)</p> <p><b>November 2018</b> The 2018/19 to 2032/33 Long Term Financial Plan is included in this agenda for Council endorsement.</p> <p><b>December 2018</b> Council adopted its Long Term Financial Plan (LTFP) in November. It should be noted that this will be an annual process. The workshop approach for Council's review of the draft LTFP including predicted ratio results is suggested.</p> <p><b>April 2019</b></p>	<p><b>April 2020</b> No progress as point 1 is ongoing.</p> <p><b>April 2020</b> Work on Council's 2020/21 to 2034/35 LTFP is continuing.</p>	
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			<p>Next revision of the LTFP has commenced.</p> <p><b>May 2019</b> Works are continuing on the LTFP. The plan is being updated with results from Council's review of the 10 year asset/works plans and Corporate Business Plan.</p> <p><b>August 2019</b> An item was presented to Council's August Concept Forum that outlined the 2019/20 timeline for review of all Integrated Planning and various capital works plans with the Long Term Financial Plan due to be adopted in June 2020. A workshop will be held prior to adoption when the consideration of ratio results will be undertaken.</p> <p><b>January 2020</b> Work on Council's 2020/21 to 2034/35 LTFP is progressing.</p> <p><b>February 2020</b> Work on Council's 2020/21 to 2034/35 LTFP is progressing.</p>	
C.06/0418 Proposed Road Closure for Amalgamation – Adjoining Roe Street, Bridgetown	<p>That Council, in relation to the proposed closure for amalgamation of the road adjoining Roe Street, Bridgetown, as per Attachment 8:</p> <ol style="list-style-type: none"> <li>Notes the public submissions received, as per Attachment 10, and the Shire staff responses in the Schedule of Submissions, as per Attachment 11.</li> <li>Pursuant to s.58 of the Land Administration Act 1997 supports the proposed closure of unmade and unnamed road adjoining Roe Street, Bridgetown, between Lot 3 (99) and Lot 4 (101) Roe Street, Bridgetown, for amalgamation with adjoining land.</li> <li>Directs the Chief Executive Officer to forward relevant information to the Department of Planning, Lands and Heritage seeking approval from the Minister for Lands in relation to Point 2.</li> </ol>	S Donaldson	<ol style="list-style-type: none"> <li>Noted.</li> <li>Noted.</li> <li>Referred to DPLH on 2 May 2018, response pending.</li> </ol> <p><b>November 2018</b> A list of all outstanding actions referred to the Department Planning, Lands and Heritage (as listed in this Rolling Action Sheet) is to be compiled and a meeting</p>	<p><b>April 2020</b> DPLH response still pending.</p>



		<p>requested with relevant staff of that department in order to progress them to conclusion.</p> <p><b>December 2018</b> No progress since November update.</p> <p><b>January 2019</b> Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters not progressed.</p> <p><b>March 2019</b> Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters commenced and liaison continuing with DPLH staff.</p> <p><b>May 2019</b> DPLH response still pending.</p> <p><b>June 2019</b> Response from DPLH still pending.</p> <p><b>July 2019</b> Response from DPLH still pending.</p> <p><b>August 2019</b> Response from DPLH still pending.</p> <p><b>September 2019</b> Liaison continuing with DPLH regarding land distribution.</p> <p><b>October 2019</b> Liaison continuing with DPLH regarding land distribution.</p> <p><b>November 2019</b> Pending final response from DPLH.</p> <p><b>November 2019</b> Pending final response from DPLH.</p> <p><b>January 2020</b> DPLH response still pending. Contact made January 2020.</p> <p><b>February 2020</b> DPLH response still pending.</p> <p><b>March 2020</b> DPLH response still pending.</p>		
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<p>C.08/0718 Licence to Occupy – Greenbushes Railway Station</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Writes to Arc Infrastructure advising the Greenbushes Discovery Centre Incorporated has expressed a long- term goal to relocate the Greenbushes Railway Station Building to the Greenbushes Discovery Centre, 38 Blackwood Road, Greenbushes as an extension to that facility.</li> <li>2. Inform Arc Infrastructure that the Shire of Bridgetown Greenbushes and Greenbushes Discovery Centre have received letters from the Public Transport Authority giving permission for the relocation of the building when finances/grant funding opportunities enable this to occur.</li> <li>3. Enquire whether a Licence to Occupy the land and buildings would be necessary given the agreement with the PTA for community end-use for the building.</li> <li>4. Assist the Greenbushes Discovery Centre finalise the business plan for consideration by all parties, including potential funding partners.</li> </ol>	<p>T Clynh</p>	<p>Correspondence has been forwarded to Arc Infrastructure (September 2018)</p> <p><b>November 2018</b> A response to the Shire’s correspondence is yet to be received.</p> <p><b>May 2019</b> A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues.</p> <p><b>June 2019</b> At a meeting with Arc Infrastructure held on 17 June this matter was discussed. The Public Transport Authority (PTA) has granted its approval to the proposed removal of the railway station from its current site and Arc Infrastructure will now prepare an agreement for amendment of its licence with PTA.</p> <p><b>March 2020</b> No progress since last update. Note this project is not a ‘Shire’ project but a ‘Grow Greenbushes’ project so Shire involvement is minimal.</p>	<p><b>April 2020</b> No progress since last report.</p>	
<p>C.03/0818 Installation of Condom Dispensing Machines in Library Toilets</p>	<p>That Council approves the installation of condom dispensing machines in the male and female toilets at the Bridgetown Regional Library subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The machines are being installed on a 6 month trial basis after which a review into making the installations permanent will be held.</li> <li>2. That Blackwood Youth Action is responsible for purchase of the dispensing machines and purchase of stock noting that</li> </ol>	<p>T Clynh</p>	<p>Advice of the Council decision was conveyed to Blackwood Youth Action.</p> <p><b>November 2018</b> Advice has recently been received from Blackwood Youth Action that it is progressing the acquisition and installation of the machines and stock.</p> <p><b>December 2018</b> The CEO provided a \$200 donation to BYA to assist with purchase of machines and stock.</p>	<p><b>April 2020</b> Due to period of library closure consultation with library staff wasn’t completed in time for report to be provided to April Council meeting. Will be completed for May meeting.</p>	

	<p>the CEO has discretion to provide a one-off monetary donation to assist in this initiative.</p> <ol style="list-style-type: none"> <li>3. That the Shire will be responsible for installation of the dispensing machines, storage of stock (condoms) and replenishing the stock in the machines using the stock purchased by Blackwood Youth Action.</li> <li>4. That signage (posters) be displayed in the male and female toilets explaining the importance of having free condom dispensing machines in our community.</li> <li>5. That Blackwood Youth Action coordinates the making of suitable posters for display in the male and female toilets requesting respect for the initiative and responsible use of stock</li> </ol>		<p><b>February 2019</b> A project update has been requested from Blackwood Youth Action</p> <p><b>March 2019</b> Blackwood Youth Action has secured the machines and installation will occur shortly.</p> <p><b>April 2019</b> Condom machines currently being installed.</p> <p><b>May 2019</b> A process is being put in place for library cleaners to monitor and record stock and replace when necessary.</p> <p><b>June 2019</b> Machines have been installed. Trial will end mid-December 2019.</p> <p><b>July 2019</b> Trial continuing.</p> <p><b>August 2019</b> Trial will end in December 2019.</p> <p><b>December 2019 Update</b> Trial ends December. Review to occur by February 2020</p> <p><b>February 2020</b> Communication has been sent to Blackwood Youth Action initiating the review process.</p> <p><b>March 2020</b> Feedback has been received from Blackwood Youth Action. Discussions with library staff to occur with report to be presented to council in April. In the meantime the condom machines remain in the library toilets.</p>		
C.03/0219 Construction of Intersection Improvements at Entrance to Bridgetown Gardens Estate	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the legal advice received (Confidential Attachment 2).</li> <li>2. Reaffirm its intent to widen Kangaroo Gully Road at the intersection of Claret Ash Rise in order to improve the intersection for traffic travelling eastwards on Kangaroo</li> </ol>	T Clynych	<p><b>March 2019</b> Correspondence sent to Council of owners of Bridgetown Gardens Estate confirming Council's decision.</p> <p>The works will be scheduled for 2019/20</p> <p><b>December 2019 Update</b></p>	<p><b>April 2020</b> Works almost complete</p>	√

	<p>Gully Road.</p> <ol style="list-style-type: none"> <li>3. Advise the Council of Owners for Bridgetown Gardens Estate that the bonded funds obtained in 2006 from the developer of Bridgetown Gardens Estate are only able to be used for works at the intersection of Kangaroo Gully Road and Claret Ash Rise and therefore Council is unable to reassign the funds for other works within the Estate.</li> <li>4. Request the CEO to progress the widening of Kangaroo Gully Road at its intersection with Claret Ash Rise by June 2019 if capacity and weather permits, or alternatively in the 2019/20 road construction program.</li> </ol>		Works scheduled for March 2020.		
<p>C.02/0419 Desktop Review of Strategic Community Plan</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the revised Strategic Community Plan 2019 following the desktop review process with the following minor changes: <ul style="list-style-type: none"> <li>• Page 6 – Last paragraph change “at a depth of 45-50 degrees” to read “at depth at 45-50 degrees”.</li> <li>• Page 8 – First paragraph delete “as these workers are permanently based elsewhere” from last sentence.</li> <li>• 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.”</li> </ul> </li> <li>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.</li> </ol>	T Clynh	<p><b>June 2019</b> This resolution will remain on the rolling action sheet until the report back (by March 2020) has occurred on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.</p> <p><b>February 2020</b> Some discussion occurred at February 2020 Concept Forum with more information to be provided to March Forum.</p> <p><b>March 2020</b> An item is included in the March Concept Forum agenda on this subject.</p>	<p><b>April 2020</b> Discussion occurred at March Concept Forum. A suitable consultant will be sourced to provide a proposal (quote) for preparation of proposed community survey with funding to be included in 2020/21 budget.</p>	

<p>C.08/0419 Proposed Land Purchase – Part Lot 84 (42) Forrest Street, Bridgetown</p>	<p>That Council:</p> <p>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.</p> <p>2. That the unbudgeted expenditure of \$50,000 purchase price and estimated</p>	<p>S Donaldson</p>	<p><b>May 2019</b> 1. Correspondence sent to landowner on 6 May 2019 confirming Council resolution to support partial purchase. <b>June 2019</b> Surveyor quotes still be sourced. <b>July 2019</b> Surveyor quotes currently being sourced. <b>August 2019</b> Surveyor appointed with work to commence early September. <b>September 2019</b> Plan of Subdivision completed. Application to be lodged with WAPC. <b>October 2019</b> Surveyor appointed and Plan of Subdivision prepared. Subdivision application to be lodged with WAPC in October 2019. <b>November 2019</b> Subdivision application lodged with WAPC, response pending. <b>December 2019</b> Subdivision referral response sent to DLPH. Decision pending. <b>January 2020</b> Subdivision approval granted by the WAPC on 15 January 2020. Single condition to be cleared to enable further action. <b>February 2020</b> Deposited Plan finalised by surveyor. Condition clearance request to be lodged with the Water Corporation. <b>March 2020</b> Deposited Plan lodged with DPLH for final endorsement, then application to Landgate for new titles prior to land transfer/settlement.</p> <p>2. Noted.</p>	<p><b>April 2020</b> Pending settlement.</p>
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	<p>\$7,000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to \$57,000 from the Land &amp; Buildings Reserve.</p> <p>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).</p>		<p>3. Surveyor quotes currently being sourced.</p>		
<p>C.04/0519 Development of Plans for Upgrade of Bridgetown CBD Parking and Geegelup Brook Beautification</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Amend its 2018/19 budget to include \$25,000 unbudgeted expenditure for the purpose of funding the preparation of detailed design plans for improvements to the Bridgetown CBD parking behind the shops on the western side of Hampton Street and the beautification of the adjacent Geegelup Brook.</li> <li>2. Seek the input of its Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation.</li> <li>3. Transfer the sum of \$25,000 from the Strategic Projects Reserve to fund the unbudgeted expenditure.</li> </ol>	<p>T Clynch</p>	<p><b>June 2019</b> Consulting engineer still to be engaged. <b>August 2019</b> The resolution from Council's May 2019 meeting required the CEO to seek the input of the Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. Discussion on this matter is scheduled to occur at the SAC meeting to be held on 21.8.19. <b>September 2019</b> The CEO did discuss the scope of the project with members of the Sustainability Advisory Committee and obtained useful feedback. A project scope is currently being prepared and investigations occurring into suitable landscape architects to progress the design of the creek beautification and car park design. <b>October 2019</b> A request for quote has been prepared and has been sent to three selected landscape architects. <b>February 2020</b> A meeting with interested consultants is being scheduled.</p>	<p><b>April 2020</b> Consultant selected to prepare scope of works.</p>	

			<p><b>March 2020</b> Five consultants were invited to attend a site visit to discuss the project. The aim of the site visit was to invite interested consultants to quote on the preparation of a detailed project brief and tender document to support the Project. One consultant accepted the invitation (the others declined or did not respond). The consultant has provided a quote which will be reviewed by the Executive Leadership Team on 24 March 2020.</p>	
<p>C.14/0519 Bridgetown Youth Precinct Community Consultation Report</p>	<p>That Council</p> <ol style="list-style-type: none"> <li>1. Endorse the Bridgetown Youth Precinct Community Consultation report.</li> <li>2. Progress the Bridgetown Youth Precinct project to the concept design and preliminary cost estimate stage.</li> <li>3. Increase expenditure in the Youth Precinct Hang Out Space account (PJ06) by \$5,000 by transferring \$5,000 from account PJ07 (Youth Event) to account PJ06 (Youth Precinct Hang Out) to complete the concept design and preliminary cost estimates for the Youth Precinct Project.</li> </ol>	<p>M Richards</p>	<p><b>June 2019</b> Quotes are currently being sought to progress the concept and preliminary cost estimate stage. These are anticipated to be received in July and work commenced in August 2019. <b>July 2019</b> As per June update. <b>August 2019</b> Quotes received in July 2019 from 2 potential consultants with a determination and appointment to be made on review (to complete the development of concept plans and preliminary costings) <b>September 2019</b> Quotes currently being assessed. <b>October 2019</b> This will be a discussion item at the November Concept Forum. <b>November 2019</b> Update provided at November Concept Forum as part of Growth Strategy Agenda Item as follows “<i>concept design consultation will be held on the 22 November 2019 with each school and afterschool at the skate park. This consultation will inform the final concept design and cost estimate. Once finalised the design and costings will be</i></p>	<p><b>April 2020</b> Final report from consultant received; agenda report to be tabled at the May Council meeting to finalise the design and costings for this project.</p>

			<p><i>presented to Council”.</i></p> <p><b>December 2019</b> Consultants are currently finalizing the outcomes of the consultation, concept plans and preliminary costings based on the youth and community consultation held in November; with information to be presented at March Concept Forum.</p> <p><b>February 2020</b> As per December comment.</p> <p><b>March 2020</b> Consultant presentation delivered at March Concept Forum. Outcomes unknown due to deadline conflict with updating Rolling Action Sheet prior to Concept Forum due to change in date of March Meeting from the 2<sup>nd</sup> to the 3<sup>rd</sup> Thursday of the month.</p>	
C.16/0519 Blackwood River Foreshore Development	<p>That Council</p> <ol style="list-style-type: none"> <li>Note the Schedule of Submissions received as a result of the final period of community consultation period on the revised concept plans for the Blackwood River Foreshore Development Project.</li> <li>Adopt the revised draft Blackwood River Foreshore Development Concept Plan as per attachment 19 and amend to include the change identified in Attachment 20 as follows:  The location of the proposed interpretive signage currently indicated to be placed in front of Riverwood House will be reviewed in consultation with the residents of Riverwood House to ensure the location of the signage is beneficial to trail users without negatively impacting on residents.</li> </ol>	M Richards	<p><b>June 2019</b> Works have commenced on the detailed design and costings of the Old Rectory Walk and Boardwalk elements of the project with Riverwood House Consultation to be undertaken in July 2019.</p> <p><b>July 2019</b> As per June update, noting consultation deferred to August 2019 due to officer leave.</p> <p><b>August 2019</b> Detailed design of boardwalk and Old Rectory trail and preliminary costings this week. Consultation scheduled for August 2019.</p> <p><b>September 2019</b> Plans received from consultant and will be assessed internally by the Development &amp; Infrastructure Group and Executive Leadership Team.</p> <p><b>October 2019</b> This will be a discussion item at the November Concept Forum.</p> <p><b>November 2019</b></p>	<p><b>April 2020</b> An item has been included in April Council, agenda.</p>



	<p>3. Determine to progress Blackwood River Foreshore Development Project to detailed design and costings for the Old Rectory Walk and Boardwalk elements of the project.</p>		<p>Update provided at November Concept Forum as part of Growth Strategy Agenda Item as follows “<i>the detailed design for the Old Rectory Walk (including shelter) has been finalised and has been forwarded to WA Structural Engineers to complete the design certification</i>”. Once this certification is received the detailed design stage (including project costings) will be completed and can be presented to Council.</p> <p><b>December 2019</b> Project update will be delivered at the March Concept Forum.</p> <p><b>February 2020</b> As per December comment.</p> <p><b>March 2020</b> Officer presentation delivered at March Concept Forum. Outcomes unknown due to deadline conflict with updating Rolling Action Sheet prior to Concept Forum due to change in date of March Meeting from the 2<sup>nd</sup> to the 3<sup>rd</sup> Thursday of the month.</p>	
<p>C.02/0619 Installation of Statue</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Considers investigating the installation of a Statue to acknowledge DW Stinton as the founder of the Tin Fields in 1886 and the subsequent significant impact ongoing mining of Tin, Tantalum and now Lithium has, and is continuing to have on Greenbushes, the Shire of Bridgetown Greenbushes, the Region and Western Australia.</li> <li>2. In progressing such an investigation, the proposal be presented to the Blackwood Valley Arts Alliance with a view to developing a working partnership or group with possible representation from Grow Greenbushes and the Shire to develop a project plan and to identify funding sources</li> </ol>	<p>E Denniss</p>	<p><b>July 2019</b> Letters of invitation issued to Grow Greenbushes, Blackwood Valley Arts Alliance and Ms Trudy Clothier seeking to arrange a meeting to discuss the project and the development of public art in general.</p> <p><b>August 2019</b> Each group/individual has confirmed receipt of the letter. Grow Greenbushes and Blackwood Valley Arts Alliance responses pending. Ms Trudy Clothier response confirmed interest in attending meeting.</p> <p><b>October 2019</b> All Stakeholders have confirmed interest in a collaborative approach to the development of Public Art, in Particular a proposal to expand art trails in Greenbushes and Bridgetown. EMCS, Grow Greenbushes</p>	<p><b>April 2020</b> Letter of response from Grow Greenbushes still pending. Verbal advice is that the Committee support the collaborative approach. No meetings held to progress collaboration due to COVID19. EMCS to commence review of Public Art Strategy in May 2020.</p>

	<p>for the proposal.</p>	<p>Representatives and Ms Trudy Clothier will attend a meeting of Blackwood Valley Arts Alliance (Blackwood Creative) on 5 November to formally identify roles, responsibilities and progress of project planning and grant funding.</p> <p><b>November 2019</b>  EMCS attending a meeting of Blackwood Creative Inc on Tuesday 5 November, along with representatives from Grow Greenbushes. Discussion on potential funding bodies and the need for the development of a business plan, including full budget (income and expenditure) and concept designs/artist selection process/community engagement ensued. Inform agreement to progress stage 3 to include Greenbushes statue, revision of art trail booklet to include existing and proposed public art in Greenbushes and to identify key future public art proposals in Bridgetown. Formal acknowledgement of establishment of working partnership with Grown Greenbushes, Shire and Blackwood Creative to be documented and issued to all parties via correspondence by 30 November 2019.</p> <p><b>December 2019</b>  No responses from stakeholders received as yet. Informal discussions with Grow Greenbushes and Blackwood Creatives continuing.</p> <p><b>January 2020</b>  Review of Council's Public Art Strategy is scheduled for February 2020 to include preliminary feedback from discussions with Grow Greenbushes and Blackwood Creatives. Council endorsement of this document will be sought in due course.</p> <p><b>February 2020</b></p>	
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			<p>EMCS meeting with Blackwood Creatives and Grow Greenbushes on 10 March to discuss public art and progress of project planning for relevant projects.</p> <p><b>March 2020</b></p> <p>Blackwood Creatives have provided written confirmation to support the collaborative approach to public art in Bridgetown and Greenbushes. Grow Greenbushes written confirmation pending. EMCS attended March meeting of Blackwood Creatives and preliminary discussions regarding how to proceed were held (pending correspondence from Grow Greenbushes confirming involvement). Suggested start points include review of Public Art Strategy and the Art Trail Booklet (to include Water Corp funded art and all existing public art in Greenbushes). Focus would then shift to the overall proposal to develop additional public art in both towns.</p>	
<p>C.13/0619 Community Engagement Outcomes – Visitor Information Management Model and Visitor Information Services Location</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Host a consultation event to engage with the local business and tourism sector/s with regard to the management model and location of service delivery of the Visitor Centre.</li> <li>2. Directs the CEO to commence formal discussions with the Bridgetown-Greenbushes Business and Tourism Association to explore the viability of a community management model under their auspice.</li> <li>3. Determines to finalize the management model of the Visitor Centre prior to further investigations into potential location changes to the delivery of services.</li> </ol>	<p>E Denniss</p>	<p><b>July 2019</b></p> <p>Staff have developed a data base of main street traders, local business and tourism operators (including existing VC members) and are in the process of arranging date, time and venue of consultation (to be held in partnership with BGBTA as a follow up to the June After 5 Networking Function where Paul Matenaar (Chairman of SFBVTA) provided an update on the progress/development of the SFBVTA. Date of consultation likely to be early August (TBC).</p> <p><b>August 2019</b></p> <p>Invitations have been issued to the forum scheduled for 5.30pm on Wednesday 28 August at Scott's.</p> <p><b>September 2019</b></p> <p>Consultation event held on 28 August 2019</p>	<p><b>April 2020</b></p> <p>A follow up letter was issued to BGBTA. EMCS advised verbally on 22 April BBTA are considering the preparation of a framework of how/what services they see aligning with their operations. Anticipate this will be received in May.</p>

		<p>in partnership with the BGBTA. Business/tourism industry survey prepared to be opened 16 September and conclude 31 October.</p> <p><b>October 2019</b> Online survey remains open until 31 October 2019. Responses to be assessed and report to Council November 2019.</p> <p><b>November 2019</b> Consultation event completed. Survey of industry (business/tourism operators) completed and findings presented at November Concept Forum. Formal approaches to Bridgetown CRC and Blackwood Creatives Inc to be completed by 30 November. Preparation of business case to outsource service provision of visitor information services (in current location) to commence.</p> <p><b>December 2019</b> Investigations into suitable consultants to assist with preparation of business case have commenced. No response from either stakeholder to correspondence issued in November received to date.</p> <p><b>January 2020</b> Response from Bridgetown CRC has been received indicating interest in exploring the management model and opportunities to outsource service delivery of the Visitor Centre received. CEO and EMCS to meet with CRC Board on 11 February 2020.</p> <p><b>February 2020</b> CEO and EMCS met with Bridgetown CRC to discuss relevant issues. Meeting with BGBTA to be scheduled.</p> <p><b>March 2020</b> Bridgetown CRC board have submitted an overview as to how this organization could foresee the delivery of visitor information</p>		
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			services within their auspice. BGBTA have not yet responded to an invitation to meet. A follow up letter will be issued inviting them to progress their interest via submission of an overview as to how it sees the delivery of visitor information services within their auspice. Depending on the response to this request, the business case development aspect of the review can begin with either or both overviews as the starting point (via appointed consultant to work with either or both groups).	
C.04/1019 Pink & Grey Galah Control	That Council request the Blackwood Biosecurity Group (BBG) investigate the possibility of reducing the numbers of the Pink & Grey Galahs in Bridgetown.	T Clynch	<p><b>November 2019</b> Request sent to Blackwood Biosecurity Inc.</p> <p><b>December 2019 Update</b> Correspondence sent to Blackwood Biosecurity.</p> <p><b>February 2020</b> A response has been received from Blackwood Biosecurity advising they are unable to take on this project. A report will be presented to March Concept Forum.</p> <p><b>March 2020</b> An item is included in the March Concept Forum agenda on this subject.</p>	<p><b>April 2020</b> This matter was discussed at March Concept Forum and a report will be presented back to the May Council meeting.</p>
C.07/1119 Proposal to Remove Two Parking Bays in Steere Street	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Defer any consideration for removal of car parking bays in Steere Street pending investigations into possible redesign of the Civic Centre car park and conversion of Stewart Street into a one way thoroughfare.</li> <li>2. Request the CEO to investigate and report back on the possibility and practicalities of changing Stewart Street to a one way street, including an assessment of whether the Hampton Street end of the street can be retained as two way access.</li> </ol>	T Clynch	<p><b>March 2020</b> No progress since last update</p>	<p><b>April 2020</b> Work has commenced on preparing plans for possible redesign of car park as well as investigations into Stewart Street design and traffic flow.</p>

	<p>3. Request the CEO to investigate and report back on redesigning the Civic Centre car park including the possibility of making each entrance to the car park one-way only.</p>				
C.07/0220 Proposed Reserve Rationalisation	<p>That Council gives in-principle support to the proposed change in purpose from Public Recreation to Public Purpose and rationalisation of Reserve 48886, Lot 1 Balmoral Drive, Bridgetown, facilitated through partial road widening and closure of Balmoral Drive, as shown on Attachment 8, and directs the Chief Executive Officer to undertake necessary public consultation with a subsequent report presented to Council for further consideration.</p>	S Donaldson	<p><b>March 2020</b> Advertising commenced on 25 March 2020 with the comment period to conclude on 30 April 2020.</p>	<p><b>April 2020</b> Public comment period to conclude on 30 April 2020. Report to be presented to Council at May 2020 meeting.</p>	
C.03/0320 Request for Pathway connecting Highland Estate to Town Centre	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receive the correspondence noting the request by residents of Highland Estate for construction of a pathway for pedestrian and cycling between the Estate and town centre.</li> <li>2. Request the CEO to investigate the potential alignment of a pathway connecting Highland Estate to the existing Nelson Street pathway. The results of this investigation, including cost estimates and potential funding sources, is to be presented back to Council for the 2020/21 review of the 10 Year Strategic Works Program.</li> </ol>	T Clynch	<p>Response has been sent to proponent of the petition.</p>		
C.04/0320 Order to Take Measures to Prevent Straying Stock	<ol style="list-style-type: none"> <li>1. That Council withdraw the order placed on the owner of the property at RSN 298 Connell Road, Catterick requiring the owner to make necessary arrangements to ensure that stock is contained within that property and to remove any existing cattle grids within the road reserve of Connell Road.</li> </ol>	T Clynch	<p>Order has been withdrawn.  Work yet to be commenced on cattle grids position/policy.</p>		

	2. That the CEO report back to Council on the need for determining a position or policy on the use of cattle grids on public roads.				
C.05/0320 Statement of Local Environmental Risks and their Mitigation	That Council: <ol style="list-style-type: none"> <li>1. Receive the 'Statement of Local Environmental Risks and their Mitigation' prepared by Sustainability Advisory Committee.</li> <li>2. Consider in the upcoming review of the Corporate Business Plan the bringing forward the preparation of a climate change strategy to 2020/21.</li> <li>3. Direct the CEO to prepare a scope for preparation of a climate change strategy and present back to Council by July 2020.</li> </ol>	T Clynch	Work on scope yet to commence.		
C.07/0320 Petition – Halt to Deployment of 5G (Fifth Generation) Wireless Network	<ol style="list-style-type: none"> <li>1. That Council receive the petition noting that most upgrades of 4G networks to 5G utilises existing mobile phone towers and therefore do not require approval from Local Government. Applications are required for any new phone towers and such applications will be fully assessed if received.</li> <li>2. That more technical information be sought as to the current and potential future status of 5G in the Bridgetown-Greenbushes Shire specifically, and that the subsequent information be considered by Council to determine if public consultation is required on the issue.</li> </ol>	T Clynch	Response has been sent to proponent of the petition.  Work yet to commence on obtaining further information about rollout of 5G in our Shire.		



