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Minutes of an Ordinary Meeting of Council held in Council Chambers on Thursday, 27 August 2020 commencing at 5.30pm

The Presiding Member opened the Meeting at 5.30pm

Acknowledgment of Country – Presiding Member

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

Attendance, Apologies and Leave of Absence

President	- Cr 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
	- T Lockley, Executive Assistant

Attendance of Gallery

T Wheeler – MB Times

Responses to Previous Questions Taken on Notice - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations

At the July 2020 ordinary meeting a petition was tabled signed by 24 persons stating:

We the undersigned respectfully request the councillors to disregard the advice given to them regarding the naming of the road in West Bridgetown.

As the road leads through the property and to the home of the Dixon family we respectfully request that the name Dixon Road be proposed to the Nomenclature Committee for their consideration. As a secondary consideration we would suggest Windy Ridge Road as this is what the road is commonly known as by all neighbours at the present time.

Another suggestion on naming of the road could be Longs Road as there is some history of early ownership by the Long family who owned the land at the end of the road since 1928 until the mid 1980's. The pine plantation at the end of the road is an FPC plantation that is known as Long's Plantation.

The land that the road runs through was farmed as a soldier settlement block by a Mr Bob Brooks who had spent time as a POW in Changi Prison and then the Burma Railway. Perhaps Brooks Road could be suggested.

We believe that the naming of this road should reflect local history whether past or recent and not of some unrelated naming.

Whatever the final decision it is our recommendation that a NO THROUGH ROAD sign be added to stop unnecessary use of the road.

Clause 3.4.1(2) of the Standing Orders requires the CEO to present any petition received to the next ordinary meeting of Council, together with an appropriate officer report and recommendation(s).

The matter of the proposed naming of the road in question is a separate item in the agenda of this meeting – refer Item C.09/0820. Rather than submit a separate report addressing the contents of the petition the agenda item on the road naming issue references receipt of the petition and the issues raised therein.

Comments on Agenda Items by Parties with an Interest - Nil

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/0820 Ordinary Meeting held 30 July 2020

A Motion is required to confirm the Minutes of the Ordinary Meeting of Council held 30 July 2020 as a true and correct record.

Council Decision Moved Cr Wilson, Seconded Cr Pratico

C.01/0820 That the Minutes of the Ordinary Meeting of Council held 30 July 2020 be confirmed as a true and correct record.

Carried 9/0

Announcements by the Presiding Member Without Discussion

Today the Western Australian Government unveiled its Plan for the South West as part of WA Recovery Plan. I am pleased to report that in this announcement was included advice that the Shire of Bridgetown-Greenbushes has secured an amount of \$642,000 State Government funding to progress two of our growth strategy projects, being the Bridgetown Foreshore Park project and the Bridgetown Civic Centre Revitalisation Project, both of which are included in our annual budget tonight. On behalf of Council I have already conveyed our appreciation to the Western Australian Government for this assistance to deliver these projects. I would like to extend my sincere thanks to Tim and Elizabeth for working with these Ministers, and overall, the whole process with Cannings Purple.

Notification of Disclosure of Interest

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

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

Name	Cr Boyle
Type of Interest	Impartiality
Item No.	C.04/0820 – Sustainability Advisory Committee Membership
Nature of Interest	Sustainability Committee Member

Name	Cr Boyle
Type of Interest	Impartiality
Item No.	C.15/0820 - Revised Design for the Old Rectory Pathway Upgrade
Nature of Interest	Member of Bridgetown Environment Society (BES)

Questions on Agenda Items by Elected Members

Cr Nicholas asked questions on Item C.07/0820

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

Reports of Officers

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate Services
- Development & Infrastructure
- Community Services

CEO's Office

ITEM NO.	C.02/0820	FILE REF.	
SUBJECT	WALGA AGM and Political Forum		
PROPONENT	Western Australian Local Government Association (WALGA)		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 August 2020		

OFFICER RECOMMENDATION

1. *That Council determine attendance at the 2020 WALGA AGM and associated political forum.*
2. *That Council appoints a maximum of two voting delegates to represent the Shire of Bridgetown-Greenbushes at the Western Australian Local Government Association Annual General Meeting.*

Summary/Purpose

The purpose of this report is to consider Councillors' attendance at the Western Australian Local Government Association (WALGA) AGM and Political Forum to be held on Friday 25 September and authorise two voting delegates for the WALGA Annual General Meeting.

Background

With the cancellation of the 2020 Local Government Convention the WALGA AGM has been rescheduled to Friday 25 September 2020, commencing at 1.30pm.

To encourage participation at the AGM WALGA is holding on the same day a Political Forum (9.30am to 12.00pm) to which Local Government Presidents/Mayors, Deputy Presidents/Mayors and CEOs have been invited.

The Forum will provide an opportunity to get an understanding about the various party policies and platforms. Journalist Liam Bartlett will facilitate the 2020 Political Forum, which will feature four separate panels. Each panel will feature one political party, involving two representatives for a 10 minute presentation and approx. 20 minute facilitated Q and A session.

The following speakers have been invited to the forum

- Hon Mark McGowan MLA, Premier; Minister for Public Sector Management; State Development, Jobs and Trade; Federal-State Relations - invited

- Hon David Templeman MLA, Minister for Local Government; Heritage; Culture and the Arts - invited
- Hon Liza Harvey MLA, Leader of the Opposition - confirmed
- Hon Bill Marmion MLA, Deputy Leader of the Opposition - confirmed
- Hon Mia Davies MLA, Leader of the Nationals WA - confirmed
- Hon Shane Love MLA, Deputy Leader of the Nationals WA - confirmed
- Hon Alison Xamon MLC, Greens (WA) - confirmed
- Hon Diane Evers MLC, Greens (WA) - confirmed

Officer Comment

With registration for the Political Forum limited to the Shire President, Deputy Shire President and CEO it is suggested that the registrations for the AGM be limited to those persons. There isn't a compulsion for Council to participate in the AGM and if no councillor wished to attend the CEO could attend the AGM as a single voting delegate.

It is noted that the evening prior (Thursday 24 September) is scheduled for the September ordinary Council meeting.

Statutory Environment

WALGA Constitution in relation to the Annual General Meeting

Integrated Planning

- Strategic Community Plan
Key Goal 5: Our leadership will be visionary, collaborative and accountable
Strategy 5.4.2 – Participate in local government collaborative groups
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy Implications

Nil – as the Local Government Convention isn't being held in conjunction with the WALGA AGM Council's Policy M.3 – 'Conference Attendance & Training' doesn't apply.

Budget Implications - Nil

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Simple Majority

Moved Cr Boyle, Seconded Cr Pratico

That Council determine attendance at the 2020 WALGA AGM and associated political forum.

Amendment Moved Cr Moore, Seconded Cr Pratico
That Council determines Crs Nicholas and Johnson will attend the 2020 WALGA AGM and associated political forum.

Carried 9/0

Council Decision Moved Cr Boyle, Seconded Cr Pratico
C.02/0820 That Council determines Crs Nicholas and Johnson will attend the 2020 WALGA AGM and associated political forum.

Carried 9/0

Council Decision Moved Cr Boyle, Cr Wilson
C.02/0820 That Council appoints Crs Nicholas and Johnson as its voting delegates to represent the Shire of Bridgetown-Greenbushes at the Western Australian Local Government Association Annual General Meeting.

Carried 9/0

ITEM NO.	C.03/0820	FILE REF.	674
SUBJECT	Licence to Occupy – Bridgetown Railway Reserve		
PROPONENT	Public Transport Authority		
OFFICER	Chief Executive Officer		
DATE OF REPORT	4 August 2020		

Attachment 1 Draft Licence to Occupy
Attachment 2 Plan of Licence to Occupy Area

OFFICER RECOMMENDATION

That Council revoke Resolution C.04/1219 that reads:

That Council accept the offer from Arc Infrastructure to enter into an amended Licence to Occupy (Attachment 4) for community purposes for the land and buildings comprising the Bridgetown railway reserve (including town square and car park) as shown in Attachment 5.

OFFICER RECOMMENDATION

That Council accept the offer from the Public Transport Authority to enter into a new Licence to Occupy (Attachment 1) for community purposes for the land and buildings comprising the Bridgetown railway reserve (including town square and car park) as shown in Attachment 2.

Summary/Purpose

In 2008 a Licence to Occupy was created between the Shire of Bridgetown-Greenbushes and the Public Transport Authority for the permitted uses of 'car park' and 'community purposes'. The Licence to occupy has expired and renewal is recommended.

In December 2019 Council resolved to enter into a new licence but the resolution mistakenly referenced the lessor as Arc Infrastructure rather than the Public Transport Authority. A replacement resolution is therefore required, thus revocation of the December 2019 resolution is recommended.

Background

The area covered by the Licence to Occupy has been amended from the previous Licence to remove an area of 6459m² as that land is now gazetted as a road reserve for Stewart Street.

The permitted use under the Licence to occupy for the whole of the Licence Area has been amended to be solely “community purposes” as the car park fits that purpose.

Retained in the Licence Area is the railway station building, goods shed and community garden.

Remaining excluded from the Licence Area is the operational rail corridor leased to Arc Infrastructure. This includes the areas marked “freight” on the Licence to Occupy Plan. Arc Infrastructure is the manager of the rail freight network in Western Australia under a long term lease from the State Government and as part of its management of the network it is also the licensee of all the rail corridor land adjoining the rail freight tracks.

As the use of the land is consistent with “community purposes” the annual licence fee has been set at \$1.00 payable of and when demanded.

Officer Comment

The licence area is still required and therefore it is recommended Council agree to enter into the new licence to occupy. Due to the error in referencing Arc Infrastructure rather than the Public Transport Authority the Council resolution from December 2019 should be revoked and replaced with a new resolution.

Statutory Environment

Regulation 10 – Local Government (Administration) Regulations

10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee,
inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
 - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.

- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

The licence to occupy secures the Shire's right to use the land.

Integrated Planning

- Strategic Community Plan
Key Goal 2: Our natural environment is valued, conserved and enjoyed
Objective 2.2 - Enhanced parklands, reserves and gardens
Strategy 2.2.1 - Prepare and implement strategies for development and maintenance of parklands and reserves
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans
The proposed terms of the Licence to Occupy will require the Shire to undertake maintenance of the land, similar to what it has been doing for the land since 1986.
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

If Council declines to enter into the proposed licence to occupy the land would be returned to the Public Transport Authority and Council would have to fund removal of the car park, town square and community garden as well as give up access to the railway station and goods shed.

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

Council Decision Moved Cr Wilson, Seconded Cr Moore

C.03/0820 That Council revoke Resolution C.04/1219 that reads:

That Council accept the offer from Arc Infrastructure to enter into an amended Licence to Occupy (Attachment 4) for community purposes for the land and buildings comprising the Bridgetown railway reserve (including town square and car park) as shown in Attachment 5.

Absolute Majority 9/0

Council Decision Moved Cr Wilson, Seconded Cr Quinby

C.03/0820a That Council accept the offer from the Public Transport Authority to enter into a new Licence to Occupy (Attachment 1) for community purposes for the land and buildings comprising the Bridgetown railway reserve (including town square and car park) as shown in Attachment 2.

Carried 9/0

Cr Boyle declared an Impartiality Interest in Item C.04/0820 as she is a member of the Sustainability Advisory Committee. Cr Boyle stated that as a consequence, there may be a perception that her impartiality on the matter may be affected and declared that she would consider this matter on its merits and vote accordingly.

ITEM NO.	C.04/0820	FILE REF.	228
SUBJECT	Sustainability Advisory Committee Membership		
OFFICER	Chief Executive Officer		
DATE OF REPORT	18 August 2020		

OFFICER RECOMMENDATION

1. That Council amends Clause 4.2 of the Instrument of Appointment for the Sustainability Advisory Committee by increasing the number of community members from 7 to 8.
2. That Council appoints Floyd Browne as a member of the Sustainability Advisory Committee.

Summary/Purpose

The Sustainability Advisory Committee is seeking Council approval to appoint Floyd Browne as a community member. This will require an amendment to the Committee's Instrument of Appointment to increase the number of community members from 7 to 8.

Background

The objectives and role of the Sustainability Advisory Committee are:

1. To provide advice to the Council on sustainable natural environment, social and economic issues such as:
 - Air Quality
 - Biodiversity
 - Land Degradation
 - The Built Environment
 - Water
 - Waste Management
 - Community Infrastructure
 - Community Engagement
2. To provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-
 - Reduce the impacts on the natural environment

- Reduce the impacts on the climate
 - Initiate sustainable management of resources
3. To identify for the consideration of Council strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.

Officer Comment

The Instrument of Appointment and Delegation for the Sustainability Advisory Committee currently allows for 7 community members. Mr Floyd Brown, who has over 20 years' experience working for State Government environmental protection agencies, has been attending recent Sustainability Advisory Committees as a guest and the Committee passed a resolution at its meeting held on 17 June 2020 seeking Council consent to amend the Instrument of Appointment and appoint Mr Browne to the Committee.

Statutory Environment

Section 5.10 of the Local Government Act 1995 for the appointment of a member to a Council Committee.

Integrated Planning

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management - Not Applicable

Voting Requirements – Absolute Majority

Council Decision *Moved Cr Quinby, Seconded Cr Boyle* ***C.04/0820***

- 1. That Council amends Clause 4.2 of the Instrument of Appointment for the Sustainability Advisory Committee by increasing the number of community members from 7 to 8.***
- 2. That Council appoints Floyd Browne as a member of the Sustainability Advisory Committee.***

Absolute Majority 9/0

ITEM NO.	C.05/0820	FILE REF.	
SUBJECT	Application to Graze Horses on Shire Reserve		
PROPONENT	A & T Browning		
OFFICER	Chief Executive Officer		
DATE OF REPORT	19 August 2020		

Attachment 3 Location Plan

OFFICER RECOMMENDATION

That Council determine the grazing of horses on portion of Reserve 6871 is consistent with the “parkland rehabilitation” purpose of the reserve and accordingly grants approval to the application from A & T Browning to graze horses on portion of Reserve 6871 west of Lefroy Road, Bridgetown, subject to the following conditions:

- 1. The area to be used for grazing is to be the cleared area outside the creek line and associated vegetation and is to be fenced with 6 line ring lock & steel picket posts or similar to the satisfaction of the Shire of Bridgetown-Greenbushes.*
- 2. The area to be used for grazing (fenced area) is to be managed so that grass and other fuel is compliant to the Shire of Bridgetown-Greenbushes Firebreak and Fuel Hazard Reduction Notice.*
- 3. A gate for accessing the fenced area is to be installed on the driveway to Lot 91 Lefroy Road. Access to the fenced area across the creek line is prohibited.*
- 4. The proponents are encouraged to undertake weed control within the fenced area.*
- 5. That the proponents note that this approval is not granted for any specific period and the Shire of Bridgetown-Greenbushes reserves the right to review the use of the land and withdraw its approval for grazing subject to giving a minimum 2 months’ notice.*

Summary/Purpose

To consider a request from an adjacent property owner to graze horses on a portion of Reserve 6871.

