



***ANNUAL REPORT &
ANNUAL FINANCIAL REPORT
For the Year Ending 30 June 2019***

Our Vision

'A beautiful place to live'

Working together with the community to achieve our shared objectives

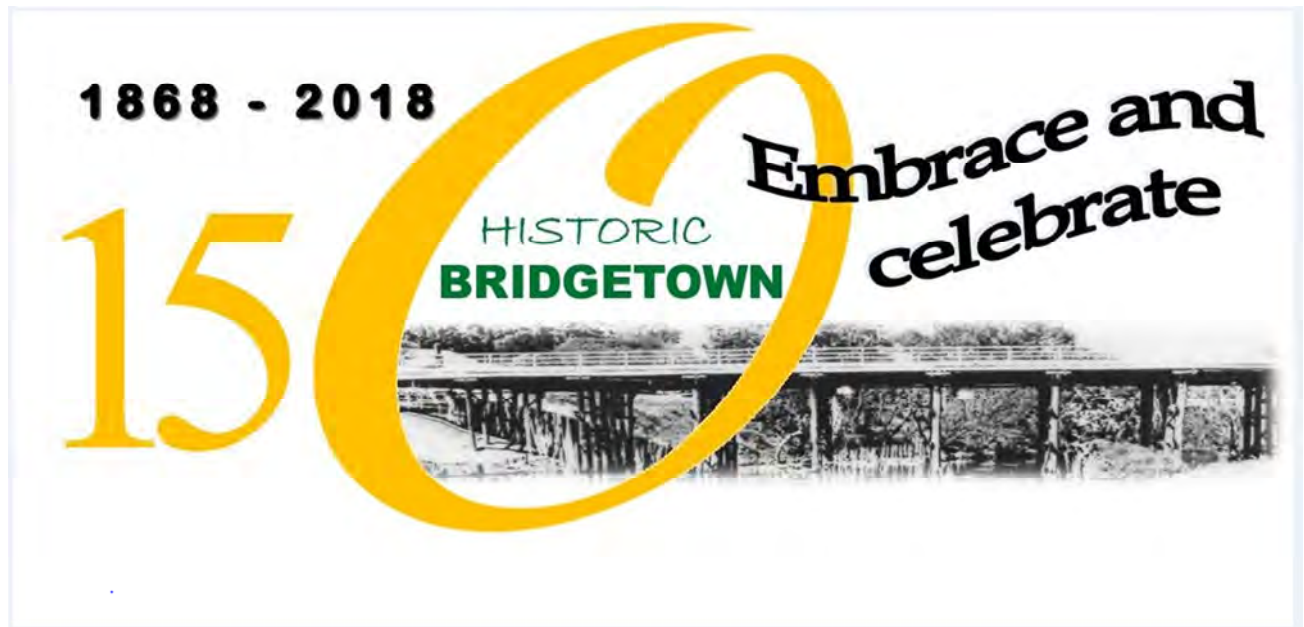


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Part 1 - OVERVIEW

Information about this Report

Council is required under Section 5.53 of the *Local Government Act 1995* (as amended) to prepare an annual report containing information on the following:

- Report from the President;
- Report from the CEO;
- An overview of the Plan for the Future of the district including major initiatives that are proposed to commence or to continue in the next financial year;
- The Financial Report for the financial year;
- Such information as may be prescribed in relation to the payments made to employees;
- A matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*
- Details of entries made under Section 5.121 of the Local Government Act during the financial year in the register of complaints (concerning complaints to the Local Government Standards Panel), including:
 - the number of complaints recorded in the register of complaints;
 - how the recorded complaints were dealt with; and
 - any other details that the regulations may require.
- The Auditors Report for the financial year; and
- Such other information as may be prescribed

Council will strive to provide reports that are characterised by openness and willingness to provide comprehensive information.

Our Shire

The Shire of Bridgetown-Greenbushes is situated in the south west of Western Australia, approximately 270 kms from Perth.

The Shire includes the townsites of:

- Bridgetown
- Greenbushes
- North Greenbushes
- Hester
- Yornup

Within the Shire are the following localities:

- Catterick
- Winnejup
- Maranup Ford
- Hester Brook
- Kangaroo Gully
- Wandillup
- Glennlynn
- Sunnyside
- Kingston
- Yornup

The Shire is bordered by:

- Shire of Donnybrook-Balingup to the north
- Shire of Boyup Brook to the east
- Shire of Manjimup to the south
- Shire of Nannup to the west

The Blackwood River and its associated valley is a significant landscape feature which traverses the width of the Shire. The other river within the Shire is the Donnelly and portions of the south-east portion of the Shire are within the Warren River catchment.

Approximately 45% of the land area of the Shire is under the control of the Crown and is classified into a variety of reserves, being either State Forest, Conservation Area, vacant crown land, vested reserves and unvested reserve land.

The Shire has a Mediterranean type climate with high rainfall of an average 840mm per year. Greenbushes receives over 100mm more annual rainfall with its annual average being 950mm.

The Shire of Bridgetown-Greenbushes Administration Office is located at
1 Steere Street Bridgetown
(PO Box 271, Bridgetown 6255)

Phone: 97610 800

Fax: 97612 023

Email: btshire@bridgetown.wa.gov.au

Website: www.bridgetown.wa.gov.au

Our Council and Organisational Structure

Elected Members

In 2018/19 the Council consisted of:

North Ward

Cr Tony Pratico (*President*)

Cr Pat Scallan

South Ward

Cr Julia Boyle

Cr John Bookless

Cr Doreen Mackman

Cr Joann Moore

Cr John Nicholas

Cr Chris Wallace (*resigned 22.1.19*)

Cr Alan Wilson (*Deputy President*)

At its February 2019 meeting Council resolved to note the resignation of Cr Wallace and sought (and ultimately received) approval from the Electoral Commissioner to allow the vacancy to remain unfilled until the Ordinary Election day scheduled for Saturday, 19 October 2019.

Councillor Attendance at Meetings – July 2018 to June 2019

Councillor	No. of Council Meetings During Term	No. Attended	No. of Concept Forum Meetings During Term	No. Attended	No. of Electors Meetings During Term	No. Attended
John Bookless	14	14	8	7	1	1
Julia Boyle	14	14	8	8	1	1
Doreen Mackman	14	13	8	8	1	1
Joann Moore	14	12	8	7	1	1
John Nicholas	14	13	8	7	1	1
Tony Pratico	14	14	8	8	1	1
Pat Scallan	14	14	8	6	1	0
Chris Wallace	8	4	3	2	0	0
Alan Wilson	14	12	8	8	1	1

Council Meetings

Ordinary meetings of Council are held on the last Thursday in each month (excepting December when held earlier in month due to Christmas), commencing at 5.30pm. Council encourages its ratepayers and residents to attend Council meetings and to participate in the Public Question Time segment held at the commencement of each meeting.

Council Concept Forums

Council Concept Forums are typically held on the 2nd Thursday each month excluding the months of January and December each year and the month of October every 2nd year, coinciding with ordinary local government elections.

Council Concept Forums involve councillors and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are sometime away from being presented to Council for decision. In discussing such issues, staff look for guidance from the elected members as they research the matter and draft the report. Councillors and staff are

also looking to present ideas and concepts for future consideration. Examples of the type of issues concept forums may cover include –

- Discussion on current matters of a local or regional significance;
- Discussion on matters relating to the future development of the local government;
- Discussion on significant revenue-raising requirements or expenditure needs;
- Development of internal strategic, planning, management and financial documents, including the annual budget;
- Discussion on governance processes and effectiveness;
- The brainstorming of ideas;
- Policy development and direction (but not adoption); and
- Breaking down of complex issues scheduled to come before Council in the medium to longer term

Committees

A local government may establish Committees pursuant to Section 5.8 of the Local Government Act 1995 to directly assist the Council in a function, project or issue(s).