## FREEDOM OF INFORMATION ACT

### 2020 INFORMATION STATEMENT

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## Introduction

The Western Australian Freedom of Information Act 1992 is designed to enable the public to participate more effectively in governing the State, and to make the persons and bodies that are responsible for State and local government more accountable to the public.

Under Part 5 of the Freedom of Information Act 1992, the Shire of Bridgetown-Greenbushes is required to prepare and publish an annual Information Statement. This document has been created to comply with that requirement, and is correct as at April 2020. A copy of the Statement can be accessed via the Shire's website at [www.bridgetown.wa.gov.au/freedom-of-information-link](http://www.bridgetown.wa.gov.au/freedom-of-information-link).

## Our Vision and Goals

### Our Vision

'A beautiful place to live'

Working together with the community to achieve our shared objectives

### Our Goals

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

## Shire Profile

Located in the heart of the Blackwood River valley, the Shire of Bridgetown-Greenbushes is able to boast beautiful scenery, stunning heritage buildings, extensive forests, national parks, wineries and heritage walk trails. The district includes the heritage town of Bridgetown, the town of Greenbushes with a long and proud mining history and other localities such as Catterick, Hester, Hester Brook, Kangaroo Gully, Kingston, Maranup Ford, North Greenbushes, Sunnyside, Wandillup, Winnejup and Yornup.

The town of Bridgetown is located approximately 268 kilometres south of Perth and 95 kilometres south of Bunbury and Greenbushes is located 17 kilometres north of Bridgetown. The district is bordered by the Shires of Boyup Brook to the north and east, Manjimup to the South, Nannup to the west and Donnybrook-Balingup to the north.

As at 30 June 2019 the Shire of Bridgetown-Greenbushes has an estimated population of 4,740 and covers 1,691 km<sup>2</sup> of agricultural farmland, State forest and national parks, mining leases, Crown land and townsites. The majority of the Shire is within the Blackwood River catchment area.

## Legislative Framework

The operations of local government in Western Australia are governed by the *Local Government Act 1995 (LG Act)*, the various Local Government Regulations, and any other legislation that provides powers and responsibilities to local governments. A non-exhaustive list of legislation administered by the Shire is provided at Appendix 1 to this document. This list is not exhaustive or comprehensive and may not be current, confirmation of current Acts and Regulations is recommended by referring to the Western Australian Legislation website at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au).

## Local Laws

Under the LG Act the Shire has the power to make and administer local laws in relation to matters which come under its functions as set out in the LG Act or other written law which expressly applies to local government. Local laws regulate and relate to activities which may be conducted within the area of the Shire.

The Shire's Local Laws include:

- Activities on Thoroughfares and Trading in Thoroughfares and Public Places
- Bush Fire Brigades
- Cats
- Cemeteries
- Dogs
- Fencing
- Health
- Local Government Property
- Parking and Parking Facilities
- Pest Plants
- Standing Orders

## Shire of Bridgetown-Greenbushes Structure

The Shire of Bridgetown-Greenbushes provides a wide range of services and facilities for its ratepayers, residents and visitors to the Shire. The Shire has a role in the management, improvement and development of the resources within its area so as to create a safe and pleasant environment for its community.

### Council Structure

Councillors are elected from the community to serve their community in a voluntary capacity. The Council acts as a community board, establishing policies and making decisions within the rules of the Local Government Act 1995 on a wide range of issues affecting the community.

Local Government elections are held every two years to fill vacancies which occur as elected members conclude their four year term of office. Following the elections, a special meeting is held whereby newly elected Councillors are sworn into office. Following this swearing-in ceremony, an election takes place to fill the positions of Shire President and Deputy President for the ensuing two year period.

The Council of the Shire of Bridgetown-Greenbushes consists of 9 elected members (Councillors) being represented in Wards as follows:

- South Ward – 7 representatives
- North Ward – 2 representatives

### Committees of Council

To assist its work load and processes, Council can elect to establish Committees. The following Committees of Council have been established in accordance with Section 5.8 of the Local Government Act 1995 to assist Council achieve its objectives. The Term of Office for Committees established by Council is generally two years (or less) with the expiry date being tied to Local Government Elections.

The following Committees currently assist Council in achieving its objectives:

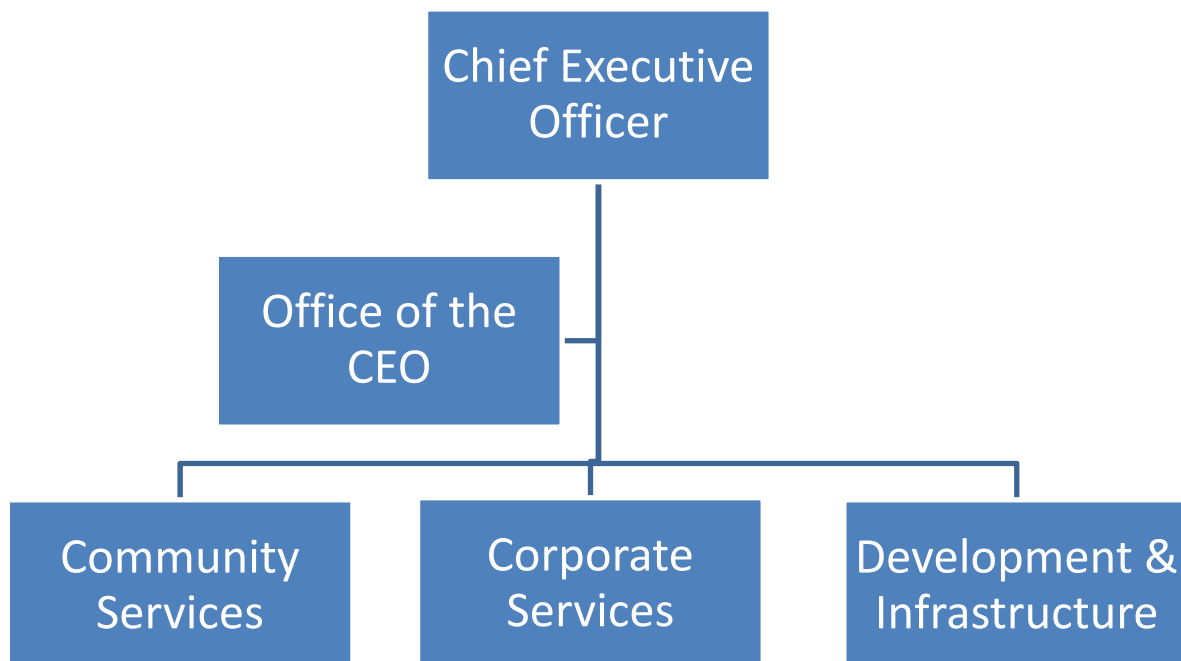
- Access & Inclusion Advisory Committee
- Audit Committee
- Bush Fires Advisory Committee
- CEO Performance Review Committee
- Local Emergency Management Committee
- Roadwise Advisory Committee
- Sustainability Advisory Committee
- Trails Development Advisory Committee
- Youth Services Advisory Committee

In addition to Committees established under the Act, the Council appoints Working Groups from time to time to consider specific issues or projects. Generally the membership of a Working Group consists of elected members and staff however members of the public may also be appointed if considered necessary. Working Groups have no delegated authority and provide recommendations to Council.

### Management Structure

The operations of the Shire and implementation of Council decisions are managed by the Chief Executive Officer who is supported by an Executive Management Team.

A visual overview of the management structure of the Shire is below. Executive Managers head up the Development & Infrastructure, Corporate Services and Community Services directorates.



## Decision making by the Shire

The Council makes decisions which direct and/or determine the activities of the organisation as administered by the CEO. In addition, the Council:

1. Determines the type, range and scope of projects to be undertaken by the Shire;
2. Develops comprehensive strategic plans, budgets, financial controls and performance objectives and indicators for the operations of the Shire; and
3. Develops and adopts policies to be applied on the Council's behalf by the CEO.

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

### Policies & Delegation of Authority

Council adopts Policies on a variety of issues to act as a guide for Officers of the Shire of Bridgetown-Greenbushes. Policy Manuals have been developed and distributed to Councillors and Officers to assist in the decision making process. In addition, the CEO has delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in a Register and (along with Policies) are reviewed on an annual basis in keeping with the legislative requirement. These are both public documents and can be viewed on the Shire's website at [www.bridgetown.wa.gov.au/documents](http://www.bridgetown.wa.gov.au/documents).

## Public participation in the decision making process

Members of the public have a number of opportunities to participate in the formulation of the Shire's plans, policies and strategies as well as comment on the performance of the Shire's functions.

### Council Meetings

The Council meets on the last Thursday in each month (excepting December) and encourages members of the public to be in attendance. A 'public question time' segment is held at the commencement of each Ordinary Meeting of Council to allow the public a forum in which they may raise questions regarding Agenda Items or other issues affecting the community.

Agendas for Ordinary Meetings of Council are posted on the website and are available for inspection at the Bridgetown Regional Library from the Friday in the week prior to Council meeting day.

On occasions there may be a Special Meeting of Council if a matter of particular urgency arises. Any notice of Special Meeting or changes to the time, dates or venues for scheduled Council Meetings is publicly advertised.

### Public Question Time

To assist members of the public to participate in the decision making process of the Shire, Public Question Time is available for a period of 15 minutes at the commencement of each Ordinary Council. Members of the public with questions are asked to write down their question with their name and address, and to read their question aloud.

The question will either be responded to, taken on notice or not accepted by the Presiding Officer. If a question is taken on notice then it will be recorded and a written response provided to the

questioner by the CEO as soon as possible, and a copy of the response included in the agenda of the next meeting of the Council.

### Petitions

Electors may put requests to Council by way of a petition. For a petition to be effective it needs to be addressed to the President and made by registered electors of the Shire of Bridgetown-Greenbushes. The petition must state the request on each page of the petition and contain the names, addresses and signatures of each elector making the request, as well as the date on which each elector signed the request. The petition must also contain a summary of the reasons for the request and state the name of the person upon whom, and address at which, notice to the petitioners can be given.

Further details regarding the requirements for petitions can be found in the Shire of Bridgetown-Greenbushes Standing Orders Local Law.

### Deputations

Persons wishing to make a deputation to the Council or a committee are to apply in writing to the CEO outlining the subject matter to be raised by the deputation. On receiving such a request the CEO shall notify the President, or the presiding member if the deputation is to be made to a committee, who may elect to invite the deputation to attend.

All requests for a deputation should be marked for the attention of the Chief Executive Officer and may be:

- posted to PO Box 271, Bridgetown, WA 6255; or
- hand delivered to the reception of the Shire of Bridgetown-Greenbushes Administration Building, 1 Steere Street, Bridgetown; or
- faxed to (08) 9761 2023; or
- e-mailed to [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au)

### Comments on Agenda Items by Parties with an Interest

At a Council or Standing Committee meeting persons with a relevant interest in an item included in the agenda of the meeting are able to address the meeting. The determination of whether a person has an interest in an agenda item is made in accordance with Clause 3.4.3 of the Shire of Bridgetown-Greenbushes Standing Orders Local Law and includes applicants, representatives of applicable organisations, adjacent property owners, authors of submissions or any person in the opinion of the presiding member at the meeting that has a significant direct interest (not including an interest common to all or a significant number of the community).

### Annual General Meeting of Electors

In addition to its Ordinary Meetings, Council also holds an Electors Meeting during each financial year and includes the presentation of the Annual Report and the Annual Financial Report & Auditors Report.

### Special Meetings of Electors

In accordance with Section 5.28 of the Local Government Act 1995, a Special Meeting of Electors may be held following a request made to the President for such a meeting by:

- not less than one hundred electors or 5% of the number of electors, whichever is the lesser; or
- one third of the number of council members.

Any request of this nature is to specify the matters to be discussed at the Meeting and the form or content of the request is to be in accordance with the requirements of the *Local Government*

(Administration) Regulations 1996.

## Community Consultation and Participation

The Council believes that early effective communication and consultation with the Community will lead to better decision-making, and more open, transparent and accountable governance. Council's Community Consultation Policy outlines both the various levels of consultation and the methods used.

Community members also have the opportunity to engage with the Shire at any time by visiting our reception at the Shire's Administration Building, 1 Steere Street, Bridgetown between the hours of 9:00am and 4:30pm, by calling (08) 9761 0800 or by emailing [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au).

Community members also have the opportunity to provide feedback, make enquiries or complaints, on-line via the Contact page of the Shire's website at <https://www.bridgetown.wa.gov.au/contact-us/contact.aspx> or by visiting and leaving a comment on the Shire's Facebook page at [www.facebook.com/bridgetowngreenbusheshire](http://www.facebook.com/bridgetowngreenbusheshire).

## Documents held by the Shire of Bridgetown-Greenbushes

In accordance with section 5.94 of the *Local Government Act 1995*, certain documents are made available by the Shire for public inspection without an application under the Freedom of Information Act being necessary, many of which are available on the Shire's website. Such documents include:

- any code of conduct;
- any register of complaints referred to in section 5.121 of the LG Act;
- any register of financial interests;
- any register of gifts;
- any annual report;
- any annual budget;
- any schedule of fees and charges;
- any plan for the future of the district made in accordance with section 5.56 of the LG Act;
- any proposed local law of which the local government has given Statewide public notice under section 3.12(3) of the LG Act;
- any local law made by the local government in accordance with section 3.12 of the LG Act;
- any rates record;
- any confirmed minutes of council or committee meetings;
- any minutes of electors' meetings;
- any notice papers and agenda relating to any council or committee meeting (excluding those reports prepared under Section 5.23 of the LG Act);
- any report of a review of a local law prepared under section 3.16(3);
- any business plan prepared under section 3.59 of the LG Act;
- any register of owners and occupiers under section 4.32(6) of the LG Act and electoral rolls;

Access to other information held by the Shire is subject to the provisions of the Local Government Act 1995 and the Freedom of Information Act 1992.

## FOI Procedures

It is the aim of the Shire of Bridgetown-Greenbushes to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the Freedom of Information Act 1992 (WA) provides the

right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

### Freedom of Information Applications

Access applications have to –

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

An application form is available to assist with this process and is attached as Appendix 2 to this document. Applications should be addressed to the Freedom of Information Officer, PO Box 271, Bridgetown, WA 6255 or e-mailed to [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au).

Applications will be acknowledged in writing and you will be notified of the decision within 45 calendar days.

### Freedom of Information Charges

A scale of fees and charges are set out in the FOI Regulations. No fees or charges apply for personal information or amendment of personal information about yourself. Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged.

As at April 2020 the fees and charges are as follows:

Personal Information about the applicant	No fee and no charges
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00
Per photocopy	\$0.20c
Transcribing from tape, film or computer (per hour or pro rata)	\$30.00
Duplicating a tape, film or computer information	Actual cost

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%.

### Deposits

- An advance deposit may be required in respect of the estimated charges – 25%
- Further advance deposit may be required to meet the charges for dealing with the applications – 75%

### Access Arrangements

Access to documents can be granted by way of inspection; a copy of a document; a copy of an audio or video tape; a computer disk; or a transcript of a recorded, shorthand or encoded document from which works can be reproduced.

### Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and the designation of the officer who made the decision;

- if access is refused, the reasons for claiming the document is exempt; and
- information on the rights of review and the procedures to be followed to exercise those rights.

### Refusal of Access

Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an external review. The external review application should be made within 60 calendar days after being given the Shire's written notice of the Shire's decision. (Note: if you are requesting external review as a third party or following an application for amendment of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the Shire's decision.

### Further information

Further information can be obtained from the Freedom of Information (FOI) Officer for the Shire on (08) 9761 0800, Monday to Friday from 8.30am to 5.00pm.

Alternatively, contact the Office of the Information Commissioner:

Telephone: (08) 6551 7888

1800 621 244 (toll free for WA country callers)

Facsimile: (08) 6551 7889 Email: [info@foi.wa.gov.au](mailto:info@foi.wa.gov.au)

Web: [www.foi.wa.gov.au](http://www.foi.wa.gov.au)

Address: Albert Facey House, 469 Wellington Street, Perth WA 6000



## Appendix 1 – List of legislation administered by the Shire

This list of Acts is not intended to be exhaustive and should not be relied upon as such. Confirmation of current Acts and the associated Regulations by referring to Western Australian Legislation website at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)

Animal Welfare Act 2002  
Building Act 2011  
Building and Construction Industry Training Fund Levy Collection Act 1990  
Bush Fires Act 1954  
Caravan Parks & Camping Grounds Act 1995  
Cat Act 2011  
Cemeteries Act 1986  
Control of Vehicles (Off-Road Areas) 1978  
Dividing Fences Act 1961  
Dog Act 1976  
Emergency Services Levy Act 2002  
Environmental Protection Act 1986  
Food Act 2008  
Freedom of Information Act 1992  
Health Act 1911  
Heritage of Western Australia Act 1990  
Land Administration Act 1997  
Liquor Licensing Act 1988  
Litter Act 1979  
Local Government Act 1995  
Local Government (Miscellaneous Provisions) Act 1960  
Occupational Safety and Health Act 1984  
Planning and Development Act 2005  
Public Works Act 1902  
Rates and Charges (Rebates and Deferments) Act 1992  
Road Traffic Act 1974  
Strata Titles Act 1985  
Tobacco Products Control Act 2006  
Transfer of Land Act 1893  
Valuation of Land Act 1978  
Waste Avoidance and Resource Recovery Act 2007  
Water Services Licensing Act 1995

### **Other Legislation Affecting the Shire**

Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law  
Bush Fire Brigades Local Law  
Cats Local Law  
Cemeteries Local Law  
Dogs Local Law  
Fencing Local Law  
Health Local Law  
Local Government Property Local Law  
Parking and Parking Facilities Local Law  
Pest Plants Local Law  
Standing Orders Local Law  
Town Planning Scheme No. 3  
Town Planning Scheme No. 4

## Appendix 2 – FOI Application

SHIRE OF BRIDGETOWN-GREENBUSHES

### APPLICATION FOR ACCESS TO DOCUMENTS

[Freedom of Information Act 1992, S.12]

#### DETAILS OF APPLICANT

Family Name: ..... Given Names: .....

Australian Postal Address: .....

Postcode: ..... Telephone No: .....

#### *If application is on behalf of an Organisation*

Name of Organisation/Business: .....

**DETAILS OF REQUEST** (Please tick)       Personal documents       Non-Personal documents

I am applying for access to document(s) concerning: .....

.....

#### **FORM OF ACCESS** (Please tick)

I wish to inspect the document(s)       Yes       No

I require a copy of the document(s)       Yes       No

I require access in another form       Yes       No

If Yes, please specify:

.....

#### **FEES & CHARGES**

Attached is a cheque/cash for the amount of \$..... to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges is appropriate.

*In certain cases a reduction in fees and charges may apply – see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.*

I am requesting a reduction in fees and charges       Yes       No

Applicants Signature:	Date:
-----------------------	-------

#### **Office Use Only**

Date Received: .....

Deadline for Response: .....

Acknowledgement sent: .....

## NOTES

### FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified
- The Agency may request proof of your identity
- If you are seeking access to a document(s) on behalf of another person, the Agency will require authorisation, usually in writing
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received
- Further information can be obtained from the Shire of Bridgetown-Greenbushes, or a copy of the Freedom of Information Act may be purchased from the State Government Bookshop, 815 Hay Street Perth, (Telephone: (08) 9222 8216).

### Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disc, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Agency is unable to grant access in the form requested, access may be given in a different format.

### Fees & Charges

- \$30.00 application fee (non-personal information only)
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the Rates & Charges (Rebates and Deferments) Act 1992 may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.

### Lodgement of Applications

Applications may be lodged:

- By post addressed to:           FOI Officer  
  Shire of Bridgetown-Greenbushes  
  PO Box 271  
  BRIDGETOWN WA 6255
- In person at:                       Shire of Bridgetown-Greenbushes Administration Office  
  1 Steere Street  
  BRIDGETOWN WA 6255
- E-mailed to:                        btnshire@bridgetown.wa.gov.au

<b>POLICY NO.</b>	F.24
<b>POLICY SUBJECT</b>	COVID-19 Financial Hardship Policy
<b>ADOPTION DATE</b>	

### Policy Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Bridgetown-Greenbushes recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

### Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

### Policy Statement

#### **Payment difficulties, hardship and vulnerability<sup>1</sup>**

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Bridgetown-Greenbushes recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

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<sup>1</sup> Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:**  
<http://www.ombudsman.wa.gov.au/>

## **Anticipated Financial Hardship due to COVID19**

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

## **Financial Hardship Criteria**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

## **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- The payment arrangement will establish a known end date that in the opinion of the Chief Executive Officer is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Bridgetown-Greenbushes of any change in circumstance that jeopardises the agreed payment schedule.

## **Payment Arrangement Administration Fee & Interest Charges**

No administration fees will be applied for the duration of payment plans entered into from 1 April 2020 to 31 December 2020.

All penalty interest charges for late payment of current rate arrears will be waived from 1 April 2020 to 30 June 2020.

Reduced penalty interest charges will apply from 1 July 2020 for late payment of 2020/21 rates (including Emergency Services Levy) and any other prior rates arrears, from 11% to 5.5%, subject to the ratepayer entering into an approved payment plan for full payment of rates by 30 June 2021. If no payment plan is entered into by 31 December 2020 then interest of 11% will apply from 1 January 2021 for all rate and Emergency Services Levy arrears.

### **Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### **Debt recovery**

We will suspend our debt recovery process for all unpaid rates and service charges until 31 December 2020, please note this doesn't mean a write off of debt.

Ratepayers are encouraged to negotiate an approved payment plan in accordance with this policy prior to 31 December 2020. Any rate account outstanding as at 1 January 2021 not on instalments or an approved payment plan will be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any rates and service charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/22 financial year.