Background

A request has been received from the owners of Lot 91 (House No. 6) Lefroy Road, Bridgetown to graze two horses on a portion of Reserve 6871 adjacent to their property. The details of their request are:

For the use of the land we would fence the land (using 6 line ring lock & steel picket posts). A creek runs along the western side of Lefroy Rd. We propose to fence off the creek so the horses cannot enter the waterway.

If the Shire at any time would like to inspect the property they can. At present they access the property by a track crossing over the waterway. That would still be possible as part of the agreement would be for us to include a gate at the crossing when the fence is put up.

Our sole purpose for the use of the land would be strictly for horse grazing, which will only happen during the day and then the horses would be taken back to their stables on our property overnight, a short walk up the hill.

For our part in this agreement we would also maintain the block with tidying up tree branches that fall down and trying to eradicate the blackberry bush that is intruding onto the land and also slashing grasses as the bush fire season comes around.

The proposal was referred to the Community Landcare Officer (Bridgetown-Greenbushes Community Landcare) who advised of no objection to the proposal and provided the following comments:

The waterway is very weedy with a wide range of weed species including Blackberry, Bridal Creeper, Sharp Rush, Bulrush, Weed Wattles, Watsonia, Kikuyu, Couch and more and is unmanaged. The regular mowing of the paddock area by the Shire staff has limited the growth of, but not eradicated, the Blackberry and many of the other weed species established there so if the proponents are offering to manage those weeds and to slash the paddock prior to the fire season it would be of benefit to the Shire as it would save any Shire staff having to do so.

The Community Landcare Officer also advises it would make more sense to put a gate through the existing fence on the southern boundary of the reserve that runs beside the proponent's driveway directly into the paddock area rather than access the area off Lefroy Road through the watercourse.

The proposal was also referred to the property owners immediately adjacent to the west and those owners attended the Shire administration office in-person to advise they have no objection.

Officer Comment

Reserve 6891 is vested in the Shire for the purpose of 'parkland rehabilitation'. The management order applicable to the reserve doesn't provide the Shire with power to lease therefore this proposal doesn't provide any contractual arrangement for the proponents. If Council is satisfied that the grazing of horses is compatible with the purpose of the reserve (parkland rehabilitation) then the grazing can be approved as a form of land management of the reserve.

If approved, conditions can be imposed requiring the proponents to fence the area and maintain the height of grass to comply with Council's Firebreak and Fuel Hazard Reduction Notice.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Key Goal 2 - Our natural environment is valued, conserved and enjoyed
 - Objective 2.1 - Value, protect and enhance our natural environment
 - Strategy 2.1.1 - Support and promote sound environmental management practices

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

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting

Shire Parks & Garden staff periodically mows or slashes the subject area and if the request for grazing is approved this work would no longer be required.

Risk Management

Subject to adequate fencing being erected the proposal won't present any specific risks to the Shire of Bridgetown-Greenbushes.

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Bookless

C.05/0820 That Council determine the grazing of horses on portion of Reserve 6871 is consistent with the "parkland rehabilitation" purpose of the reserve and accordingly grants approval to the application from A & T Browning to graze horses on portion of Reserve 6871 west of Lefroy Road, Bridgetown, subject to the following conditions:

- 1. The area to be used for grazing is to be the cleared area outside the creek line and associated vegetation and is to be fenced with 6 line ring lock & steel picket posts or similar to the satisfaction of the Shire of Bridgetown-Greenbushes.***
- 2. The area to be used for grazing (fenced area) is to be managed so that grass and other fuel is compliant to the Shire of Bridgetown-Greenbushes Firebreak and Fuel Hazard Reduction Notice.***
- 3. A gate for accessing the fenced area is to be installed on the driveway to Lot 91 Lefroy Road. Access to the fenced area across the creek line is prohibited.***
- 4. The proponents are encouraged to undertake weed control within the fenced area.***
- 5. That the proponents note that this approval is not granted for any specific period and the Shire of Bridgetown-Greenbushes reserves the right to review the use of the land and withdraw its approval for grazing subject to giving a minimum 2 months' notice.***

Carried 9/0

ITEM NO.	C.06/0820	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 August 2020		

Attachment 4 Rolling Action Sheet

OFFICER RECOMMENDATION

That the information contained in the Rolling Action Sheet be noted.

Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the current status of Items/Projects that have not been finalised.

Background

The Rolling Action Sheet has been reviewed and forms an Attachment to this Agenda.

Statutory Environment – Nil

Integrated Planning

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Wilson, Seconded Cr Johnson*

C.06/0820 *That the information contained in the Rolling Action Sheet be noted.*

Carried 9/0

Corporate Services

ITEM NO.	C.07/0820	FILE REF.	133
SUBJECT	Adoption of 2020/21 Budget		
PROPONENT	Council		
OFFICER	Chief Executive Officer and Executive Manager Corporate Services		
DATE OF REPORT	19 August 2020		

Attachment 5 Draft 2020/21 Budget (see separate attachment)

OFFICER RECOMMENDATION

1. That in the 2020/21 financial year, Council impose the following rates in the dollar and minimum rates in the district:

Category	Rate in \$	Minimum Payment
Gross Rental Value (GRV) Properties	8.7045 cents	\$942.00
Rural Unimproved Value (UV) Properties	0.6220 cents	\$1,168.00
Mining Unimproved Value (UV) Properties	7.1478 cents	\$523.00

[Absolute Majority Required]

2. That in the 2020/21 financial year, Council imposes Rubbish Collection Charges as follows:
 - \$77.00 per annum per 120 litre or 140 litre rubbish bin (noting a 240 litre rubbish bin represents two 120 litre services); and
 - \$70.00 per annum per 240 litre recycling bin.

and that these charges be included in the 2020/21 Schedule of Fees & Charges.

[Absolute Majority Required]

3. That in the 2020/21 financial year, Council, under Section 66 of the Waste Avoidance and Recovery Act 2007, imposes a Landfill Site Maintenance Rate (for the purpose of funding all its waste services other than kerbside rubbish and recycling collection services). Furthermore Council sets the following rates in the dollar for the Landfill Site Maintenance Rate however noting that under Section 6.35 of the Local Government Act and Regulation 52A of the Local Government (Financial Management) Regulations all rateable properties will be charged the minimum rate only:

GRV - \$0.00022804

UV - \$0.00005936

Minimum Rate - \$187.00

[Absolute Majority Required]

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

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

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

[Absolute Majority Required]

5. That a concession of 10% of the rates raised be granted to properties previously rated in the ‘UV Urban Farmland’ differential rating category. This concession is in recognition of the higher values applied to properties within the townsite as opposed to land outside of the townsite. The concession be granted to the following rate assessments:

A29624
A39009
A41717

[Absolute Majority Required]

6. That a concession be applied to each property who would receive a rate increase as a result of a greater than the average increase in valuation (as included in the annual UV property revaluation roll) to ensure the same level of rating applies to the property as in 2019/20.

[Absolute Majority Required]

7. That in the 2020/21 financial year, Council nominate due dates for the payment of rates and service charges as follows:

<i>Payment in Full</i>	<i>Payment in Instalments</i>
<i>9 October 2020</i>	<i>9 October 2020</i>
	<i>9 December 2020</i>
	<i>9 February 2021</i>
	<i>9 April 2021</i>

8. Pursuant to Section 6.51 of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, and Clause 14 of the Local Government (COVID 19 Response) Order 2020, that in the 2020/21 financial year, Council adopt a penalty interest rate of 8% per annum, calculated daily, on rates and Emergency Services Levy remaining unpaid (excluding eligible pensioners opting to defer the payment of their rates), after the due dates identified in Part 7 above, subject to:

- (a) Where a person/owner enters into an approved payment plan by 31 December 2020 other than the 4 instalment plan referenced in Part 9 below, where such a payment plan provides for the full payment of outstanding rates by 30 June 2021, then a lesser penalty interest rate of 5.5% is to apply.
- (b) The interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID 19 Response) Order 2020, that has been determined by the Shire of Bridgetown-Greenbushes as suffering financial hardship as a result of the COVID-19 pandemic.

[Absolute Majority Required]

9. Pursuant to Section 6.45 of the Local Government Act 1995, Regulation 67 of the Local Government (Financial Management) Regulations 1996, and Clause 13 of the Local Government (COVID 19 Response) Order 2020, that in the 2020/21 financial year, Council not impose an instalment plan administrative fee and adopt a penalty interest rate of 3% where the owner has elected to pay rates and Emergency Services Levy through the statutory 4-instalment option, subject to:
- (a) The interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID 19 Response) Order 2020, that has been determined by the Shire of Bridgetown-Greenbushes as suffering financial hardship as a result of the COVID-19 pandemic.
[Absolute Majority Required]
10. That Council note that pursuant to Section 6.16 of the Local Government Act 1995, it has already adopted at its 28 May 2020 meeting the Fees and Charges included in the draft 2020/21 Budget document.
11. That for the financial year ending 30 June 2021, Council transfer funds to and from the Reserve Funds, as is specified in the 2020/21 Draft Budget.
12. That for the financial year ending 30 June 2021, Council transfer funds to and from the Trust Account, as is specified in the 2020/21 Draft Budget.
13. That Council adopt the balanced 2020/21 Draft (Statutory) Annual Budget, including the Rate Setting Statement which indicates that \$4,672,388 in rates is to be raised, as presented.
[Absolute Majority Required]
14. That in accordance with Policy F7 (Reporting Forecast Budget Variations Policy), for the financial year ending 30 June 2021 Council adopt a percentage of plus or minus 10% up to \$50,000 at sub-program level, and 5% over \$50,000 at sub-program level, to be used for reporting material variances of actual revenue and expenditure in the monthly reports of financial activity. The exception being that material variances of \$1,000 or less are non-reportable.
15. That Council approves the following incentive prize for the early payment of rates in full by the due date of 9 October 2020:
- \$600 Community Cash Vouchers
[Absolute Majority Required]

Summary/Purpose

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

- Adopting the 2020/21 Annual Budget;
- Confirming its current policy for setting a level of reporting material variances so as to satisfy Council that the annual budget is being implemented satisfactorily;

- Setting fees for kerbside rubbish collection and kerbside recycling collection services.
- Setting the Landfill Site Maintenance Rate under the Waste Avoidance and Resource Recovery Act 2007
- Setting due dates for payment of rates and service charges, either in full or by instalments;
- Setting interest rates for outstanding rates after the due date and for rates paid by instalments and the administrative fee for setting up an instalment plan.
- Transfer of reserve account funds.
- Transfer of trust funds.
- Determining the prize to be provided in the 'early payment of rates' competition.

Background

The 2020/21 budget process commenced in December 2019 with the opening of the application process for new community grants in 2020/21 and service agreement applications for up to 3 years from 2020/21.

Council's Corporate Business Plan is the key informing document for the annual budget. The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these.

The Corporate Business Plan contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure. The Corporate Business Plan is reviewed annually with the last review being endorsed by Council at its June 2020 meeting. The forecasts for Year 1 of the Corporate Business Plan have been fed directly into the 2020/21 budget.

At the February and March 2020 Council Concept Forums councillors considered the following informing strategies of the draft budget:

- Annual review of its 10 Year Strategic Works Plan for inclusion in the updated Long Term Financial Plan. Year 1 of the 10 Year Plan is reflected in the draft 2020/21 budget.
- Preparation of a new 5 Year Building Capital Works Program for inclusion in the updated Long Term Financial Plan. Year 1 of the 10 Year Plan is reflected in the draft 2020/21 budget.
- Annual review of 10 Year Plant Replacement and Light Fleet Replacement Plans with the latter being developed based on a new fleet replacement policy that reduced capital acquisition costs of some vehicles. Both replacement plans will inform the Long Term Financial Plan with Year 1 of each reflected in the draft 2020/21 budget.

At Council Concept Forums between April and August 2020 budget updates were provided to councillors including staff presenting various matters for informal discussion to inform the draft budget.

COVID-19 was declared a pandemic by the World Health Organisation on 11th March 2020. On 16 March 2020 the Government of Western Australia declared a State of Emergency. A series of restrictions have since been imposed on individuals and businesses, affecting the social, cultural and economic well-being of our community. As a result, on 8 May 2020, the Local Government (COVID-19 Response) Ministerial Order 2020 was gazetted.

At a Special Council Meeting held 6 April 2020 Council considered its response to COVID-19 resolved amongst other things to:

- Formally acknowledge the impacts both economically and socially that COVID-19 is having on its community.
- Endorse a Community Response Plan and 2020/21 Budget Framework document.
- Foreshadowed in its (at that time) 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.

Some minor amendments to the COVID-19 Community Response Plan and 2020/21 Budget Framework document were made by Council at subsequent meetings. The initiatives or components of the Community Response Plan and 2020/21 Budget Framework document were:

1.	Zero rate increases for 2020/21. Note this doesn't factor in changes to GRV values occurring due to development of land. 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 charges from 1 July 2020 for late payment of 2020/21 rates (including ESL) 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. Note if no payment plan is entered into by 31 December 2020 then interest of 8% is to apply. Note the imposition of these penalty interest charges doesn't apply to those ratepayers that on application have been determined to meet the criteria within Council's COVID-19 Financial Hardship Policy.
5.	No administration fees and reduce interest from 5.5% to 3% 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 8% interest will be applicable from 1 July 2020.
7.	Where a ratepayer is determined to meet the criteria within Council's COVID-19 Financial Hardship Policy no interest on rates arrears is to be applied.
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 surveillance fees for 2019/20 (note doesn't include event stallholders).
13.	Waiving of annual health food premises 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.