In 2018/19 ten (10) Advisory Committees functioned, these being:

Access & Inclusion Advisory Committee

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

In 2018/19 councillor delegates to this Committee were Cr Mackman and Cr Wilson.

Audit Committee

1. To provide guidance and assistance to the local government -
 - a) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
 - b) as to the development of a process to be used to select and appoint a person to be an auditor;
 - c) as to matters to be audited and the scope of audits; and
 - d) as to its function under Part 6 – *Financial Management* of the Act.
2. To review a report given to it by the CEO under regulation 17(3) *CEO to review certain systems and procedures*, and to –
 - a) report to Council the results of that review; and
 - b) give a copy of the CEO's report to Council.

3. Review the annual Compliance Audit Return and report to the Council the results of that review.
4. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the Council the results of those reviews.

In 2018/19 councillor delegates to this Committee were Cr Bookless, Cr Moore, Cr Pratico and Cr Scallan.

Bush Fire Advisory Committee

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

In 2018/19 councillor delegates to this Committee were Cr Pratico and Cr Wallace noting that Cr Wallace ended his term as councillor in January 2019.

CEO Performance Review Committee

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

In 2018/19 councillor delegates to this Committee were Cr Mackman, Cr Moore and Cr Nicholas.

Emergency Planning & Preparedness Advisory Committee

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

In 2018/19 councillor delegates to this Committee were Cr Bookless, Cr Boyle and Cr Pratico.

Local Emergency Management Committee (LEMC)

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

In 2018/19 councillor delegates to this Committee were Cr Pratico, Cr Wallace and Cr Wilson noting that Cr Wallace ended his term as councillor in January 2019.

Roadwise Advisory Committee

1. Raise public awareness of road safety within the Shire.
2. Hosting of annual events such as 'Blessing of the Roads'; 'Mystery Tour of Life'; and 'Cop-it-Sweet Project'.

In 2018/19 councillor delegates to this Committee were Cr Nicholas and Cr Pratico.

Sustainability Advisory Committee

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.

In 2018/19 councillor delegates to this Committee were Cr Boyle and Cr Mackman.

Trails Development Advisory Committee

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

In 2018/19 councillor delegates to this Committee were Cr Scallan and Cr Wallace.

Youth Services Advisory Committee

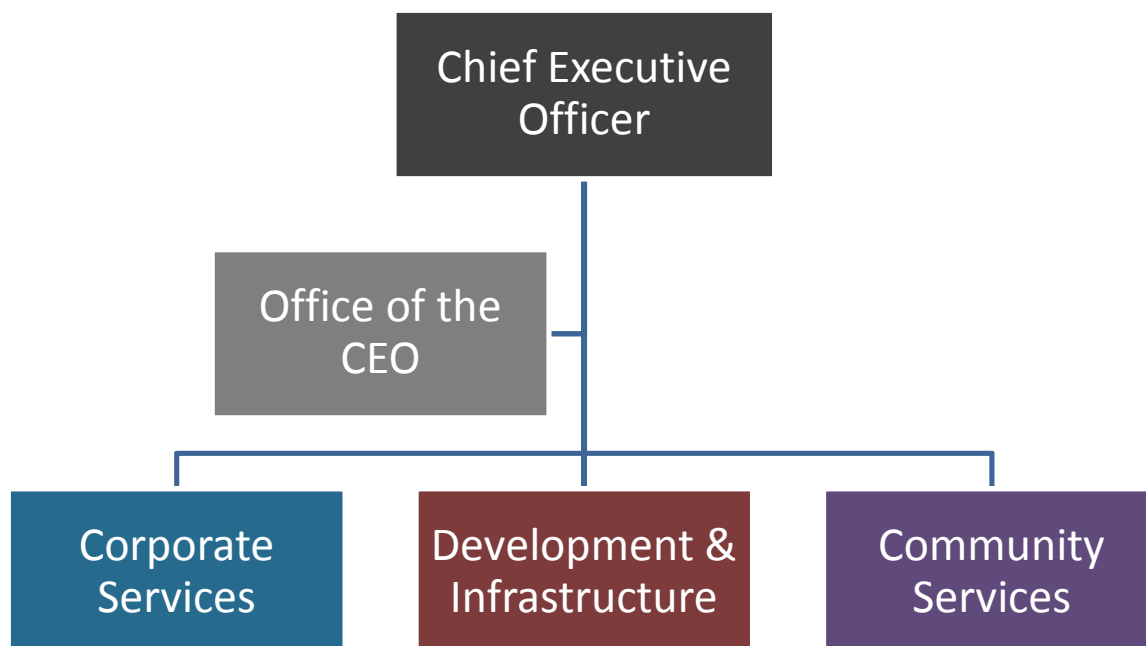
1. To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Youth Plan.
2. To formally report to Council annually on the implementation of the Youth Plan.

3. To recommend to Council any changes to the priorities identified in the Youth Plan either as part of the annual review process, or if necessary at other times of the year.

In 2018/19 councillor delegates to this Committee were Cr Bookless and Cr Pratico.

Organisational Structure

The organisation structure for the Shire of Bridgetown-Greenbushes consists of four Departments or Divisions as illustrated below:



Under the current structure the staff in the 'Office of the CEO' report directly to the CEO. All other departments report to an Executive Manager, being:

- Executive Manager Corporate Services – Michelle Larkworthy
- Executive Manager Development & Infrastructure – Gilbert Arlandoo
- Executive Manager Community Services – Elizabeth Denniss

On the following page is a list of the functions/services which each Department is responsible for:

CEO's Office

Governance
Councillor Liaison
Agendas/Minutes
Strategic Planning
Human Resources
Occupational Health and Safety
Website
Citizenship
Local Government Elections
Local Government Compliance
Local Laws
Cemetery Records & Administration
Land Disposition
Economic Development
Ranger & Regulatory Services

Corporate Services

Administration
Annual Budgets
Annual Financial Reports
Corporate Business Plan
Long Term Financial Plan
Asset Management
Debtors/Creditors
Insurance
Rates
Payroll
Records Management
Customer Services
Police Licensing
Information Technology (IT)
Shire Building Maintenance
Cleaning of Shire Facilities

Development & Infrastructure

Engineering
Roads (Maintenance and Construction)
Crossovers and Bridges
Parks, Gardens and Reserves, Footpaths and Walk Trails
Street Trees Maintenance
Traffic Control
Weed Management
Parking Facilities
Cemetery Maintenance
Waste Management
Plant and Machinery
Traffic Counts
Heavy Haulage Approvals
Planning & Development Approvals
Town Planning Schemes and Amendments
Subdivisions
Road Names
Heritage
Building Approvals
Environmental Health
Swimming Pool Approvals & Inspections

Community Services

Community Development
Service Agreements & Community Grants
Seniors Issues
Youth Issues
Access & Inclusion
Arts & Culture
Library
Integrated Leisure Centre
Visitors Centre/Tourism
Trails Development

PRESIDENT'S REPORT

I am pleased to present this annual report to the community, reflecting what has been a challenging yet productive year for your Council.

The Chief Executive Officer has also prepared a report in this Annual Report in which he has summarised a number of the main issues addressed by Council in 2018/19.

I don't intend to repeat that process but will touch on a few of the major issues that occurred during the year.

Bridgetown 150 Year Anniversary Celebrations

Bridgetown was settled in 1868, specifically 4 June 1868, meaning that the 150 year anniversary of settlement occurred on 4 June 2018.