All rates and service charge debts (excluding eligible rate deferments) that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

### **Review**

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

## **Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.



## SHIRE OF BRIDGETOWN-GREENBUSHES

### MONTHLY FINANCIAL REPORT

For the Period Ended 31 March 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

**October 2019**

**February 2020 (Budget Review)**

**April 2020**

**July 2020**



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Program)**  
**For the Period Ended 31 March 2020**

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Note	\$	\$	\$	\$	%
<b>Operating Revenues</b>					
Governance	929	758	1,504	746	98.44%
General Purpose Funding - Rates	4,777,678	4,762,125	4,758,138	(3,987)	(0.08%)
General Purpose Funding - Other	961,152	679,164	712,034	32,870	4.84%
Law, Order and Public Safety	1,250,662	555,056	562,865	7,809	1.41%
Health	14,100	12,494	13,700	1,206	9.65%
Education and Welfare	7,609	459	797	338	73.55%
Housing	22,160	16,319	15,011	(1,308)	(8.02%)
Community Amenities	1,090,047	1,054,035	1,052,996	(1,039)	(0.10%)
Recreation and Culture	949,190	285,754	277,894	(7,860)	(2.75%)
Transport	1,848,393	1,147,511	1,150,249	2,738	0.24%
Economic Services	142,884	125,432	120,047	(5,385)	(4.29%)
Other Property and Services	207,236	175,173	175,985	812	0.46%
Total Operating Revenue	11,272,040	8,814,280	8,841,221	26,941	
<b>Operating Expenses</b>					
Governance	(1,093,210)	(760,973)	(715,797)	45,176	5.94%
General Purpose Funding	(127,834)	(85,136)	(82,525)	2,611	3.07%
Law, Order and Public Safety	(1,249,956)	(821,338)	(813,571)	7,767	0.95%
Health	(127,673)	(86,502)	(85,445)	1,057	1.22%
Education and Welfare	(216,802)	(158,831)	(130,390)	28,441	17.91%
Housing	(21,660)	(23,629)	(24,786)	(1,157)	(4.90%)
Community Amenities	(1,882,489)	(1,268,243)	(1,249,678)	18,565	1.46%
Recreation and Culture	(2,746,920)	(1,952,326)	(1,917,282)	35,044	1.80%
Transport	(3,786,346)	(2,814,683)	(2,540,110)	274,573	9.76%
Economic Services	(793,003)	(558,214)	(533,762)	24,452	4.38%
Other Property and Services	(100,623)	(6,785)	(68,987)	(62,202)	(916.76%)
Total Operating Expenditure	(12,146,516)	(8,536,660)	(8,162,332)	374,328	
<b>Funding Balance Adjustments</b>					
Add back Depreciation	3,578,305	2,652,691	2,654,609	1,918	
Adjust (Profit)/Loss on Asset Disposal	8 4,000	0	44	44	
Less Grants Recognised in Prior Year	(311,228)	0	0	0	
Adjust Provisions and Accruals	0	0	2,194	2,194	
<b>Net Cash from Operations</b>	<b>2,396,601</b>	<b>2,930,311</b>	<b>3,335,736</b>	405,425	
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	8 244,092	3,592	3,592	(0)	(0.01%)
Total Capital Revenues	244,092	3,592	3,592	(0)	
<b>Capital Expenses</b>					
Land and Buildings	(1,742,079)	(632,607)	(478,781)	153,826	24.32%
Infrastructure - Roads	(1,051,043)	(1,028,754)	(785,755)	242,999	23.62%
Infrastructure - Footpaths	(13,000)	(3,000)	0	3,000	100.00%
Infrastructure - Drainage	(94,017)	(82,649)	(49,654)	32,995	39.92%
Infrastructure - Parks and Ovals	(53,329)	(23,326)	(13,598)	9,728	41.70%
Infrastructure - Bridges	(1,005,321)	0	0	0	
Infrastructure - Other	(380,393)	(79,390)	(50,842)	28,548	35.96%
Plant and Equipment	(893,365)	(59,855)	(58,418)	1,437	2.40%
Furniture and Equipment	(52,108)	(12,684)	(11,108)	1,576	12.43%
Total Capital Expenditure	9 (5,284,655)	(1,922,265)	(1,448,156)	474,109	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Program)**  
**For the Period Ended 31 March 2020**

	<b>Note</b>	<b>Amended Annual Budget</b>	<b>Amended YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>	<b>Var. % (b)-(a)/(a)</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Net Cash from Capital Activities</b>		<b>(5,040,563)</b>	<b>(1,918,673)</b>	<b>(1,444,564)</b>	<b>474,109</b>	
<b>Financing</b>						
Proceeds from New Debentures	10	0	0	0	0	
Self-Supporting Loan Principal	10	8,651	4,285	4,285	0	0.00%
Transfer from Reserves	7	1,436,344	808,974	808,974	0	0.00%
Repayment of Debentures	10	(253,216)	(125,683)	(125,683)	0	0.00%
Transfer to Reserves	7	(651,239)	(37,434)	(37,434)	0	0.00%
<b>Net Cash from Financing Activities</b>		<b>540,540</b>	<b>650,141</b>	<b>650,141</b>	<b>0</b>	
<b>Net Operations, Capital and Financing</b>		<b>(2,103,422)</b>	<b>1,661,779</b>	<b>2,541,313</b>	<b>879,534</b>	
<b>Opening Funding Surplus(Deficit)</b>	2	<b>2,093,422</b>	<b>2,093,422</b>	<b>2,093,422</b>	<b>(0)</b>	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(10,000)</b>	<b>3,755,201</b>	<b>4,634,735</b>	<b>879,534</b>	

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 March 2020**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Operating Revenues</b>						
Rates	11	4,665,928	4,665,675	<b>4,663,817</b>	(1,858)	(0.04%)
Operating Grants, Subsidies and Contributions		1,759,447	1,337,166	<b>1,364,838</b>	27,672	2.07%
Grants, Subsidies and Contributions for the Development of Assets		2,822,589	1,006,488	<b>995,542</b>	(10,947)	(1.09%)
Fees and Charges		1,652,617	1,538,678	<b>1,534,337</b>	(4,341)	(0.28%)
Interest Earnings		156,628	92,947	<b>115,828</b>	22,881	24.62%
Other Revenue		214,831	173,326	<b>166,859</b>	(6,467)	(3.73%)
Profit on Disposal of Assets	8	0	0	<b>0</b>	0	
<b>Total Operating Revenue</b>		<b>11,272,040</b>	<b>8,814,280</b>	<b>8,841,221</b>	<b>26,941</b>	
<b>Operating Expenses</b>						
Employee Costs		(4,597,343)	(3,397,790)	<b>(3,256,003)</b>	141,787	4.17%
Materials and Contracts		(3,003,667)	(1,728,861)	<b>(1,493,334)</b>	235,527	13.62%
Utility Charges		(313,515)	(218,165)	<b>(215,737)</b>	2,428	1.11%
Depreciation on Non-Current Assets		(3,578,305)	(2,652,691)	<b>(2,654,609)</b>	(1,918)	(0.07%)
Interest Expenses		(72,216)	(36,058)	<b>(36,713)</b>	(655)	(1.82%)
Insurance Expenses		(261,563)	(261,016)	<b>(260,052)</b>	964	0.37%
Other Expenditure		(315,907)	(242,079)	<b>(245,840)</b>	(3,761)	(1.55%)
Loss on Disposal of Assets	8	(4,000)	0	<b>(44)</b>	(44)	
<b>Total Operating Expenditure</b>		<b>(12,146,516)</b>	<b>(8,536,660)</b>	<b>(8,162,332)</b>	<b>374,328</b>	
<b>Funding Balance Adjustments</b>						
Add back Depreciation		3,578,305	2,652,691	<b>2,654,609</b>	1,918	
Adjust (Profit)/Loss on Asset Disposal	8	4,000	0	<b>44</b>	44	
Less Grants Recognised in Prior Year		(311,228)	0	<b>0</b>	0	
Adjust Provisions and Accruals		0	0	<b>2,194</b>	2,194	
<b>Net Cash from Operations</b>		<b>2,396,601</b>	<b>2,930,311</b>	<b>3,335,736</b>	<b>405,425</b>	
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	8	244,092	3,592	<b>3,592</b>	(0)	(0.01%)
<b>Total Capital Revenues</b>		<b>244,092</b>	<b>3,592</b>	<b>3,592</b>	<b>(0)</b>	
<b>Capital Expenses</b>						
Land and Buildings		(1,742,079)	(632,607)	<b>(478,781)</b>	153,826	24.32%
Infrastructure - Roads		(1,051,043)	(1,028,754)	<b>(785,755)</b>	242,999	23.62%
Infrastructure - Footpaths		(13,000)	(3,000)	<b>0</b>	3,000	100.00%
Infrastructure - Drainage		(94,017)	(82,649)	<b>(49,654)</b>	32,995	39.92%
Infrastructure - Parks and Ovals		(53,329)	(23,326)	<b>(13,598)</b>	9,728	41.70%
Infrastructure - Bridges		(1,005,321)	0	<b>0</b>	0	
Infrastructure - Other		(380,393)	(79,390)	<b>(50,842)</b>	28,548	35.96%
Plant and Equipment		(893,365)	(59,855)	<b>(58,418)</b>	1,437	2.40%
Furniture and Equipment		(52,108)	(12,684)	<b>(11,108)</b>	1,576	12.43%
<b>Total Capital Expenditure</b>	9	<b>(5,284,655)</b>	<b>(1,922,265)</b>	<b>(1,448,156)</b>	<b>474,109</b>	
<b>Net Cash from Capital Activities</b>		<b>(5,040,563)</b>	<b>(1,918,673)</b>	<b>(1,444,564)</b>	<b>474,109</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 March 2020**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Financing</b>						
Proceeds from New Debentures	10	0	0	0	0	
Self-Supporting Loan Principal	10	8,651	4,285	4,285	0	0.00%
Transfer from Reserves	7	1,436,344	808,974	808,974	0	0.00%
Repayment of Debentures	10	(253,216)	(125,683)	(125,683)	0	0.00%
Transfer to Reserves	7	(651,239)	(37,434)	(37,434)	0	0.00%
<b>Net Cash from Financing Activities</b>		<b>540,540</b>	<b>650,141</b>	<b>650,141</b>	<b>0</b>	
<b>Net Operations, Capital and Financing</b>		<b>(2,103,422)</b>	<b>1,661,779</b>	<b>2,541,313</b>	<b>879,534</b>	
<b>Opening Funding Surplus(Deficit)</b>	2	<b>2,093,422</b>	<b>2,093,422</b>	<b>2,093,422</b>	<b>(0)</b>	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(10,000)</b>	<b>3,755,201</b>	<b>4,634,735</b>	<b>879,534</b>	

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 March 2020**

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
<b>Operating Revenues</b>						
Governance						
Members of Council	610	560	<b>880</b>	320	57.14%	
Other Governance	319	198	<b>624</b>	426	215.25%	
General Purpose Funding - Rates						
Rates	4,777,678	4,762,125	<b>4,758,138</b>	(3,987)	(0.08%)	
Other General Purpose Funding	961,152	679,164	<b>712,034</b>	32,870	4.84%	
Law, Order and Public Safety						
Fire Prevention	1,120,550	508,668	<b>518,851</b>	10,183	2.00%	
Animal Control	26,562	23,049	<b>20,667</b>	(2,382)	(10.33%)	▼
Other Law, Order and Public Safety	103,550	23,339	<b>23,347</b>	8	0.04%	
Health						
Prev Services - Inspection and Admin	14,100	12,494	<b>13,700</b>	1,206	9.65%	
Education and Welfare						
Other Education	609	459	<b>797</b>	338	73.55%	
Aged and Disabled - Other	5,000	0	<b>0</b>	0		
Other Welfare	2,000	0	<b>0</b>	0		
Housing						
Staff Housing	22,160	16,319	<b>15,011</b>	(1,308)	(8.02%)	
Community Amenities						
Sanitation - General Refuse	995,233	985,569	<b>984,887</b>	(682)	(0.07%)	
Sanitation - Other	200	0	<b>0</b>	0		
Sewerage	24,500	19,173	<b>19,092</b>	(81)	(0.42%)	
Urban Stormwater Drainage	11,364	947	<b>0</b>	(947)	(100.00%)	
Town Planning and Regional Develop	33,500	26,297	<b>27,175</b>	878	3.34%	
Other Community Amenities	25,250	22,049	<b>21,841</b>	(208)	(0.94%)	
Recreation and Culture						
Public Halls and Civic Centres	220,157	11,259	<b>9,831</b>	(1,428)	(12.69%)	▼
Other Recreation and Sport	695,938	244,402	<b>238,733</b>	(5,669)	(2.32%)	
Libraries	12,960	10,820	<b>9,094</b>	(1,726)	(15.95%)	▼
Heritage	1,435	573	<b>625</b>	52	9.11%	
Other Culture	18,700	18,700	<b>19,611</b>	911	4.87%	
Transport						
Streets and Road Construction	1,670,001	975,541	<b>975,542</b>	1	0.00%	
Streets and Road Maintenance	178,242	171,870	<b>173,688</b>	1,818	1.06%	
Parking Facilities	50	0	<b>120</b>	120		
Traffic Control	100	100	<b>900</b>	800	800.00%	
Economic Services						
Tourism and Area Promotion	51,984	42,143	<b>37,724</b>	(4,419)	(10.49%)	▼
Building Control	40,500	32,992	<b>30,337</b>	(2,655)	(8.05%)	
Economic Development	400	297	<b>0</b>	(297)	(100.00%)	
Other Economic Services	50,000	50,000	<b>51,986</b>	1,986	3.97%	
Other Property and Services						
Private Works	69,400	46,672	<b>45,389</b>	(1,283)	(2.75%)	
Plant Operation Costs	42,000	34,744	<b>37,099</b>	2,355	6.78%	
Salaries and Wages	35,000	35,000	<b>34,818</b>	(182)	(0.52%)	
Corporate Services Department	4,000	4,000	<b>4,000</b>	0	0.00%	
Admin and Finance Activity Units	150	108	<b>29</b>	(79)	(73.29%)	
Planning and Environment Department	0	0	<b>0</b>	0		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 March 2020**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Operating Revenues (Continued)</b>							
Community Services Department		0	0	0	0		
Unclassified		56,686	54,649	54,650	1	0.00%	
Total Operating Revenue		11,272,040	8,814,280	8,841,221	26,941		
<b>Operating Expenses</b>							
<b>Governance</b>							
Members of Council		(371,208)	(274,036)	(272,506)	1,530	0.56%	
Other Governance		(722,002)	(486,937)	(443,291)	43,646	8.96%	▲
<b>General Purpose Funding</b>							
Rates		(126,903)	(84,896)	(82,278)	2,618	3.08%	
Other General Purpose Funding		(931)	(240)	(247)	(7)	(3.12%)	
<b>Law, Order and Public Safety</b>							
Fire Prevention		(1,081,076)	(691,667)	(677,377)	14,290	2.07%	
Animal Control		(96,003)	(73,199)	(81,911)	(8,712)	(11.90%)	▼
Other Law, Order and Public Safety		(72,877)	(56,472)	(54,283)	2,189	3.88%	
<b>Health</b>							
Maternal and Infant Health		(6,000)	0	0	0		
Prev Services - Inspection and Admin		(97,475)	(69,097)	(68,164)	933	1.35%	
Preventative Services - Pest Control		(1,131)	(684)	(687)	(3)	(0.45%)	
Preventative Services - Other		(23,067)	(16,721)	(16,594)	127	0.76%	
<b>Education and Welfare</b>							
Other Education		(22,885)	(17,649)	(16,263)	1,386	7.85%	
Care of Families and Children		(60,721)	(49,701)	(49,146)	555	1.12%	
Aged and Disabled - Other		(62,407)	(50,332)	(45,387)	4,945	9.82%	▲
Other Welfare		(70,789)	(41,149)	(19,593)	21,556	52.38%	▲
<b>Housing</b>							
Staff Housing		(21,660)	(23,629)	(24,786)	(1,157)	(4.90%)	
<b>Community Amenities</b>							
Sanitation - General Refuse		(851,810)	(592,872)	(570,552)	22,320	3.76%	
Sanitation - Other		(46,897)	(29,131)	(28,710)	421	1.44%	
Sewerage		(74,243)	(45,183)	(44,134)	1,049	2.32%	
Urban Stormwater Drainage		(289,035)	(152,733)	(199,121)	(46,388)	(30.37%)	▼
Protection of Environment		(80,912)	(71,037)	(71,122)	(85)	(0.12%)	
Town Planning and Regional Develop		(310,632)	(210,315)	(176,462)	33,853	16.10%	▲
Other Community Amenities		(228,960)	(166,972)	(159,576)	7,396	4.43%	
<b>Recreation and Culture</b>							
Public Halls and Civic Centres		(167,157)	(121,542)	(98,496)	23,046	18.96%	▲
Swimming Areas and Beaches		(13,901)	(10,893)	(6,820)	4,073	37.39%	▲
Other Recreation and Sport		(2,012,788)	(1,421,417)	(1,421,249)	168	0.01%	
Television and Radio Re-Broadcasting		(4,456)	(2,085)	(2,078)	7	0.34%	
Libraries		(417,290)	(312,137)	(312,986)	(849)	(0.27%)	
Heritage		(67,386)	(40,309)	(34,856)	5,453	13.53%	▲
Other Culture		(63,942)	(43,943)	(40,796)	3,147	7.16%	▲
<b>Transport</b>							
Streets and Road Maintenance		(3,732,927)	(2,800,142)	(2,527,996)	272,146	9.72%	▲
Parking Facilities		(46,423)	(9,586)	(8,252)	1,334	13.91%	▲
Traffic Control		(5,996)	(3,955)	(2,861)	1,094	27.66%	▲
Aerodromes		(1,000)	(1,000)	(1,000)	0	0.00%	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 March 2020**

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
<b>Operating Expenses (Continued)</b>						
Economic Services						
Tourism and Area Promotion	(367,225)	(269,598)	<b>(255,462)</b>	14,136	5.24%	▲
Building Control	(254,440)	(177,675)	<b>(172,854)</b>	4,821	2.71%	
Economic Development	(122,688)	(86,340)	<b>(82,663)</b>	3,677	4.26%	
Other Economic Services	(48,650)	(24,601)	<b>(22,784)</b>	1,817	7.39%	
Other Property and Services						
Private Works	(62,488)	(47,662)	<b>(46,817)</b>	845	1.77%	
Develop & Infrastructure Management	0	(17,864)	<b>(19,010)</b>	(1,146)	(6.41%)	▼
Waste Activity Unit	0	118	<b>(10,076)</b>	(10,194)	(8638.98%)	▼
Works Activity Unit	0	23,978	<b>24,112</b>	134	0.56%	
Fleet Activity Unit	0	1,141	<b>(5,257)</b>	(6,398)	(560.74%)	▼
Plant Operation Costs	0	51,064	<b>28,720</b>	(22,344)	(43.76%)	▼
Salaries and Wages	(35,000)	(24,238)	<b>(24,238)</b>	(0)	(0.00%)	
Corporate Services Department	(4,000)	10,158	<b>12,402</b>	2,244	22.09%	▲
Chief Executive Office Department	0	8,669	<b>(2,841)</b>	(11,510)	(132.78%)	▼
Building Assets Department	17,350	21,893	<b>12,097</b>	(9,796)	(44.74%)	▼
Administration Activity Units	0	(1,929)	<b>(1,929)</b>	0		
Development Services Department	0	(856)	<b>(7,832)</b>	(6,976)	(814.94%)	▼
Community Services Department	0	(19,384)	<b>(17,748)</b>	1,636	8.44%	▲
Unclassified	(16,485)	(11,873)	<b>(10,570)</b>	1,303	10.97%	▲
Total Operating Expenditure	<b>(12,146,516)</b>	<b>(8,536,660)</b>	<b>(8,162,332)</b>	<b>374,328</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	3,578,305	2,652,691	<b>2,654,609</b>	1,918		
Adjust (Profit)/Loss on Asset Disposal	8 4,000	0	<b>44</b>	44		
Less Grants Recognised in Prior Year	(311,228)	0	<b>0</b>	0		
Adjust Provisions and Accruals	0	0	<b>2,194</b>	2,194		
<b>Net Cash from Operations</b>	<b>2,396,601</b>	<b>2,930,311</b>	<b>3,335,736</b>	<b>405,425</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets						
Governance						
Other Governance	53,000	0	<b>0</b>	0		
Law, Order & Public Safety						
Fire Prevention	3,592	3,592	<b>3,592</b>	(0)	(0.01%)	
Other Law, Order & Public Safety	30,000	0	<b>0</b>	0		
Transport						
Road Plant Purchases	141,500	0	<b>0</b>	0		
Economic Services						
Building Control	16,000	0	<b>0</b>	0		
Total Capital Revenues	<b>244,092</b>	<b>3,592</b>	<b>3,592</b>	<b>(0)</b>		
<b>Capital Expenses</b>						
Governance						
Other Governance	(155,408)	(16,059)	<b>(13,801)</b>	2,258	14.06%	▲
Law, Order and Public Safety						
Fire Prevention	(577,105)	(39,705)	<b>(39,705)</b>	0	0.00%	
Other Law, Order and Public Safety	(102,100)	0	<b>0</b>	0		



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 March 2020**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Capital Expenses (Continued)</b>							
Housing							
Staff Housing		(6,500)	(6,500)	(6,963)	(463)	(7.12%)	
Community Amenities							
Sanitation - General Refuse		(30,000)	0	0	0		
Urban Stormwater Drainage		(94,017)	(82,649)	(49,654)	32,995	39.92%	▲
Other Community Amenities		(3,000)	(691)	(691)	0	0.00%	
Recreation and Culture							
Public Halls and Civic Centres		(408,538)	(9,700)	(6,977)	2,723	28.07%	▲
Swimming Areas and Beaches		(19,500)	(19,500)	(8,051)	11,449	58.71%	▲
Other Recreation and Sport		(866,149)	(437,143)	(358,412)	78,731	18.01%	▲
Libraries		(7,500)	0	0	0		
Heritage		(5,500)	(5,500)	(5,100)	400	7.27%	
Transport							
Streets and Road Construction		(2,084,164)	(1,039,054)	(786,097)	252,957	24.34%	▲
Road Plant Purchases		(602,410)	0	0	0		
Parking Facilities		(16,337)	(16,337)	(16,337)	(0)	(0.00%)	
Economic Services							
Tourism and Area Promotion		(61,000)	(36,000)	(13,314)	22,686	63.02%	▲
Building Control		(32,000)	0	0	0		
Other Property and Services							
Unclassified		(213,427)	(213,427)	(143,053)	70,374	32.97%	▲
Total Capital Expenditure	9	(5,284,655)	(1,922,265)	(1,448,156)	474,109		
<b>Net Cash from Capital Activities</b>		<b>(5,040,563)</b>	<b>(1,918,673)</b>	<b>(1,444,564)</b>	<b>474,109</b>		
<b>Financing</b>							
Proceeds from New Debentures	10	0	0	0	0		
Self-Supporting Loan Principal	10	8,651	4,285	4,285	0	0.00%	
Transfer from Reserves	7	1,436,344	808,974	808,974	0		
Repayment of Debentures	10	(253,216)	(125,683)	(125,683)	0	0.00%	
Transfer to Reserves	7	(651,239)	(37,434)	(37,434)	0		
<b>Net Cash from Financing Activities</b>		<b>540,540</b>	<b>650,141</b>	<b>650,141</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>		<b>(2,103,422)</b>	<b>1,661,779</b>	<b>2,541,313</b>	<b>879,534</b>		
<b>Opening Funding Surplus(Deficit)</b>	2	<b>2,093,422</b>	<b>2,093,422</b>	<b>2,093,422</b>	<b>(0)</b>		
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(10,000)</b>	<b>3,755,201</b>	<b>4,634,735.00</b>	<b>879,534</b>		

▼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.

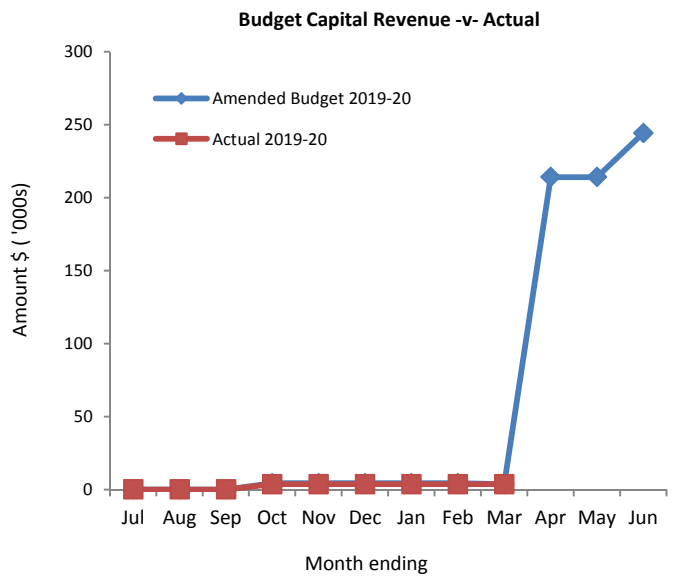
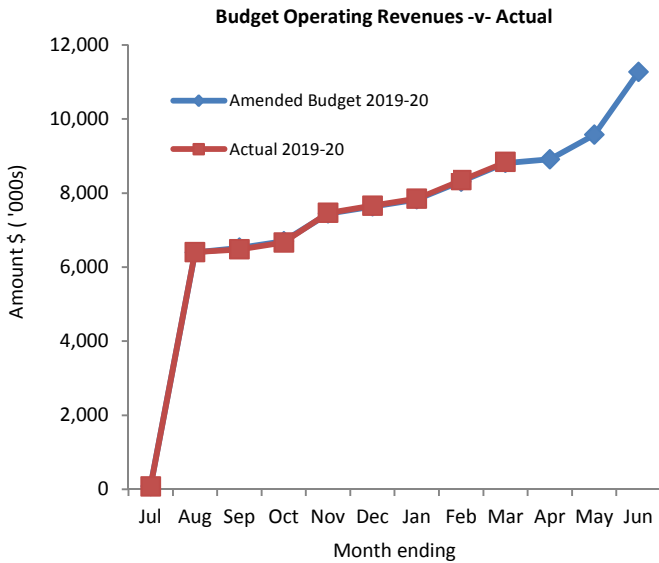
This statement is to be read in conjunction with the accompanying Financial Statements and notes.