The draft 2020/21 budget has been prepared with adherence where relevant with the contents of Council's COVID-19 Community Response Plan and 2020/21 Budget Framework document.

At its May 2020 meeting Council adopted its 2020/21 fees and charges incorporating a nil increase to 2019/20 fees and charges. Some new fees and charges were identified at this time.

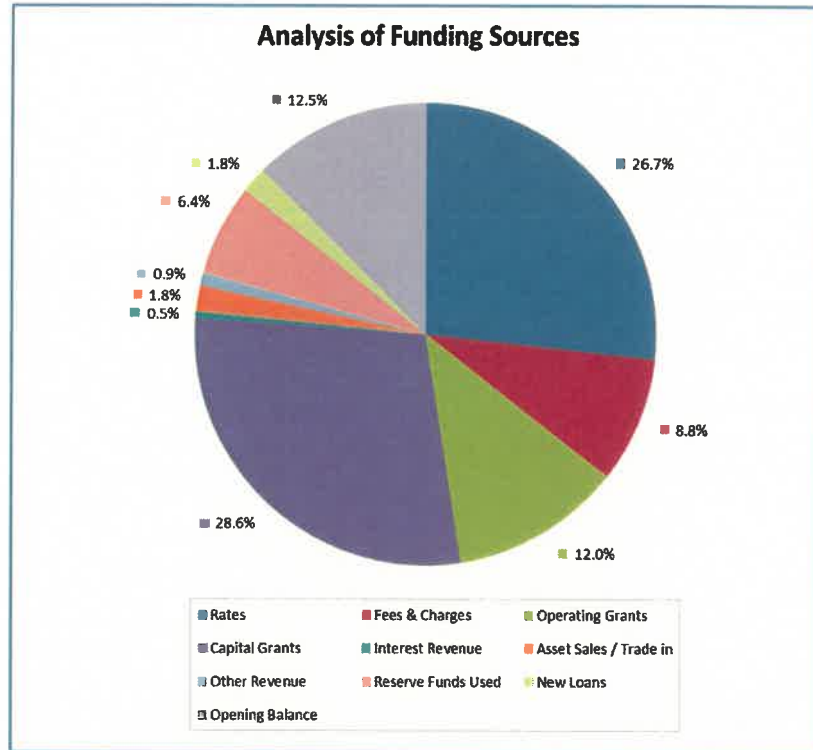
Officer Comment

The draft budget is a balanced budget with a nil (0%) rate increase noting that some natural growth in rates will occur from revaluations associated with creation of new properties (subdivision) and development of properties.

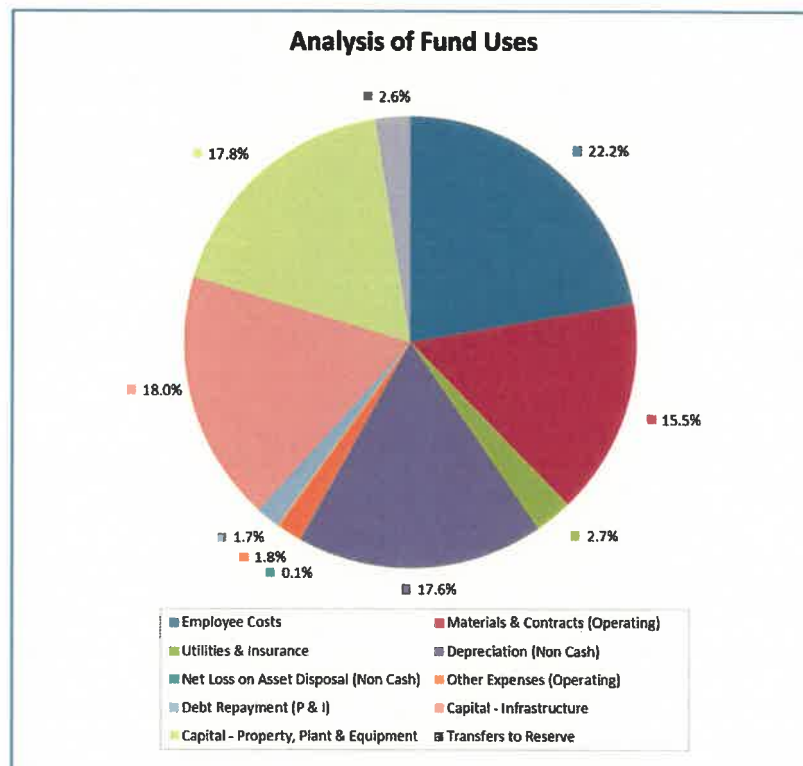
The graphs following provide an analysis of various funding sources and expenditure areas as contained in the draft 2020/21 budget.

Rates make up 26.7% of budgeted revenue with operating grants (12%), capital grants (28.6%), transfers from reserve accounts (6.4%) and revenue from fees and charges (8.8%) also being significant funding sources.

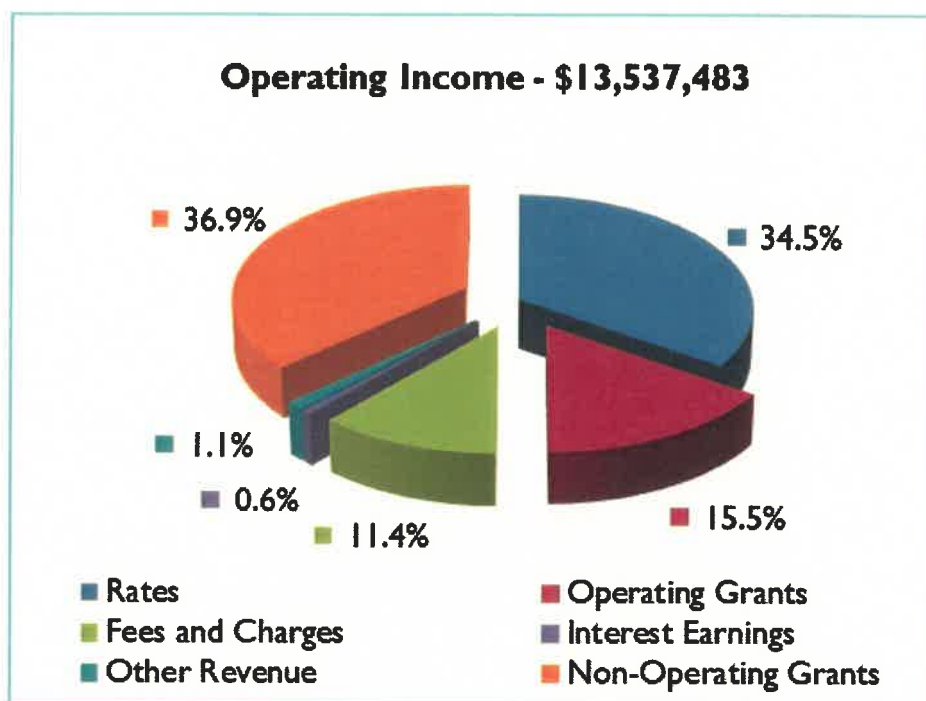
The opening balance, as at 1 July 2020, represent 12.5% of budgeted revenue, totalling an amount of ~\$2.189 million. This is made up of pre-payment of Commonwealth Financial Assistance Grants (~\$956k), Council funds for project carry-forwards (~\$626k) and carried forward surplus (~\$607k).



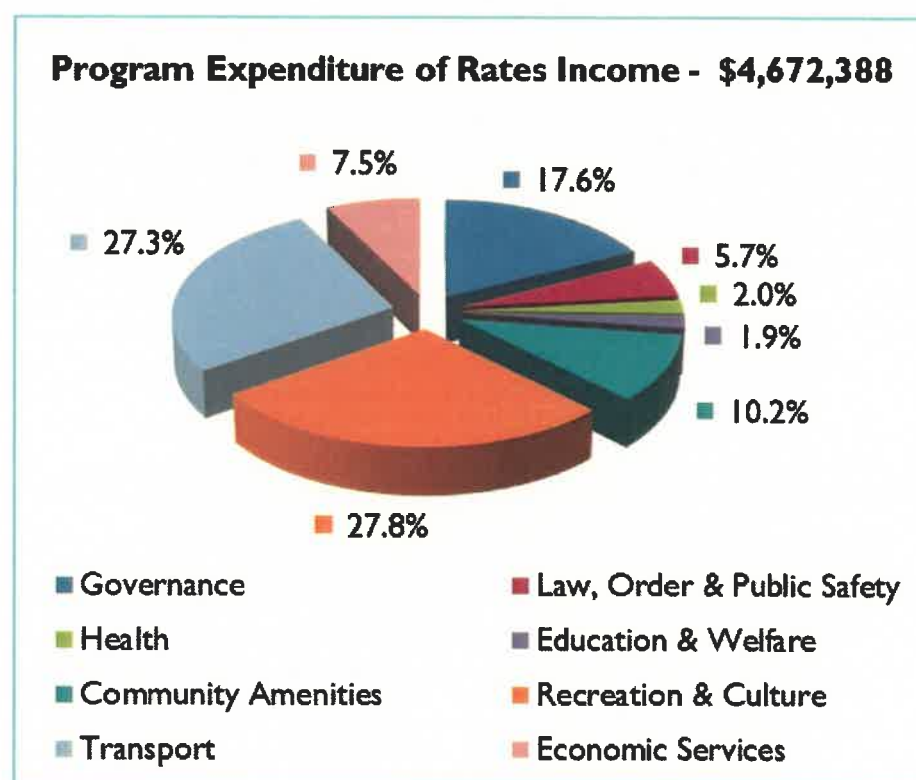
The largest expenditure areas by percentage are employee costs, depreciation (non-cash), materials & contracts and capital works.



Excluding transfers from reserve accounts, borrowings and asset sales the graph below shows the source of operating income contained in the draft 2020/21 budget.



The table below shows where the budgeted rate revenue of \$4,672,338 is to be expended with the largest program areas of expenditure being recreation & culture and transport.



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

1. Rates in the Dollar

The Minister for Local Government; Heritage; Culture & the Arts modified provisions of the Local Government Act via the Local Government (COVID-19 Response) Order 2020 gazetted on 8 May 2020. The order included changes to Sections 6.33 and 6.36 of the Local Government Act 1995. These sections set out the processes required by local governments that are intending to impose differential rates. Ordinarily Section 6.33 requires a local government to seek the Minister's approval to impose a differential general rate which is more than twice the lowest differential general rate imposed by it. Section 6.36 ordinarily requires a local government to give local public notice and seek submissions for a minimum of 21 days before considering any submission received and then applying to the Minister for approval to impose such rates.

The Minister advised that as many local governments have decided to freeze their rates in the dollar at or below the levels imposed in 2019/20, the processes set out in sections 6.33 and 6.36 are unnecessary while local governments and the community deal with the pandemic.

Local governments that resolve to set differential general rates and minimum payments at or below those applied in 2019/20 weren't required to apply for Ministerial approval in accordance with section 6.33 or comply with requirements of section 6.36(1) to (4) of the Act. However local governments are required to publish the proposed differential general rates and minimum payments on their website within ten days of the resolution and this has occurred after the ordinary Council meeting of 30 July 2020 where Council resolved:

1. *That as a consequence of the COVID-19 pandemic, Council resolves that -
 - i. no proposed 2020/21 differential general rate will exceed the corresponding differential general rate that was imposed in the 2019/20 financial year; and
 - ii. no proposed 2020/21 minimum payment will exceed the corresponding minimum payment that was imposed in the 2019/20 financial year.*
2. *Pursuant to sections 6.32, 6.33, 6.35 and 6.36 of the Local Government Act 1995, point 1 above and in accordance with Council's COVID-19 Community Response Plan and 2020/21 Budget Framework document Council endorses for notification on Council's website the proposed 2020/21 differential general rates and minimum payments as set out in the table below:*

<i>Category</i>	<i>Rate in \$</i>	<i>Minimum Payment</i>
<i>Gross Rental Value (GRV) Properties</i>	<i>8.7045 cents</i>	<i>\$942.00</i>
<i>Rural Unimproved Value (UV) Properties</i>	<i>0.6220 cents</i>	<i>\$1,168.00</i>
<i>Mining Unimproved Value (UV) Properties</i>	<i>7.1478 cents</i>	<i>\$523.00</i>

3. *Pursuant to the Local Government (COVID-19 Response) Order 2020, Council authorise the Chief Executive Officer to publish within ten (10) days on the Shire's website, the proposed differential general rates and minimum payments for 2020/21 as adopted in point 2 above.*

4. *Instructs the CEO to incorporate into the 2020/21 Budget a concession of 10% of the rate raised for properties previously rated in the 'UV Urban Farmland' differential rating category. Further, this concession be reduced by 5% in subsequent budgets i.e. 5% concession to apply in 2021/22 and no concession to apply from 2022/23.*
5. *Instructs the CEO to incorporate into the 2020/21 Budget a rate concession to each property who would receive a rate increase as a result of a greater than the average increase in valuation (as included in the annual UV property revaluation roll) to ensure the same level of rating as in 2019/20.*

A comparison of the proposed rates and minimum payments compared to 2019/20 are detailed below:

Rate in Dollar	2019/20	2020/21
GRV	8.7045 cents	8.7045 cents
Rural UV	0.6317 cents	0.6220 cents
Mining UV	7.5684 cents	7.1478 cents
Minimum Payment	2019/20	2020/21
GRV	\$942	\$942
Rural UV	\$1,168	\$1,168
Mining UV	\$523	\$523

As part of a 'zero rate increase' each rate category would deliver the same rate yield as in 2019/20 financial year plus additional income as a result of property improvements and development of land. Accordingly no changes are proposed to Council's existing differential rating categories in the 2020/21 rating year.

Each year a general revaluation is applied to properties in both the Rural Unimproved Value and Mining Unimproved Value rating categories. This does not ordinarily affect the total rate yield as the 'rate in the dollar' is adjusted up or down in line with the average increase or decrease in values. The effect of the revaluation is to redistribute the portion each property contributes to the total rate yield. The percentage change in property values varies from property to property and will result in some ratepayers paying more and some paying less. This year to fully enact a 'zero rate increase' and ensure that no rate payer pays more than what they would have paid last year, it was determined that Council apply a Rates Concession to properties that would ordinarily have been subject to a rate increase because of the revaluation. Based on the proposed differential general rates and minimum payments concessions will apply to 273 properties totalling \$8,257.95.