Rather than celebrate the anniversary with a single event in June it was decided to celebrate our sesquicentenary with a series of events throughout 2018.

In 2017 a 'Bridgetown Sesquicentennial Working Group' was established to develop a calendar of events for 2018. I was privileged to be a member of this group and would like to publicly thank the other members of the working group for putting together a fantastic program of events in 2018. Those members were Tessa Dittrich, Adrian Elder, Pip Mills, Harold Thomas, Jenny Wright, Cr Julia Boyle and Cr Alan Wilson. Shire staff also assisted the group, in particular Glen Norris and Elizabeth Denniss.

Between July and the end of 2018 the celebrations continued with a 'Cavalcade of Transport held in Bridgetown in October. This was a fantastic experience for both the participants and the spectators and showcased the various types of transport that Bridgetown had seen in the previous 150 years.

With the assistance of Nick Petroff and his Blues at Bridgetown team we were able to re-show the digital slide show on the Saturday evening of the festival. Due to the poor weather we experienced at the initial show in June 2018 many local residents had been unable to attend so re-showing it ensured that more people were able to see a display that highlighted our long and diverse history in Bridgetown.

Finally we were able to wrap up our year of celebrations with a concert and movie in Memorial Park on New Year's Eve. Feedback from this last event was so good there have been calls to make it an annual event and hopefully we can make this happen.

Establishment of the Southern Forests Blackwood Valley Tourism Association

In his report the CEO has commented on the progress during 2018/19 of the investigations into the establishment of a Local Tourism Organisation (LTO) for the area comprising the Shires of Bridgetown-Greenbushes, Manjimup and Nannup.

Investigations into the establishment of a LTO was initiated by the Warren Blackwood Alliance of Councils after receiving direction from representatives of the tourism industry attending a regional tourism forum held in Manjimup a number of years ago. In 2017/18 the Alliance established a Steering Group to develop the

structure and model of the proposed LTO and from this a significant consultative program was undertaken with the community as well as specifically with the tourism sector. In 2018/19 the formal name of the LTO was established as the Southern Forests Blackwood Valley Tourism Association (SFBVTA) and the initial Board established with our local representatives being Ms Anita Iuretigh and Mr Geoff Herbert. The Shire's CEO was also nominated by the Warren Blackwood Alliance of Councils to be the local government officer delegate to the Board.

There are some significant challenges ahead for the SFBVTA but my discussions with members of the tourism industry have indicated there is much goodwill and hope that having a sub-regional organisation focusing on marketing and promotion of our area will grow our tourism product and have significant economic benefits to our tourism and commercial sectors.

Visitor Centre Review

Following the decision to establish the SFBVTA Council instigated a review of local visitor servicing, specifically how best should the visitor centre be managed and from what location. For example we need to make sure the visitor centre doesn't duplicate things that will be done by the SFBVTA.

The Council is aware that the review has caused concerns to some in our community but feel that with the commencement of the SFBVTA, the amount of Shire funding to the SFBVTA, changing trends in visitor expectations and requirements and the declining financial performance of the visitor centre that the need for the review is real and timely. Council commenced consultation on this issue in March 2019 and this has extended into 2019/20.

Warren Blackwood Stock Route

I was pleased to be able to attend the official opening of the Warren Blackwood Stock Route in Bridgetown on 5 February 2019. This project, being a 320 km long bridle trail featuring 7 campsites with horse yards, was initiated by the Shire of Bridgetown-Greenbushes but created as a regional project involving the Shires of Manjimup and Nannup. Hopefully in the near future the trail can be extended westward to Augusta.

The trail is a great recognition of the pioneer farming families that drove cattle from inland areas to the south coast during summer. Interpretative information will be provided at each campsite to promote this unique part of our history.

I would like to recognise and commend the role that our own Shire employee Megan Richards played in project managing the planning and construction of the Warren Blackwood Stock Route. This project is a great example of multiple Shires working together to develop a project that has benefit across the region.

Talison Lithium Expansion Project

The Talison Lithium expansion project is likely to see a doubling of their permanent workforce numbers from around 500 to approximately 1,000 workers. Currently 88% of Talison's operations staff resides within a 30 minute drive of the mine. Therefore their operations workforce is predominantly residing within a circle from Donnybrook in the north, Boyup Brook in the east, Manjimup in the south and Nannup in the west.

Approximately 61% of these staff currently resides in the Shire of Bridgetown-Greenbushes (38% in Bridgetown and surrounds and 23% in Greenbushes/North

Greenbushes). If these ratios were to continue there would be significant local population growth.

Your Council welcomes the opportunities that such population growth would provide, particularly in relation to the retention of essential services such as health and education. But we are also aware that we may need to implement some improvements to community infrastructure as parks, youth facilities, car parking, etc. to ensure that the extra population can be catered for. In 2019/20 we do intend to engage with the State Government on how we can make this happen.

Conclusion

I would like to thank my fellow councillors for their work in 2018/19. Thanks must also go to our Chief Executive Officer, Mr Tim Clynch, his executive team and all the staff that are employed at the Shire.

TONY PRATICO
SHIRE PRESIDENT



Note on 21 October 2019 Cr John Nicholas was elected to the position of Shire President however the President's Report for 2018/19 has been compiled by Cr Pratico as he was the Shire President for that period.

CHIEF EXECUTIVE OFFICER'S REPORT

Note this report is limited to reporting during the period from 1 July 2018 to 30 June 2019.

During 2018/19 the following meetings of Council were held:

- 12 Ordinary Council meetings;
- 2 Special Council Meetings;
- 10 Council Concept Forums; and
- 1 Annual General Meeting of Electors.

In addition to these meetings councillors and staff also attended a number of workshops and meetings, both locally and regionally throughout the year.

Concept Forums involve councillors and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are sometime away from being presented to Council for decision.

There were a number of issues and projects that occurred during 2018/19 and these are commented on below:

➤ **Risk Management**

The early identification of risks, threats and opportunities is a key role for the CEO and his staff and one that Council, via its Audit Committee, maintains an overseeing role.

An organisational risk management framework has been developed including an organisational risk register, risk management policy which includes risk assessment and acceptance criteria. All organisational risks are assessed and reported at a corporate level according to the adopted assessment and acceptance criteria to allow consistency and informed decision making. The risk register addresses risks in the following areas:

- Asset Sustainability Practices
- Business & Community Disruption
- External Theft & Fraud
- Management of Facilities, Venues and Events
- Failure to Fulfil Compliance Requirements
- Document Management Processes
- IT & Communications Systems and Infrastructure
- Misconduct
- Employment Practices
- Engagement Practices
- Environment Management
- Errors, Omissions & Delays
- Project Management
- Safety and Security Practices
- Supplier/Contract Management

The risk register identifies under each of the above areas current issues (potential risks) and actions to treat or mitigate those risks together with a timetable for implementation. The risk register is updated and reported to the Audit Committee which meets quarterly.

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the CEO to review every three years the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance. A review was last undertaken in 2016/17 and this found that Council's risk management, internal controls and legislative compliance systems and procedures were appropriate and effectively maintain significant controls. There were however a number of recommendations/improvements still made and many of these were worked on and resolved during 2018/19.

In June 2019 a review of the organization's financial systems and procedures was undertaken as an internal process by the Executive Leadership Team and presented to Council via the Audit Committee. The overall findings of the review were consistent with recent audit reports which found that adequate controls and procedures are embedded within the organisation and maintained to a high standard. The review found that the financial systems are appropriate and maintain significant controls for the correct financial management of the organisation. A number of minor items were raised as recommendations for improvement, and these will be addressed in 2019/20 as a matter of priority.