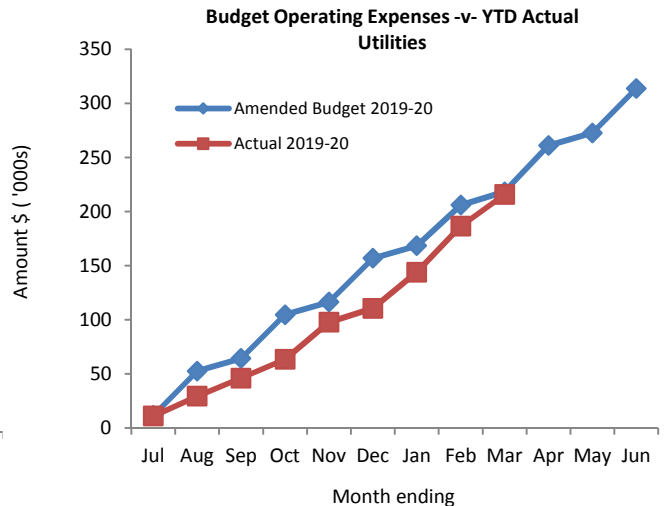
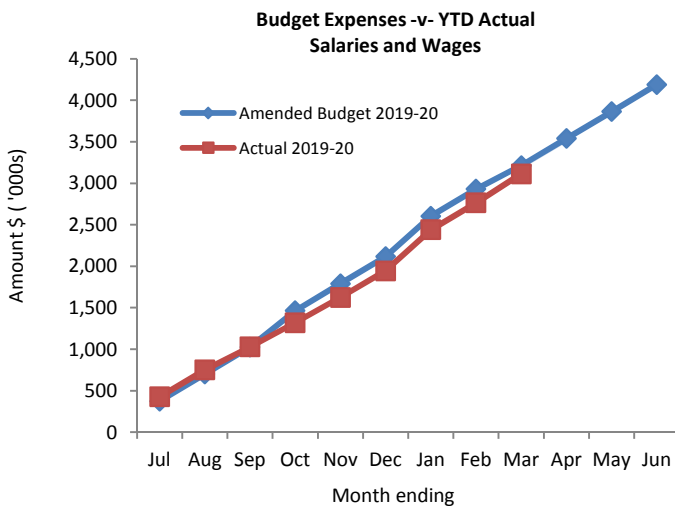
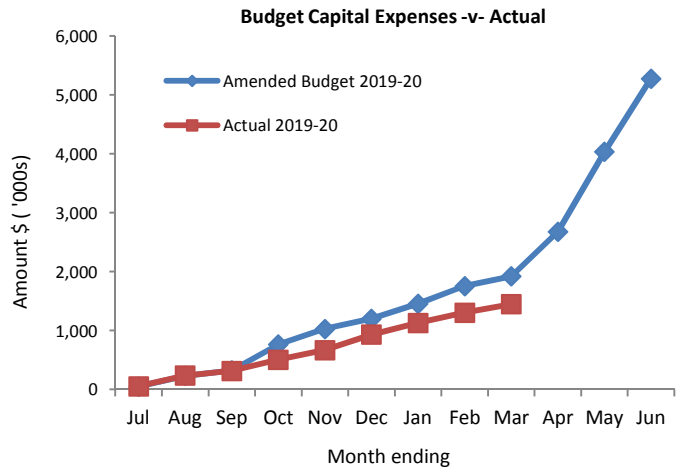
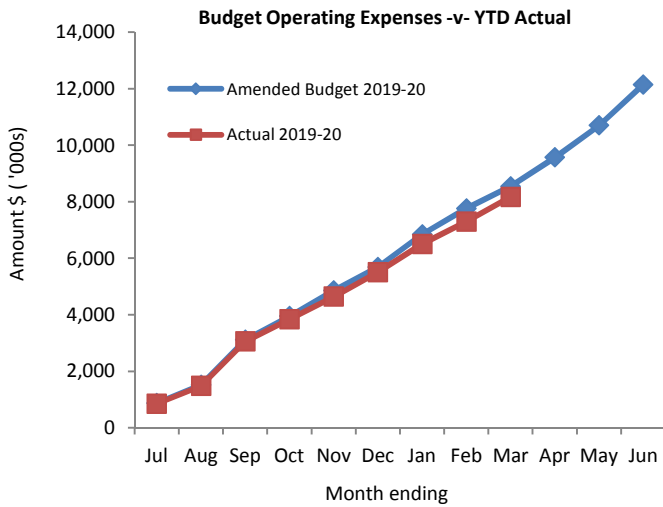
**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity**

**Revenues**



**Expenditure**

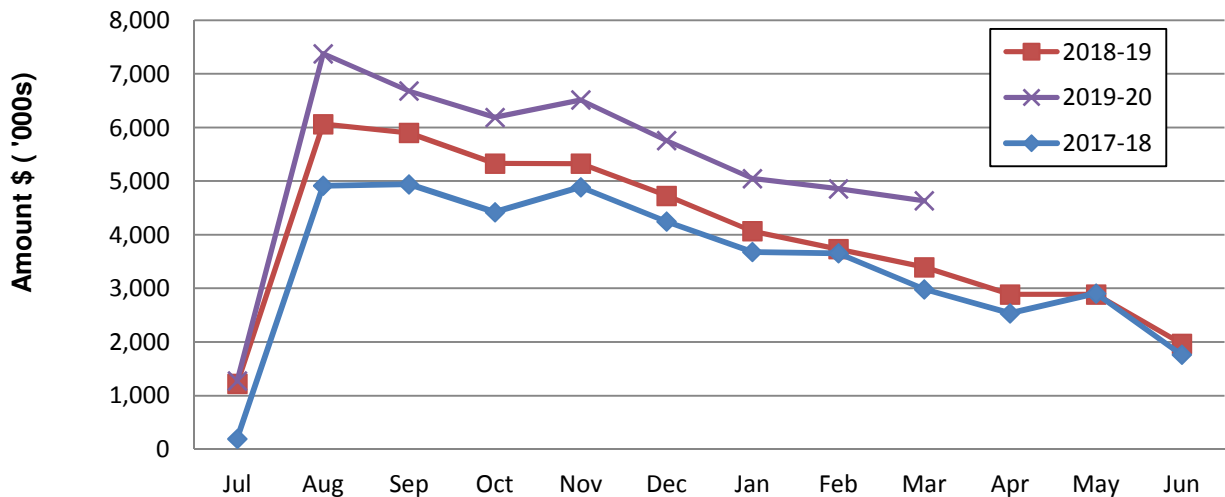


**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 2: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Mar 2020	Last Period	Estimated 30 June 2019
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	5	4,857,707	4,921,785	3,178,215
Cash Restricted	5	2,621,006	2,621,006	3,392,546
Receivables - Rates	6	575,836	912,896	141,352
Receivables - Sundry Debtors	6	208,951	46,375	110,790
Receivables - Other		135,222	185,847	94,676
Inventories		23,095	38,980	20,857
		<b>8,421,818</b>	<b>8,726,890</b>	<b>6,938,437</b>
<b>Less: Current Liabilities</b>				
Payables		(618,728)	(701,933)	(1,014,521)
Provisions		(854,846)	(854,846)	(864,650)
		<b>(1,473,574)</b>	<b>(1,556,779)</b>	<b>(1,879,171)</b>
Less: Cash Reserves	7	(2,621,006)	(2,621,006)	(3,392,546)
Less: Loans - Clubs/Institutions		(4,365)	(4,365)	(8,651)
Add: Current Leave Provision Cash Backed		184,330	184,330	182,136
Add: Current Loan Liability		127,533	127,533	253,216
<b>Net Current Funding Position</b>		<b>4,634,735</b>	<b>4,856,601</b>	<b>2,093,422</b>

**Note 3 - Liquidity Over the Year**



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>Operating Revenues</b>					
Law, Order and Public Safety					
Animal Control	(2,382)	(10.33%)	▼	Timing	Dog registrations and fines less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	(1,428)	(12.69%)	▼	Permanent	Bridgetown hall hire less than estimated due to COVID-19 restrictions.
Libraries	(1,726)	(15.95%)	▼	Permanent	Income for Library programs less than estimated due to Covid-19 restrictions.
Economic Services					
Tourism and Area Promotion	(4,419)	(10.49%)	▼	Permanent	Visitor Centre commissions and counter sales less than estimated due to COVID-19 restrictions.
<b>Operating Expenses</b>					
Governance					
Other Governance	43,646	8.96%	▲	Permanent/ Allocations/ Timing	Wage allocations \$31,491 to this program less than estimated due to staff vacancy and timing of leave. Balance relates to various expenditure less than estimated at this time.
Law, Order and Public Safety					
Animal Control	(8,712)	(11.90%)	▼	Permanent/ Timing	Expenditure on court fees \$720 greater than estimated. Balance relates to payment of entitlements dues to employee leaving.
Education and Welfare					
Aged and Disabled - Other	4,945	9.82%	▲	Timing	Expenditure on seniors programmes less than estimated at this time.
Other Welfare	21,556	52.38%	▲	Timing	Expenditure on youth non-recurrent projects less than estimated at this time.
Community Amenities					
Urban Stormwater Drainage	(46,388)	(30.37%)	▼	Timing	Drainage maintenance works undertaken greater than estimated at this time.
Town Planning and Regional Develop					
Recreation and Culture	33,853	16.10%	▲	Allocations	Wage allocations to this program less than estimated due to staff vacancy.
Public Halls and Civic Centres	23,046	18.96%	▲	Timing	Building maintenance of halls and civic centres less than estimated at this time.
Swimming Areas and Beaches	4,073	37.39%	▲	Timing	Building maintenance of Greenbushes swimming pool less than estimated at this time.
Heritage					
Other Culture	5,453	13.53%	▲	Timing	Heritage building maintenance expenditure less than estimated at this
	3,147	7.16%	▲	Permanent	Summer film festival expenditure less than estimated.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Transport					
Streets and Road Maintenance	272,146	9.72%	▲	Timing/ Allocations	Road, verge and bridge maintenance works less than estimated at this time due to internal resources being directed to capital program and drainage works.
Parking Facilities	1,334	13.91%	▲	Timing	Expenditure on parking sign & marking bays less than estimated at this time.
Traffic Control	1,094	27.66%	▲	Permanent	Costs for road wise committee less than estimated.
Economic Services					
Tourism and Area Promotion	14,136	5.24%	▲	Permanent/ Timing	Information bay grounds maintenance \$2,709, Visitor Centre building maintenance & operations \$3,003 less than estimated at this time. Visitor centre stock purchases \$2,733 less than estimated. Balance relates to wage allocations to this program less than estimated due to staff timing of leave.
Other Property and Services					
Develop & Infrastructure Management	(1,146)	(6.41%)	▼	Timing/ Allocations	Variance in overhead recovery due to timing of leave and staff vacancies.
Waste Activity Unit	(10,194)	(8638.98%)	▼	Timing	Variance in overhead recovery due to timing of leave being taken.
Fleet Activity Unit	(6,398)	(560.74%)	▼	Allocations	Program currently under recovered. Overhead rate to be monitored.
Plant Operation Costs	(22,344)	(43.76%)	▼	Allocations	Plant operation costs currently under recovered, to be monitored.
Corporate Services Department	2,244	22.09%	▲	Timing	Variance in overhead recovery due to timing of leave and training being taken.
Chief Executive Office Department	(11,510)	(132.78%)	▼	Timing	Variance in overhead recovery due to timing of leave and staff vacancies.
Building Assets Department	(9,796)	(44.74%)	▼	Timing	Variance in overhead recovery due to timing of leave being taken.
Development Services Department	(6,976)	(814.94%)	▼	Timing/ Allocations	Variance in overhead recovery due to additional leave taken and staff vacancies. Overhead rate to be monitored.
Community Services Department	1,636	8.44%	▲	Timing	Variance in overhead recovery due to timing of leave being taken.
Unclassified	1,303	10.97%	▲	Timing	CEO donations less than estimated at this time.
<b>Capital Expenses</b>					
Governance					
Other Governance	2,258	14.06%	▲	Permanent	IT software purchased, some savings made.
Community Amenities					
Urban Stormwater Drainage	32,995	39.92%	▲	Timing	Various drainage jobs less than estimated at this time.
Recreation and Culture					
Public Halls and Civic Centres	2,723	28.07%	▲	Timing	Bridgetown Civic Centre expenditure less than estimated at this time.
Swimming Areas and Beaches	11,449	58.71%	▲	Timing	Greenbushes Pool toilet expenditure less than estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Recreation and Culture (continued) Other Recreation and Sport	78,731	18.01%	▲	Timing/ Permanent	Bridgetown Gym expansion \$65,108 and Somme Park \$8,120 less than estimated at this time. Balance relates to some savings made on projects.
Transport Streets and Road Construction	252,957	24.34%	▲	Timing	Various road construction jobs less than estimated at this time, refer to Note 9 for further detail.
Economic Services Tourism and Area Promotion	22,686	63.02%	▲	Timing	Bridgetown Septage dump point expenditure less than estimated at this time.
Other Property and Services Unclassified	70,374	32.97%	▲	Timing	Land purchases less than estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				0
	<b>Permanent Changes</b>						
PJ64	Pool windsock & eye wash station	C.12/0819	Operating Expenses			(7,000)	(7,000)
06EN	Gas chlorine auto shut down system	C.12/0819	Capital Expenses			(1,500)	(8,500)
Reserve 125	Building maintenance	C.12/0819	Reserve Transfer		8,500		0
19BU	Greenbushes Old Court House	C.06/0919	Capital Expenses			(5,500)	(5,500)
Reserve 125	Building maintenance	C.06/0919	Reserve Transfer		5,500		0
03CA	Catterick Hall building operations - electricity	C.05/1019	Operating Expenses			(600)	(600)
56BU	Bridgetown Sportsground horse stalls	C.06/1019	Capital Expenses			(30,000)	(30,600)
Reserve 127	Matched grants	C.06/1019	Reserve Transfer		10,000		(20,600)
1344530	Other Recreation & Sports contributions	C.06/1019	Operating Revenue		20,000		(600)
1110220	Bridgetown Child Health - rental assistance	C.16/1119	Operating Expenses			(3,000)	(3,600)
02BU	Bridgetown Civic Centre - Lotterywest grant	C.11/1219	Capital Expenses			(204,148)	(207,748)
1324330	Lotterywest grant for Civic Centre	C.11/1219	Operating Revenue		204,148		(3,600)
	<b>Budget Review Changes</b>						
Various	Budget Review Changes to Operating Revenue	C.11/0320	Operating Revenue			(497,567)	(501,167)
Various	Budget Review Changes to Operating Expenses	C.11/0320	Operating Expenses			(18,052)	(519,219)
Various	Budget Review Changes to Capital Revenue	C.11/0320	Capital Revenue			(78,808)	(598,027)
Various	Budget Review Changes to Capital Expenses	C.11/0320	Capital Expenses		702,662		104,635
Various	Budget Review Changes to Reserve Transfers	C.11/0320	Reserve Transfer			(83,991)	20,644
Various	Increase in Opening Funds as at 1 July 2018	C.11/0320	Opening Surplus(Deficit)		33,587		54,231
Various	Adjustment to loss and profit on sale of assets and depreciation	C.11/0320	Non Cash Item	15,527			69,758
Various	Transfer of Budget review surplus	C.11/0320	Reserve Transfer			(69,758)	0
	<b>Permanent Changes After Budget Review</b>						0
PJ68	3 Tier Youth mental health program	C.08/0320	Operating Expenses			(10,000)	(10,000)
PJ69	SFBVTA social media component	C.08/0320	Operating Expenses			(2,000)	(12,000)

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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
				\$	\$	\$	\$
	<b>Permanent Changes After Budget Review (Continued)</b>						
Reserve 127	Matched grants	C.08/0320	Reserve Transfer		2,000		(10,000)
PJ70	Bridgetown Railway Station detailed plans	C.16/0320	Operating Expenses			(4,500)	(14,500)
PJ71	Economic modelling	C.16/0320	Operating Expenses			(19,500)	(34,000)
Reserve 126	Strategic Projects	C.16/0320	Reserve Transfer		24,000		(10,000)
							(10,000)
				<b>15,527</b>	<b>1,010,397</b>	<b>(1,035,924)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 5: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
<b>(a) Cash Deposits</b>								
Municipal Bank Account	Various	882,486				882,486	CBA	At Call
Trust Bank Account	Various			24,905		24,905	CBA	At Call
Visitor Centre Trust Account	Nil			8,431		8,431	CBA	At Call
Cash On Hand	Nil	2,100				2,100	N/A	On Hand
<b>Term Deposits</b>								
(b) Municipal Funds	1.56%	351,350				351,350	Westpac	02-Apr-20
Municipal Funds	80.00%	402,187				402,187	Bankwest	02-Apr-20
Municipal Funds	1.63%	250,964				250,964	Westpac	18-Apr-20
Municipal Funds	1.63%	556,063				556,063	Westpac	20-Apr-20
Municipal Funds	1.64%	501,928				501,928	Westpac	28-Apr-20
Municipal Funds	1.56%	401,543				401,543	Westpac	25-May-20
Municipal Funds	1.51%	605,077				605,077	Westpac	28-May-20
Municipal Funds	1.53%	504,010				504,010	Westpac	06-Jun-20
Municipal Funds	1.39%	400,000				400,000	Westpac	20-Jun-20
Reserve Funds	1.51%		2,621,006			2,621,006	Westpac	28-May-20
<b>Total</b>		<b>4,857,707</b>	<b>2,621,006</b>	<b>33,336</b>	<b>0</b>	<b>7,512,050</b>		



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

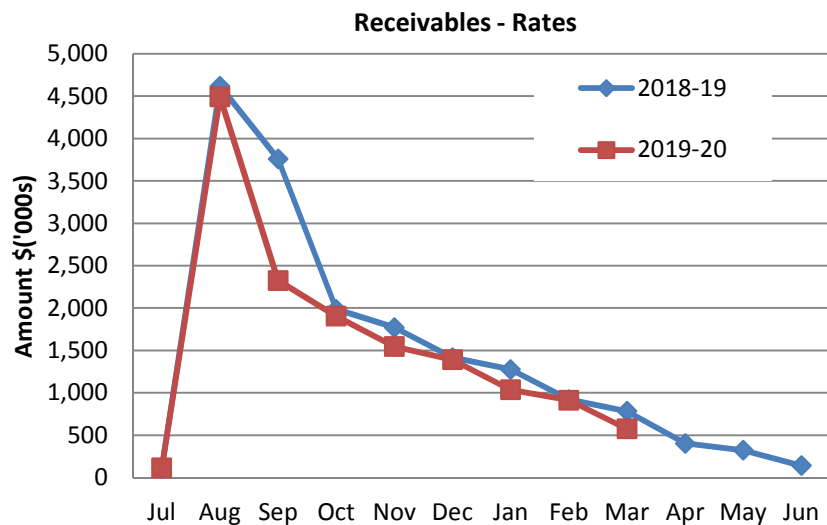
**Note 6: RECEIVABLES**

**Receivables - Rates**

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

	YTD 31 Mar 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	141,352	102,877
Levied this year	4,665,207	4,371,071
Less Collections to date	(4,230,724)	(4,345,704)
<b>Equals Current Outstanding</b>	<b>575,836</b>	<b>128,244</b>
<b>Net Rates Collectable</b>	<b>575,836</b>	<b>128,244</b>
% Collected	88.02%	97.13%

**Net Rates Collectable**  
 % Collected



**Receivables - Sundry Debtors**

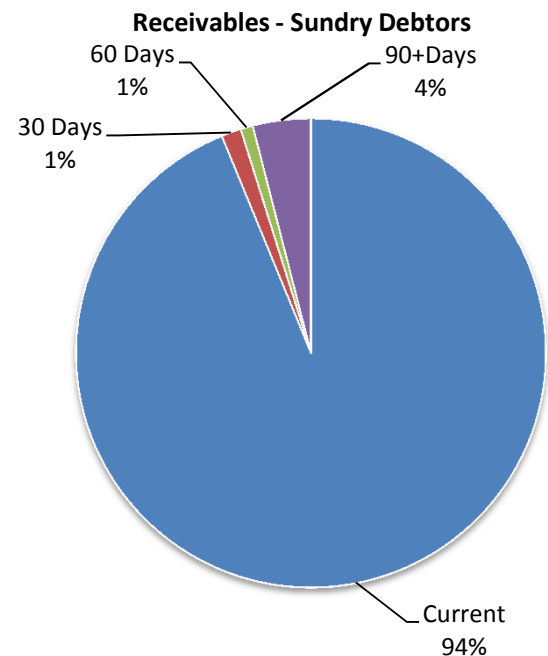
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	195,995	2,844	1,773	8,339

**Total Sundry Debtor Receivables Outstanding**

**208,951**

Amounts shown above include GST (where applicable)



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 7: CASH BACKED RESERVE**

2019-20										
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	182,136	2,800	2,194	0		0		184,936	184,330
102	Plant Reserve	424,561	6,528	5,114	250,550		(386,000)		295,639	429,675
103	Land and Building Reserve	714,400	11,017	7,124	25,000		(174,410)	(174,410)	576,007	547,114
104	Bush Fire Reserve	10,739	165	42	10,000		(10,000)	(10,000)	10,904	781
105	Maranup Ford Road Maintenance Reserve	5,256	81	63	0		0		5,337	5,319
106	Subdivision Reserve	390,331	6,001	3,935	10,000		(187,164)	(191,969)	219,168	202,297
107	Sanitation Reserve	65,647	1,009	791	33,423		(50,000)		50,079	66,437
109	Recreation Centre Floor and Solar Reserve	190,314	2,926	2,292	10,000		0		203,240	192,607
112	Refuse Site Post Closure Reserve	219,017	3,368	2,638	5,000		(43,000)		184,385	221,655
113	Drainage Reserve	21,084	324	254	19,758		0		41,166	21,338
114	Community Bus Reserve	50,374	775	607	5,000		0		56,149	50,981
115	SBS Tower and Infrastructure Reserve	31,589	486	380	0		0		32,075	31,969
118	Playground Equipment Reserve	30,497	469	367	3,850		0		34,816	30,865
119	Swimming Pool Reserve	4,429	68	53	0		0		4,497	4,482
121	Car Park Reserve	948	15	11	0		0		963	959
123	ROMANS Reserve	4,721	0	8	0		(4,721)	(4,730)	0	0
125	Building Maintenance Reserve	145,768	2,241	1,700	25,000		(14,000)	(14,000)	159,009	133,467
126	Strategic Projects Reserve	98,934	1,521	1,148	40,000		(24,000)	(5,000)	116,455	95,082
127	Matched Grants Reserve	38,293	588	399	20,000		(19,124)	(7,124)	39,757	31,568
128	Aged Care Infrastructure Reserve	56,022	861	675	0		0		56,883	56,697
129	Equipment Reserve	6,010	92	72	0		0		6,102	6,082
130	Assets and GRV Valuation Reserve	57,656	886	743	40,588	4,730	0		99,130	63,129
131	Bridgetown Leisure Centre Reserve	117,894	1,813	892	0		(58,300)	(60,363)	61,407	58,423
132	Trails Reserve	21,285	327	256	5,000		0		26,612	21,542
133	Light Fleet Vehicle Reserve	64,021	985	771	92,570		(124,300)		33,276	64,792

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 7: CASH BACKED RESERVE**

2019-20										
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
		\$	\$	\$	\$	\$		\$	\$	\$
	<b>Cash Backed Reserves (Continued)</b>		0							
134	Prepaid Rates Reserve	30,097	0	53	0		(30,097)	(30,150)	(0)	0
135	Blackspot Reserve	10,032	154	121	10,000		0		20,186	10,153
201	Unspent Grans Reserve	400,489	0		0		(311,228)	(311,228)	89,261	89,261
		<b>3,392,546</b>	<b>45,500</b>	<b>32,704.70</b>	<b>605,739</b>	<b>4,730</b>	<b>(1,436,344)</b>	<b>(808,974)</b>	<b>2,607,441</b>	<b>2,621,006</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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
\$	\$	\$		\$	\$	\$	\$
			<b>Plant and Equipment</b>				
			P3070 2015 Toyota Landcruiser (CEO)	36,000	36,000	0	0
			P3085 2014 Holden Colorado (EMCS)	17,000	17,000	0	0
			P4010 2009 Toyota landcruiser (SES)	30,000	30,000	0	0
			P4015 2005 Toyota Landcruiser (Wandillup)	20,000	0	0	0
			P4050 2007 Toyota Landcruiser (Hester Brook)	20,000	0	0	0
3,636	3,592	(44)	P4115 2009 Ford Territory (Bridgetown)	3,592	3,592	0	(44)
			P4170 2005 Toyota Landcruiser (Winnejump)	25,000	0	0	0
			P4175 2005 Toyota Landcruiser (Bridgetown)	25,000	0	0	0
			P2126 2009 Ammann Multi Tyre Roller	34,000	30,000	(4,000)	4,000
			P2133 2008 Caterpillar Multi Tyre Roller	36,500	36,500	0	0
			P2280 2008 Ford Ranger (General Hand)	7,000	7,000	0	0
			P2165 2009 Ford Ranger (BMO)	8,000	8,000	0	0
			P2026 2007 Hino Tip Truck with crane	43,000	43,000	0	0
			P3035 2014 Nissan Pathfinder (SETO)	17,000	17,000	0	0
			P3090 2014 Holden Colorado (PBS)	16,000	16,000	0	0
<b>3,636</b>	<b>3,592</b>	<b>(44)</b>		<b>338,092</b>	<b>244,092</b>	<b>(4,000)</b>	<b>3,956</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings</b>						
<b>Other Governance</b>						
Shire Administration Building	07BU	11,300	3,375	2,693	(682)	
		<b>11,300</b>	<b>3,375</b>	<b>2,693</b>	<b>(682)</b>	
<b>Fire Prevention</b>						
Greenbushes Bushfire Brigade	09BN	252,600	1,300	1,300	0	
Wandillup Bushfire Brigade	10BN	281,100	0	0	0	
		<b>533,700</b>	<b>1,300</b>	<b>1,300</b>	<b>0</b>	
<b>Staff Housing</b>						
146 Hampton Street	26BU	6,500	6,500	6,963	463	Works completed
		<b>6,500</b>	<b>6,500</b>	<b>6,963</b>	<b>463</b>	
<b>Other Community Amenities</b>						
Hampton Street Toilets	46BU	3,000	691	691	0	
		<b>3,000</b>	<b>691</b>	<b>691</b>	<b>0</b>	
<b>Public Halls and Civic Centres</b>						
Bridgetown Civic Centre	02BU	314,738	3,700	1,400	(2,300)	Works continuing
Greenbushes Hall	20BU	87,800	0	0	0	
Greenbushes Offices	21BU	6,000	6,000	5,577	(423)	Job completed, some savings made
		<b>408,538</b>	<b>9,700</b>	<b>6,977</b>	<b>(2,723)</b>	
<b>Swimming Areas and Beaches</b>						
Greenbushes Pool Toilet	05BU	6,000	6,000	414	(5,586)	Purchase orders raised
		<b>6,000</b>	<b>6,000</b>	<b>414</b>	<b>(5,586)</b>	
<b>Other Recreation and Sport</b>						
Bridgetown Leisure Centre - Gym expansion	06BN	327,050	327,050	261,942	(65,108)	Works continuing
Bridgetown Leisure Centre Renewals	16BU	25,140	25,140	25,087	(53)	Job completed
Greenbushes Golf Club	39BU	133,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	37,124	17,124	16,349	(775)	
Greenbushes Cricket Pavilion/Toilets	54BU	9,500	9,500	7,870	(1,630)	Job completed, some savings made
		<b>531,814</b>	<b>378,814</b>	<b>311,248</b>	<b>(67,566)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Libraries</b>						
Bridgetown regional Library	36554	7,500	0	0	0	
		<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Heritage</b>						
Greenbushes Old Court House	19BU	5,500	5,500	5,100	(400)	Job completed, some savings made
		<b>5,500</b>	<b>5,500</b>	<b>5,100</b>	<b>(400)</b>	
<b>Streets and Road Construction</b>						
Shire Depot	08BU	14,800	7,300	341	(6,959)	Purchase order raised
		<b>14,800</b>	<b>7,300</b>	<b>341</b>	<b>(6,959)</b>	
<b>Unclassified</b>						
Geegelup Brook Land	1790040	213,427	213,427	143,053	(70,374)	Purchase order raised
		<b>213,427</b>	<b>213,427</b>	<b>143,053</b>	<b>(70,374)</b>	
<b>Land and Buildings Total</b>		<b>1,742,079</b>	<b>632,607</b>	<b>478,781</b>	<b>(153,826)</b>	
<b>Roads</b>						
<b>Streets and Road Construction</b>						
Winnejup Road Regional Road Group 17/18	RR17	32,309	32,307	32,309	2	Job completed
Winnejup Road Regional Road Group 18/19	RR21	25,257	25,256	25,257	1	Job completed
Winnejup Road Regional Road Group 19/20	RR22	209,988	194,713	158,298	(36,415)	Works continuing
Winnejup Road Regional Road Group 15/16	RR24	12,046	12,045	12,046	1	Job completed
Mockerdillup Road Regional Road Group	RR16	95,400	95,398	4,397	(91,001)	Preliminary planning undertaken
Kerbing	KB01	7,000	0	0	0	
Glentulloch Road Roads to Recovery	RT10	189,500	189,498	190,632	1,134	Works continuing
Glentulloch Road 2nd coat Roads to Recovery	RT82	18,554	18,554	21,779	3,225	Job completed
Tweed Road Roads to Recovery	RT52	8,448	8,448	8,518	70	Job completed
Brockman Highway Roads to Recovery	RT83	28,114	28,113	21,484	(6,629)	Job completed, some savings made
Dalmore Road Roads to Recovery	RT72	49,947	49,947	50,378	431	Job completed
Huitson Road Roads to Recovery	RT81	39,289	39,289	39,654	365	Job completed
Eastcott Road Roads to Recovery	RT84	27,400	27,400	31,589	4,189	Job completed
Campbells Road Roads to recovery	RT85	53,428	53,428	53,793	365	Job completed