During the 2018/19 budget process Council reviewed its rating strategy, specifically the 'UV Urban Farmland' category and the application of a 15% reduction in its rate in the dollar compared to the 'UV Rural' rate. It was considered that the Council's objects and reasons did not clearly identify the difference between 'UV Urban Farmland' and 'UV Rural' and as a result Council ceased the 'UV Urban Farmland' differential rating category and in lieu offered a concession to the properties noting the concession was to be phased out over three financial years. The concession that was to be applied in 2020/21 was 5% however it was determined that the concession in 2020/21 remain at the 2019/20 level of 10%. This will ensure these properties do not pay more rates than in 2019/20. The value of these concessions totals \$1,176.35.

The proposed differential rates and minimum payments take into account the annual revaluation of both the Rural Unimproved Value and Mining Unimproved Value rating categories. The 'rates in the dollar' and minimum payments being recommended will deliver rate revenue in accordance with initiative one of Council's COVID-19 Community Response Plan and Budget Framework document. All minimum payments and the GRV 'rate in dollar' remain the same while a reduction will apply to the 'rate in dollar' associated with the Rural Unimproved Value and Mining Unimproved value categories.

2. Growth Strategy Projects

Council has developed a Growth Strategy to capitalise on the growth of the lithium and energy material industry in the region, which is home to the world's largest lithium producing mine, the Greenbushes Talison mine. Current and ongoing expansion of this mine will see an additional 500 jobs in the Shire. Based on existing employment data it is expected that approximately 350 of those new jobs will be new residents in this Shire; creating a potential increase of up to 1,000 residents. Given the significant economic and industrial activity forecast to be generated in our Shire due to the Talison mine expansion, Council believes there is a potentially valuable opportunity for State Government to further capitalise on the growth of the lithium and energy material industry in the region by providing funding support for the Shire of Bridgetown-Greenbushes' Growth Strategy.

Under its Growth Strategy Council has proposed a number of projects that will maximise the opportunities presented by the expansion of the mine and to support any prospective increase in population. Council is planning to deliver five of the Growth Strategy projects in 2020/21 which are incorporated into the 2020/21 budget; the details being:

Bridgetown Civic Centre Restoration/Redevelopment

Project Description: Upgrades to the Town Hall to make it more suitable for performing arts and cultural events and renovations to the kitchen, internal toilets and external toilets.

\$679,338	Total Project Cost
\$204,148	Lotterywest (Confirmed)
\$231,000	Other grant funding (unconfirmed)
\$121,190	Shire Carry-Forward Funds from 2019/20
\$123,000	Shire Loan
<u>\$679,338</u>	<u>Total Project Income</u>

Note: Construction Costs Only; Project Management/Administration Costs to be met by Shire.

Bridgetown Railway Station

Project Description: Restoration of State Heritage listed railway station to make suitable for community office accommodation.

\$722,000	Total Project Cost
\$361,000	Other grant funding (unconfirmed)
\$328,000	Drought Communities Program Funding (pending)
\$ 33,000	Shire Funds
<u>\$722,000</u>	<u>Total Project Income</u>

Note: Construction Costs Only; Project Management/Administration Costs to be met by Shire.

Greenbushes Railway Station

Project Description: Relocation of the railway station to Greenbushes Discovery Centre to facilitate restoration of the building and future use as an additional module displaying the history and development of the Greenbushes District.

\$342,000	Total Project Cost
\$171,000	Other grant funding (unconfirmed)
\$171,000	Drought Communities Program Funding (pending)
<u>\$342,000</u>	<u>Total Project Income</u>

Note: Construction Costs Only; Project Management/Administration Costs to be met by Shire.

Blackwood River Foreshore Park

Project Description: Improvements to the existing Old Rectory Path and construction of an extension for path to loop back to start; restoration of the Blackwood River Walk Path; development of canoe ramp, shelters, additional seating and landscaping/conservation planting.

\$941,947	Total Project Cost
\$411,000	Other grant funding (unconfirmed)
\$470,947	Drought Communities Program Funding (pending)
\$ 60,000	Shire Funds
<u>\$941,947</u>	<u>Total Project Income</u>

Note: Construction Costs Only; Project Management/Administration Costs to be met by Shire.

Youth Precinct

Project Description: Repairs, enhancements and extensions to skate park and development of additional leisure infrastructure.

\$650,000	Total Project Cost
\$460,521	LRCIF - pending
\$189,500	Shire loan
<u>\$650,021</u>	<u>Total Project Income</u>

Note: Construction Costs Only; Project Management/Administration Costs to be met by Shire.

An amount of \$75,000 has been included in the budget for external project management to assist with the delivery of the projects.

In 2019/20 Council engaged 'Cannings Purple' to provide professional assistance for the purpose of lobbying State and Commonwealth governments in relation to its growth strategy and this engagement will continue in 2020/21.

Late in 2019/20 grant funding of \$40,000 was received from the South West Development Commission for preparation of business cases for some of the growth strategy projects. This amount was matched by \$5,000 Shire funds. The whole of the \$45,000 has been carried forward into the 2020/21 budget.

3. Community Grants, Service Agreements and Donations

At its ordinary meeting held on 30 July 2020 Council resolved to allocate \$160,000 in the 2020/21 budget for community donations as follows:

- \$7,500 New service agreements
- \$13,747 Existing service agreements to continue
- \$14,400 New community group grants
- \$25,580 Existing non-contestable annual community contributions
- \$30,000 New non-contestable annual community contributions
- \$2,385 Chief Executive Officer donations
- \$3,500 Chief Executive Officer hall hire donations
- \$680 Rubbish and recycling collection for community events
- \$200 Rubbish and recycling collection for Shire leased facilities
- \$43,054 Landcare Officer
- \$500 South West Academy of Sport Sponsorship
- \$250 Agricultural Society School Art Prize Sponsorship
- \$1,000 Manjimup Airfield Contribution
- \$1,000 Greenbushes' Australia Day Breakfast Event
- \$365 School Awards
- \$2,000 Busselton Airport Contribution
- \$600 Catterick Progress Association – One Off Insurance Assistance
- \$13,239 Post COVID-19 Economic Development Funding Activities

The \$14,400 of new community grants is made up of:

- Bridgetown Child Health – rent assistance - \$6,000
- Blackwood Basketball Association - youth basketball clinics - \$1,500
- Bridgetown Historical Society – audio system - \$3,900
- Grow Greenbushes – artist to paint mural - \$3,000

The \$7,500 of new service agreements is made up of:

- Blackwood Country Gardens – guest speaker fee for festival - \$2,500
- Bridgetown Historical Society – promotions and electricity assistance - \$3,000
- Grow Greenbushes – event assistance (Sunup Banquet) - \$2,000

A new non-contestable funding allocation of \$30,000 has been approved for a rates contribution at Geegeelup Village.

Continuing service agreements and non-contestable funding allocations totalling \$39,327 are made up of:

- Blackwood Valley Wine Industry Association - Venue Hire - \$851
- Bridgetown Agricultural Society - Entertainment at Show - \$5,000
- Jubilee Singers of Bridgetown - Blackwood Rhapsody - \$2,000
- Blackwood Youth Action Group - Rubbish collection, internet and promotion costs - \$1,651
- Grow Greenbushes Inc. - Marquee hire for Greenbushes Fun Run event - \$2,745

- WA Volunteer Bush Fire Brigades Historical Group - Contribution to rental costs - \$1,500
- Bridgetown Family & Community Centre - Rates & Insurance - \$8,000
- Greenbushes Playgroup - Rent Assistance - \$580
- Henri Nouwen House - Contribution towards Administration & Wages - \$10,000
- Bridgetown Lawn Tennis Club - Easter Tournament - \$2,000
- Rotary Club of Bridgetown Inc. - Blackwood Marathon - \$5,000

Other contributions and donations, totalling \$68,773 are made up of:

- Landcare Officer funding - \$43,054
- CEO discretionary donations including facility hire donations - \$6,765
- Shire of Manjimup airfield maintenance contribution - \$1,000
- Greenbushes Australia Day Event - \$1,000
- Busselton Airport Marketing Contribution - \$2,000
- South West Academy of Sport - \$500
- Agricultural Society School Art Prizes - \$250
- School Awards - \$365
- Catterick Progress Association – insurance for Catterick Hall - \$600
- Post COVID-19 Economic Stimulus Activities - \$13,239

Subsequent to the July 2020 Council meeting Grow Greenbushes advised that it wouldn't be holding its 'Sunup Banquet' in 2020 therefore these funds have been reallocated to the 'Post COVID-19 Economic Stimulus Activities' fund, increasing that to \$15,239.

4. Road Works

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

- Winnejup Road (progressive reconstruction)
- Peninsula Road (reconstruction of section west of Corriedale Court)
- Hester Cascades Road (reconstruct failing section)
- Ethel Street laneway – upgrade including drainage
- Steere & Stewart Streets – intersection improvements and additional parking bays
- Glentulloch Road (2nd cost seal to works completed last year)
- Tweed Road (gravel resheeting)

An amount of \$50,000 has been allocated to clean-up rural road verges of fallen timber where such debris impacts upon the ongoing maintenance of the road.

Also bridge works to the value of \$1,094,582 (fully externally funded) will occur on seven bridges, being on Winnejup Road (2 bridges), Donnelly Mill Road, McKelvie Road, Catterick Road, Slades Road and Brockman Highway.

5. Footpaths

Only a small footpath program is proposed in 2020/21. A gravel pathway is to be constructed/upgraded from Telluride Street to Greenbushes Pool and \$5,000 is allocated for disability access improvements.

6. Drainage

The budget provides for the drainage works on the following roads:

- Lockley Avenue
- Peninsula Road near entrance gates to Bridgetown Showgrounds
- Claret Ash Drive
- Four Seasons Estate

7. Plant and Fleet Replacement

The budget provides for the following plant replacement in 2020/21:

2009 Caterpillar Multi Tyre Roller (carry-forward from 2019/20)
2010 Ammann Multi Tyre Roller (carry-forward from 2019/20)
2007 Hino 8 Tonne Tip Truck (carry-forward from 2019/20)
2008 Caterpillar 120m grader
2013 Tenant S20 footpath sweeper
2015 John Deere ride on mower

The following fleet replacement is proposed in 2020/21 noting that some of the changeovers are a carry-forward from 2019/20:

Holden Colorado 7 (Executive Manager Community Services)
Holden Colorado Dual Cab (Manager Building Assets & Projects)
Ford Ranger Super Cab (Building Maintenance)
Ford Ranger Space Cab (Depot General Hand)
Holden Colorado Crew Cab (Works Coordinator)

A review of fleet vehicles occurred in 2019/20 and resulted in two fleet vehicles previously allocated to the positions of Building Surveyor and Manager Environmental Health being discontinued in 2020/21. One of these vehicles is being disposed of (no replacement to be sought) and the other is to be converted into a pool vehicle for use by councillors and staff for work purposes.

8. Recreation

- Completion of the Warren Blackwood Stock Route, a regional bridle trail commencing in Bridgetown with two spur trails to Shannon and the Scott Coastal Plain south of Nannup. Note the Shire of Bridgetown-Greenbushes is project managing this project on behalf of the Warren Blackwood Alliance of Councils hence all income (grants) and expenditure for the project is shown in the Shire's budget.
- Funds have been allocated for the preparation of plans and preliminary cost estimates for the Greenbushes Recreation Precinct, incorporating the Greenbushes Sportsground, free camping area and ex-Water Corporation storage dams.
- Improvements to lighting in Leisure Centre and Library car parks.
- Purchase of an automated pool cleaner.

- Improvements to the plant room at Leisure Centre.
- Replacement of two pieces of exercise equipment on the Somme Creek Fitness Trail.

9. Fire Prevention/Emergency Management

- ESL operating grant (DFES) for bush fire brigades increased from 2019/20 by 8.97% to \$208,503.
- ESL operating grant (DFES) for the Bridgetown SES Brigade of \$22,463.
- Changeover of the general rescue vehicle for the Bridgetown SES Brigade (ESL funded) has been carried forward from 2019/20.
- Installation of carpet tiles to the SES training & operations room and SES CCTV camera network (both funded via ESL).
- Replacement of the Shire owned fast attack appliance for bush fire support (Shire funded).
- Expenditure of \$251,300 including ESL funding of \$242,600 for construction of a new fire station for the Greenbushes Bush Fire Brigade.
- Expenditure of \$278,600 including ESL funding of \$271,100 for construction of a new fire station for the Wandillup Bush Fire Brigade.
- 2020/21 is the 4th year of funding under the State Government's Mitigation Activity Fund (MAF) with an amount of \$154,940 to be received and expended. The funds are to be received for mitigation activities on Shire controlled land. In addition to expenditure of MAF funding Council also budgets an additional \$38,897 of own source funding for mitigation of Shire controlled land.
- A generator is to be installed at the Shire administration office and civic centre for back-up power supply.

Note the changeover of four tankers at the Hester Brook, Sunnyside, Wandillup and Winnejump Bush Fire Brigades (ESL funded) was scheduled to occur in 2019/20 but advice from DFES is that there are considerable delays in the roll out of new appliances and it shouldn't be assumed that this will occur in 2020/21. Accordingly these changeovers haven't been included in the 2020/21 budget but if they were to occur in 2020/21 a standalone item would be presented to Council seeking approval to a budget amendment to proceed with the changeovers.

10. Community Services

- Funding for seniors, youth and access/inclusion programming via various programs, events and initiatives.
- Funding for the continuation of the summer evening outdoor film festival.
- Continuation of the Bridgetown Art Trail.

11. Governance and Administration

- The 2020/21 Financial Assistance Grants (Commonwealth Government) has been budgeted to be \$1,156,419. The Commonwealth Government did provide an advance payment of 50% therefore the budget only shows income for the remaining 50% over 4 quarterly payments. The 50% payment received towards the end of 2019/20 is contained in the carry-forward surplus from 2019/20 to 2020/21.
- 2020/21 Local Road funding by the Commonwealth Government Grants Commission has been estimated to be \$677,438 with a 50% payment received towards the end of 2019/20 contained in the carry-forward surplus from 2019/20 to 2020/21.
- 2020/21 State Government direct grant for road funding of \$163,915 which is a 1.65% increase on last year's grant amount.