In December 2017 Council adopted a 'Ratio Improvement Action Plan' that comprised the following:

- A full review of Council's asset depreciation expenditure is undertaken. Specifically, a review of each individual Council asset (at component level) of its condition, useful life, remaining useful life and residual value.
- An assessment as to whether the Shire is revenue short or expenditure long by undertaking a comparison of neighbouring and similar sized Shires in relation to the level of own source revenue (i.e. rates, fees and charges) compared to expenditure.
- Development of a policy to guide future Council decisions in relation to the allocation of funds to renewal works versus upgrade works.
- That various scenarios are modelled during the next review of Council's Long Term Financial Plan in relation to achieving minimum ratio benchmarks.

Items contained in the above plan are being progressed over several years Council and its Auditor acknowledging that improving the Operating Surplus Ratio to meet the Department's benchmark is unlikely in the short term to medium term but Council should demonstrate improvement towards achieving the benchmark through its integrated planning processes. Progressive reporting on the Ratio Improvement Action Plan occurs to the Audit Committee.

The Shire's Occupational Health & Safety Committee meets on a regular basis consistent with legislation. The Shire participates in a regional occupational safety and health program which provides for specialist input into our safety processes.

In February 2019 the Shire of Bridgetown-Greenbushes was awarded a Tier 2 Diligence in Safety Award by Local Government Insurance Services. The award recognized the organization's commitment to improving workplace safety.

➤ **Policy Review/Development**

The annual review of policies was presented to the November 2018 meeting of the Standing Committee. This resulted in 12 policies being amended.

Separate to the annual policy review the following policies were either prepared or reviewed in 2018/19:

- Election Caretaker Period
- Light Fleet Vehicle Purchasing
- Community Engagement/Consultation
- Project Management Framework
- Shire Community Grants, Service Agreements, Donations and ..Contributions
- Asset Management – Project Management Framework
- Organisational Structure

➤ **Bridgetown Sesquicentenary (150 Year Anniversary)**



Although settlement by a small number of land owners occurred in the 1850's and early 1860's the town of Bridgetown (originally Geegelup) was settled in 1868, specifically 4 June 1868. This means the 150 year anniversary of settlement occurred on 4 June 2018.

Rather than simply focusing on a single event close to 4 June the intent was to celebrate the anniversary throughout 2018 culminating with an event on 31 December 2018.

Council commenced planning for the 150 year celebrations in 2016/17 by establishing a Bridgetown Sesquicentennial Working Group to develop a calendar of events for 2018.

The members of the working group were:

Tessa Dittrich (representing BGBTA)
Adrian Elder
Pip Mills
Harold Thomas (representing Bridgetown Historical Society)
Jenny Wright
Cr Julia Boyle
Cr Tony Pratico
Cr Alan Wilson
Elizabeth Denniss, Executive Manager Community Services

As at 1 July 2018 the Working Group was reviewing the Bridgetown Sesquicentenary Community Celebration held on 9 June 2018. Wet weather did interfere with much of the celebrations on 9 June, particularly the historical laser light show shown on the outside of the Shire administration building. Investigations were occurring on whether a 2nd viewing of the slide show could occur.

On Saturday, 6 October 2019 a 'Cavalcade of Transport' was held in Bridgetown showcasing modes of transport covering the past 150 years in a parade up Hampton Street to end at Bridgetown Showgrounds. The parade was led by the 10th Light Horse Enactment Group then following came vintage cars, tractors, motor bikes, emergency service vehicles, heavy haulage vehicles and even a caravan and boat.



Photographs from 'Cavalcade of Transport, 6 October 2019

On the Saturday evening of the 2018 Blues at Bridgetown festival a rescreening of the historical laser light show was shown on the outside of the Shire administration building.



Images from the rescreening held on the Saturday Night of the Blues at Bridgetown Festival

The final celebration of Bridgetown's sesquicentenary was held on New Year's Eve. Andrew Winton entertained a large, enthusiastic crowd at Memorial Park before the screening of the Australian film 'Breath'. Both the live entertainment and film were well received with many friends and family gathered to celebrate the end of 2018 with a picnic and great company.



Andrew Winton performing in Memorial Park New Year's Eve 2018

➤ **Building Maintenance/Capital Improvements**

In 2018/19 a large amount of building maintenance and capital improvements occurred on Shire buildings. Whilst many of the works are planned there are also a number of reactive works that must be undertaken each year. Below is a list of the major planned works undertaken in 2018/19:

- Shire Administration Centre – Repairs to lead light glass, roof repairs, replace air conditioner in server room, installation of LED lights in toilets
- Greenbushes Hall – floor repairs, roof repairs, electrical repairs, completed kitchen reconfiguration
- Greenbushes Pool – replaced solar lights, treat deck woodwork, replaced toilet cisterns
- Shire Depot – electrical and roof repairs
- Library – treated exterior timbers, repaired roof leaks, repaired deck and removed the green roof vegetation
- Bridgetown Leisure Centre (Recreation Centre) – replaced all court lighting, annual reseal of courts, replaced exit lights, replaced external and mezzanine lighting, replaced cisterns, hot water units and heat pump, repaired shade sail poles and shade sails
- Bridgetown Leisure Centre (Swimming Pool) – oiled timber shelters and fence, repaired shade sail poles and shade sails
- Yornup School (office of Bridgetown Historical Society) – roof and window repairs
- Bridgetown Civic Centre – floor repairs, door repairs and various renewal works
- Settlers Rest – Upgraded slab seating
- Bridgetown Sportsground trot buildings – reconstructed stables (staged project)
- Thomson Park Ablutions – replaced damaged sheeting
- River Park Ablutions – electrical repairs, painted doors and external timbers
- Various asbestos treatment and removal on Shire buildings
- Various termite prevention/management on Shire buildings
- Bridgetown Cemetery – constructed new toilet facility

➤ **Regional Cooperation**

The Shire of Bridgetown-Greenbushes continued to be a member of the Warren Blackwood Alliance of Councils (WBAC) together with the Shires of Manjimup and Nannup. Towards the end of 2018/19 the Shire of Donnybrook-Balingup joined on a 12 month trial.

The Shire of Bridgetown-Greenbushes was also an active member of the South West Zone of the Western Australian Local Government Association, a representative group of all 12 local governments of the South West Region.

➤ **Proposed Local Tourism Organisation**

In 2018/19 the Warren Blackwood Alliance of Councils' main focus continued to be the investigation into the possible establishment of a Local Tourist Organisation (LTO). The primary objectives in establishing an LTO are the development of a regional brand, consolidation of existing marketing by individual visitor centres into a consolidated effort, maximising the effectiveness of local government expenditure in tourism, reduction of administrative costs, provision of a unified voice for tourism in the region and the elimination of duplicated expenditure by visitor centres.

As at 1 July 2018 the Warren Blackwood Alliance of Councils (WBAC) had appointed a steering group (made up of representatives from local government and the tourism industry) to determine the structure of the proposed local Tourism Organisation (LTO) for the area covered by the Shires of Bridgetown-Greenbushes, Manjimup and Nannup. The LTO will coordinate tourism activity within the Warren Blackwood Region with its main aims being to grow the regional tourism sector and

markets by attracting more visitors to the region and to act as a peak body for all tourism stakeholders in the region. Marketing and promotion of the region and up-skilling of our tourism sector will be key objectives.

The Steering Group completed its work in early 2018/19 and determined a structure, costings and name for the LTO – being the Southern Forests Blackwood Valley Tourism Association (SFBVTA). Included in the work was quite extensive industry and community consultation across the region.