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Streets and Road Construction (Continued)</b>						
Blackwood Park Road	RC46	41,678	41,678	41,678	0	Job completed
Kangaroo Gully Road	RC33	37,608	37,608	2,921	(34,687)	Works continuing
Blackwood West Terrace	RC09	26,302	26,302	25,612	(690)	Job complete, some savings made
Seaton Ross Road	RC47	9,121	9,120	6,779	(2,341)	Job complete, some savings made
Nelson Street	RC41	7,300	7,298	0	(7,298)	Works not yet commenced
Chevis Court	RC48	8,023	8,022	0	(8,022)	Works not yet commenced
Ethel Street	RC49	20,000	20,000	0	(20,000)	Works not yet commenced
Brockman Street	RC22	21,896	21,896	0	(21,896)	Works not yet commenced
Doust Street	RC25	22,195	22,194	0	(22,194)	Works not yet commenced
Kandalee Road	RC50	20,667	20,667	20,667	(0)	Job completed
Taylor's Road	RC51	32,868	32,868	32,078	(790)	Job complete, some savings made
Farrell Street	RC20	6,705	6,705	5,885	(820)	Job complete, some savings made
		<b>1,051,043</b>	<b>1,028,754</b>	<b>785,755</b>	<b>(242,999)</b>	
<b>Roads Total</b>		<b>1,051,043</b>	<b>1,028,754</b>	<b>785,755</b>	<b>(242,999)</b>	
<b>Footpaths</b>						
<b>Streets and Road Construction</b>						
Footpaths Disability Access	FP28	5,000	0	0	0	
Spring Gully Road	FP44	5,000	0	0	0	
Campbell Street	FP45	3,000	3,000	0	(3,000)	Purchase order raised
		<b>13,000</b>	<b>3,000</b>	<b>0</b>	<b>(3,000)</b>	
<b>Footpaths Total</b>		<b>13,000</b>	<b>3,000</b>	<b>0</b>	<b>(3,000)</b>	
<b>Drainage</b>						
<b>Urban Stormwater Drainage</b>						
Huggett Place	DR33	18,000	17,999	11,643	(6,356)	Works continuing
Lakeview Crescent	DR34	24,900	24,899	19,931	(4,968)	Works continuing
Whittels Road	DR35	7,000	7,000	2,199	(4,801)	Works continuing
Eedle Terrace	DR09	6,919	6,919	0	(6,919)	Works not yet commenced
Dean Street/Apex Grove	DR36	16,834	16,834	13,454	(3,380)	Works continuing

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Urban Stormwater Drainage (Continued)</b>						
Claret Ash Rise	DR31	9,000	8,998	2,428	(6,570)	Works continuing
Four Season Estate	DR24	11,364	0	0	0	
		<b>94,017</b>	<b>82,649</b>	<b>49,654</b>	<b>(32,995)</b>	
<b>Drainage Total</b>		<b>94,017</b>	<b>82,649</b>	<b>49,654</b>	<b>(32,995)</b>	
<b>Parks and Ovals</b>						
<b>Other Recreation and Sport</b>						
Somme Park (Fitness Trail Equipment)	05IU	16,029	11,026	2,906	(8,120)	Works continuing
Bridgetown Leisure Centre Shade Sails	06IN	4,800	4,800	4,800	0	Job completed
Greenbushes Heritage Park	10IU	7,500	7,500	5,893	(1,608)	Purchase order raised
		<b>28,329</b>	<b>23,326</b>	<b>13,598</b>	<b>(9,728)</b>	
<b>Tourism and Area Promotion</b>						
Bridgetown Information Bays	11IN	25,000	0	0	0	
		<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Parks and Ovals Total</b>		<b>53,329</b>	<b>23,326</b>	<b>13,598</b>	<b>(9,728)</b>	
<b>Bridges</b>						
<b>Streets and Road Construction</b>						
Winnejup Road Bridge 3315	BR03	345,000	0	0	0	
Donnelly Mill Road Bridge 3337	BR19	660,321	0	0	0	
		<b>1,005,321</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Bridges Total</b>		<b>1,005,321</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure Other</b>						
<b>Sanitation - General Refuse</b>						
Bridgetown Landfill - Reticulation	WA01	30,000	0	0	0	
		<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Swimming Area and Beaches</b>						
Greenbushes Pool Gazebo & BBQ	11IU	13,500	13,500	7,637	(5,863)	BBQ purchased, solar lighting to be done
		<b>13,500</b>	<b>13,500</b>	<b>7,637</b>	<b>(5,863)</b>	



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Other Recreation and Sport</b>						
Blackwood River Boardwalk	10IN	45,920	13,553	13,553	(0)	
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Memorial Park Stage	09IN	150,000	0	0	0	
Memorial Park Drainage Improvements	14IN	25,000	0	0	0	
		<b>284,556</b>	<b>13,553</b>	<b>13,553</b>	<b>(0)</b>	
<b>Parking Facilities</b>						
Acrod bay - Shire carpark	CP03	8,992	8,992	8,992	(0)	Job completed
Acrod Bay - near IGA	CP04	7,345	7,345	7,346	1	Job completed
		<b>16,337</b>	<b>16,337</b>	<b>16,337</b>	<b>0</b>	
<b>Tourism and Area Promotion</b>						
Septage dump point	13IN	36,000	36,000	13,314	(22,686)	Works continuing
		<b>36,000</b>	<b>36,000</b>	<b>13,314</b>	<b>(22,686)</b>	
<b>Infrastructure Other Total</b>		<b>380,393</b>	<b>79,390</b>	<b>50,842</b>	<b>(28,548)</b>	
<b>Plant and Equipment</b>						
<b>Other Governance</b>						
Light Fleet Vehicles	1055440	92,000	0	0	0	
		<b>92,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fire Prevention</b>						
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	38,405	38,405	38,405	0	Vehicle purchased completed
		<b>43,405</b>	<b>38,405</b>	<b>38,405</b>	<b>0</b>	
<b>Other Law, Order and Public Safety</b>						
SES Vehicle	1080240	102,100	0	0	0	
		<b>102,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Other Recreation and Sport</b>						
Gas chlorine auto shut down system	06EN	8,700	8,700	8,268	(432)	Job completed, some savings made
Travelling irrigator for Bridgetown Sportsground	05EQ	12,750	12,750	11,745	(1,005)	Freight for equipment to be received
		<b>21,450</b>	<b>21,450</b>	<b>20,013</b>	<b>(1,437)</b>	
<b>Road Plant Purchases</b>						
Multi tyre road roller	PL15	164,380	0	0	0	
Tip truck	PL04	181,350	0	0	0	
Multi tyre road roller	PL16	164,380	0	0	0	
Works and Services Fleet	1405040	87,300	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
		<b>602,410</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Economic Services</b>						
PBS Vehicle	1470140	32,000	0	0	0	
		<b>32,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant and Equipment Total</b>		<b>893,365</b>	<b>59,855</b>	<b>58,418</b>	<b>0</b>	
<b>Furniture and Equipment</b>						
<b>Other Governance</b>						
IT Communications Equipment and Software	1055140	52,108	12,684	11,108	(1,576)	Software purchased some savings made
		<b>52,108</b>	<b>12,684</b>	<b>11,108</b>	<b>(1,576)</b>	
<b>Furniture and Equipment Total</b>		<b>52,108</b>	<b>12,684</b>	<b>11,108</b>	<b>(1,576)</b>	
<b>Capital Expenditure Total</b>		<b>5,284,655</b>	<b>1,922,265</b>	<b>1,448,156</b>	<b>(472,673)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**Note 10: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1/07/2019	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Community Amenities</b>								
Loan 108 Landfill Plant	73,952		11,704	23,650	62,248	50,302	1,527	2,813
Loan 113 Landfill Site New Cell	206,825		50,830	102,240	155,995	104,585	2,358	4,136
Loan 114 Liquid & Inert Waste Sites	97,284		11,591	23,341	85,693	73,943	1,328	2,498
Loan 115 Landfill Cell Extension	100,000		9,643	19,364	90,357	80,636	805	1,541
Loan 116 Liquid Waste Facility	100,000		4,550	9,145	95,450	90,855	980	1,915
<b>Recreation and Culture</b>								
Loan 110 Bridgetown Bowling Club - SSL	17,627		4,285	8,651	13,342	8,976	329	578
Loan 112 Bridgetown Swimming Pool	1,467,894		33,078	66,825	1,434,816	1,401,069	29,651	58,635
	<b>2,063,582</b>	<b>0</b>	<b>125,683</b>	<b>253,216</b>	<b>1,937,899</b>	<b>1,810,366</b>	<b>36,978</b>	<b>72,116</b>

(b) New Debentures

The Shire of Bridgetown-Greenbushes does not intend to undertake any new borrowings for the year ended 30th June 2020.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV Shire	0.087045	1,724	27,707,110	2,411,766	10,230	1,104	2,423,101	2,411,766	8,000	1,000	2,420,766
UV Shire Rural	0.006317	481	184,217,000	1,149,802	(1,572)	(64)	1,148,165	1,163,699			1,163,699
UV Bridgetown Urban Farmland	0.000000	0	0	13,897			13,897	0			0
UV Mining	0.075684	15	973,842	73,704	(1,246)		72,458	73,704			73,704
<b>Sub-Totals</b>		2,220	212,897,952	3,649,169	7,412	1,040	3,657,621	3,649,169	8,000	1,000	3,658,169
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV Shire	942.00	753	3,914,589	709,326	0		709,326	709,326			709,326
UV Shire Rural	1,168.00	250	33,480,400	292,000	(1,232)		290,768	292,000			292,000
UV Bridgetown Urban Farmland	0.00	0	0	0	0		0	0			0
UV Mining	523.00	15	35,935	7,845	(353)		7,492	7,845			7,845
<b>Sub-Totals</b>		1,018	37,430,924	1,009,171	(1,585)	0	1,007,586	1,009,171	0	0	1,009,171
<b>Rates Paid in Advance</b>							4,665,207				4,667,340
<b>Amount from General Rates</b>							0				0
Discounts/concessions							4,665,207				4,667,340
<b>Totals</b>							(1,390)				(1,412)
							<b>4,663,817</b>				<b>4,665,928</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2020**

**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-19	Amount Received	Amount Paid	Closing Balance 31-Mar-20
	\$	\$	\$	\$
BCITF	0	13,965	(11,679)	2,286
Builders Registration Board Levy	2,817	17,479	(15,977)	4,319
Traffic Act	0	875,885	(875,885)	0
Bushfire Donations	5,430	14		5,444
Accommodation - Visitor Centre	32,793	106,876	(132,305)	7,364
South West Coach Lines	410	3,767	(3,904)	273
Other Visitor Centre	310	2,322	(2,595)	36
TransWA	1,019	9,353	(9,613)	758
Local Drug Action Group	767	2		769
Coral Marble - Extractive Industries Bond	4,522	12		4,534
Bridgetown Tidy Town Bank A/C	834	2		836
Perry - Fee Relating to Caveat	104	0		104
Ouch Festival	622	2		623
R Witlen Overpayment	21	0		21
Visitor Centre Accommodation Payment	231	1		231
Dress Down Donations	925	237		1,162
BG Hockey Windup of Assn	3,882	10		3,892
Frank Draper Cemetery Fees	701	2		703
Interest to be Distributed	0	71	(92)	(21)
	<b>55,387</b>	<b>1,029,998</b>	<b>(1,052,049)</b>	<b>33,336</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b><u>MUNICIPAL FUND</u></b>				
<b>DIRECT DEBITS</b>				
DD14292.3	01/03/2020	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE - FEBRUARY	75.90
DD14363.1	07/03/2020	CALTEX STARCARD	FUEL FOR THE MONTH OF FEBRUARY	6,089.41
DD14395.1	11/03/2020	WA SUPER	PAYROLL DEDUCTIONS	17,815.78
DD14395.2	11/03/2020	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	192.78
DD14395.3	11/03/2020	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	349.51
DD14395.4	11/03/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	415.96
DD14395.5	11/03/2020	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	689.30
DD14395.6	11/03/2020	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD14395.7	11/03/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	261.55
DD14395.8	11/03/2020	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	55.07
DD14395.9	11/03/2020	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	89.09
DD14395.10	11/03/2020	COLONIAL FIRST STATE - FIRSTCHOICE	SUPERANNUATION CONTRIBUTIONS	150.25
DD14395.11	11/03/2020	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	245.89
DD14395.12	11/03/2020	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	742.02
DD14395.13	11/03/2020	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	108.56
DD14395.14	11/03/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	231.11
DD14363.3	15/03/2020	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS	136.88
DD14385.1	18/03/2020	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	70.00
DD14404.1	25/03/2020	WA SUPER	PAYROLL DEDUCTIONS	17,911.80
DD14404.2	25/03/2020	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	108.56
DD14404.3	25/03/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	203.16
DD14404.4	25/03/2020	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	217.06
DD14404.5	25/03/2020	WAIKAWA DREAMING SUPERFUND	PAYROLL DEDUCTIONS	689.30
DD14404.6	25/03/2020	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD14404.7	25/03/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	531.62
DD14404.8	25/03/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	254.90
DD14404.9	25/03/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	417.50
DD14421.1	25/03/2020	WA SUPER	SUPERANNUATION CONTRIBUTIONS	42.48
DD14404.10	25/03/2020	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	113.50
DD14404.11	25/03/2020	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	97.04
DD14404.12	25/03/2020	COLONIAL FIRST STATE - FIRSTCHOICE	SUPERANNUATION CONTRIBUTIONS	140.42
DD14404.13	25/03/2020	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	247.52
DD14404.14	25/03/2020	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	426.79
DD14383.1	29/03/2020	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR MARCH	75.90
B/S	02/03/2020	COMMONWEALTH BANK	MERCHANT FEES	827.53
B/S	16/03/2020	COMMONWEALTH BANK	ACCOUNT KEEPING FEES	78.10
B/S	16/03/2020	COMMONWEALTH BANK	BPOINT/BPAY FEES	188.03
B/S	02/03/2020	WESTPAC BANK	ACCOUNT ESTABLISHMENT FEES	1,650.00
B/S	02/03/2020	WESTPAC BANK	BPAY FEES	19.03
B/S	02/03/2020	WESTPAC BANK	DIRECT CREDIT FEES	33.30
B/S	11/03/2020	WESTPAC BANK	TOTAL WAGES FOR 27.02.2020 - 11.03.2020	123,591.26
B/S	25/03/2020	WESTPAC BANK	TOTAL WAGES FOR 12.03.2020 - 25.03.2020	122,977.55
B/S	28/02/2020	COMMONWEALTH BANK - CREDIT CARD	2 DAY FORKLIFT TRAINING COURSE	400.00
B/S	28/02/2020	COMMONWEALTH BANK - CREDIT CARD	REGISTRATION FEE FOR LEADERSHIP & CULTURE SUMMIT	2,858.90
B/S	28/02/2020	COMMONWEALTH BANK - CREDIT CARD	DINNER FOR FEBRUARY COUNCIL MEETING	373.50
B/S	03/03/2020	COMMONWEALTH BANK - CREDIT CARD	LUNCH FOR SHIRE PRESIDENT & CEO FOR MINISTERIAL MEETING	20.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
B/S	05/03/2020	COMMONWEALTH BANK - CREDIT CARD	BREAKFAST MEETING WITH INDUSTRIAL RELATION CONSULTANT	27.00
B/S	13/03/2020	COMMONWEALTH BANK - CREDIT CARD	REFUND OF ACCOMMODATION DEPOSIT	-110.00
B/S	20/03/2020	COMMONWEALTH BANK - CREDIT CARD	REFRESHMENTS FOR TRANSITION TOWNS MEETING, 2 PUBLIC, 1 STAFF & 1 COUNCILLOR	17.70
B/S	20/03/2020	COMMONWEALTH BANK - CREDIT CARD	GRATUITY GIFT	200.00
B/S	23/03/2020	COMMONWEALTH BANK - CREDIT CARD	CORPORATE CREDIT CARD USED BY MISTAKE, INVOICE RAISED FOR REIMBURSEMENT	44.80
B/S	24/03/2020	COMMONWEALTH BANK - CREDIT CARD	LUNCH MEETING TO PRESENT CERTIFICATE FROM ROADWISE.	94.70
B/S	25/03/2020	COMMONWEALTH BANK - CREDIT CARD	4 X NOTEBOOKS	15.20
<b>BPAY</b>				
60320	06/03/2020	TELSTRA	TELEPHONE	2,738.70
20032020	20/03/2020	TELSTRA	TELEPHONE	25.00
<b>ELECTRONIC PAYMENTS</b>				
EFT30119	05/03/2020	A & L PRINTERS	VARIOUS SHIRE BUSINESS CARDS	999.00
EFT30120	05/03/2020	AEGIS PTY LTD	2 PACKS OF 100 TESTING TAGS FOR DEPOT	93.50
EFT30121	05/03/2020	AGRI SPARK AUTO ELECTRICS	REPAIR FAULTS TO GREENBUSHES FIRETENDER VEHICLE CHARGERS & REPLACE BATTERIES	977.60
EFT30122	05/03/2020	AMITY SIGNS	ALUMINIUM FIRE PLAN SIGN	60.50
EFT30123	05/03/2020	APV VALUERS AND ASSET MANAGEMENT	LAND AND BUILDING FAIR VALUE - VP174549 - 10% PART PAYMENT	1,936.00
EFT30124	05/03/2020	ARROW BRONZE	VARIOUS CEMETERY PLAQUES	1,390.33
EFT30125	05/03/2020	AUSTSWIM LIMITED	EMPLOYEE AUSTSWIM CERTIFICATION COMPLETED 7/9/19 - 14/9/19	385.00
EFT30126	05/03/2020	STEVE BAXENDALE	REIMBURSEMENT OF RENEWAL OF HIGH RISK WORK LICENCE	53.00
EFT30127	05/03/2020	BELIA ENGINEERING	TRANSPORT OF E-WASTE RECYCLING BINS ON 09/01/2020 & 15/02/2020	594.00
EFT30128	05/03/2020	BLACKWOOD RURAL SERVICES	AIR HOSE AND FITTINGS, PUMP BELTS FOR RETIC & MINOR ITEMS	184.20
EFT30129	05/03/2020	BLACKWOOD HEAVY TILT	FLOATING MACHINES FOR MAF PROJECT & MINOR FREIGHT PICK UP CHARGE	2,050.00
EFT30130	05/03/2020	BLACKWOOD PROPERTY MAINTENANCE	SLASHING OF PRIVATE PROPERTY DUE TO NON-COMPLIANCE WITH SEC 33 BUSH FIRE INFRINGEMENT	375.00
EFT30131	05/03/2020	GLENN BLECHYNDEN	SUPPLY & INSTALL 3 X VENTS TO ENTRY DOORS AT HAMPTON ST PUBLIC TOILETS	760.10
EFT30132	05/03/2020	BLISS FOR DESIGN	SOLENOID VALVE FOR MEMORIAL PARK	62.56
EFT30133	05/03/2020	BRIDGETOWN MUFFLER & TOWBAR CENTRE	70000 KM SERVICE OF CESM CAR	377.00
EFT30134	05/03/2020	BRIDGETOWN POTTERY RESTAURANT	CATERING FOR BLC GYM OPENING	550.00
EFT30135	05/03/2020	BRIDGETOWN MEDICAL CENTRE	2 X PRE-EMPLOYMENT MEDICALS	270.00
EFT30136	05/03/2020	BRIDGETOWN TIMBER SALES	10 X 20KG BAGS OF RAPID SET, 5 X 20KG BAGS OF CEMENT & VARIOUS BUILDING MAINTENANCE SUPPLIES	339.52
EFT30137	05/03/2020	BRIDGETOWN GLASS SERVICE	REPLACE MIRROR ON POSI TRACK	25.00
EFT30138	05/03/2020	BLACKWOOD AUTO ELECTRICAL SERVICES	FIT NEW METAL WATERPROOF BOX & ACCESSORIES TO SUIT REGULATOR ON WATER TANK	592.10
EFT30139	05/03/2020	BRIDGETOWN COMPUTERS	IT SERVICE AT BRIDGETOWN CO-LOCATION CENTRE	255.00
EFT30140	05/03/2020	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS CLEANING SUPPLIES & EQUIPMENT FOR BUILDING MAINTENANCE AND VARIOUS MINOR ITEMS	898.19
EFT30141	05/03/2020	BRIDGETOWN PAINT SALES	MINOR ITEMS	53.95
EFT30142	05/03/2020	BRIDGETOWN TYRES	2 X TRUCK TYRES FOR ISUZU TIP TRUCK, 12V CAR BATTERY & SAFETY BEACON	1,104.00
EFT30143	05/03/2020	BUNBURY TRUCKS	CUP HOLDER PART FOR COMMUNITY BUS AND MAIN AIR FILTER & LUBE KIT FOR FUSO TIPTRUCK	380.04
EFT30144	05/03/2020	CANNINGS PURPLE	MONTHLY 'GOVERNMENT RELATIONS SUPPORT' CONTRACT - FEBRUARY	6,050.00
EFT30145	05/03/2020	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY AND IMPLEMENT 4 DAYS TRAFFIC CONTROL ON GLENTULLOCH ROAD INCLUDING SIGNAGE	6,582.40
EFT30146	05/03/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	223.00
EFT30147	05/03/2020	CUSTOM SERVICE LEASING LTD	VEHICLE LEASING FOR MARCH	426.53
EFT30148	05/03/2020	DAVMECH	HIRE OF EXCAVATOR AND ROCKBREAKER FOR GLENTULLOCH RD DRAINAGE	577.50
EFT30149	05/03/2020	ELIZABETH DENNISS	REIMBURSEMENT FOR REFRESHMENTS & HEADPHONES FOR WORK IPHONE PURCHASED	67.00
EFT30150	05/03/2020	LGRCEU	PAYROLL DEDUCTIONS	123.00
EFT30151	05/03/2020	FLYING DUCK CAFE	MEAL FOR CONCEPT FORUM 13.2.2020	260.00
EFT30152	05/03/2020	H C JONES & CO	REPAIR TOILETS AT CIVIC CENTRE AND REPAIR LEAKING TAPS AT RAILWAY STATION & SHIRE UNIT	346.87
EFT30153	05/03/2020	J R & A HERSEY PTY LTD	BOX OF CUTOFF DISCS, ANTI VIBRATION GLOVES, HI VIS VESTS & EAR MUFFS	182.72
EFT30154	05/03/2020	HESTER BROOK BUSH FIRE BRIGADE	REIMBURSEMENT OF 4 X HEMA NAVIGATION DEVICES PURCHASED	1,278.00
EFT30155	05/03/2020	HILLVIEW ELECTRICAL SERVICE	SERVICE EXHAUST FAN IN SHIRE OFFICES WITH 1 X REPLACEMENT & REPLACE FAULTY LIGHTS A POOL	1,045.00
EFT30156	05/03/2020	HOLMAN ELECTRONICS	AUDIO CHASSIS 7 SKT FEMALE FOR LEISURE CENTRE	44.52