- Commonwealth Government Roads to Recovery funding of \$423,704.
- In light of the economic climate caused by COVID-19 councillors agreed to a one-off 10% reduction in councillor allowances in 2020/21.
- Shire of Bridgetown-Greenbushes staff agreed to set aside wage increases for 2020/21 as provided for under relevant enterprise agreements and instead agreed to a wage freeze for one year.
- A comprehensive review of Council's Strategic Community Plan is scheduled for 2020/21. An amount of \$39,000 has been allocated for the services of 'Catalyse' to conduct a community scorecard survey, assist with other community engagement and prepare a draft Strategic Community Plan.
- Preparation of a Public Health Plan will be completed in 2020/21 and expenditure of \$10,000 has been allocated for the project.
- An amount of \$10,000 has been allocated for a climate change strategy. The intent is to prepare a sub-regional climate change strategy pending participation from other Warren Blackwood Alliance of Councils members.
- Expenditure of \$20,000 has been carried forward from 2019/20 for preparation of a business plan for possible outsourcing of the management of the Visitor Centre.
- The total budgeted wages for 2020/21 is \$4,295,859 which is 1.5% greater than that allocated in the 2019/20 budget. This increase includes allocations for implementation of the review of the Workforce Plan noting that three staff positions are still to be filled under the organisational restructure completed for the last Workforce Plan review. Also the former outsourced contract grader operator position has changed to a staff position. The \$4,295,859 of budgeted wages in 2020/21 equates to 91.94% of the total to be raised by rates in 2020/21, well within the target of 100% set by Council's current Workforce Plan.

12. Major Building Improvements

Separate from capital works for the Bridgetown Civic Centre and Bridgetown Railway Station (described under Part 2 of this Report) the total expenditure for building maintenance and capital works proposed in the draft budget is \$653,878 noting that this includes carry-forward expenditure from 2019/20 of \$199,053 including an external contribution of \$60,000 for proposed works at the Greenbushes Golf Club. The budget allocations are broken down into planned maintenance and reactive maintenance allocations for each building.

Significant works proposed in 2020/21 include:

- Shire Administration Office – replacement ducted air conditioning, repairs and repainting of window and door frames, repairs and painting of external walls
- Bridgetown Tennis Club – refurbishment of male ablutions
- Renovations to Shire house at 31 Gifford Road, Bridgetown
- Completion of deck repairs at library
- Replacement of septic tanks at Greenbushes Hall and minor painting works
- Welding of hand rails in pool
- Installation of a paging console and repairs to emergency lighting at Leisure Centre
- Electrical repairs at Shire Depot

13. Waste Management

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

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

The annual rate must not exceed —

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

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

- GRV - \$0.00022804
- UV - \$0.00005936

Section 6.35 of the Local Government Act and Regulation 52A of the Local Government (Financial Management) Regulations allow Council to have more than 50% of rateable properties on the minimum payment if the minimum is less than \$200. On this basis all rateable properties will be charged a minimum rate of \$187.00 with concessions for multiple properties applicable as per previous years. This minimum rate is a decrease of \$8.00 from 2019/20.

Crushing of the inert waste stockpile at the waste site and expansion of the existing waste cell are deferred from 2019/20 with the expenditure being carried forward into the 2020/21 budget. Improvements to the liquid waste infrastructure at the Bridgetown Waste Site are also proposed. A development plan is also to be prepared setting out the future development of the waste site.

Rehabilitation of the former Greenbushes liquid waste facility is to occur in 2020/21.

The Kerbside rubbish and recycling collection service areas remain unchanged (last review was undertaken in 2015/16) and the relevant charges for households receiving these services are:

- Rubbish Collection Charge - \$77.00 (decrease of \$2.00 from 2019/20)
- Recycling Collection Charge - \$69.00 (increase of \$1.00 from 2019/20)

The Shire of Bridgetown-Greenbushes is continuing to partner with the other 11 local governments of the south-west region in investigating potential regional waste initiatives. Contributions are being made by each local government based on a ratio linked to rates revenue and this contribution has been provided in the budget.

14. Other

- Continuation as a member of the Warren Blackwood Alliance of Councils and funding of regional trails website and events website.
- Funding of \$52,819 towards the 2nd year operations of the Southern Forest Blackwood Valley Tourism Association.
- Construction of a wastewater dump point in the railway carpark in Bridgetown will be completed in 2020/21 at an estimated cost of \$36,000. Operating costs of the dump point have also been allowed for.
- The Shire of Bridgetown-Greenbushes is partnering with the Southern Forest Blackwood Valley Tourism Association and Shires of Manjimup, Nannup and Donnybrook-Balingup in a television advertising campaign for tourist promotion and participation in the SBS 'Trails Town' production.
- Completion of the northern information bay in Bridgetown is being funded, including landscaping of the information bay and area adjacent to the creek.
- Funding is provided for completion of the new Local Planning Strategy and associated Local Planning Scheme.
- Funding for progressive acquisition of land adjacent to Geegelup Brook.
- Funds have been allocated for the preparation of plans and preliminary cost estimates for the beautification/restoration of Geegelup Brook behind the shops as well as improvements to the adjacent car park
- Funding has been allocated to progress the design and land acquisition for car parking proposals in the Bridgetown and Greenbushes town centres.
- Review directional signage to car parking.

15. Loans

Two new loans are proposed in the budget for 2020/21:

- Bridgetown Civic Centre Restoration/Redevelopment - \$123,000
- Youth Precinct Redevelopment - \$189,500

As at 1 July 2020 the Shire's loan liability was \$1,810,366 and under the 2020/21 budget this liability will increase to \$1,862,132 at 30 June 2021.

16. Reserve and Trust Account Transfers

The budget proposes to transfer \$541,529 into reserve, including \$283,159 into Plant Replacement Reserve, \$99,520 into Light Fleet Vehicle Reserve, \$32,000 into the Assets & GRV Valuations Reserve, \$10,000 into the Strategic Projects Reserve, \$5,000 into the Refuse Site Post Closure Reserve, \$10,000 into the Recreation Centre Floor & Solar Reserve, \$10,000 into the Matched Grants Reserve, \$10,000 into the Blackspot Works Reserve, \$10,000 into the Drainage Reserve, \$10,000 into the Bush Fire Reserve, \$5,000 into the Community Bus Replacement Reserve, \$5,000 into the Refuse Site Post Closure Reserve and \$5,000 into the Trails Reserve.

In the budget an amount of \$2,217,522 is to be transferred from reserves, including:

- \$1,080,648 from Unspent Grants Reserve (grants received in 2019/20 or earlier but unspent before 30 June 2020).
- \$685,500 from Plant Reserve for changeover of plant in accordance with the Plant Replacement Plan.
- \$117,840 from Light Fleet Reserve for changeover of fleet in accordance with the Fleet Replacement Plan.

- \$23,417 from Land and Buildings Reserve for acquisition of land adjacent to Geegelup Brook.
- \$24,286 from the Subdivision Reserve as a contribution towards roadworks on Peninsula Road and Ethel Street laneway.
- \$43,000 from the Refuse Site Post Closure Reserve for costs of rehabilitating the former Greenbushes liquid waste site and crushing of inert waste.
- \$50,000 from the Sanitation Reserve to fund preparation of a development plan for the waste site and liquid waste infrastructure improvements.
- \$8,850 from the Drainage Reserve to fund drainage works on Peninsula Road near the entrance to Bridgetown Showgrounds.
- \$64,481 from the Strategic Projects Reserve to fund review of the Strategic Community Plan, detailed design of youth precinct, detailed design for Blackwood River Foreshore Park and economic modelling of Growth Strategy projects.
- \$12,000 from the Matched Grants Reserve for completion of the Bridgetown Sportsground horse stalls project and contribution to the social media promotional campaign of the Southern Forests Blackwood Valley Tourism Association.
- \$20,000 from the Bridgetown Leisure Centre Reserve for improvements to car park lighting.
- \$80,000 from the Assets & GRV Valuations Reserve to fund the costs of an infrastructure condition survey and fair values.

17. Early Payment of Rates Incentive Prizes

Once again it is proposed to offer an incentive for the early payment of rates. Property owners that pay their rates in full by the due date are able to lodge an entry into a draw. The draw will be conducted by the Shire President after the closing date for early payment. The prize to be offered this year is \$600 in Community Cash Vouchers.

Statutory Environment

Sections 6.2 Local Government Act 1995 - Local Government to Prepare Annual Budget

During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*Absolute Majority required

- (1) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
 - (a) the expenditure by the local government; and
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Other Sections of Local Government Act 1995 and Regulations:

- Section 5.63(1)(b) excludes the need for councillors or staff to declare a financial interest for the imposition of a rate, charge or fee.

- 6.47 Local Government Act - Concessions.
- Clauses 64 of the Local Government (Financial Management) Regulations 1996 – Set the due date(s) for the payment of rates.
- Section 6.45(3) of the Local Government Act 1995 and Clauses 67 and 68 of the Local Government (Financial Management) Regulations 1996 – Setting instalment plan administration charges and an interest rate for outstanding rates and charges.
- Section 6.51(1) of the Local Government Act 1995 and Clause 70 of the Local Government (Financial Management) Regulations 1996 – Setting an interest rate for the late payment of rates and charges.
- Section 6.11 of the Local Government Act 1995 – Create Reserve Funds.
- Sections 6.16 to 6.19 of the Local Government Act 1995 – Setting of fees and charges. Fees imposed as part of the budget adoption process do not require public notice to be given.
- Section 6.20 of the Local Government Act – Power to Borrow.
- Section 6.47 of the Local Government Act – Concessions (applicable to the Landfill Site Maintenance Rate, Urban Farmland concession and UV property revaluation concession).
- Regulation 34(5) of the Local Government (Financial Management) Regulations requires a local government, each financial year, to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances.

- Local Government (COVID 19 Response) Order 2020

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

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

Integrated Planning

- Strategic Community Plan

- | | | |
|----------------|---|---|
| Key Goal 5 | - | Our leadership will be visionary, collaborative and accountable |
| Objective 5.1 | - | Our community actively participates in civic life |
| 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 5.2.3 | - | Ensure organisational capability |

- Strategy 5.2.6 - Ensure the future financial sustainability of the organisation
- Strategy 5.2.8 - Ensure all legislative responsibilities and requirements are met
- Objective 5.3 - We operate within the Integrated Planning Framework
- Strategy 5.3.1 - Implement the Shire's Integrated Planning Review Cycle
- Strategy 5.3.2 - Apply best practice asset management principles

➤ Corporate Business Plan

The preparation of the annual budget is structured around the Corporate Business Plan which is reviewed annually. Where actions of the Corporate Business Plan identified for implementation in 2020/21 required specific funding this funding has been included in the draft budget.

➤ Long Term Financial Plan

The contents of the Long Term Financial Plan were a determinant in developing the 2020/21 budget.

➤ Asset Management Plans

The principles outlined in Council's various asset management plans have been referred to when developing the budget.

➤ Workforce Plan

In 2018/19 Council endorsed a new Workforce Plan which incorporated a comprehensive review of its organizational structure.

A workforce plan identifies and reports on the internal capacity to meet current and future needs of the goals and objectives of the Shire and the community, both in capacity and capability. It identifies the gaps or surplus in human, assets or financial resources and identifies strategies to ensure there are the right people in the right place and at the right time to deliver on objectives and realistic expectations. The plan is to address gaps between current and future workforce capability, identify areas of skill or capacity shortage, and outline strategies to address them.

The majority of recommendations in the workforce Plan have been implemented with the few remaining outstanding being funded in the 2020/21 budget.

➤ Other Integrated Planning

The Strategic Works Program, Plant/Fleet Replacement Plan, Furniture & Equipment plans and Building Capital and Maintenance Plan are major informing documents in the development of the annual budget.

Policy

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

Council Policy F.24 – 'COVID-19 Financial Hardship' gives effect to Council's commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, recognising that these challenges can result in financial hardship for our ratepayers.

Budget Implications

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

Whole of Life Accounting

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

Risk Management – Not Applicable

Delegated Authority - Nil

Voting Requirements

Simple Majority other when requirement for Absolute Majority is noted for specific parts of the officer recommendation.

Council Decision Moved Cr Johnson, Seconded Cr Wilson

C.07/0820 That in the 2020/21 financial year, Council impose the following rates in the dollar and minimum rates in the district:

Category	Rate in \$	Minimum Payment
Gross Rental Value (GRV) Properties	8.7045 cents	\$942.00
Rural Unimproved Value (UV) Properties	0.6220 cents	\$1,168.00
Mining Unimproved Value (UV) Properties	7.1478 cents	\$523.00

Absolute Majority 9/0

Council Decision Moved Cr Bookless, Seconded Cr Johnson

C.07/0820a That in the 2020/21 financial year, Council imposes Rubbish Collection Charges as follows:

- ***\$77.00 per annum per 120 litre or 140 litre rubbish bin (noting a 240 litre rubbish bin represents two 120 litre services); and***
- ***\$70.00 per annum per 240 litre recycling bin.***

and that these charges be included in the 2020/21 Schedule of Fees & Charges.
Absolute Majority 9/0

Council Decision Moved Cr Quinby, Seconded Cr Pratico

C.07/0820b That in the 2020/21 financial year, Council, under Section 66 of the Waste Avoidance and Recovery Act 2007, imposes a Landfill Site Maintenance Rate (for the purpose of funding all its waste services other than kerbside rubbish and recycling collection services). Furthermore Council sets the following rates in the dollar for the Landfill Site Maintenance Rate however noting that under Section 6.35 of the Local Government Act and Regulation 52A of the Local Government (Financial Management) Regulations all rateable properties will be charged the minimum rate only:

GRV - \$0.00022804

UV - \$0.00005936

Minimum Rate - \$187.00

Absolute Majority 9/0

Council Decision Moved Cr Pratico, Seconded Cr Bookless

C.07/0820c That for the Landfill Site Maintenance Rate the following concessions will be applicable:

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

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

Absolute Majority 9/0

Council Decision Moved Cr Wilson, Seconded Cr Moore

C.07/0820d That a concession of 10% of the rates raised be granted to properties previously rated in the ‘UV Urban Farmland’ differential rating category. This concession is in recognition of the higher values applied to properties within the townsite as opposed to land outside of the townsite. The concession be granted to the following rate assessments:

A29624

A39009

A41717

Absolute Majority 9/0

Council Decision Moved Cr Mountford, Seconded Cr Pratico

C.07/0820e That a concession be applied to each property who would receive a rate increase as a result of a greater than the average increase in valuation (as included in the annual UV property revaluation roll) to ensure the same level of rating applies to the property as in 2019/20.