On 13 November 2018 the Warren Blackwood Alliance of Councils formally endorsed the establishment of the Southern Forests Blackwood Valley Tourism Association (SFBVTA). Nominations were for the inaugural SFBVTA Board. The tourism industry members of the SFBVTA Board from Bridgetown-Greenbushes are Ms Anita Iuretigh and Mr Geoff Herbert. The Shire CEO Mr Tim Clynch is also a Board member representing the Warren Blackwood Alliance of Councils.

Recruitment of an Executive Officer occurred with Ms Wendy Duncan being appointed in June 2019.

The establishment of the SFBVTA is being completely funded by the three participating local governments. The local governments will continue to be a major financial contributor to the operations of the SFBVTA, contributing 61.4% of the SFBVTA's income in Year 2 (2019/20), and 48.4% in Year 3. By Year 5 (2022/23) this is expected to be reduced to 23% of overall income as the SFBVTA generates income from membership and website booking commissions.

A 5-year budget has been developed for the SFBVTA model. This budget shows that the three local governments will contribute the following sums over the 5 years:

Shire of Manjimup	\$293,468
Shire of Bridgetown-Greenbushes	\$195,705
Shire of Nannup	\$122,317

The financial contributions by the Shire of Bridgetown-Greenbushes for the first 5 years of the SFBVTA are:

2018/19	\$30,800
2019/20	\$45,320
2020/21	\$52,819
2021/22	\$39,852
2022/23	\$26,914

Council has determined that ideally its annual contribution towards the SFBVTA should to be funded by equivalent savings from its visitor centre budget.

➤ **Review of Local Visitor Servicing**

In 2018/19 Council commenced a review of how visitor information services are delivered in the Shire. This encompasses a review of the best model for delivering these services and the best location (building) to deliver the services from.

Council's reasons for reviewing local visitor information services were two-fold. One being to ensure that the functions and services of the visitor centre don't conflict with

those of the recently established 'Southern Forests Blackwood Valley Tourism Association' (SFBVTA). The other reason is to arrest the declining financial performance of the existing visitor centre that is funded by the Shire (and thus the ratepayer).

Council initially considered a proposal to investigate the possible co-location of visitor servicing to the library. However in January 2019, Council, after receiving some feedback from members of the public resolved to discontinue any further investigation into that conceptual proposal. No work on this proposal had commenced and it had been Council's intention to conduct full community consultation program once conceptual plans had been prepared (showing how the two services would co-exist in the same building). Nevertheless in January Council accepted the strong views expressed by some people that moving visitor information to the library was not an appropriate model.

Moving on from that decision Council resolved to review its model for delivering visitor information services commencing with a comprehensive community consultation/engagement program to discuss some options for different management models and locations (including the existing visitor centre building) for delivering visitor information services. Between March and 30 June 2019 the following consultations were conducted on this issue:

- Special Insight Newsletter distributed in March 2019 providing information on the 3 management options and the 4 location options shortlisted by Council.
- Community survey, via Survey Monkey with provision for hard copy responses or support for people unfamiliar with online surveys.
- A display and feedback opportunity conducted at the Hampton Street Community Stall on Thursday 28 March between 10.30am and 2.30pm.
- A display and feedback opportunity conducted at the River Markets on Sunday 7 April.
- Display in foyer of Shire Administration Office and Visitor Centre.
- A community meeting held in Bridgetown on Thursday 2 May.

Further consultations leading to a Council decision on these matters is expected to occur in 2019/20.

➤ **Warren Blackwood Regional Stock Route**

In 2018/19 planning for a regional bridle trail from Bridgetown to the south coast was completed and implementation substantially completed. This project has been project managed by staff of the Shire of Bridgetown-Greenbushes on behalf of the Warren Blackwood Alliance of Councils.

The Warren Blackwood Stock Route is a 320 km trail based on the original stock driving routes used by the first farming families of the region. The trail itself traverses the three Shire districts of Bridgetown-Greenbushes, Manjimup and Nannup and is located mainly on back-roads managed by each of those local government authorities and the Department of Biosecurity, Conservation and Attractions. There are seven camp sites located on the route, each requiring different site preparation and infrastructure.

As at 30 June 2018 tenders had been called for the design and installation of infrastructure for the seven camp sites. The closing date for tenders was 13 July

2018 and a tender was awarded in September 2018. In 2018/19 construction of the camp sites and installation of trail markers was completed together with promotional materials. Discussions also commenced with the Shire of Augusta-Margaret River about a possible extension of the trail to Augusta.

Opening of the Warren Blackwood Regional Stock Route occurred at a ceremony at the 'Wheatley' campsite in Bridgetown on 5 February 2019. Attendees at the opening ceremony included State and Local Government representatives and members of the pioneer families that contributed to the initial research into the history of stock driving trails in our region.



L-R: Tom Muir, Doddy Davies, Terry Redman MLA, Anthony Egerton-Warburton, Darren West MLC, Tom Wheatley, Nannup Shire President Cr Tony Dean, David Mottram, Shire President Cr Tony Pratico, Manjimup Shire President Cr Paul Omodei



L-R: Tim Clynch CEO, Manjimup CEO Andrew Campbell, Shire President Cr Tony Pratico, Cliff Winfield, Manager Community Development Megan Richards, Cr John Nicholas, Bob Longmore, Nannup Shire President Cr Tony Dean, Nannup CEO David Taylor, Manjimup Shire President Cr Paul Omodei

➤ **Redevelopment of Bridgetown Youth Precinct**

Council's Corporate Business Plan contains an action identifying the need to plan for and develop a youth precinct and hang out space in Bridgetown including enhancing the skate park, creating linkages with the leisure centre, library and improving amenities such as shade, seating, landscaping and Wi Fi.

In September 2018 skate park consultants spent the day with members of the Youth Leadership Team visiting several schools in the region to consult with young people regarding the youth precinct and skate park in Bridgetown. Four workshops were held - at Bridgetown High School, Bridgetown Primary School, Kearnan College and the final community workshop at the Bridgetown Skate Park. A report based on the findings of the consultation was completed in February 2019 and contained a brief history of the project and the results of the youth consultation, including;

- The top 10 Skate elements,
- The top 5 non-skate elements and
- The top 10 supporting infrastructure elements

Council established the following position to enable completion of the planning for the project:

- Review condition of concrete in existing skate park including cost estimate to repair.
- Depending on the findings of the above, prepare a draft concept plan with an upper limit of \$500,000 for total project cost including development of a pump track, installation of Wi-Fi, landscaping and shade. Depending on the results of the condition report of the existing structure the addition of a small bowl to the existing facility could be a consideration as an alternative to developing a whole new (bowl) facility.

In 2019/20 it is anticipated that concept plans will be completed to enable preliminary cost estimates to be determined.

➤ **Blackwood River Foreshore Project Planning**

In 2017/18 grant funding had been received to plan the development of the Blackwood River Foreshore from the area behind the caravan park to the western end of the Old Rectory Walk (total area approximately 13ha). The planning phase of the project included an Aboriginal Heritage Assessment, site area survey, concept and detailed design of the Old Rectory Walk, and the concept design of the foreshore development from the Old Rectory Walk to the pedestrian bridge across the river. The elements to be included in the concept proposal were public art, canoe ramp, river access, seating and shelter infrastructure, the Old Rectory Walk upgrade and redesign of the boardwalk.