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT30157	05/03/2020	INDUSTRIAL AUTOMATION GROUP	WI-SP-CLOUD SERVER ACCESS & SUPPORT CHARGE FOR ROSE STREET STANDPIPE	639.65
EFT30158	05/03/2020	JOHNSON'S FOOD SERVICES	FROZEN FOODS AND SNACKS FOR THE BLC CAFE	2,008.52
EFT30159	05/03/2020	KEIDY CONTRACTORS	12 X LOADS OF SAND FOR SUBSOIL & PIPE INSTALLATION AT LAKEVIEW , BLACKWOOD WEST & CLARET ASH	2,112.00
EFT30160	05/03/2020	KEYBROOK UTILITY SERVICES	PICKUP AND TRANSPORT ASBESTOS FROM BRIDGETOWN WASTE FACILITY TO MANJIMUP	495.00
EFT30161	05/03/2020	RADOVAN KOLOC	OIL HANDRAILS & STAIRS OF LIBRARY NORTHERN DECK & VARIOUS MINOR BUILDING MAINTENANCE WORKS	1,210.00
EFT30162	05/03/2020	LEEUWIN CIVIL PTY LTD	RELEASE OF RETENTION FOR BRIDGETOWN LIQUID WASTE FACILITY	4,601.30
EFT30163	05/03/2020	LOCAL GOV PROFESSIONALS AUSTRALIA WA	CONFERENCE ATTENDANCE FEES - 23 TILL 24 MARCH 2020	640.00
EFT30164	05/03/2020	MANJIMUP MITRE 10 & RETRAVISION	55" HISENSE TV FOR HESTER BROOK BFB	595.00
EFT30165	05/03/2020	MARKETFORCE	VARIOUS SHIRE ADVERTISEMENTS FOR FEBRUARY	649.91
EFT30166	05/03/2020	PETER MEAD	REIMBURSEMENT FOR MOBILE PHONE COVER PURCHASED	25.00
EFT30167	05/03/2020	MICK TUCK GRADER SERVICES PTY LTD	CONTRACT GRADER SERVICES	10,342.68
EFT30168	05/03/2020	ANTHONY MILLINGTON	RATES REFUND	210.00
EFT30169	05/03/2020	OZMICROCHIPS	10 MICROCHIPS & 10 PREPAID AAR REGISTRATION FORMS FOR ANIMAL MICROCHIPPING	125.40
EFT30170	05/03/2020	PERTH SAFETY PRODUCTS PTY LTD	SUPPLY 60 X 700 MM ORANGE TRAFFIC CONES WITH REFLECTIVE TAPE AND SHIRE LOGO	1,023.00
EFT30171	05/03/2020	PRESTIGE PRODUCTS	10 X UNIFIT NUMATIC VACUUM CLEANER BAGS FOR OFFICE CLEANING	145.20
EFT30172	05/03/2020	PRESTON POWER EQUIPMENT	DECK BELT PART	110.00
EFT30173	05/03/2020	REDWOOD HILLS	SUPPLY 2311.45 M3 GRAVEL FOR GLENTULLOCH RD RECONSTRUCTION	12,712.97
EFT30174	05/03/2020	REGIONAL DEVELOPMENT AUSTRALIA	2019-20 CONTRIBUTION TOWARDS ECONOMIC & COMMUNITY PROFILING FOR SW REGION	1,100.00
EFT30175	05/03/2020	REPCO	20L RED & GREEN COOLANT CONCENTRATES, 4 X HALOGEN BEACONS & VARIOUS MINOR ITEMS	721.60
EFT30176	05/03/2020	RICHFEEDS AND RURAL SUPPLIERS	100MM X 100M SOCKED DRAIN COIL, 940 FENCE DROPPERS, GALLAGHER GEARED REEL & WORK BOOTS	886.50
EFT30177	05/03/2020	ROOF ACCESS WA	INSTALL 3 X ROOF ANCHOR POINTS TO GYM EXTENSION & ANNUAL COMPLIANCE OF ROOF ACCESS SYSTEMS	1,375.00
EFT30178	05/03/2020	THE ROYAL LIFE SAVING SOCIETY AUSTRALIA	CODE OF PRACTICE SAFETY ASSESSMENT SERVICE FOR BRIDGETOWN SWIMMING POOL	571.24
EFT30179	05/03/2020	SCAVENGER FIRE AND SAFETY	4 X P2 FACE MASKS FOR BUSH FIRE BRIGADES	162.80
EFT30180	05/03/2020	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING & PRINTING CHARGES - FEBRUARY	429.28
EFT30181	05/03/2020	SHIRE OF MANJIMUP	ANNUAL CONTRIBUTION TO MANJIMUP AIRFIELD MAINTENANCE FOR 2019/20 & ASBESTOS TIPPING FEES	1,479.00
EFT30182	05/03/2020	SOUTHERN LOCK & SECURITY	VARIOUS LOCK CYLINDERS & KEYS KEYED TO SHIRE SYSTEMS	862.95
EFT30183	05/03/2020	SOUTH WEST FIRE UNITS	ANNUAL SERVICE YORNUP LT & WINNEJUP LT	7,937.12
EFT30184	05/03/2020	SOUTH WEST ISUZU	PARTS FOR REPAIRS OF ISUZU TIPTRUCK	451.84
EFT30185	05/03/2020	SOUTH WEST RIVERSTONE	CRUSHED RIVER ROCK FOR GYM EXTENSION	412.50
EFT30186	05/03/2020	SPECIALTY TIMBER FLOORING WA	RESEALING OF 3 x SPORTS COURTS WITH POLYURETHANE	9,600.80
EFT30187	05/03/2020	STAR TRACK EXPRESS	FREIGHT CHARGES	10.22
EFT30188	05/03/2020	STEWART & HEATON CLOTHING CO PTY LTD	VARIOUS BUSH FIRE BRIGADE GOLD JACKETS AND OVERTROUSERS	2,497.90
EFT30189	05/03/2020	DION STEVEN	ENVIRONMENTAL WORKS FOR THE MONTH OF FEBRUARY	2,446.00
EFT30190	05/03/2020	SUPACHOOK CARVERY	MEAL FOR COUNCIL MEETING 30.1.20	180.00
EFT30191	05/03/2020	SYNERGY	ELECTRICITY	4,967.27
EFT30192	05/03/2020	THE STABLES IGA	VARIOUS GROCERIES FOR SHIRE OFFICES	200.19
EFT30193	05/03/2020	WARREN PEST CONTROL	TREATMENT/ERADICATION OF ANT'S AT GREENBUSHES OFFICES TOILET BLOCK & BEE'S AT CIVIC CENTRE	480.00
EFT30194	05/03/2020	WESTRAC PTY LTD	VARIOUS REPAIR PARTS FOR CAT BACKHOE LOADER & CAT ROAD GRADER	673.35
EFT30195	05/03/2020	WESTBOOKS	BRIDGETOWN LIBRARY BOOK ACQUISITIONS FOR LOCAL STOCK	146.02
EFT30196	05/03/2020	CASEY MARIE WHITTON	REFUND OF CAT TRAP BOND WITH RETAINED HIRE CHARGES	36.15
EFT30197	05/03/2020	WINC AUSTRALIA PTY LTD	VARIOUS STATIONERY SUPPLIES	100.21
EFT30198	05/03/2020	ZURICH AUSTRALIAN INSURANCE LTD	INSURANCE POLICY EXCESS FOR KOMATSU	300.00
EFT30213	18/03/2020	ABCO PRODUCTS PTY LTD	VARIOUS CLEANING SUPPLIES/EQUIPMENT	576.37
EFT30214	18/03/2020	TIMOTHY ADAMS	REIMBURSEMENT FOR PURCHASE OF PRESCRIPTION SAFETY GLASSES	299.00
EFT30215	18/03/2020	ADVANCED CLEANING SOUTHWEST	COURT CLEANING FOR BRIDGETOWN LEISURE CENTRE - FEBRUARY	692.24
EFT30216	18/03/2020	ALL WEST BUILDING APPROVALS PTY LTD	BUILDING SURVEYING SERVICES - 1 X CERTIFICATE OF DESIGN COMPLIANCE	275.00
EFT30217	18/03/2020	AMALGAMATED MOVIES	LICENCE FOR SCREENING OF EIGHTH GRADE FILM - 8 FEB 2020	235.40
EFT30218	18/03/2020	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT COLLECTION CHARGES	3,947.57
EFT30219	18/03/2020	AUSTRALIA POST	POSTAGE FOR THE MONTH OF FEBRUARY	1,987.64



**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT30220	18/03/2020	B & B STREET SWEEPING PTY LTD	MONTHLY STREET SWEEPING - FEBRUARY	1,716.00
EFT30221	18/03/2020	BLACKWOOD RURAL SERVICES	HYDRAULIC FITTINGS	23.90
EFT30222	18/03/2020	BLACKWOOD FRESH	REFRESHMENTS FOR COUNCIL MEETINGS	99.35
EFT30223	18/03/2020	BLACKWOOD VALLEY PROPERTY M & C	INSURANCE CLAIM - REPAIR DAMAGED VERANDAH POSTS AT BRIDGETOWN SPORTSGROUND	1,750.00
EFT30224	18/03/2020	GLENN BLECHYNDEN	SHIRE'S CONTRIBUTION TO CROSSOVER	882.20
EFT30225	18/03/2020	BLISS FOR DESIGN	SUPPLIES FOR LIBRARY ROOF GARDEN RETIC, REPAIR POLESAW, IRRIGATION CONTROLLER & MINOR ITEMS	705.38
EFT30226	18/03/2020	BOC LIMITED	ANNUAL CONTAINER SERVICE CHARGE FOR AIR INDUST G SIZE	84.90
EFT30227	18/03/2020	BOOEASY AUSTRALIA PTY LTD	MONTHLY BOOKING RETURNS COMMISSION/FEEES FOR FEBRUARY 2020	230.67
EFT30228	18/03/2020	BRIDGETOWN MUFFLER & TOWBAR CENTRE	NEW BATTERY FOR SES HILUX	275.00
EFT30229	18/03/2020	BRIDGETOWN CRC	SES POWER CONSUMPTION FOR PERIOD BETWEEN 24/12/2019 TO 25/02/2020	328.30
EFT30230	18/03/2020	BRIDGETOWN SWIMMING CLUB	REFUND OF COMMUNITY STALL BOND	50.00
EFT30231	18/03/2020	B-TOWN VOLUNTEER FIRE & RESCUE SERVICE	REFUND OF BUS BOND	300.00
EFT30232	18/03/2020	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS PURCHASED DURING FEBRUARY	634.63
EFT30233	18/03/2020	BRIDGETOWN PAINT SALES	PAINT FOR TENNIS CLUB VERANDA, LINE MARKING PAINT & PAINT FOR GREENBUSHES CRICKET PAVILION	823.61
EFT30234	18/03/2020	BRIDGETOWN TYRES	2 X BATTERIES FOR CATERPILLAR ROAD GRADER & MINOR ITEMS	789.00
EFT30235	18/03/2020	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES - FEBRUARY	101.40
EFT30236	18/03/2020	BROOKS HIRE SERVICE PTY LTD	HIRE OF MACHINERY FOR BUSH FIRE MITIGATION PROJECT	11,554.40
EFT30237	18/03/2020	ROB BROGAN	REIMBURSEMENT FOR POLICE CLEARANCE OBTAINED AS PER PRE-EMPLOYMENT CONDITIONS	55.10
EFT30238	18/03/2020	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY AND IMPLEMENT TRAFFIC CONTROL ON GLENTULLOCH ROAD INCLUDING SIGNAGE	18,057.60
EFT30239	18/03/2020	CHRISTIE PARKSAFE	REPLACEMENT OF GAS BBQ'S FOR GREENBUSHES POOL & HERITAGE PARK	14,102.00
EFT30240	18/03/2020	CITY & REGIONAL FUELS	BULK FUEL FOR FEBRUARY	8,367.65
EFT30241	18/03/2020	CLEANAWAY PTY LTD	WASTE COLLECTION & DISPOSAL CHARGES FOR FEBRUARY	27,511.52
EFT30242	18/03/2020	CLOVERS GENERAL & LIQUOR STORE	SUPPLIES FOR THE ICC	80.48
EFT30243	18/03/2020	DAVMECH	20L C4-50 TRANSMISSION OIL & HYDRAULIC FITTING	196.90
EFT30244	18/03/2020	DEPT OF FIRE & EMERGENCY SERVICES WA	2019/20 3RD QUARTER ESL CONTRIBUTION	86,176.79
EFT30245	18/03/2020	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY, DELIVERY & APPLICATION OF BITUMEN SEAL & AGGREGATES FOR TWEED RD & BROCKMAN HWY	33,003.03
EFT30246	18/03/2020	GREENBUSHES ROADHOUSE	FUEL FOR THE GREENBUSHES BUSH FIRE BRIGADE	186.97
EFT30247	18/03/2020	IEQUIP	HIRE OF POSITRAC SKID STEER LOADER FOR BUSHFIRE MITIGATION PROJECT	6,907.27
EFT30248	18/03/2020	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE FOR MARCH	130.90
EFT30249	18/03/2020	INTERFIRE AGENCIES PTY LTD	6 X HELMETS, 30 X FIREFIGHTING GLOVES, 2 X 38MM LAYFLAT HOSE WITH COUPLINGS & 19MM HOSE REEL	3,497.02
EFT30250	18/03/2020	ISA TECHNOLOGIES	MONTHLY IT SUPPORT FOR FEBRUARY	1,760.00
EFT30251	18/03/2020	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE GAS CYLINDER FOR JANUARY 2020	174.25
EFT30252	18/03/2020	ADAM JENKINS TREE SERVICES	REMOVAL OF DANGEROUS REDGUM, REMOVAL OF TREE IN MEMORIAL PARK & CHERRY PICKER HIRE	4,840.00
EFT30253	18/03/2020	JOHNSON'S FOOD SERVICES	FROZEN FOODS AND SNACKS FOR THE BLC CAFE	551.65
EFT30254	18/03/2020	LANDGATE	LAND VALUATION ENQUIRY CHARGES	193.49
EFT30255	18/03/2020	LOCAL GOV PROFESSIONALS AUSTRALIA WA	2 X REGISTRATIONS TO THE 2020 FINANCE PROFESSIONALS CONFERENCE	2,920.00
EFT30256	18/03/2020	MCG FIRE SERVICES	MONTHLY TESTING OF REC CENTRE FIRE PANEL & EWIS - FEBRUARY	115.50
EFT30257	18/03/2020	MJB INDUSTRIES	15 X 300MM CLASS 2 CONCRETE PIPES & RUBBER RINGS FOR HUGGETT PLACE	1,386.00
EFT30258	18/03/2020	JAMES ANDREW STEWART MUIR	50% OF RELOCATION COSTS AS PER EMPLOYMENT CONTRACT	2,231.43
EFT30259	18/03/2020	NEV'S STEEL	STEEL FABRICATION OF HORSE STALLS AT THE BRIDGETOWN SPORTSGROUND	10,159.50
EFT30260	18/03/2020	O.C.P SALES	REPLACEMENT VERTEX CD 58 RADIO CHARGER	86.02
EFT30261	18/03/2020	QUALITY SHOP	PRINTING/FINISHING OF FEB/MARCH 2020 INSIGHT NEWSLETTER	1,643.40
EFT30262	18/03/2020	RACKMART PTY LTD	16 X 2 DOOR LOCKERS FOR BUSH FIRE BRIGADES	3,273.60
EFT30263	18/03/2020	REPCO	2 X GAS STRUTS & BRITAX BELT DRIVE FOR FLEET REPAIRS	116.25
EFT30264	18/03/2020	RICHFEEDS AND RURAL SUPPLIERS	BULK GARDEN CHEMICALS, BULK FENCE DROPPERS, WORK BOOTS & VARIOUS MINOR ITEMS	1,019.65
EFT30265	18/03/2020	SAFETY SECTOR PTY LTD	STAINLESS STEEL TACTILE INDICATORS FOR LIBRARY	110.00
EFT30266	18/03/2020	SANDS FRIDGE LINES	FREIGHT FOR BRIDGETOWN LEISURE CENTRE	35.32
EFT30267	18/03/2020	SCHWEPPE AUSTRALIA PTY LTD	VARIOUS DRINKS AND WATER FOR THE BLC CAFE	450.11
EFT30268	18/03/2020	SOUTH WEST ISUZU	FUEL FILTERS, OIL FILTERS & AIR FILTER PARTS FOR ISUZU TIP TRUCK	409.84

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT30269	18/03/2020	SYNERGY	ELECTRICITY	20,630.13
EFT30270	18/03/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	256.16
EFT30271	18/03/2020	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY FOR MARCH 2020	159.50
EFT30272	18/03/2020	WA COUNTRY BUILDERS	REFUND OF DEVELOPMENT APPLICATION FEE	295.00
EFT30273	18/03/2020	WAYNES METAL FABRICATION	SUPPLY AND INSTALL METAL GUARD OVER CONDUIT AT FRONT OF ADMINISTRATION BUILDING	275.00
EFT30274	18/03/2020	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES & VARIOUS STATIONERY SUPPLIES	1,073.84
EFT30275	18/03/2020	ANGELA JAYNE WINTER	REFUND OF GREENBUSHES HALL HIRE BOND	100.00
EFT30276	20/03/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR FEBRUARY 2020	43,402.00
EFT30277	26/03/2020	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30278	26/03/2020	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30279	26/03/2020	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	1,070.92
EFT30280	26/03/2020	MICK TUCK GRADER SERVICES PTY LTD	CONTRACT GRADER SERVICES	10,342.68
EFT30281	26/03/2020	JOANN ROBERTA MOORE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30282	26/03/2020	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30283	26/03/2020	JOHN DIGBY NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	1,752.58
EFT30284	26/03/2020	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30285	26/03/2020	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30286	26/03/2020	ALAN JOSEPH WILSON	MONTHLY COUNCILLOR ALLOWANCE	891.50
<b>CHEQUES</b>				
300001	05/03/2020	BUNNINGS BUILDING SUPPLIES	CLEANING SUPPLIES/EQUIPMENT	44.53
300002	05/03/2020	MAGSHOP	ANNUAL SUBSCRIPTION RENEWAL TO HOUSE & GARDEN MAGAZINE	69.99
300003	05/03/2020	PIVOTEL SATELLITE PTY LTD	2019-20 MONTHLY TRACKING OF SPOT TRACKERS - FEBRUARY	155.00
300004	05/03/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR FEBRUARY & FEES RETAINED FROM HIRE BONDS	1,825.35
300005	18/03/2020	SW BOLTON	STANDPIPE CARD BOND REFUND	100.00
300006	18/03/2020	DEPT OF PLANNING, LANDS & HERITAGE	APPLICATION FOR ENDORSEMENT OF SUBDIVISION APPROVAL	639.00
300007	18/03/2020	PACIFIC MAGAZINES	ANNUAL SUBSCRIPTION FOR HOME BEAUTIFUL MAGAZINE	64.99
300008	18/03/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	RETAINED FEES FROM HIRE BONDS	170.85
				<b>760,141.21</b>

**TRUST FUND**

**DIRECT DEBITS - LICENSING TRUST**

22876	03/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 03/03/2020	6,234.30
22877	04/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 04/03/2020	1,893.75
22878	05/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 05/03/2020	7,159.10
22879	06/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 06/03/2020	4,528.10
22880	09/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 09/03/2020	8,963.15
22881	10/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 10/03/2020	3,729.40
22882	11/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 11/03/2020	2,926.45
22883	12/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 12/03/2020	5,277.35
22884	13/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 13/03/2020	4,914.65
22885	16/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 16/03/2020	6,093.75
22886	17/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 17/03/2020	7,125.20
22887	18/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 18/03/2020	4,561.10
22888	19/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 19/03/2020	10,099.20
22889	20/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 20/03/2020	5,959.50
22890	23/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 23/03/2020	3,981.25
22891	24/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 24/03/2020	4,460.20
22892	25/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 25/03/2020	2,099.55
22893	26/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 26/03/2020	3,526.85

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
22894	27/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 27/03/2020	4,218.30
22895	30/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 30/03/2020	4,730.00
22896	31/03/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 31/03/2020	7,537.95
<b>CHEQUES - GENERAL TRUST</b>				
2292	18/03/2020	N D & B J HOLDSWORTH	REFUND OF BSL FOR CANCELLED PERMIT	61.65
2293	18/03/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION RETAINED FOR FEBRUARY	92.76
<b>ELECTRONIC PAYMENTS - GENERAL TRUST</b>				
EFT30201	18/03/2020	CONSTRUCTION TRAINING FUND	BCITF LEVIES COLLECTED FOR FEBRUARY	2,168.58
EFT30202	18/03/2020	DEPT OF MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR FEBRUARY	1,374.54
EFT30203	18/03/2020	ALAIN DESVEAUX & FIONA WELLS	REFUND OF BLS FOR CANCELLED PERMIT	61.65
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
1324	18/03/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION RETAINED FOR FEBRUARY	437.61
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT30199	10/03/2020	AR & EM MUNRO	ACCOMMODATION REFUND LESS CANCELLATION FEE	110.00
EFT30200	10/03/2020	EN & TM POPPE	ACCOMMODATION REFUND	45.00
EFT30204	18/03/2020	BRIDGETOWN REPERTORY CLUB	TICKETS TO CALENDAR GIRLS SOLD FOR FEBRUARY	194.75
EFT30205	18/03/2020	BRIDGETOWN CRC	CONSIGNMENT STOCK SOLD FOR FEBRUARY	10.00
EFT30206	18/03/2020	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR FEBRUARY	26.21
EFT30207	18/03/2020	BGBTA	CONSIGNMENT STOCK SOLD FOR FEBRUARY	45.00
EFT30208	18/03/2020	IVY CHEN	ACCOMMODATION REFUND LESS CANCELLATION FEE	1,378.00
EFT30209	18/03/2020	INFORMATION FOR ACTION INC	CONSIGNMENT STOCK SOLD FOR FEBRUARY	17.25
EFT30210	18/03/2020	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR FEBRUARY	532.31
EFT30211	18/03/2020	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR FEBRUARY	909.55
EFT30212	18/03/2020	WUD	CONSIGNMENT STOCK SOLD FOR FEBRUARY	7.46
EFT30287	27/03/2020	MICHAEL BURGESS	ACCOMMODATION REFUND	900.00
EFT30288	27/03/2020	DA & PA CLARK	ACCOMMODATION REFUND	117.00
EFT30289	27/03/2020	ROSS & WENDY DOLTON	ACCOMMODATION REFUND	160.00
EFT30290	27/03/2020	AK & JA DUNDAS	ACCOMMODATION REFUND	300.00
EFT30291	27/03/2020	GL GONTHIER	ACCOMMODATION REFUND	160.00
EFT30292	27/03/2020	JANE GRAHAM	ACCOMMODATION REFUND	1,485.00
EFT30293	27/03/2020	MW KNOX & ST BURKE	ACCOMMODATION REFUND	225.00
EFT30294			CANCELLED	
EFT30295	27/03/2020	MA & LN MACLEAN	ACCOMMODATION REFUND	425.00
EFT30296	27/03/2020	JANICE PATTON	ACCOMMODATION REFUND	180.00
EFT30297	27/03/2020	GK & MJ PAULL	ACCOMMODATION REFUND	250.00
EFT30298	27/03/2020	ROSS'S AUCTIONEERS & VALUERS	ACCOMMODATION REFUND	200.00
EFT30299	27/03/2020	PJ & LM SNOWBALL	ACCOMMODATION REFUND	80.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount</b>
EFT30300	27/03/2020	RICHARD WILLIAMS	ACCOMMODATION REFUND	\$ 360.00
V300187	10/03/2020	COMMONWEALTH BANK	TOTAL ACCOMMODATION FOR THE MONTH OF FEBRUARY	1,834.00
				<u>124,167.42</u>

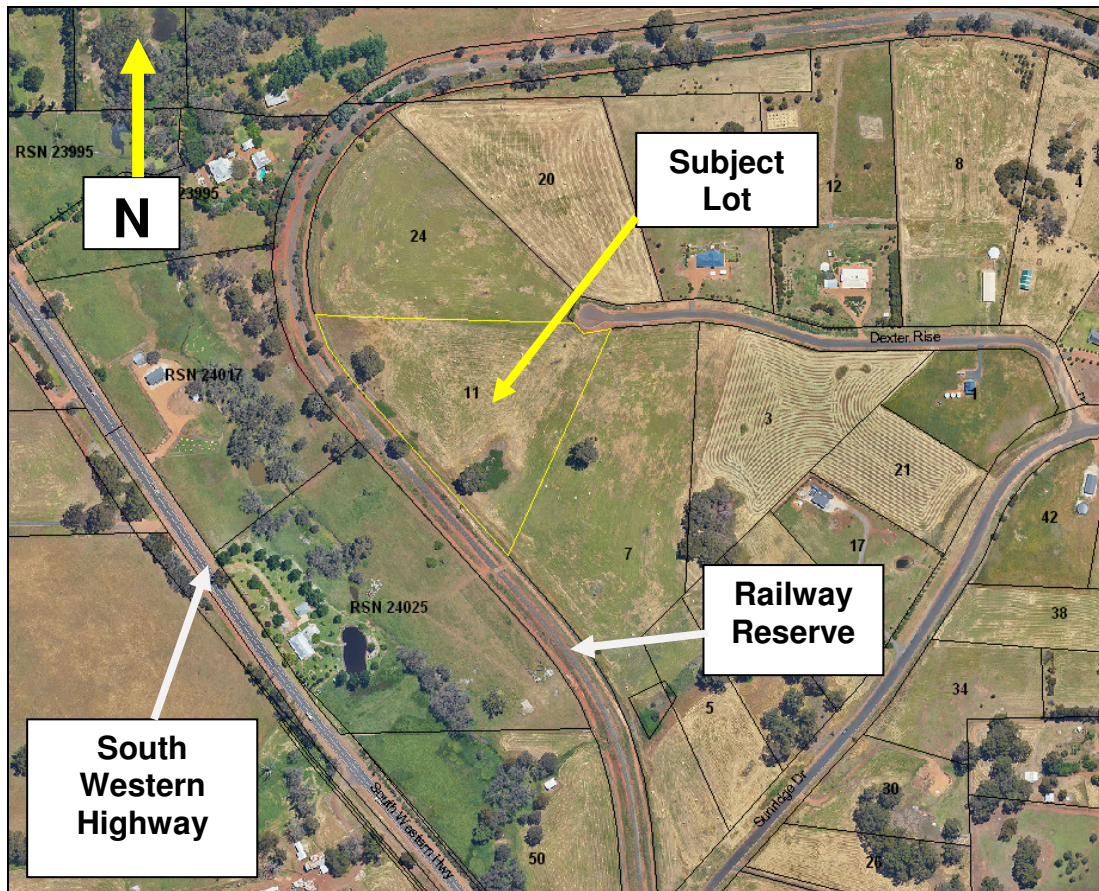
This schedule of accounts paid for the Municipal Fund totalling **\$760,141.21** and for the Trust Fund totalling **\$124,167.42** which was submitted to each member of the Council on 30th April 2020 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which 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 31.03.2020 is \$335,668.87