Absolute Majority 9/0

Council Decision Moved Cr Moore, Seconded Cr Quinby

C.07/0820f That in the 2020/21 financial year, Council nominate due dates for the payment of rates and service charges as follows:

Payment in Full	Payment in Instalments
9 October 2020	9 October 2020
	9 December 2020
	9 February 2021
	9 April 2021

Carried 9/0

Council Decision Moved Cr Boyle, Seconded Cr Bookless

C.07/0820g Pursuant to Section 6.51 of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, and Clause 14 of the Local Government (COVID 19 Response) Order 2020, that in the 2020/21 financial year, Council adopt a penalty interest rate of 8% per annum, calculated daily, on rates and Emergency Services Levy remaining unpaid excluding eligible pensioners opting to defer the payment of their rates), after the due dates identified in Part 7 above, subject to:

- (a) Where a person/owner enters into an approved payment plan by 31 December 2020 other than the 4 instalment plan referenced in Part 9 below, where such a payment plan provides for the full payment of outstanding rates by 30 June 2021, then a lesser penalty interest rate of 5.5% is to apply.**
- (b) The interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID 19 Response) Order 2020, that has been determined by the Shire of Bridgetown-Greenbushes as suffering financial hardship as a result of the COVID-19 pandemic.**

Absolute Majority 9/0

Council Decision Moved Cr Nicholas, Seconded Cr Bookless

C.07/0820h Pursuant to Section 6.45 of the Local Government Act 1995, Regulation 67 of the Local Government (Financial Management) Regulations 1996, and Clause 13 of the Local Government (COVID 19 Response) Order 2020, that in the 2020/21 financial year, Council not impose an instalment plan administrative fee and adopt a penalty interest rate of 3% where the owner has elected to pay rates and Emergency Services Levy through the statutory 4-instalment option, subject to:

- (a) The interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID 19 Response) Order 2020, that has been determined by the Shire of Bridgetown-Greenbushes as suffering financial hardship as a result of the COVID-19 pandemic.**

Absolute Majority 9/0

Council Decision Moved Cr Johnson, Seconded Cr Wilson

C.07/0820i That Council note that pursuant to Section 6.16 of the Local Government Act 1995, it has already adopted at its 28 May 2020 meeting the Fees and Charges included in the draft 2020/21 Budget document.

Carried 9/0

Council Decision Moved Cr Bookless, Seconded Cr Moore

C.07/0820j That for the financial year ending 30 June 2021, Council transfer funds to and from the Reserve Funds, as is specified in the 2020/21 Draft Budget.

Carried 9/0

Council Decision Moved Cr Quinby, Seconded Cr Pratico

C.07/0820k That for the financial year ending 30 June 2021, Council transfer funds to and from the Trust Account, as is specified in the 2020/21 Draft Budget.

Carried 9/0

Council Decision Moved Cr Pratico, Seconded Cr Wilson

C.07/0820l That Council adopt the balanced 2020/21 Draft (Statutory) Annual Budget, including the Rate Setting Statement which indicates that \$4,672,388 in rates is to be raised, as presented.

Absolute Majority 9/0

Council Decision Moved Cr Wilson, Seconded Cr Johnson

C.07/0820m That in accordance with Policy F7 (Reporting Forecast Budget Variations Policy), for the financial year ending 30 June 2021 Council adopt a percentage of plus or minus 10% up to \$50,000 at sub-program level, and 5% over \$50,000 at sub-program level, to be used for reporting material variances of actual revenue and expenditure in the monthly reports of financial activity. The exception being that material variances of \$1,000 or less are non-reportable.

Carried 9/0

Council Decision Moved Cr Mountford, Seconded Cr Bookless

C.07/0820n That Council approves the following incentive prize for the early payment of rates in full by the due date of 9 October 2020:

- \$600 Community Cash Vouchers

Absolute Majority 9/0

ITEM NO.	C.08/0820	FILE REF.	131
SUBJECT	List of Accounts Paid in July 2020		
OFFICER	Senior Finance Officer		
DATE OF REPORT	18 August 2020		

Attachment 6 List of Accounts Paid in July 2020

OFFICER RECOMMENDATION

That Council receives the List of Accounts Paid in July 2020 as presented in Attachment 6.

Summary/Purpose

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

Background

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

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

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

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

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

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

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

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

Statutory Environment

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

Integrated Planning

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

Policy

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

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

Budget Implications

Expenditure incurred in July 2020 and presented in the list of accounts paid, has been allocated in the draft 2020/21 Budget to be adopted by Council at its Meeting on 27 August 2020.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Moore, Seconded Cr Boyle*

C.08/0820 That Council receives the List of Accounts Paid in July 2020 as presented in Attachment 6.

Carried 9/0

Development & Infrastructure

ITEM NO.	C.09/0820	FILE REF.	RD10
SUBJECT	Proposed Road Naming – Off Maranup Ford Road, Maranup		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Planning		
DATE OF REPORT	12 August 2020		

Attachment 7 Road Naming Plan (As Advertised)
Attachment 8 Public Submissions
Attachment 9 Road Naming Plan (Recommended)

OFFICER RECOMMENDATION

That Council, noting the public submissions received as per Attachment 8, and pursuant to section 26 of the Land Administration Act 1997 supports the naming of the road as Dixon Ridge and alternative name of Hedges Lane as per Attachment 9, and directs the Chief Executive Officer to seek approval from the Minister for Lands through Landgate's Geographic Names Committee.

Summary/Purpose

Shire staff initiated public advertising for the proposed naming of a partially constructed no-through road which commences at Maranup Ford Road adjacent to the Maranup Ford Bushfire Station and terminates at Lots 1 and 220. Noting the public submissions received, it is recommended that Council give support to road naming as Dixon Ridge and alternative name of Hedges Lane, and to seek formal approval from the Minister for Lands through Landgate's Geographic Names Committee.

Background

The subject road runs north-east then south-east, commencing at Maranup Ford Road adjacent to the Maranup Ford Bushfire Station. The road reserve provides frontage to Lot 12029, farmland owned by the Dixon Family, and terminates at Lots 1 and 220 being plantation lots under the control of the Department of Biodiversity, Conservation and Attractions (DBCA). The Shire maintained constructed portion is approximately 1100 metres long, with a formed track continuing for approximately 1200 metres to the end of the road reserve.

Officer Comment

Shire staff initiated the proposed road naming as Hedges Lane with an alternative name of Koetze Lane, with the advertising period closing on 30 July 2020. As background, WN Hedges was a contractor on the Donnybrook to Bridgetown railway

extension completed in 1898; and J Koetze was a mill owner and secretary of the Nelson Road Board established in 1897. Correspondence was forwarded to three landowners of surrounding properties including the DBCA, an advertisement published in the local newspaper and notices posted on the Shire's noticeboards.

One submission was received from Justine and James Dixon, owners and farmers of Lot 12029 known as Windy Ridge, plus four other nearby land parcels known as Reenmore, with James a third generation owner and farmer. Windy Ridge has been owned and farmed by the Dixon Family since 1976 and Reenmore owned and farmed by the Dixon family since 1923. The Dixon family has resided, farmed and strongly contributed to the community for over 100 years, with Nancy Patricia Dixon dedicating her life to the medical and health care serving for 28 years as the Matron at the Bridgetown Hospital.

The submitters state that the road plays a significant role in emergencies with volunteer fire brigade referring to the road as Dixon's, Windy Ridge or Dicko's road. The submitters state that the proposed names of Hedges Lane or Koetze Lane have no history relevant to the location, and instead have suggested Dixon Road or Windy Ridge Road.

Twelve pro-forma letters (some with multiple signatories) plus a petition with twenty four signatures were tabled at the Ordinary Meeting of Council on 30 June 2020. Eleven of the letters plus the petition asked Council to disregard the advice given regarding the proposed naming (Hedges Lane and Koetze Lane), and suggested Dixon Road or Windy Ridge Road. One pro-forma letter further suggested Longs Road be used to recognise the Long family who owned land at the end of the road between 1928 until the mid 1980s; or named as Brooks Road named after local soldier settlement farmer Bob Brooks who spent time as a Prisoner of War in World War II; and with a no through road sign added.

The subject road naming has not previously been presented to Council with the proposal initiated by Shire staff. Through Landgate's online query platform, the suggested road name of Dixon passed preliminary validation and can therefore be considered. The suggested road names of Windy, Ridge, Longs and Brooks all failed preliminary validation due to duplication and similarity to other roads already in the Shire district and adjoining local government districts. Furthermore, the suggested double barrel name of Windy Ridge can not even be entered for validation. As discussed in the Policy Implications, possible road types of Crest, Lane, Rise or Ridge are considered suitable for a cul-de-sac (i.e no through road) however the road type Road is not suitable.

Noting the above, it is recommended that Council support the proposed road naming as Dixon Ridge and alternative of Hedges Lane, with approval to be sought from the Minister for Lands through Landgate's Geographic Names Committee.

Statutory Environment

- Land Administration Act 1997

Under Part 2, Division 3 of the Land Administration Act 1997, section 26 states (in part):

“(2) Subject to section 26A, the Minister may by order —

- (c) *name, rename and cancel the name of any topographical feature, road or reserve.*
- (3) *An order made under subsection (2) may include such matters enabled to be effected under an order made under another provision of this Act as the Minister thinks fit.*
- (5) *A person must not –*
 - (a) *assign a name to the area or road unless the name is first approved by the Minister;*
 - (b) *alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.”*

Section 26 of the Land Administration Act therefore provides the local government power to initiate road naming through a public consultation process. Following consultation the local government can then resolve to name a road through a formal request to the Minister for Lands. The final decision therefore for any road naming rests with the Minister for Lands, upon advice from Landgate’s Geographic Names Committee.

Integrated Planning

- Strategic Community Plan 2019
 - Key Goal 3: Our built environment is maintained, protected and enhanced
 - Objective 3.3 Maintain an appropriate standard of transport networks, roads and pathways
 - Strategy 3.3.1 A well maintained local and regional transport network
 - Strategy 3.3.3 Provide and maintain a safe and efficient transport system

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

The proposed road naming was advertised for public comment and referred directly to the landowners of adjoining freehold properties, with fourteen submissions and one petition received suggesting alternative names.

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

Policy Implications

- Landgate’s Policies and Standards for Geographical Naming in Western Australia

The ‘Policies and Standards for Geographical Naming in Western Australia,’ Version 01: 2017, released by Landgate’s Geographic Names Committee (GNC), requires all road naming proposals to have strong local community support, preferred name sources including features, pioneers, war casualties and historical events and names from Aboriginal languages identified with the general area.

Genitive apostrophes (ie. Butcher's) and duplication of names or similar sounding names within the Shire or an adjoining Shire are not permitted and all naming proposals must be accompanied by an alternative name should the GNC not approve the primary request. Local government support is required, however ultimately the Minister for Lands is the final authority.

Under Section 2.2.2 of Landgate's standard requires use of an appropriate road type selected from the list in Australian Standards AS/NZS 4819:2011, with only some names suitable for a cul-de-sac (ie. no through road) within a rural context. Whilst a Road is not suitable to a cul-de-sac, the following four suitable road types can be considered in a rural context:

- Crest – Roadway running along the top or summit of a hill.
- Lane – Narrow way between walls, buildings or a narrow country or city roadway.
- Rise – Roadway going to a higher place or position.
- Ridge – Roadway along the top of a hill.

Noting the content of submissions received, it is recommended that Dixon Ridge or Hedges Lane be supported.

Budget Implications

Should Council support the naming, costs of approximately \$400 for a road name sign plus no through road drop tag would be incurred, with funds available in the current budget.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Cultural Equity – Not applicable

Risk Management

Naming of the road will improve the legibility of the local road network and therefore improve the Shire's risk profile.

Voting Requirements - Simple Majority

Council Decision Moved Cr Bookless, Seconded Cr Pratico

C.09/0820 That Council, noting the public submissions received as per Attachment 8, and pursuant to section 26 of the Land Administration Act 1997 supports the naming of the road as Dixon Ridge and alternative name of Hedges Lane as per Attachment 9, and directs the Chief Executive Officer to seek approval from the Minister for Lands through Landgate's Geographic Names Committee.

Carried 9/0

ITEM NO.	C.10/0820	FILE REF.	770.9
SUBJECT	Adoption of Bushfire Management Plan (Strategic Bushfire Hazard Level Assessment) for Shire of Bridgetown-Greenbushes Local Planning Strategy		
LOCATION	All of municipal district		
OFFICER	Manager Planning		
DATE OF REPORT	14 August 2020		

Attachment 10 Department of Fire and Emergency Services Feedback
Attachment 11 Bushfire Management Plan (Strategic Bushfire Hazard Level Assessment) for Shire of Bridgetown-Greenbushes Local Planning Strategy

OFFICER RECOMMENDATION

That Council, noting the feedback from the Department of Fire and Emergency Services, as per Attachment 10, adopts the Bushfire Management Plan (Strategic Bushfire Hazard Level Assessment) for Shire of Bridgetown-Greenbushes Local Planning Strategy, prepared by Lush Fire & Planning, as per Attachment 11.

Summary/Purpose

The Bushfire Management Plan (Strategic Bushfire Hazard Level Assessment) for the Shire of Bridgetown-Greenbushes Local Planning Strategy is presented to Council for adoption.

Background

Council in November 2012 adopted draft Local Planning Strategies to inform preparation of new Town Planning Scheme No. 5 however the Strategy was not endorsed by the Western Australian Planning Commission (WAPC) for the purpose of advertising. A key issue raised by Department of Planning, Lands and Heritage (DPLH) staff was the need to assess bushfire risk across the district in preparing the Strategy, as required under State Planning Policy 3.7 Planning in Bushfire Prone Areas and supporting Guidelines for Planning in Bushfire Prone Areas.

Due to changes in the planning framework and time delays Council in September 2017 resolved not to progress the draft Local Planning Strategy 2012 and instead directed the Chief Executive Officer to prepare a new Local Planning Strategy to inform preparation of new Local Planning Scheme No. 6. Council also noted appointment of Lush Fire & Planning to prepare a new Bushfire Hazard Level Assessment to inform preparation of the new Local Planning Strategy and Scheme.