Concept plans were prepared and in August 2018 Council noted and formally received the plans and determined to seek community comment on the concept plans. After an 8 week consultation period many submissions were received with the main subjects of the submissions covering the topics of native vegetation, flood damage to infrastructure, ongoing issues with the maintenance of existing and new vegetation, effectiveness of swale rock pitching, stagnant ponds breeding ground for frogs and other species and old rectory path improvements. Preliminary discussion of the plans and submissions occurred at the February 2019 concept forum after which formal consideration occurred at the May 2019 Council meeting where Council adopted the plans subject to a minor modification and resolved to progress to the detailed design and costings phase which will continue into 2019/20.

➤ **Bridgetown-Greenbushes Leisure Centre**

In September 2018 Council endorsed a revised business plan for the leisure centre. The Business Plan includes 10 year projected financials (whole of life cycle costings) and is focused on 3 key areas:

1. Capital improvements focusing on a proposal to expand the size of the gym.
2. Service delivery improvements which included a proposal to invest in 'Virtual Fitness' as a primary way to delivery health and fitness programs.
3. Whole of lifecycle costings for the entire facility (based on the inclusion of points 1 and 2).

The Plan includes the proposal to expand the gym and the installation of photovoltaic systems. External grant funding of \$108,205 was procured through a federal grant funding opportunity to assist with the total project cost of \$324,615. A Request for Tender process was run in May 2019 seeking tenders for construction of the gym expansion and supply/installation of photovoltaic systems. In June 2019 Council awarded the tender to Team BRC (Bridgetown Residential Contractors).

In March 2019 arrangements were finalized for lease of the former upstairs health and fitness room to 'Health on Hampton' for a 3 year period. This decision was made by Council following community consultation.

The focus of the Shire operated leisure centre is primarily on 'gym and swim' memberships as well as programs for seniors and youth (Living Longer Living Stronger, Fit 50's, Teen Fit and Kid Fit). Health on Hampton is focused on providing a range of health and fitness classes which do not conflict with the programs and focus of the leisure centre.

➤ **Works Program**

Set out below were the main features of the 2018/19 works program:

Road Works

- Winnejup Road (progressive reconstruction)
- Glentulloch Road (reconstruct 1.22km section)
- Tweed Road (reconstruct 1.61km section)
- Blackwood Park Road (upgrade drainage and gravel resheet)
- Nelson Street (asphalt overlay)
- Brockman Highway (reconstruct 3 curves)
- Maranup Ford Road (reconstruct and widen from mine entrance to Greenbushes townsite)

Significant funds were also expended on roadside vegetation removal and normal road maintenance functions.

Drainage Works

- Four Seasons Estate
- Dusting Drive
- Forrest Street
- Claret Ash Rise
- Moulton Street

Bridge Works

- Blackbutt Road

- Hester Cascades Road
- Catterick Road
- Fletchers Road

➤ **Community Grants, Service Agreements and Other Donations**

In 2018/19 Council continued to provide significant levels of financial assistance to the community, being the sum of \$155,951 in service agreements, community grants and donations. Some of the larger amounts were \$41,822 for the community landcare officer project, \$25,000 partial donation of rates for Geegeelup Village and \$19,500 support for Blues at Bridgetown.

➤ **Development Issues**

In 2018/19 the Shire of Bridgetown-Greenbushes issued a total of 138 building permits with a development value of \$20,066,894 which included 38 new residences. This compared to the statistics for 2017/18, being 204 permits with a construction value of \$21,949,568 (55 new residences).

A total of 114 development (planning) approvals were issued (compared to 109 in 2017/18). This does not include scheme amendments, structure plans or subdivision applications.

➤ **Municipal Inventory Review**

The Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review was endorsed by Council in March 2018. The Municipal Heritage Inventory (MHI) was adopted as a 'live' document, enabling Shire staff to periodically make minor modifications to add or correct information or photos, at the discretion of the CEO, with minor changes made during 2018/19. Changes to approved management categories, substantial changes to existing place records or adoption of new places still required approval by Council with one such change being endorsed by Council in April 2019. Following adoption of the MHI, Shire staff continued to assess the cultural heritage significance of other places previously nominated by Council, Shire staff or the public, and in consultation with affected landowners where practical with a view to presenting a report to Council in early 2019/20.

➤ **Other Notable Items**

- Australia Day events were held in Bridgetown and Greenbushes, the latter hosted by the Greenbushes Ratepayers and Residents Association. Winners of the 2019 Citizen of the Year Awards, more commonly known as the 'Australia Day Awards' were:
 - Community Citizen of the Year – Cheryl Hamence
 - Senior Community Citizen of the Year (over 65 years) – Don Perks
 - Young Community Citizen of the Year (under 25 years) – Emilee Christie
 - Active Citizenship Award – Community Group or Event – Men In Sheds
- The annual volunteers function was held on 23 May 2019 and annual seniors' morning tea held in August.

- Acquisition of land along Geegelup Brook continued in accordance with Council's applicable policy.
- The new Shire website went live on 26 October 2018. The new website has a consistent and regularly upgraded & enhanced content management system.
- The Shire of Bridgetown-Greenbushes was one many local governments identified by the Department of Fire and Emergency Services (DFES) to participate in the Bushfire Risk Management Program. The Shire of Bridgetown-Greenbushes received Mitigation Activity grant funding of \$151,780 to undertake bushfire mitigation works on 27 sites within the Shire district.
- Council partnered with Blackwood Youth Action to install condom dispensing machines in the male and female toilets at the Bridgetown Regional Library. The machines dispense condoms at no cost with the objective of encouraging safe sexual behaviour, particularly by youth. The machines were installed in December 2018 on a 12 month trial.
- The Shire continued to participate in a regional waste management study with other local governments of the south-west so that future options to use a regional site can be considered.
- Council endorsed the Warren-Blackwood 2050 Cycling Strategy, a document that sets out a blueprint for connecting, enhancing and extending the region's cycle network through the development of an interconnected network of 'off-road' shared paths and trails, protected 'on-road' bike lanes and low-stress residential streets.
- A new archive facility was developed at the Shire Depot
- The inert waste site on the western side of Bridgetown Boyup Brook Road was closed and a new site within the waste site area was opened
- Construction of a new liquid waste disposal facility at the waste site was completed
- An extension to existing waste cell was completed
- In 2017/18 Council endorsed a 'Bridgetown Art Trail' project which was initiated by a group of local community members seeking to develop additional public art in Bridgetown. Planning and securing grant funding were the main focuses of the project in 2017/18 with the making and installation of the new art occurring in 2018/19. In May 2019 Council accepted a \$15,000 payment from the Water Corporation for an additional public art project, being the painting of murals and installation of landscaping at the sewerage pump station and surrounding area behind the Bridgetown Mini Mart.
- Council's Youth Advisory Committee and Youth Leadership Team met throughout the year to discuss issues of relevance to our youth and to plan youth events.

➤ **Appreciation**

In conclusion I thank all staff for their efforts during 2018/19. As at 30 June 2019 the Shire employed 56 full-time and part-time employees and 38 casual employees which added up to an approximate full-time equivalent (FTE) of 52 positions. The whole of the Shire staff is responsible for a diverse range of duties and handle them most effectively and efficiently.

Permanent or contracted employees that left the employ of the Shire in 2018/19 were:

- Andrew Matthews
- Rob Brogan
- Katelyn McCoy
- Emily Rae
- Glen Norris
- Joseph Jones
- Barry Ford
- Troy Reid
- Mark Dent
- Lindsay Crooks
- Dariel Hodgins
- Dani Baker

I would like to make special mention to Glen Norris who retired in February 2019 after nearly 33 years' service to the Shire. Glen originally commenced employment with the Shire in January of 1984, eventually becoming Senior Administration Officer and later Executive Assistant, and first retired in November of 2008. However, not quite ready for permanent retirement, Glen returned to the Shire in a part time position as Senior Administration Officer in January 2010 and, at the beginning of February this year, we bid her a second and final farewell. Glen will still remain in her voluntary role as Emergency Recovery Co-Ordinator as part of the Shire's Local Emergency Management Committee.