.....  
CHIEF EXECUTIVE OFFICER

30 April 2020



**Proposed Overheight Earthworks – Lot 31 (11) Dexter Rise, Bridgetown**  
**(Shire of Bridgetown-Greenbushes – Aerial Photo December 2017)**

To whom it may concern,

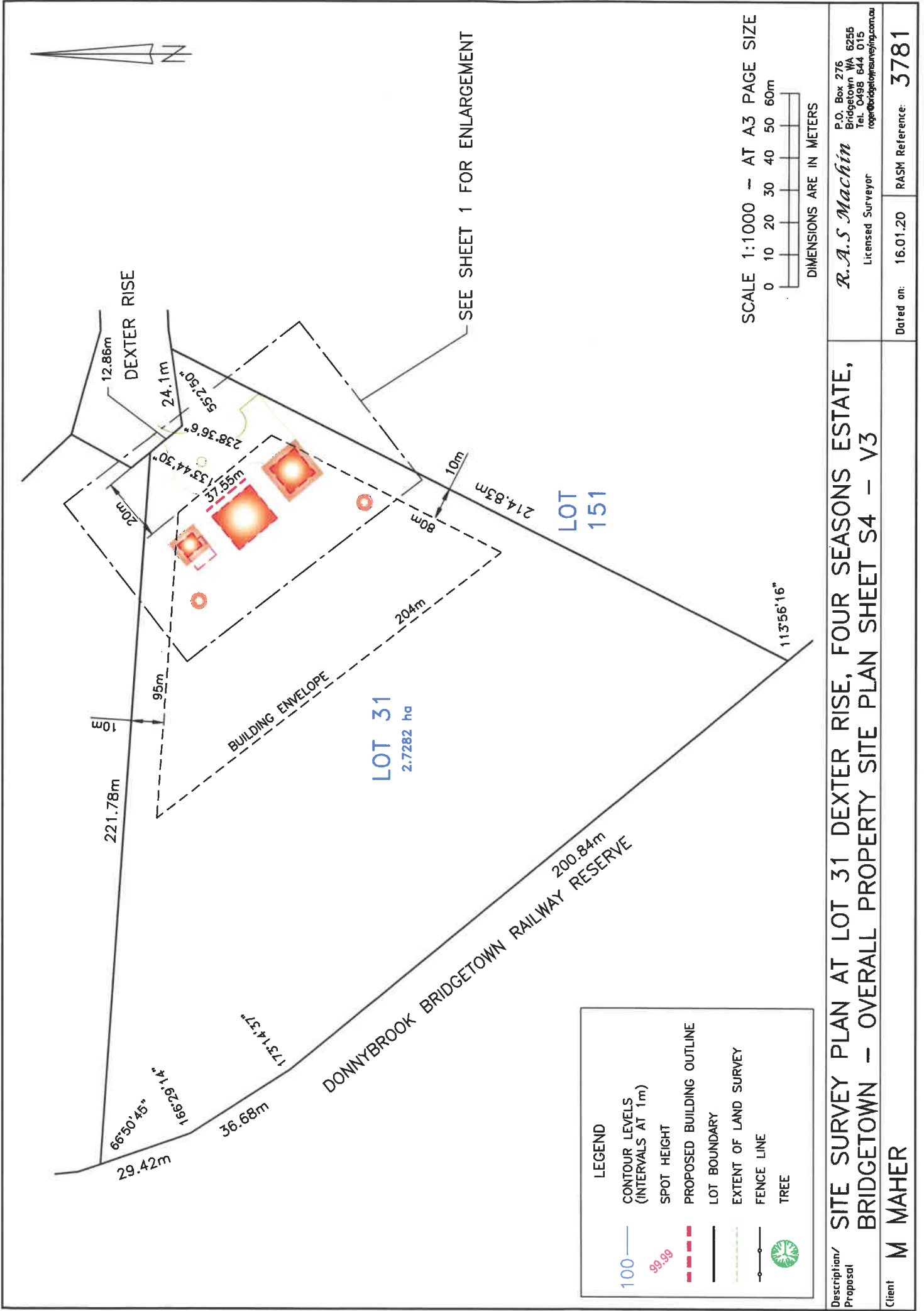
I'm writting in application for approval on a fill to be at 2.5m due to the building envelope, fall and contours if my land.

As can be seen on my garage, at one corner the fill is at 2.5m where as the majority is around the 1.6m.

I would like approval please to go ahead with these measurements to provide adequate drainage and not be buried into the ground, as I would be had the cut been more than it already is before we hit the fill.

Visually and functionality wise it would sit alot nicer.

Thank you  
Kind regards  
Meagan Maher



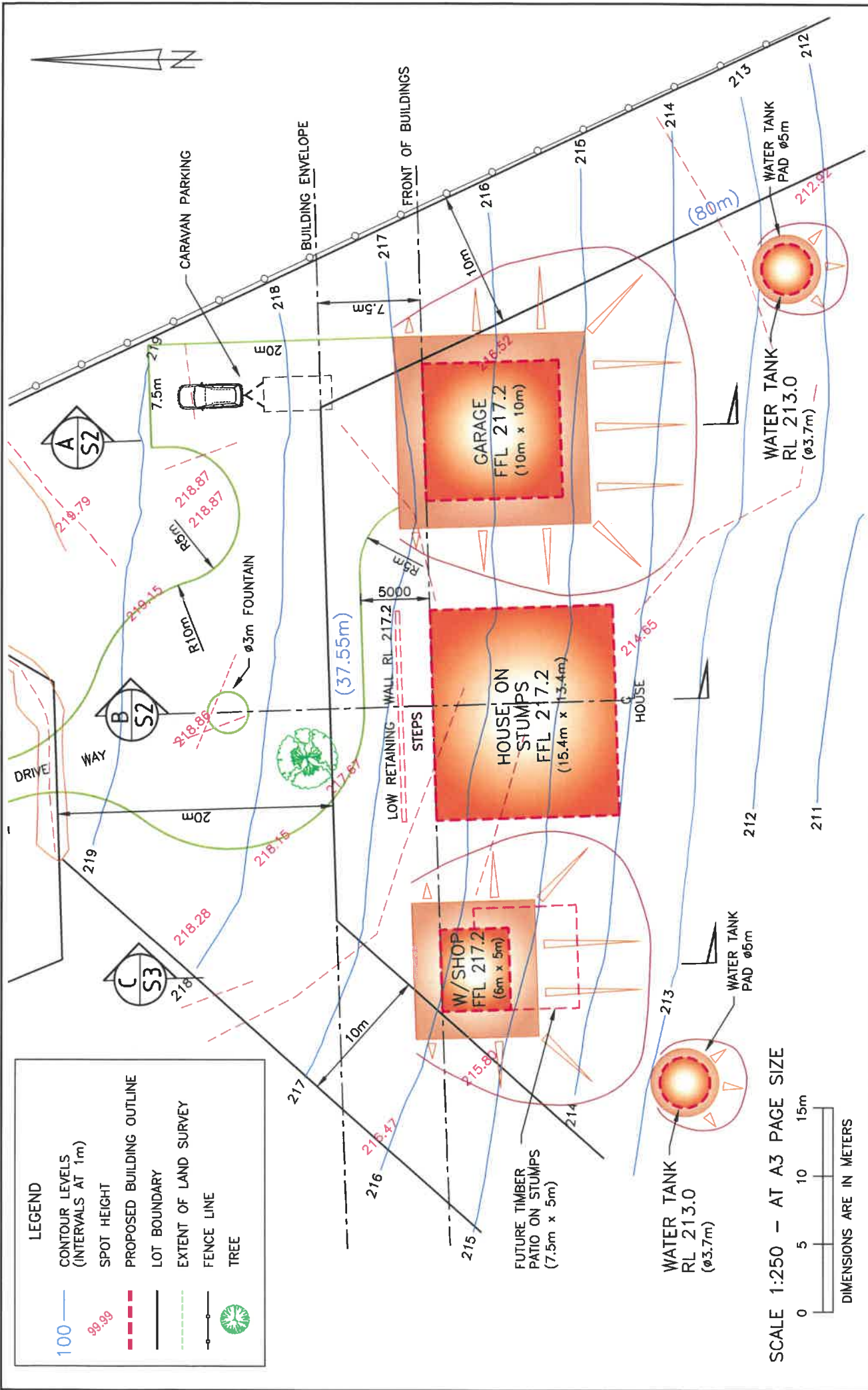
*R.A.S Machin*  
Licensed Surveyor  
P.O. Box 276  
Bridgetown WA 6255  
Tel. 0498 644 015  
rog@bridgetownsurveying.com.au

Dated on: 16.01.20 RASM Reference: 3781

**SITE SURVEY PLAN AT LOT 31 DEXTER RISE, FOUR SEASONS ESTATE, BRIDGETOWN - OVERALL PROPERTY SITE PLAN SHEET S4 - V3**

Client **M MAHER**





LEGEND	
100	CONTOUR LEVELS (INTERVALS AT 1m)
98.99	SPOT HEIGHT
---	PROPOSED BUILDING OUTLINE
---	LOT BOUNDARY
---	EXTENT OF LAND SURVEY
---	FENCE LINE
---	TREE

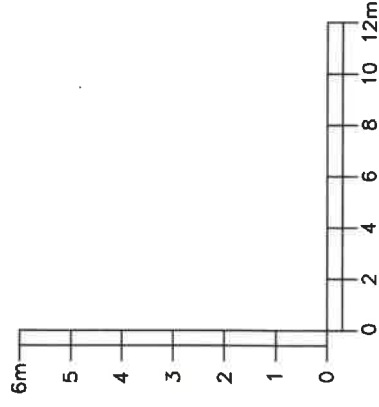
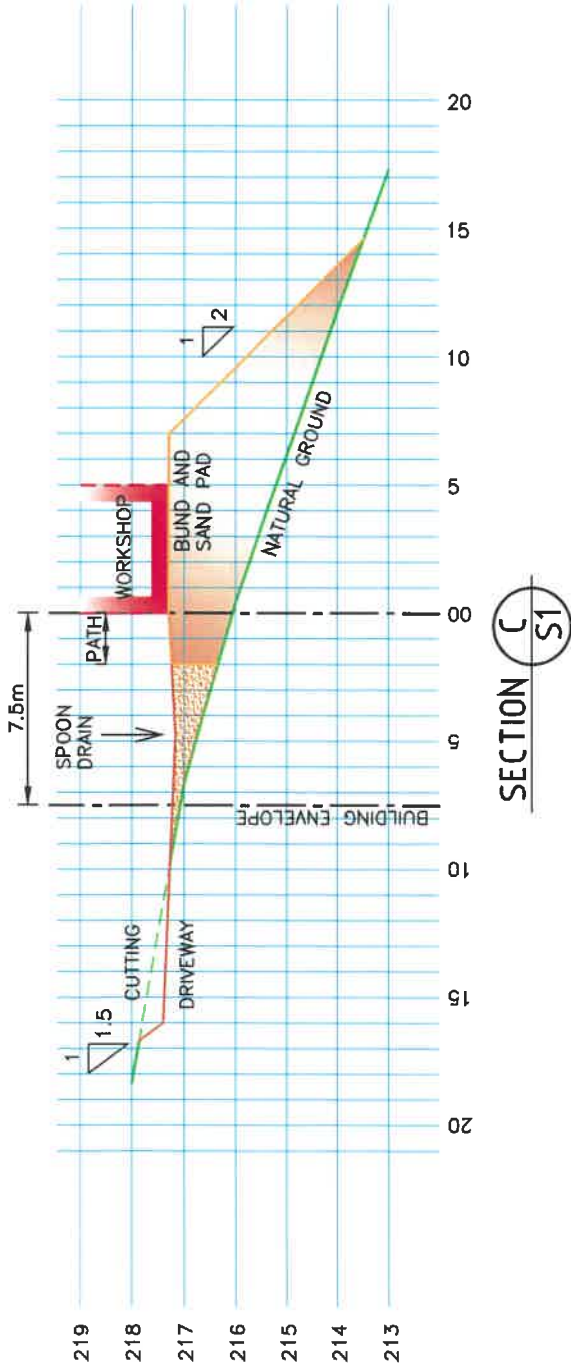
SCALE 1:250 - AT A3 PAGE SIZE  
 DIMENSIONS ARE IN METERS

**SITE SURVEY PLAN AT LOT 31 DEXTER RISE, FOUR SEASONS ESTATE, BRIDGETOWN - SITE PLAN SHEET S1 - V3**

**R.A.S Machin**  
 Licensed Surveyor  
 P.O. Box 276  
 Bridgetown WA 6255  
 Tel. 0498 644 015  
 roger@rigitelwmsurveying.com.au

Client: **M MAHER**  
 Dated on: 16.01.20  
 RASM Reference: **3781**





Description/  
Proposal

SITE SURVEY PLAN AT LOT 31 DEXTER RISE, FOUR SEASONS ESTATE,  
BRIDGETOWN - SECTIONS SHEET S3 - V3

*R.A.S Machin*  
Licensed Surveyor

P.O. Box 276  
Bridgetown WA 6255  
Tel. 0498 644 015  
rog@bridgetownsurveying.com.au

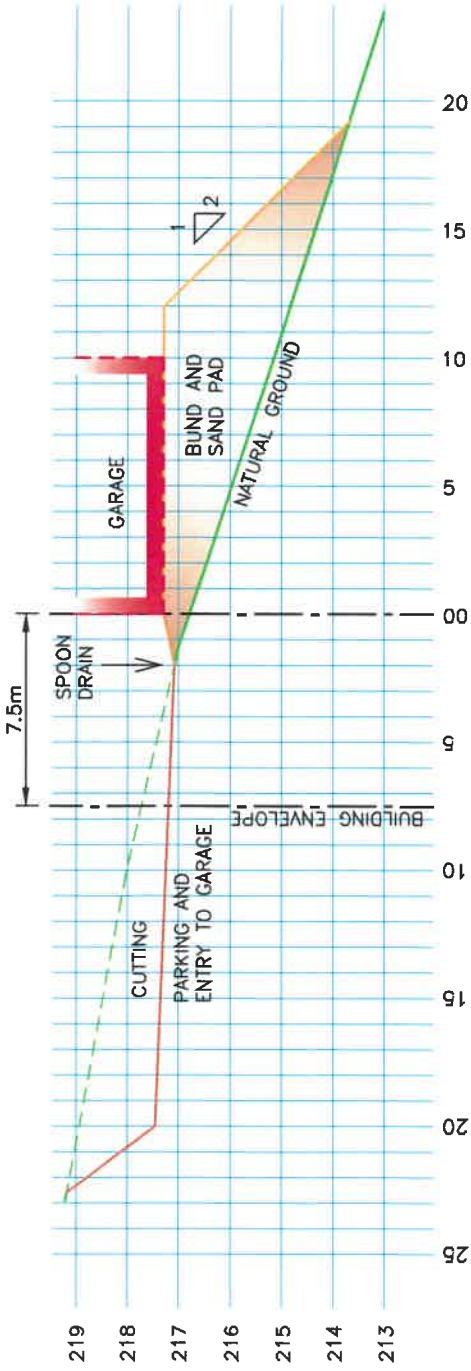
Client

**M MAHER**

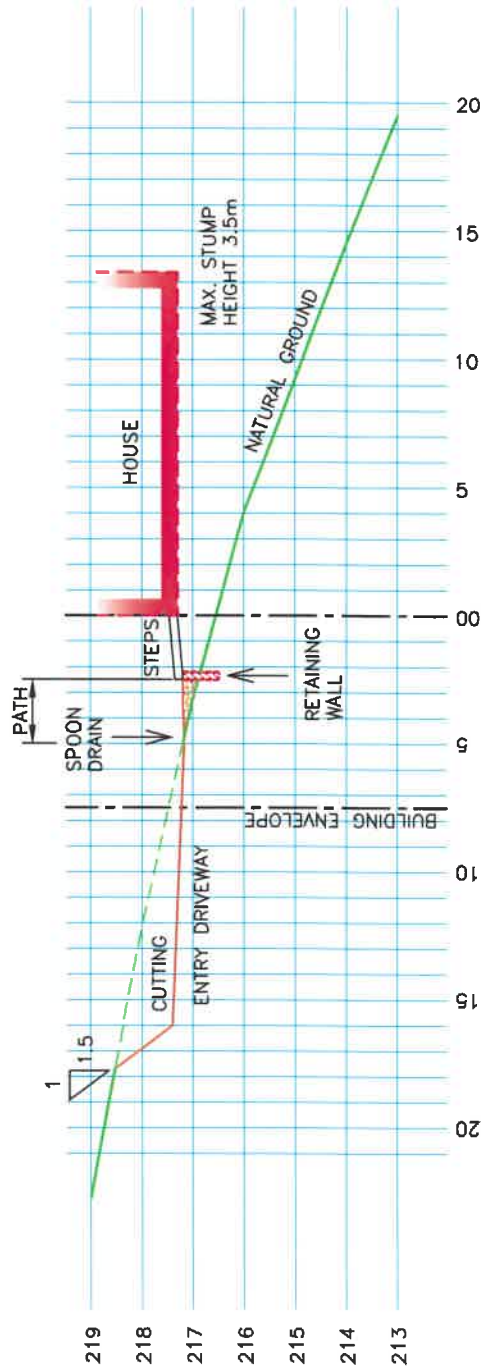
Dated on: 16.01.20

RASM Reference:

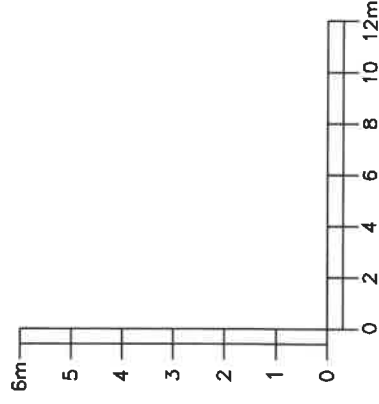
**3781**



SECTION A  
S1



SECTION B  
S1



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SCALE 1:200 HORIZONTAL  
1:100 VERTICAL  
AT A3 PAGE SIZE

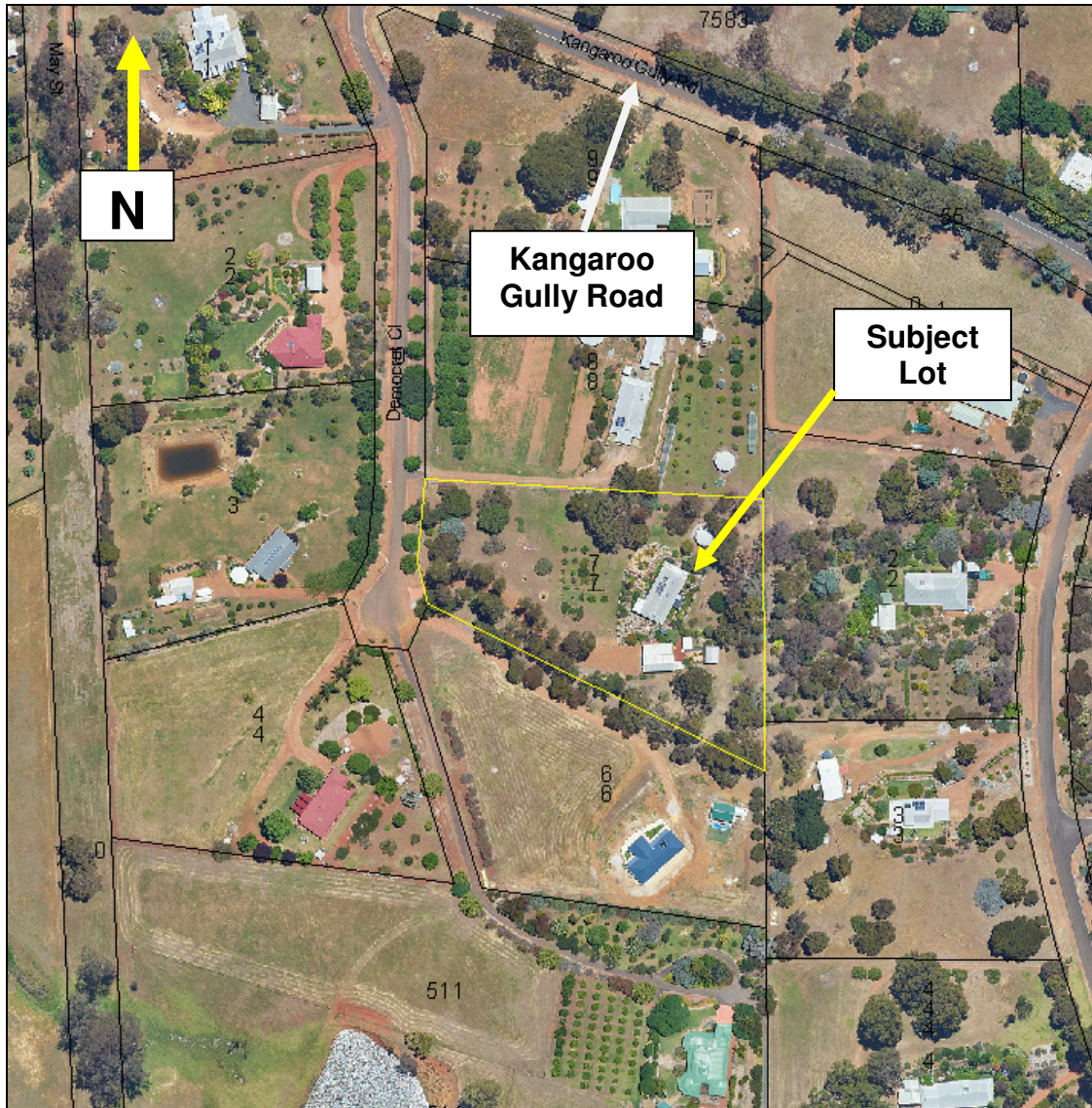
Description/  
Proposal  
M MAHER

SITE SURVEY PLAN AT LOT 31 DEXTER RISE, FOUR SEASONS ESTATE,  
BRIDGETOWN - SECTIONS SHEET S2 - V3

R.A.S Machin  
Licensed Surveyor  
P.O. Box 276  
Bridgetown WA 6255  
Tel. 0498 644 015  
rog@bridgetownsurveying.com.au

Dated on: 16.01.20 RASM Reference: 3781





**Application for Retrospective Approval for Ancillary Accommodation  
(Conversion of Shed) – Lot 7 (RSN 23) Democrat Close, Kangaroo Gully**

**(Shire of Bridgetown-Greenbushes – Aerial Photo December 2017)**

**Scott Donaldson**

---

**From:** Keith <k.grimes@iinet.net.au>  
**Sent:** Tuesday, 18 February 2020 10:03 AM  
**To:** Scott Donaldson  
**Subject:** I-PA202055321 - covering letter

**SynergySoft:** I-PA202055321

K Grimes

23 Democrat close kangaroo gully

Bridgetown 6255

Chief Executive Officer

Dear Sir

I purchased the property at 23 Democrat close kangaroo gully in January 2015 there is a granny flat at the rear of the property

that i believe was approved as a shed and was later converted into a granny flat by the previous owners, i am now looking for

Councils support to formalize an approval as a variation to the Shires Conversion of Sheds to Dwellings Policy.

the building is metal framed with Fibro cladding and timber floors, it has a open plan kitchenette living area with bedroom

and a separate bathroom there are landscaped gardens, the granny flat is located at the rear of the main house and within

the building envelope and does comply with the Shires Ancillary Accommodation Policy.

Yours Sincerely

Keith grimes

## CERTIFICATE OF INSPECTION

<b>Address</b>	23 Democrat Close, Kangaroo Gully	<b>Building Permit No.</b>	N/A
<b>Owner</b>	Keith & Janet Grimes	<b>Date of Inspection</b>	20/11/2019
<b>Persons on site</b>	Keith & Janet Grimes & Peter Butcher	<b>Time of Inspection</b>	11.30 am



West side

**Purpose of Inspection:**

To inspect the unauthorised structure, conversion of shed to accommodation, on the above site to determine structural adequacy and compliance with BCA and Standards to enable the issue of a Certificate of Building Compliance.



**Extent of Inspection:**

The structure consists of timber stumps and floor, steel and timber framed walls and roof, fibre cement wall sheets and colorbond roof sheets.

The visual inspection included but was not limited to the following areas:

- Floor sub-frame;
- Wall and roof cladding;
- Deck and stairs.



East side



South end



Typical roof frame – original shed



Front verandah deck



Typical sub-floor frame



Typical sub-floor frame

**Outcome of Inspection:**

The owner was advised to undertake the following works to bring the buildings into compliance:

- Install a floor waste in the ensuite.

The owner has since completed the above works - **photos below.**



Floor waste installed

The building substantially complies with each applicable building standard and is deemed to be fit for the purpose for which it is intended. The building meets the objectives of the BCA to - safeguard occupants from illness or injury and to protect the building from damage.