Lush Fire & Planning has progressed the Bushfire Hazard Level (BHL) Assessment with a particular consideration on Development Investigation Areas (DIAs) or areas of potential rezoning identified in the draft Local Planning Strategy 2012. The BHL Assessment has focused on Bridgetown, as the key settlement area for the Shire, with more generalised assessments for Greenbushes, North Greenbushes, Hester and Yornup.

The objectives of the BHL Assessment are:

1. To examine those areas which were identified for development in the earlier draft of the Local Planning Strategy, to determine their suitability for development;
2. To identify areas that require a more detailed analysis before any development / subdivision occurs;

3. To identify any bushfire management issues and any spatial impact of such issues which should be considered in the preparation of a structure plan; and
4. To document how the recommendations of the BHL assessment can be implemented in relevant planning stages.

Detailed site inspections assessing existing conditions, vegetation classification and slope (at the time) were used to formulate the findings and recommendations, including assessment against the acceptable solutions Bushfire Protection Criteria from the Guidelines for Planning in Bushfire Prone Areas.

Officer Comment

The scope, findings and broad recommendations are included in the summary and body of the BHL assessment, with 46 specific recommendations for the investigation areas contained in Table 5. Importantly these recommendations are based on the acceptable solutions in the Guidelines, and a landowner may submit a performance based measure to address the issues and recommendations in the BHL report. The acceptance and approval of any alternative solutions requires detailed justification and agreement by DFES, the Western Australian Planning Commission and the Shire of Bridgetown-Greenbushes.

The April 2019 version of the draft BHL was forward to the Department of Fire and Emergency Services (DFES) and DPLH in August 2019. A response from DFES was received on 18 October 2019 (see Attachment 10) generally supporting the findings of the draft BHL and providing specific recommendations. The DFES recommendations have been further considered in finalizing the BHL and also incorporated into further preparation of the draft Local Planning Strategy. Informal feedback from DPLH was only received in April 2020 noting DFES feedback and generally supporting the findings of the BHL.

An elected member briefing was provided on 23 July 2020 by Geoffrey Lush from Lush Fire & Planning on the background and findings of the BHL Assessment, plus an update on the bushfire planning framework review and implications for the draft local planning policy. The final version of the Bushfire Management Plan (Strategic Bushfire Hazard Level Assessment) for the Shire of Bridgetown-Greenbushes Local Planning Strategy, as per Attachment 11, is now presented to Council for adoption.

Statutory Environment

- Town Planning Scheme No. 3 (Bridgetown Townsite) and Town Planning Scheme No. 4 (Balance of Shire)

Pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015, Part 10A relating to Bushfire risk management have automatically been included in both schemes as deemed provisions. The BHL will inform preparation of the Local Planning Strategy and new Local Planning Scheme No. 6 to replace both current schemes.

Integrated Planning

- Strategic Community Plan 2019
 - Key Goal 1: Our economy will be strong, diverse and resilient.
 - Objective 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 2.6 Development is sympathetic to the landscape

Strategy 2.6.1 Planning processes allow for a diverse range of land and development opportunities

Key Goal 4 - A community that is friendly and welcoming

Objective 4.5 High levels of responsiveness to emergencies and emergency recovery

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

Objective 4.6 Fire prepared communities

Strategy 4.6.1 Reduce bush fire hazards

Strategy 4.6.3 Develop policies and strategies concerning fire management on private properties

➤ Corporate Business Plan 2019-2023

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

Strategy 1.2.1 Embrace a “can do” approach to development

Action 1.2.1.1 Develop a new Local Planning Scheme

Action 1.2.1.2 Develop a policy to clarify and simplify compliance to bushfire fire guidelines for minor levels of development

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy Implications

This item relates to adoption of the Shire of Bridgetown-Greenbushes Bushfire Management Plan (Bushfire Hazard Level Assessment) having regard to content of State Planning Policy 3.7 – Planning in Bushfire Prone Areas and the associated Guidelines for Planning in Bushfire Prone Areas, as addressed in the document.

Budget Implications

Preparation of the Bushfire Hazard Level Assessment has been undertaken within the budget allocation.

Whole of Life Accounting – Not applicable

Risk Management

The Bushfire Hazard Level Assessment will inform preparation of the new Local Planning Strategy and Local Planning Scheme to effectively manage land use and development having regard to the Shire’s risk profile in terms of emergencies and natural risks such as bush fire.

Voting Requirements – Simple Majority

Council Decision *Moved Cr Wilson, Seconded Cr Pratico*

C.10/0820 *That Council, noting the feedback from the Department of Fire and Emergency Services, as per Attachment 10, adopts the Bushfire Management Plan (Strategic Bushfire Hazard Level Assessment) for Shire of Bridgetown-Greenbushes Local Planning Strategy, prepared by Lush Fire & Planning, as per Attachment 11.*

Carried 9/0

Community Services

ITEM NO.	C.11/0820	FILE REF.	
SUBJECT	Art Mural Request for Approval		
PROPONENT	Greenbushes Art Trail Committee		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	17 August 2020		

Attachment 12 Letter and Conceptual Art Design Greenbushes Art Trail Committee

OFFICER RECOMMENDATION

That Council approve the artistic concepts and proposed location (canteen/toilet block facilities at the Greenbushes Sports Ground) as requested by the Greenbushes Art Trail Committee for a new public art mural.

Summary/Purpose

The purpose of the recommendation is to present to Council the artistic concepts and requested location requested by the Greenbushes Art Trail Committee as at Attachment 12.

Background

The Greenbushes Art Trail Committee has written to the Chief Executive Officer to progress the development of the Greenbushes Art Trail through the creation of an art mural at the Greenbushes Sports Ground.

Officer Comment

The artistic concept proposed by the Greenbushes Art Trail Committee artist Ms Lynnette McFarlane relates to women's health. The Committee identify the preferred location as being visible for key users of the Sports Ground including the Pink Fun Run, travellers accessing the (current) temporary camping area and other users of the sporting facilities. This venue would align with the health message and concepts underlying the artistic endeavour.

Council's public art strategy is due for review in the 2020-2021 financial year. Shire staff are working collaboratively with Blackwood Creatives and Grow Greenbushes to ensure a collaborative approach to the review of the strategy and development of public art is undertaken. Key outcomes will allow for ongoing collaboration and development of externally funded art and enhancement of the Bridgetown Art Trail publication (developed as part of Bridgetown Sesquicentennial celebrations) to include all public art in Greenbushes.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

Objective 1.1.1 - A diverse economy that provides a range of business and employment opportunities.

Strategy 1.1.2. - Develop and implement strategic plans and actions that attract economic development

Strategy 1.1.10 - Deliver or support a range of events where a demonstrable community benefit can be shown.

Objective 4.1 A cohesive community with a strength of pride

Strategy 4.1.1 - Deliver and support a wide range of community activities, events and associated infrastructure

Strategy 4.1.2 - Deliver programs that encourage community interaction and participation.

➤ Corporate Business Plan

Action 1.1.2.3 – Improve promotion of the Shire as a tourism destination

Action 1.1.10.1 – Support festivals and events that promote local businesses and encourage community participation.

Action 4.1.1.1 – Support the development of externally funded public art

Action 4.1.2.1 – Support a community based approach to the provision of art and culture development

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans

Art murals are not listed on Council's asset management plans. Art murals are not renewed as they deteriorate with the passage of time.

➤ Workforce Plan - Nil

➤ Other Integrated Planning – Nil

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Moore

C.11/0820 That Council approve the artistic concepts and proposed location (canteen/toilet block facilities at the Greenbushes Sports Ground) as requested by the Greenbushes Art Trail Committee for a new public art mural.

Carried 9/0

ITEM NO.	C.12/0820	FILE REF.	
SUBJECT	Library Opening Hours		
PROPONENT	Council		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	17 August 2020		

Attachment 13 Survey Monkey analysis of Ranked Preferences

OFFICER RECOMMENDATION

That Council determine to resume the Thursday evening (5pm – 7pm) and Saturday morning (9am – 12pm) opening hours at the Bridgetown Library.

Summary/Purpose

The purpose seeks to determine Council's preference for resumption of Thursday evening and weekend opening hours at the Bridgetown Library.

Background

During COVID-19 restrictions the Bridgetown Library was closed to the public for a period of 72 days. As the State Government has progressively eased COVID-19 restrictions on public facilities the library has reopened to the public, with the exception of Thursday evenings and Saturday mornings. Officers have assessed average attendance rates and surveyed library patrons to determine preferred 'out of business hours' opening options to ensure service delivery aligns with patron needs.

Officer Comment

Councillors have considered the budgetary and service delivery options associated with various models of service delivery for the library at both the June and July Concept Forums. Following a two week survey period (which closed on Friday 14 August) the preference of library patrons was indicated to be a resumption of the pre COVID-19 operating hours as follows:

- Monday, Tuesday, Wednesday & Friday 10am – 5pm
- Thursday 10am – 7pm
- Saturday 9am – 12pm

Patrons were asked to prioritize 5 options as follows:

	1	2	3	4	5	TOTAL	SCORE
No change to pre COVID opening hours (Mon – Fri 10am to 5pm; Thursday evening 5pm to 7pm; Saturday 9am to 12pm)	74.32% 136	17.49% 32	4.92% 9	1.64% 3	1.64% 3	183	4.61
Monday to Friday 10am to 5pm; Saturday 9am to 12 pm	12.71% 23	54.14% 98	20.99% 38	10.50% 19	1.66% 3	181	3.66
Monday to Friday 10am to 5pm	1.13% 2	3.39% 6	19.77% 35	23.73% 42	51.98% 92	177	1.78
Monday to Friday 10am to 6pm	1.12% 2	6.15% 11	31.84% 57	53.63% 96	7.26% 13	179	2.40
Tuesday to Friday 10am to 6pm; Saturday 9am to 12 pm and CLOSED on Monday	12.78% 23	18.89% 34	22.22% 40	9.44% 17	36.67% 66	180	2.62

Attachment 13 demonstrates the full Survey Monkey ® analysis of the responses received to the online survey.

Statutory Environment

The WA Government has declared a Public Health Emergency and a State of Emergency for Western Australia as part of a suite of measures to respond to COVID-19. The officer recommendation is in alignment with the current state government regulations regarding facilities open to the public.

Integrated Planning

➤ Strategic Community Plan

Key Goal 5 – Our leadership will be Visionary, Collaborative and Accountable

Objective 5.2 - We maintain high standards of governance, accountability and transparency

Strategy 5.2.5 – Regularly review community engagement strategies

Key Goal 5 – Our leadership will be Visionary, Collaborative and Accountable

Objective 5.3 - We operate within the Integrated Planning Framework

Strategy 5.3.3 – Establish and review service levels

➤ Corporate Business Plan

Strategy 5.2.5 – Regularly review community engagement strategies

Action 5.2.5.1 – Conduct community satisfaction and feedback surveys

Strategy 5.3.3 – Establish and review service levels

Action 5.3.3.1 – Prepare or review service levels at least one service per annum

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy Implications

Council Policy A.4 Facility Opening Hours to the Public identifies the Library Opening Hours as:

(a)	<i>Monday, Tuesday, Wednesday and Friday</i>	<i>10.00am – 5.00pm</i>
	<i>Thursday</i>	<i>10.00am – 7.00pm</i>
	<i>Saturday</i>	<i>9.00am to 12 noon</i>

(b) *The Library will be closed during Christmas/New Year period and Easter including Easter Saturday.*

The WA Government has declared a Public Health Emergency and a State of Emergency for Western Australia as part of a suite of measures to respond to COVID-19 which overrode this policy. The officer recommendation is in alignment with the current state government regulations regarding facilities open to the public and the relevant Shire policy.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

Council Decision *Moved Cr Bookless, Seconded Cr Moore*

C.12/0820 *That Council determine to resume the Thursday evening (5pm – 7pm) and Saturday morning (9am – 12pm) opening hours at the Bridgetown Library.*

Carried 9/0

ITEM NO.	C.13/0820	FILE REF.	223.1
SUBJECT	Appointment of new member to the Trails Development Advisory Committee		
PROPONENT	Council		
OFFICER	Manager Community Services		
DATE OF REPORT	August 2020		

Attachment 14 Instrument of Appointment

OFFICER RECOMMENDATION

That Council endorse the appointment of Mr John Lucey as a community representative on the Trails Development Advisory Committee.

Summary/Purpose

This recommendation seeks Council's endorsement of the appointment of John Lucey as a community representative on the Trail Development Advisory Committee.

Background

In October 2019 (C.11/1019) Council endorsed the Instrument of Appointment & Delegation for the Trails Development Advisory Committee:

The Membership shall consist of:

- 4.1 A minimum of 1 Elected Member*
- 4.2 One (1) representative of the Department of Biodiversity, Conservation and Attractions*
- 4.3 Eight (8) Community Representatives*
- 4.4 A CEO appointed Shire representative shall be an ex-officio member of the Committee and will not be permitted to vote on matters considered by the Committee.*

Council also determined the elected member representatives to be Councillors Mountford and Quinby.

Officer Comment

The Trails Development Advisory Committee is a Committee which considers the development and maintenance of trails within the Shire through the implementation of the Local Trails Plan.

The Trails Development Advisory Committee is made up of community members and stakeholder representatives from a variety of trails activities, interests, disciplines and organisations. The focus for the Committee is to develop trails opportunities for local enthusiasts and to encourage visitors to the Shire through the development of trails based tourism, in alignment with the Instrument of Appointment (Attachment 14).

The maximum number of community members on the Trails Development Advisory Committee is 8, as identified in the Instrument of Appointment. The inclusion of Mr John Lucey as a community representative on the Trails Development Advisory Committee will increase the community membership from 3 to 4 and the total number of committee members to 7. These being:

- Cr Mountford
- Cr Quinby
- Mr Dave Morton (Community Member - Mountain Bike and Walk Trails)
- Mr Paul Stephens (Community Member – Walk Trails)
- Mr Nick Maxfield (Community Member – Motocross and Tourist Trails)
- Mr Andrew Sandri (DBCA Representative)
- Mr John Lucey (Community Member – Gourmet Trails – Tourism)

Nominations for the vacant positions (4) on the Trails Development Advisory Committee will be sought via advertising on the Shire Facebook Page. The officer will report to Council to request endorsement of new members as the process for nominations continues.