I also acknowledge the contribution Lindsay Crooks made to the Shire in the course of his 8+ years of employment as Executive Manager Works & Services.

New permanent or contracted employees commencing with the Shire in 2018/19 were:

- Emerald Kerr
- Karl Sullivan
- Sue Brown
- Sam Wardell-Johnson
- Steve Baxendale
- Gilbert Arlandoo
- Jessica Wilson
- Hugh Wheatley

Finally, in conclusion I would also like the express appreciation for the efforts of all the councillors in 2018/19 for their work on behalf of the community.

Tim Clynch
Chief Executive Officer



PART 2 – PLAN FOR THE FUTURE

Council's Integrated Planning Framework

All Local Governments in WA are required to comply with the Integrated Planning and Reporting Framework (IPRF).

The core components are:

1. Strategic Community Plan

- Strategy for 10+ years
- Provides the vision, outcomes and Council's strategic priorities
- Identifies long and medium term objectives
- Determines allocation of resources
- Shaped by community input

2. Corporate Business Plan

- Four-year delivery plan
- Aligned to Strategic Community Plan
- Financial projections

3. Annual Budget

- Financial statements and policies for one year

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

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

The Shire's Integrated Planning Framework addresses these needs by providing a process to:

- Ensure community input is obtained
- Determine long term (10+ years) objectives
- Identify the resourcing to deliver against the long term objectives
- Clearly articulate long term financial implications and strategies

Under the Integrated Planning Framework Council's decisions take the community's aspirations into account and deliver the best results possible with the available resources.

The Strategic Community Plan sets the scene for the whole framework – it expresses the community's vision and priorities for the future and shows how the Council and community intend to make progress over a ten year period.

Detailed implementation for the next four years is covered in the Corporate Business Plan. The "Informing Strategies" – particularly the Long Term Financial Plan, Asset Management Plans and Workforce Plan – show how the Plan will be managed and resourced.

The Strategic Community Plan is a ten year plan. However, it is not fixed for ten years – it would be long out of date by then. Rather, it is a “rolling” plan which is reviewed every two years.

Integrated planning and reporting gives a local government a framework for establishing local priorities and for linking this information to operational functions. The *Local Government (Administration) Regulations 1996* require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

A successful integrated planning and reporting process will deliver the following outcomes:

- A Strategic Community Plan that clearly links the community's aspirations with the Council's vision and long term strategy
- A Corporate Business Plan that integrates resourcing plans and specific council plans with the Strategic Community Plan.

Integrated Planning provides for:

- Strategic planning systems that deliver accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain communities into the future'.
- Effective asset management systems with the rigour of process and integrity of data to accurately reflect true asset management costs.

The Strategic Community Plan is the overarching plan guiding all the Shire's activities. The Plan identifies the issues that are important to our community, sets out the community's vision and objectives as well as strategies to implement the objectives.

For the Strategic Community Plan the two yearly reviews alternate between a minor review (updating as needed) and a major review (going through all the steps again). The plan is continuously looking ahead, so each review keeps a ten year horizon. This is to ensure that the best decisions are made in the short to medium term.

The diagram on the following page illustrates the Shire of Bridgetown-Greenbushes' Integrated Planning and Reporting Framework and where the Corporate Business Plan, Strategic Community Plan and various informing strategies together with the annual budget sit in the Framework. The diagram illustrates the process used to guide Council's decisions, resource allocations and planning.



Overview of Council's Strategic Community Plan

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

The Integrated Planning Framework and Guidelines of the Department of Local Government, Sport and Cultural Industries states that at a minimum a desk top review of the Strategic Community Plan should be undertaken every two years, and a full review and renewed long-term visioning process be conducted every four years thus ensuring the community priorities and aspirations are kept up to date and relevant. Council in its 'Integrated Planning Review Cycle' recognises this approach and schedules desktop reviews and full reviews in 2 yearly intervals. A desktop review was conducted in 2018/19 with the next full review of the Strategic Community Plan scheduled for 2020/21.

The Strategic Community Plan prioritises community aspirations giving consideration to:

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

The Shire of Bridgetown-Greenbushes Strategic Community Plan reflects the vision for the future and is the principal strategic guide for our future planning and activities. Based on the community engagement conducted during its preparation, the Plan sets out the vision for the Shire's future and captures the community's aspirations and values.

Council's current Strategic Community Plan has five (5) key goals:

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

Objectives have been developed for each of the key goals and under each of these sit a number of strategies. The following page contains an overview of the Strategic Community Plan's key goals and objectives.

The Strategic Community Plan shares the vision and aspirations of our community and will influence how the Council resources and delivers it's planning and operations. The Plan is used in a number of ways, including:

- Guiding Council priority-setting and decision-making;
- A mechanism for the on-going interaction of local planning initiatives;
- Inform decision-making at other agencies and organisations, including community and State Government;
- Provide a rationale to pursue grants and other resources to demonstrate how specific projects align with the aspirations of the community and within the strategic direction outlined in the Strategic Community Plan;

- Inform potential investors and developers of the community's key priorities, and the ways in which it seeks to grow and develop; and
- Engage local businesses, community groups and residents in various ways to contribute to the Shire's future.

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

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

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

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

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

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

Notwithstanding that specific community engagement didn't occur as part of the desktop review process Council determined that including a new strategy on climate change is consistent with community attitudes and concerns about the effects of climate change.

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

On the following page is set out the Strategic Community Plan's 5 key goals and the objectives under each of those key goals. A total of 22 objectives exist under which 92 separate strategies have been created.

Overview of the Strategic Community Plan Key Goals & Objectives

Key Goal 1 Our economy will be strong, diverse and resilient	Key Goal 2 Our natural environment is valued, conserved and enjoyed	Key Goal 3 Our built environment is maintained, protected and enhanced	Key Goal 4 A community that is friendly and welcoming	Key Goal 5 Our leadership will be visionary, collaborative and accountable
1.1 A diverse economy that provides a range of business and employment opportunities	2.1 Value, protect and enhance our natural environment	3.1 Maintained townsite heritage and character	4.1 A cohesive community with a sense of pride	5.1 Our community actively participates in civic life
1.2 A proactive approach to business development	2.2 Enhanced parklands, reserves and gardens	3.2 Outdoor spaces, places and buildings are fit for purpose	4.2 Programs and facilities that encourage community resilience	5.2 We maintain high standards of governance, accountability and transparency
	2.3 Effectively utilised natural resources	3.3 Maintain an appropriate standard of transport networks, roads and pathways	4.3 Appropriate community led local transport systems	5.3 We operate within the Integrated Planning Framework
	2.4 An informed community on land management and sustainable living		4.4 Promoting volunteerism	5.4 We participate in regional collaboration
	2.5 Effectively managed waste services		4.5 High levels of responsiveness to emergencies and emergency recovery	5.5 We are strong advocates for our community
	2.6 Development is sympathetic to the landscape		4.6 Fire prepared communities	
			4.7 A safe area	

Overview of Council's Corporate Business Plan

The Corporate Business Plan activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

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

The process used for the review of the Corporate Business Plan (CBP) was:

1. At a Council strategic planning workshop held on 27 May 2019 it was agreed that the existing CBP contained far too many actions and in particular there were a large number of actions that are either operational in description or were not able to be effectively measured. The consensus at the workshop was that at this review of the CBP these types of actions should be removed in order to make the CBP a more focused and concise document.
2. The Executive Leadership Team assessed the current (at the time) CBP and identified items that had been achieved, items that required a change to the intended delivery timeline and/or costs and new initiatives that would assist Council in delivery of its Strategic Community Plan. At the same time actions considered to be either operational in description or are not able to be effectively measured were identified for deletion from the CBP. This doesn't mean that these actions won't be delivered – instead they are seen as operational in nature.
3. The proposed changes to the actions contained in the CBP were presented to a Council Concept Forum held on 13 June 2019 where some changes were made.
4. All the changes to "Actions" agreed at the Council Concept Forum were incorporated into an updated CBP together with minor changes to the balance of the CBP, including updated dates, councillor details and updated information on the organisational structure.
5. A draft (updated) CBP was adopted by Council at its ordinary meeting held on 27 June 2019.