**Peter Butcher**  
**Principal**

**Building Surveyor Practitioner Reg No. BSP149**  
**Building Surveyor Contractor Reg No. BSC2018**  
Member of Australian Institute of Building Surveyors



**M** 0409 281 739  
**E** [bsbi@westnet.com.au](mailto:bsbi@westnet.com.au)



Google Maps 23 Democrat CI KANGAROO GULLY



structure substantially complies with each applicable building standard.

Peter Butcher – Level 2  
 Reg No's: Contractor BSC2018  
 Practitioner BSP149

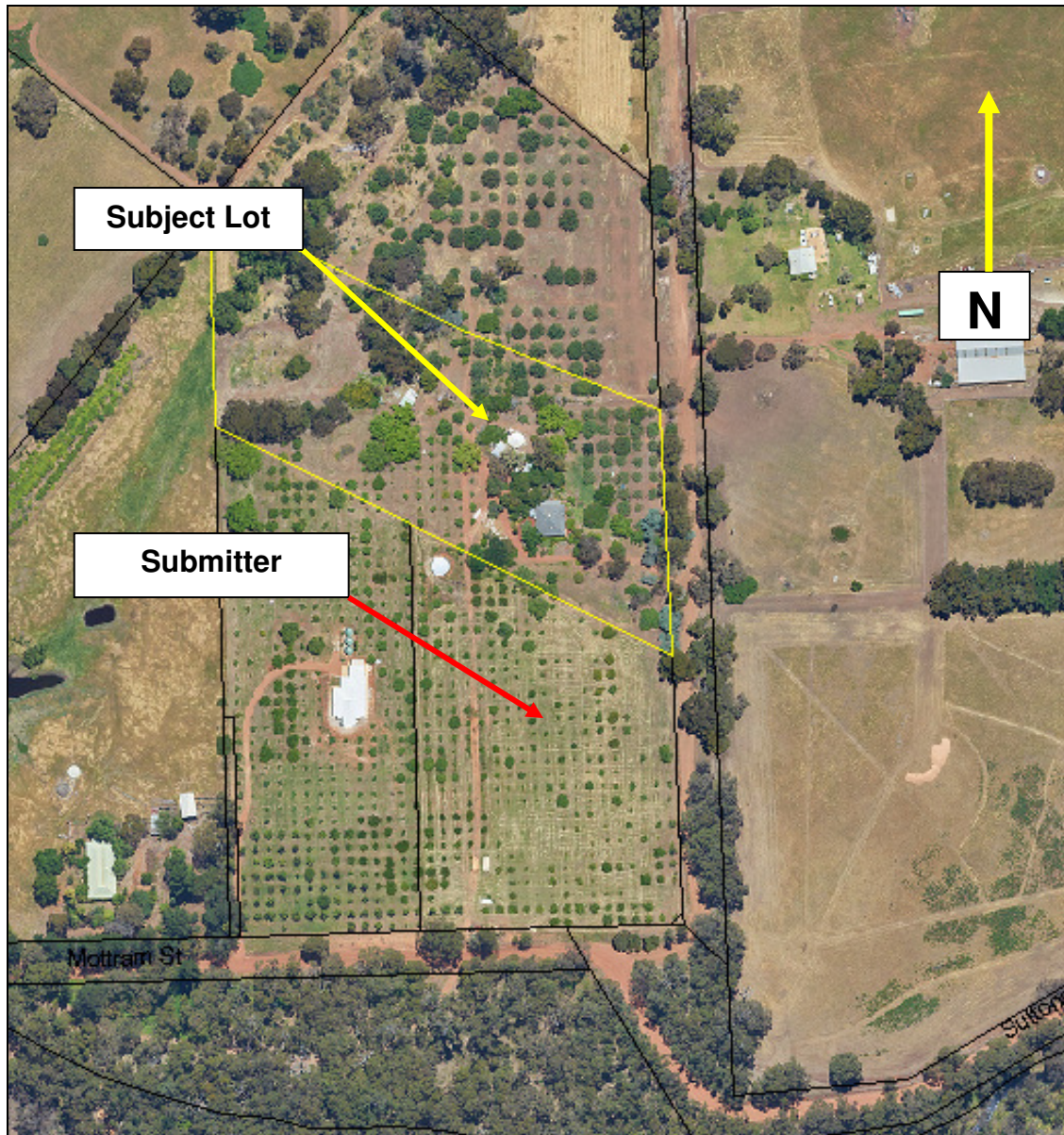
Drwg S01

Imagery ©2019 CNES / Airbus, Maxar Technologies, Map data ©2019 10 m









**Retrospective Approval Application for Two Water Tank  
(Setback Variations) - Lot 102 (15) Mottram Street, Bridgetown  
(Shire of Bridgetown-Greenbushes – Aerial Photo November 2017)**

**Scott Donaldson**

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**From:** BTNSHIRE  
**Sent:** Thursday, 2 April 2020 8:30 AM  
**To:** Scott Donaldson  
**Subject:** FW: IPC20193 - Application for retrospective approval for two water tanks (Setback variations) Lot 102 (15) Mottram Street

**SynergySoft:** IPC20193

**Eileen Kneale**

Records Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255  
PH: (08) 9761 0800  
FAX: (08) 9761 2023  
Website: [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)

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**From:** [poob@iinet.net.au](mailto:poob@iinet.net.au) [mailto:[poob@iinet.net.au](mailto:poob@iinet.net.au)]  
**Sent:** Wednesday, 1 April 2020 7:55 PM  
**To:** BTNSHIRE  
**Cc:** Scott Donaldson  
**Subject:** IPC20193 - Application for retrospective approval for two water tanks (Setback variations) Lot 102 (15) Mottram Street

Dear Chief Executive Officer

Your ref PA2020030242/P17/2020

I refer to our neighbours application for setback variation for two water tanks.

I object to the granting of retrospective approval for both tanks. No information or justification has been given as to why the tanks cannot be moved so that they comply with the setback variations. I note that both tanks are poly tanks. They can easily be moved. They are fed by water from another source via a pump which can be turned off and the water in the tanks utilised so as to not waste water. Once the tanks are emptied they can be moved. No 15 has a number of significant other water tanks (at least 2) so there is no interruption to water supply in moving the tanks.

As per the photographs provided there is flat all around the tank plus there is plenty of space for the tanks to be relocated. Relocation should be the precedent where there is no reason for the setback variation and this can be easily done at minimal cost: otherwise the 7.5m rule would be pointless.



We also point out that both tanks are located significantly in breach of the setback (2.8 m versus 7.5 allowed) plus also infringe the northern boundary by a significant distance (2.1 m). The northern boundary lot is currently for sale and any new owner will be stuck with the decision despite not having any input into the requested setback variation.

Regards  
Laif Cross

Mr Tim Clynch  
CEO  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255

**RE: RETROSPECTIVE DEVELOPMENT APPROVAL FOR TWO WATER TANKS – 15 Mottram Street**

Further to the email (5th February 2020) from Mr Scott Donaldson, Manager Planning regarding the erection of two 22,500 litre poly water tanks on our property at 15 Mottram Street, please attached a request for retrospective approval to have these located within the minimum 7.5 metre set back of our north-eastern boundary fence.

By way of background, when we purchased the property in December 2017, a 22,500 litre poly tank was situated on the north east corner of the property along the fence line but just outside our newly subdivided northern boundary. This tank has been in place for over 12 years and, by being located at the highest point of the property, provided gravity fed water to the house's gardens and in water availability in the advent of fire and power failure. Shortly after purchasing the property we realised we would need to store water on our property and placed new tanks in a similar location so the water would run down to the house some 80 metres away.

Both tanks coloured in a pale eucalyptus green and situated within an orchard of pistachio trees which provide a high level of screening when approaching along Mottram Street. Due to the slight slope on the land under one of the tanks, Mr Danny Faquhar was enlisted to construct a level earth platform that is raised approximately 30 cm at its highest point. The land under then second tank was flat so it was placed directly on ground.

Following on-site discussions with Scott on Friday 14 February, we have agreed to add additional screening by planting 7-10 grevillea's around the northern and eastern side of the tanks to further minimise the impact on our adjoining neighbours and have sought building approval for the site works. Hopefully this will resolve our failure to obtain the necessary approvals in advance of installing the tanks.

Yours sincerely

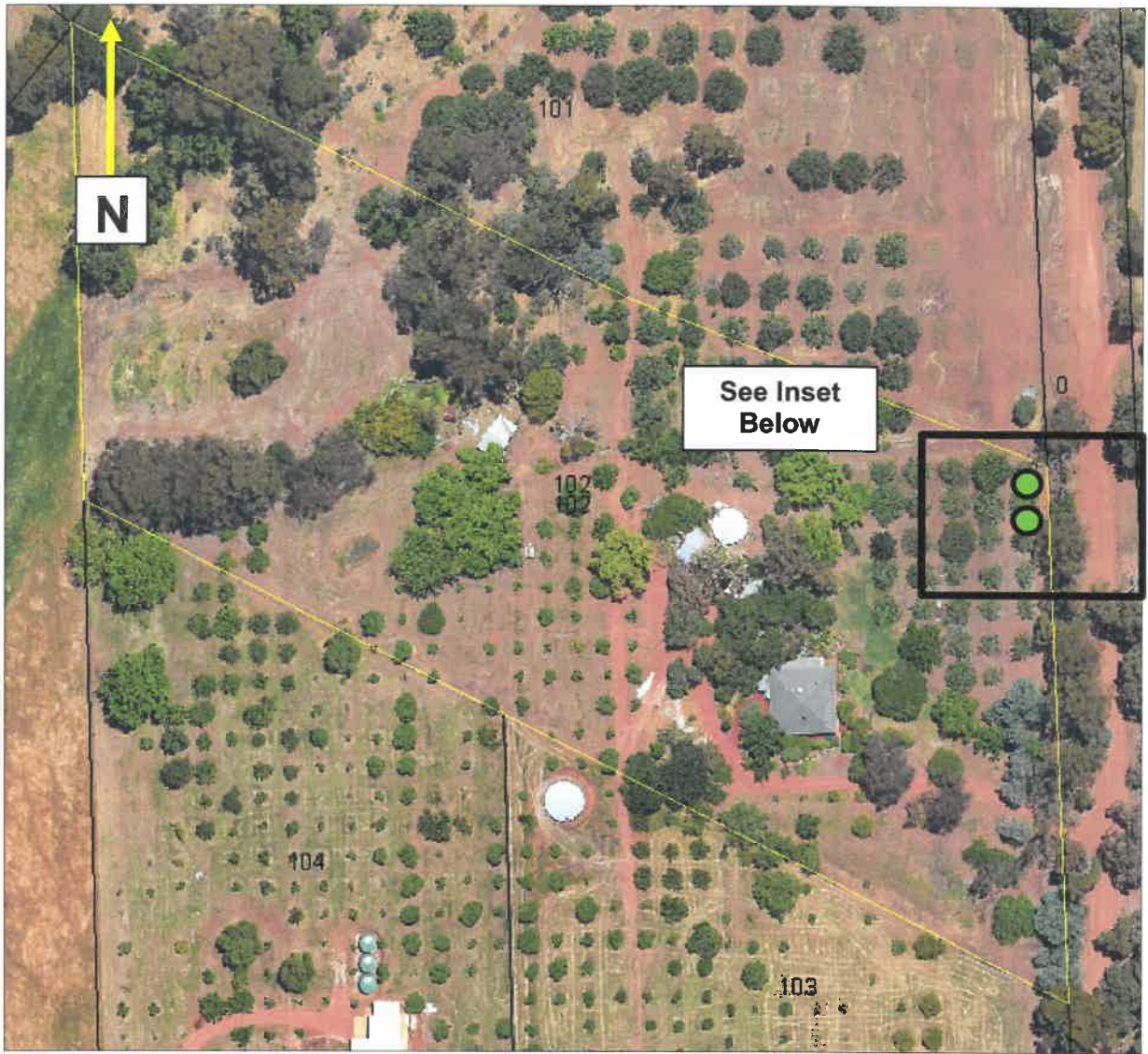


**Jim Codde & Liz Lloyd**  
**18 February 2020**

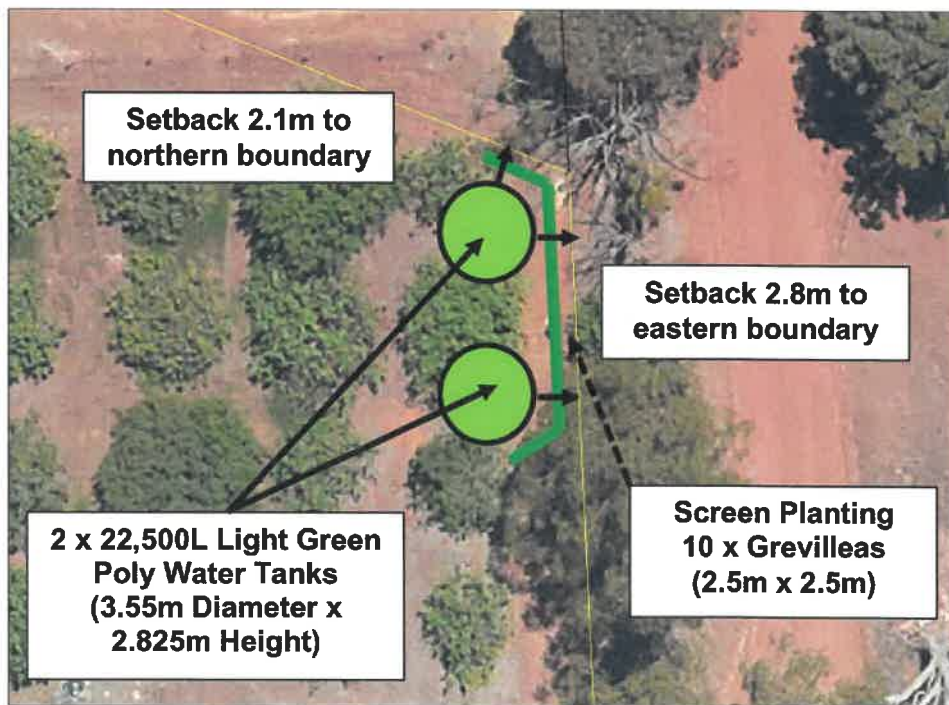


**Water Tanks at 15 Mottram Street, Bridgetown**





Not to scale



Not to scale

**Proposed Water Tanks - Lot 101 (15) Mottram Street, Bridgetown**

# 22,500LTR CORRUGATED POLY WATER TANK

## INSTALLATION:

TANKS ARE TO BE INSTALLED ON A WELL COMPACTED, LEVELLED EARTH PAD, FREE FROM SHARP OR LOCALISED HARD STONES/OBJECTS THAT COULD DAMAGE THE TANK BASE. THE ROOF OF THIS TANK IS INTENDED ONLY TO COVER AND IS NOT TO BE TRAFFICABLE ROOF.

## MATERIAL:

LLDPE MATERIAL DESIGNED SPECIFICALLY FOR ROTATIONAL MouldING APPLICATIONS DELIVERING A HIGH ESCR, CHEMICAL RESISTANCE, STIFFNESS AND TOUGHNESS WHICH IS UV STABILISED TO PROVIDE PROLONGED OUTDOOR PROTECTION IN HARSH AUSTRALIAN CONDITIONS.

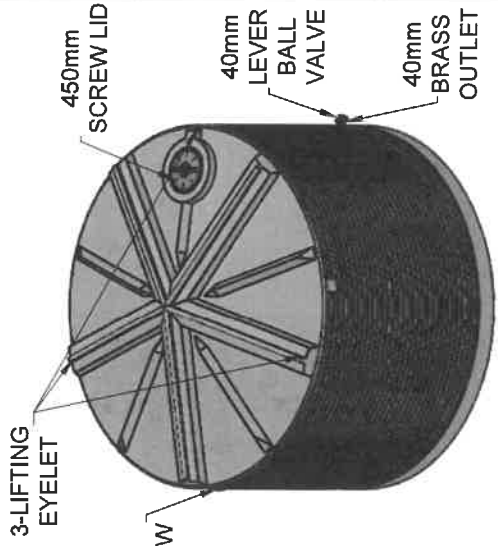
## STANDARDS:

ALL TANKS BY COERCO ARE MANUFACTURED IN GUIDANCE WITH AUSTRALIAN STANDARD AS4766 AND ARE STRUCTURALLY ENGINEERED TO CONFORM TO CYCLONIC AREAS AND STRESS ANALYSIS TESTING REQUIREMENTS.

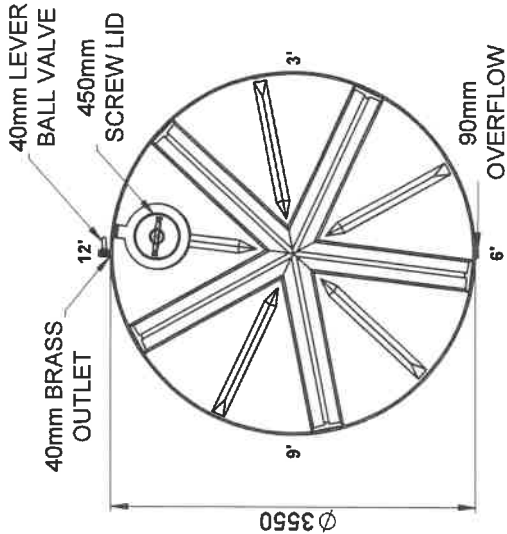
## DIMENSIONS:

DIMENSIONS MAY VARY SLIGHTLY DUE TO THE SHRINKAGE NATURE OF POLYETHYLENE.

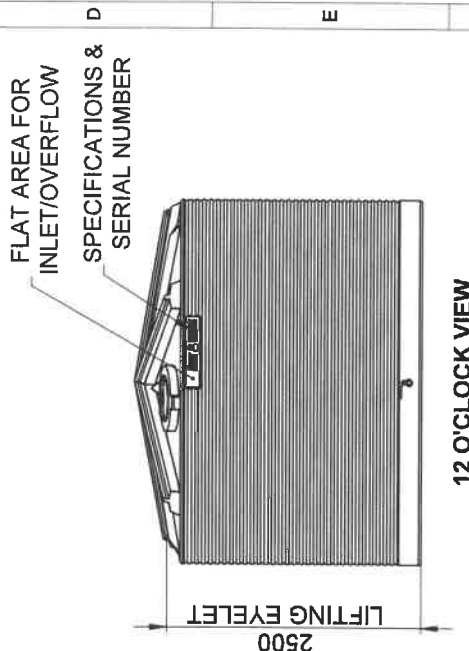
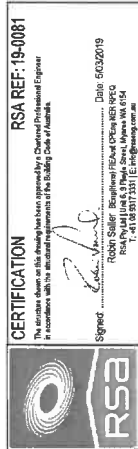
NOTE: THIS DRAWING DETAILS COERCO'S STANDARD WATER TANK FITOUT.



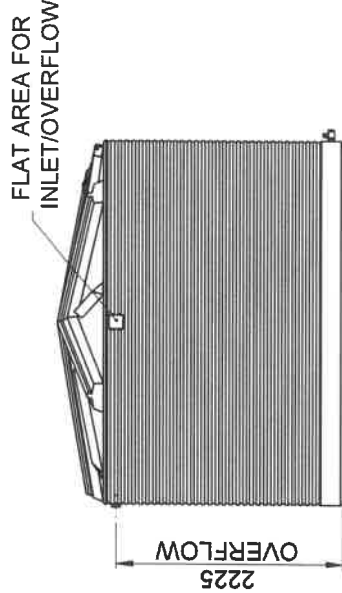
PERSPECTIVE VIEW



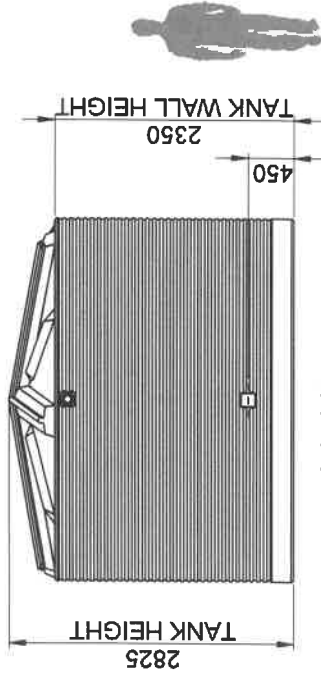
TOP VIEW



3 O'CLOCK VIEW



6 O'CLOCK VIEW



9 O'CLOCK VIEW

DATE 19/02/2019		MATERIAL LOW DENSITY POLYETHYLENE	
PRODUCT 22,500LTR POLY WATER STORAGE TANK		SURFACE FINISH POLISHED	
PRODUCT CODE RT22500		WALL THICKNESS	
DRAWING No C-RT22500-001		SCALE NOT TO SCALE	
VISION			
0	GT	19/02/2019	ORIGINAL CAD DRAWING ISSUED
REV	BY	DATE	DESCRIPTION
			SHEET SIZE A3
SHEET 1 OF 1			



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\*Draft Amended Relocatable Storage Units Policy As Advertised - See underlined text in Part 5

<b>POLICY NO.</b>	TP.17
<b>POLICY SUBJECT</b>	Relocatable Storage Units
<b>ADOPTION DATE</b>	20 December 2001
<b>REVIEW DATE</b>	24 November 2016 (C.09/1116)
<b>LAST REVIEW DATE</b>	28 November 2019 (C.06/1119)

### 1.0 Introduction

The purpose of this policy is to regulate the use of relocatable storage units and establish guidelines for the assessment of proposals to place such units on land within the Shire of Bridgetown-Greenbushes, to ensure that they do not detract from the visual amenity of an area.

The Policy does not address the placement of transportable dwellings, relocated dwellings or outbuildings, railway carriages or transportable offices.

### 2.0 Policy Statement

For the purpose of this Policy, a relocatable storage unit can include a pre-fabricated metal transportable structure designed for the storage and transport of goods from one location to another by road and sea, and includes a sea container, cool room, etc.

The use of relocated storage units may be an economical means of providing storage space with a high level of security; however, due to the 'industrial' appearance and relatively large size of units such as sea containers, they can detract from the visual amenity of an area. Such units are generally without architectural features such as pitched roofs or windows, they can appear to be out of place in a residential or semi-rural setting as they are inconsistent with general residential housing form.

The placement of a relocatable storage unit on land requires the planning approval/consent of the Shire of Bridgetown-Greenbushes as it is considered to fall within the definitions of 'development' under the Shire's Town Planning Scheme No. 3 and 4. For the purposes of assessment and approval, the Shire classifies a relocatable storage unit as an 'outbuilding' ancillary to the approved use of the land and approval is required in some cases.

The permanent use of a relocated storage unit in a residential and special residential area is prohibited but can be considered in a rural, special rural commercial or industrial zone. Given the placement and use of sea containers on a large rural property is unlikely to have an impact upon the amenity of the agricultural areas, approval is not required where the container is not visible from public view.

If the building is proposed to be used for any purpose, other than storage, alterations may be required in order to comply with the Building Code of Australia.

### 3.0 Policy Requirements

In order for the Shire to assess an application for the permanent use of a relocatable storage unit on a property, the following requirements must be addressed by the applicant.

The proposed relocatable storage unit will:

- i) not be located within a Residential, Residential Development, Special Residential or Community zone, where defined under the relevant Town Planning Scheme;
- ii) not result in a detrimental impact on the amenity of the land or any adjoining land or development;
- iii) not impinge on any boundary setbacks, as required by the relevant Town Planning Scheme or be located in front of the boundary line or outside of a building envelope (where relevant);
- iv) not compromise any associated approved development or use by:
  - a) impinging on any car parking bays required to satisfy the minimum car parking requirement for the associated approved development or use;
  - b) locating within in an existing service yard or bin storage area;
  - c) obstructing any existing access or visual truncation provided to an access way, pedestrian or traffic;
- v) be in good repair with no visual rust marks; and
- vi) be appropriately screened with vegetation or other means, in order to meet the aims of point ii) above.

Applications for a relocatable storage unit will have to include a site plan illustrating the proposed location of the structure on the land and its relationship with the existing development on the land. Any proposed screening or landscaping for the purpose of buffering the appearance of the structure from adjoining land and roads is also required to be illustrated, together with any other information deemed necessary at the time of application.

#### 4.0 Conditions

Conditions of planning approval shall be applicable as deemed necessary by the Shire and without limiting the generality of the foregoing, approvals are to contain the following conditions:

- i) The exterior of the relocatable storage unit shall be in good condition. Any rusted/damaged areas are to be treated/repared within 28 days of being placed on site and thereafter maintained to the satisfaction of the Shire of Bridgetown-Greenbushes.
- ii) The relocated storage unit is to be used for non-habitable, storage purposes only to the satisfaction of the Shire of Bridgetown-Greenbushes.
- iii) The relocatable storage unit shall not be located within the front setback area and shall be screened from public view and shall not be seen from nearby roads, other public places, or adjoining properties.
- iv) The relocatable storage unit must rest directly on compacted, level ground and is not permitted to rest on sleepers or concrete skids, unless a building licence has been granted by the Shire of Bridgetown-Greenbushes.
- v) The relocated storage unit must not be located over any easements, effluent disposal system or utilities.
- iv) The Shire of Bridgetown-Greenbushes reserves the right to instruct a landowner to remove an approved relocatable storage unit if any of the above conditions are not carried out to the satisfaction of the Shire.



## 5.0 Exemption to Policy

The Shire of Bridgetown-Greenbushes will not require planning approval where a relocatable storage unit is being used for the temporary storage of plant, machinery or building equipment on a building site or for furniture and household effects where a building licence for a dwelling on the same lot has been submitted for approval. A storage unit must not be placed on the property prior to the issue of a building licence and must be removed within 28 days upon completion of the construction or expiry of the building licence.

Where a relocated storage unit is to be used on a permanent basis on a 'Rural' zoned property, outside of the Bridgetown townsite, approval is not required under Town Planning Scheme No. 4 if used for agricultural purposes or for urgent security of plant or equipment, subject to compliance with standard setbacks.

DRAFT



**Sea Container in Highlands Estate**



**Builder's Site Storage Cabinet in Highlands Estate**