Statutory Environment

- Local Government Act 1998 (section 5.9)
- Equal Opportunity

Integrated Planning

- Strategic Community Plan
 - Key Goal 1 – Our economy will be strong, diverse and resilient
 - Objective 1.1 – A diverse economy that provides a range of business and employment opportunities
 - Strategy 1.1.8 – Develop trails – culinary, art, walk, mountain bike, canoe and bridle
- Corporate Business Plan – N/A
 - Action Item 1.1.8.1 – Complete the Warren Blackwood Stock Route (Trail)
 - Action Item 1.1.8.2 – Complete detailed planning and costing for the Rectory Loop Trail
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning
 - Local Trails Plan
 - Sport and Recreation Plan

Policy Implications

Policy M.20- 'Establishment of Council Committees. The principles of this policy are:

Council may establish committees under Section 5.8 (onwards) of the Local Government Act 1995 to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

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

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management

Increasing Council's understanding of community need through representation on advisory committees and ensuring a diverse committee membership mitigates risk through informed decision making processes.

Voting Requirements – Absolute Majority

Council Decision Moved Cr Mountford, Seconded Cr Johnson

C.13/0820 That Council endorse the appointment of Mr John Lucey as a community representative on the Trails Development Advisory Committee.

Absolute Majority 9/0

Receival of Minutes from Management Committees – Nil

Urgent Business Approved by Decision

ITEM NO.	C.14/0820	FILE REF.	
SUBJECT	Appointment of Deputy Chief Bush Fire Control Officer		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 August 2020		

Reason for Urgent Business: With the commencement of Mr Lyndon Pearce as CESM his appointment as a Deputy Chief Bush Fire Control Officer should occur.

OFFICER RECOMMENDATION

That Council accept Item C.14/0820 as urgent business.

OFFICER RECOMMENDATION

That Council appoints the Community Emergency Services Manager, Mr Lyndon Pearce as a Deputy Chief Bush Fire Control Officer for a 2 year period.

Summary/Purpose

For Council to appoint the new Community Emergency Services Manager as a Deputy Chief Bush Fire Control Officer.

Background

At its June 2020 meeting Council appointed Mr Greg Kennedy as Chief Bush Fire Control Officer and Mr Chris Doherty as Deputy Chief Bush Fire Control Officer, both for 2 year periods. Historically the staff member in the position of Community Emergency Services Manager (CESM) is also appointed as a Deputy Chief Bush Fire Control Officer but at the time of the June 2020 Council meeting the position was vacant and recruitment was occurring. Mr Lyndon Pearce was subsequently appointed to the position of CESM and accordingly Council is requested to endorse his appointment as a Deputy Chief Bush Fire Control Officer.

Officer Comment

Mr Pearce has previously been a Deputy Chief Bush Fire Control Officer for the Shire of Bridgetown-Greenbushes in his previous capacity as a bush fire brigade Fire Control Officer.

Statutory Environment

38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

Integrated Planning

- Strategic Community Plan
 - Key Goal 4 - A community that is friendly and welcoming
 - Objective 4.6 - Fire prepared communities
 - Strategy 4.6.4 - Bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements
 - Key Goal 5 – our leadership will be visionary, collaborative and accountable
 - Objective 5.2 – we maintain high standards of governance, accountability and transparency
 - Strategy 5.2.8 – ensure all legislative responsibilities and requirements are met
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil.

Budget Implications

Costs of advertising the appointment can be accommodated within current budget.

Risk Management

Council is responsible for all fires outside of the Gazetted Fire District. Mr Pearce has the experience and skills to undertake the duties and responsibilities of the Deputy Chief Bush Fire Control Officer position.

Voting Requirements – Simple Majority

Council Decision Moved Cr Wilson, Seconded Cr Pratico

C.14/0820 That Council accept Item C.14/0820 as urgent business.

Carried 9/0

Council Decision Moved Cr Johnson, Seconded Cr Moore

C.14/0820a That Council appoints the Community Emergency Services Manager, Mr Lyndon Pearce as a Deputy Chief Bush Fire Control Officer for a 2 year period.

Carried 9/0

Cr Boyle declared an Impartiality Interest in Item C.15/0820 as she is a member of the Bridgetown Environment Society. Cr Boyle stated that As a consequence, there may be a perception that her impartiality on the matter may be affected and declared that she would consider this matter on its merits and vote accordingly.

ITEM NO.	C.15/0820	FILE REF.	
SUBJECT	Revised Design for the Old Rectory Pathway Upgrade		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	26 August 2020		

Attachment 15 - Revised design plans for the Old Rectory Pathway Upgrade

Reason for Urgent Business: After discussions at the August Concept Forum on 13.8.20 revisions to the design plans for the Old Rectory Pathway component for the Foreshore Park Project were investigated with modified plans only being received back on 25.8.20. Endorsement of the modified plans is required as soon as possible to ensure the project is "shovel ready".

OFFICER RECOMMENDATION

That Council accept Item C.15/0820 as urgent business.

OFFICER RECOMMENDATION

- 1. That Council endorse the revised design plans for the Old Rectory Pathway Upgrade as shown in Attachment 15.*
- 2. That Council authorise the Chief Executive Officer to approve (when received) the design plans for the River Walk Trail Upgrade and car park/access road components of the Foreshore Park Project as both components are predominantly renewal of existing infrastructure.*

Summary/Purpose

To consider revised design plans for the Old Rectory Pathway Upgrade.

Background

Council, at its June 2020 meeting resolved:

C.13/0620 That Council

- 1. Endorse the certified detailed designs and costings for the Blackwood River Foreshore Development Project – 'Pedestrian Bridge' Trail (Attachment 14).*
- 2. Endorse the concept design and preliminary cost estimates for the car park and road access (Attachment 15).*
- 3. Endorse the concept design and preliminary cost estimates of the River Walk Upgrade (Attachment 16).*
- 4. Increase the expenditure in the Blackwood River Foreshore account (PJ15) from \$16,250 to \$33,250 by transferring \$17,000 from the Strategic Projects Reserve to cover the costs associated with the detailed design, costings and certification of the River Walk and Pedestrian Bridge Trail Car Park and Road Access.*

Notwithstanding Council's endorsement of the design plans for the project there was some discussion of the project at the Council Concept Forum held on 13 August 2020. Specifically these discussions centred on the possibility of reviewing the design of the proposed swales around the Old Rectory Pathway (existing alignment and proposed extension) so that swales are only required for protection of the pathway and not for drainage of adjacent 'wetland' areas.

Subsequent to the August Concept Forum Shire staff liaised with the engineers and landscape architects engaged by the Shire to prepare design drawings for the project. The instructions provided to the consultants was that the pathway needs to be universally accessible for as long a period as possible noting that flooding of the area can occur periodically. There are sections of the walk that remain dry for the majority of the year and small sections that remain wet for an extended part of the winter. Ensuring the structural integrity of the pathway is the key priority but it was agreed that a balance needs to be achieved between the structural engineering of the pathway and the conservation of the surrounding area.

The design endorsed by Council in June 2020 uses culverts and swales as a means of reducing flood waters and protecting the base of the path. Subsequent to the Concept Forum discussions occurred on the possibility of using bridges/boardwalks as an alternative to culverts for crossing of key drainage lines. An example of the boardwalk used at the Schwenkes Dam (Greenbushes) restoration project was raised for consideration and was provided to the engineers and landscape architects for assessment. That assessment was undertaken and a determination made that this alternative design was practical and would provide greater protection to the pathway than the originally proposed culverts as higher levels of water would be accommodated.

Revised design plans for the Old Rectory Pathway Upgrade have been prepared (refer Attachment 15) and incorporate the following changes:

1. The rock pitched swales are now reduced to just that area where any flood waters drain out under what is now two bridge/boardwalk crossings. The removal of the full extent of the swales may mean some localised flooding may occur but the majority of any floodwaters should find their way out via the two new bridge crossings. The concentrated flows in these areas have the potential to erode the banks so this has been mitigated by the inclusion of rock pitching.
2. The specifications for the bridge crossings are similar to the Schwenkes Dam Boardwalk being fibre reinforced plastic decking and substructure mounted on timber posts. Handrails will be installed each side due to 1,700mm fall height.

Officer Comment

The proposed modifications to the path design address some environmental concerns raised about drainage of wet areas whilst still ensuring protection of the structural integrity of the pathway occurs.

The removal of non-essential swales and replacement of culverts with bridge crossings will result in savings of approximately \$33,500. These savings will be added to the contingency allocation for the overall Foreshore Park Project.

Revocation of Resolution C.13/0620 isn't required as the design plans for the Old Rectory Pathway was only one element addressed in that resolution and changes to the other elements aren't proposed.

Assuming Council endorses the officer recommendation the overall Foreshore Park project will be 'shovel ready'. Design drawings for the River Walk Trail Upgrade and car park/access road are recommended to be approved at the operational level as both components are predominantly renewal of existing infrastructure.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

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

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

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

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

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

Strategy 2.1.4: Consider opportunities for greater recreational and commercial use of the Blackwood River.

➤ Corporate Business Plan

Action 1.1.8.2: Complete detailed planning and costing for the Old Rectory Loop Trail.

Action 2.1.4.1: Prepare a development concept plan for River Park and surrounds.

Action 2.1.4.2: Redesign and reconstruct the river boardwalk.

➤ Long Term Financial Plan

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

➤ Asset Management Plans

As the infrastructure involved in the Project will be constructed on Shire managed land this infrastructure will be included in Council's Asset Management and Building Maintenance Plans on completion of the construction stage of the project.

➤ Workforce Plan

The design stages of project planning include an assessment of the maintenance requirements to identify the whole of life cycle costings associated with infrastructure maintenance and the required workforce implications.

➤ Other Integrated Planning

- Local Trails Plan
- Sport and Recreation Plan

Policy Implications

Policy F.23 – ‘Asset Management – Project Management Framework’. The principles of this policy are:

- *Council has a responsibility to ensure that their existing assets are maintained, renewed and/or upgraded to maximise the functionality and therefore capacity and usage during the asset's useful life. If identified through the Community Strategic Planning process that the provision of a new asset is desirable, Council must evaluate each project proposal to ensure, that if approved, it will not adversely affect Council's overall financial sustainability.*
- *No new capital works projects are commenced until such time as Council has undertaken appropriate due diligence assessments of each new capital works proposal to ensure that:*
 - *the proposed project is included in the Strategic Community, Corporate and Long Term Financial plans;*
 - *An independent Whole-of-Life Cost Benefit Analysis has been prepared that determines the affordability of the project and the extent of any ongoing operational cost/subsidy;*
 - *The extent of any ongoing subsidy is accepted by Council;*
 - *Each proposal has been evaluated against other competing projects to determine the priority of each proposed project;*
 - *Any costs have been scrutinised by a quantity surveyor's assessment.*

Any proposed new asset not currently contained within Council's Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan be deferred until a review of the Corporate Business Plan is undertaken to ensure the proposal has been prioritised against other infrastructure works previously contained within these

Budget Implications

The removal of non-essential swales and replacement of culverts with bridge crossings will result in savings of approximately \$33,500. These savings will be added to the contingency allocation for the overall Foreshore Park Project.

Whole of Life Accounting

The design stages of project planning include an assessment of the maintenance requirements to identify the whole of life cycle costings associated with infrastructure maintenance and the required workforce implications.

Risk Management

The recommendations mitigate Council's exposure to risk through a comprehensive planning process for infrastructure developments and reducing Council's financial commitment to maintain capital projects in the future.

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seocnded Cr Bookless

C.15/0820 That Council accept Item C.15/0820 as urgent business.

Carried 9/0

Moved Cr Bookless, Seconded Cr Pratico

1. That Council endorse the revised design plans for the Old Rectory Pathway Upgrade as shown in Attachment 15.
2. That Council authorise the Chief Executive Officer to approve (when received) the design plans for the River Walk Trail Upgrade and car park/access road components of the Foreshore Park Project as both components are predominantly renewal of existing infrastructure.

Amendment Moved Cr Bookless, Seconded Cr Pratico

Amend part one to read: "That Council endorse the newly revised design plans for the Old Rectory Pathway Upgrade as shown in Attachment 16 (to replace plans as at Attachment 15)."

Carried 9/0

The Amended Motion becomes the Substantive Motion – the Motion was Put Council Decision Moved Cr Bookless, Seconded Cr Pratico

C.15/0820a

1. *That Council endorse the newly revised design plans for the Old Rectory Pathway Upgrade as shown in Attachment 16 (to replace plans as at Attachment 15).*
2. *That Council authorise the Chief Executive Officer to approve (when received) the design plans for the River Walk Trail Upgrade and car park/access road components of the Foreshore Park Project as both components are predominantly renewal of existing infrastructure.*

Carried 9/0

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items) - Nil

Closure

The Presiding Member closed the Meeting at 6.25pm

List of Attachments

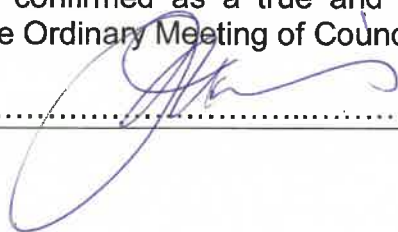
Attachment	Item No.	Details
1	C.03/0820	Draft Licence to Occupy
2	C.03/0820	Plan of Licence to Occupy Area
3	C.05/0820	Location Plan
4	C.06/0820	Rolling Action Sheet
5	C.07/0820	Draft 2020/21 Budget (see separate attachment)
6	C.08/0820	List of Accounts Paid in July 2020
7	C.09/0820	Road Naming Plan (As Advertised)
8	C.09/0820	Public Submissions
9	C.09/0820	Road Naming Plan (Recommended)
10	C.10/0820	Department of Fire and Emergency Services Feedback
11	C.10/0820	Bushfire Management Plan (Strategic Bushfire Hazard Level Assessment) for Shire of Bridgetown-Greenbushes Local Planning Strategy
12	C.11/0820	Letter and Conceptual Art Design Greenbushes Art Trail Committee
13	C.12/0820	Survey Monkey Analysis of Ranked Preferences
14	C.13/0820	Instrument of Appointment
15	C.15/0820	Revised design plans for the Old Rectory Pathway Upgrade
16	C.15/0820	Re-Revised design plans for the Old Rectory Pathway Upgrade

Agenda Papers checked and authorised
by T Clynch, CEO



1.9.20

As Presiding Member, I certify that the Minutes of the Council Meeting held 27 August were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 24 September 2020.



..... 24 September 2020