The determination of what can be funded in each of the first 4 years of the CBP has been done with regard to the current Long Term Financial Plan with funding of new initiatives limited to the amounts specified in the table below (assuming no new loans will be taken out).

Year	Available Funding
2019/20	\$264,644
2020/21	\$142,372
2021/22	\$211,361
2022/23	\$339,681

Where no specific actions have been identified for a strategy a comment has been inserted either explaining that actioning the strategy is viewed as an operational task and doesn't require specific actions, or that no specific actions for the strategy have been identified for the next 4 years.

The layout of our Corporate Business Plan reflects the same five key goal areas as identified by our 10+ Year Strategic Community Plan 2017. Each Key Goal is broken down into objectives and strategies, defined as:

Objectives:

These are the community's aspirations. A range of objectives sits under each key goal.

Strategies

These are the things that Council will do to achieve the objectives.

Actions

How each strategy is to be achieved.

The Corporate Business Plan lists actions against each of the strategies, detailing how each strategy will be delivered. Although the Corporate Business Plan is a 4 year timeframe it is a rolling document subject to annual review, hence a 5th year column (2022/23 onwards) has been included so that projects or services not expected to be delivered for at least 4 years are not overlooked in future reviews of the Corporate Business Plan and can also be factored into the financial projections in the Long Term Financial Plan.

A total of 145 actions are contained in the Corporate Business Plan for implementation of the 92 strategies contained in the Strategic Community Plan.

Corporate Business Plan – Annual Reporting

Part 5 at the end of the Annual Report is a copy of an annual reporting spreadsheet for the year ending 30 June 2019, showing how the specific actions within the Corporate Business Plan were implemented in 2018/19.

Major initiatives or actions that were either fully or substantially completed in 2018/19 include:

- Celebrated the last six months of the 50 year anniversary of Bridgetown with a series of community events
- Implementation of local trails plan
- Construction/implementation of the regional bridle trail
- Continuation of work on developing our asset management plans
- Continuation of fair value requirements
- Annual Road, Footpath and Drainage construction programs
- Plant replacement in accordance with Plant Replacement Plan
- Implementation of the Youth Friendly Community Plan
- Implementation of the Age Friendly Community Plan
- Implementation of the Disability Access and Inclusion Plan
- Review of the Municipal Inventory (heritage buildings)
- Progressive acquisition of land adjacent to Geegelup Brook
- Implementation of a Shire fire management plan
- Provision of community grants and service agreements in a competitive funding process for local community groups and organisations
- Maintained financial support of the community landcare service
- Commenced a review of visitor information services, including management model and future location of the Visitor Centre
- Completed planning for installation of a caravan dump point in Bridgetown
- Commenced planning, including stakeholder consultation, for redevelopment of the skate park and surrounding youth precinct
- Detailed design plans and a scope of works developed for the procurement phase of the Bridgetown northern information bay upgrade
- Completed planning, secured partial funding of, and proceeded to the procurement phase of the gym expansion project
- Upgraded horse stalls at Bridgetown Sportsground
- Continued preparation of a Local Planning Strategy
- Investigated acquisition of land in Greenbushes commercial area to allow for upgrade of parking and rear laneway near roadhouse
- Worked with the Warren Blackwood Alliance of Councils and its steering group to complete the model for the proposed Local Tourism Organisation (LTO)
- Prepared an Events Policy/Procedure
- Prepared a development concept plan for River Park and surrounds, including community consultation
- Commenced planning for the future development of the public open space area in the Highland Estate
- Conducted an energy audit for all Shire owned facilities
- Investigated possible regional solutions and initiatives relating to waste management as a member of the South West Waste Group

- The inert waste site on the western side of Bridgetown Boyup Brook Road was closed and a new site within the waste site area was opened
- Construction of a new liquid waste disposal facility at the waste site was completed
- An extension to the existing waste cell was completed
- Review and enforcement of annual firebreak order
- Publication of the “Insight” newsletter 6 times per annum
- Hosting of community events such as Australia Day Breakfast, volunteers function and community Christmas party
- Construction of a new Shire website
- A new archive facility was developed at the Shire Depot
- Hosted community movie nights over summer
- Supported the development of external funded public art
- Developed a dedicated Youth Awards program to recognize and celebrate the achievements of young people in the community
- Divested ownership of the aged units at Stinton Gardens in Greenbushes to Access Housing Australia Ltd in order to facilitate the development of more units at that site.
- An updated version of the Senior Services pamphlet was distributed
- Conducted a review of the appropriateness and effectiveness of a the Shire’s systems and procedures in relation to risk management, internal control and legislative compliance
- Participated in the Mitigation Activity Fund program for the purpose of conducting mitigation activities on Shire controlled land
- A new Workforce Plan was prepared which incorporated a comprehensive review of the Shire’s organizational structure.
- Adopted a Project Management Framework that will subject each capital works project to a staged assessment process that takes into account the construction/implementation costs and the whole of life costs relevant to each project.
- Reviews of Council’s Cemeteries and Keeping and Welfare of Cats Local Laws were completed. A new Cats Local Law replaced the former Keeping and Welfare of Cats Local Law.

Major initiatives or actions in the Corporate Business Plan proposed to be undertaken in 2019/20 include:

- Preparation of a plan to obtain government funding for infrastructure to maximise benefits of Talison Lithium Expansion Project
- Review the management model and future location of the visitor centre
- Construction of a caravan dump point in Bridgetown
- Fund the Southern Forests Blackwood Valley Tourism Association
- Implementation of local trails plan
- Completion of construction of the regional bridle trail
- Complete the gym expansion project
- Completion of a development plan for the River Park Precinct
- Preparation of a parkland improvement strategy
- Complete planning and construction of a stage in Memorial Park
- Continuation of work on developing our asset management plans
- Continuation of fair value requirements
- Annual Road, Footpath and Drainage construction programs

- Plant replacement in accordance with Plant Replacement Plan
- Implementation of the Age Friendly Community Plan
- Implementation of the Disability Access and Inclusion Plan
- Implementation of the Youth Friendly Community Plan
- Develop new ACROD bays in Bridgetown commercial area
- Continued preparation of a Local Planning Strategy
- Complete preparation of a new Municipal Inventory (heritage buildings)
- Progressive acquisition of land adjacent to Geegelup Brook
- Preparation and implementation of a Shire fire management plan
- Provision of community grants and service agreements in a competitive funding process for local community groups and organisations
- Maintain financial support of the community landcare service
- Acquire vesting of the Dumping Gully waterbodies from the Water Corporation
- Prepare concept development plan for a new playground at Highlands Estate
- Review and enforcement of annual firebreak order
- Publication of the “Insight” newsletter 6 times per annum
- Hosting of community events such as Australia Day Breakfast, volunteers function and community Christmas party
- Upgrade of the northern information bay in Bridgetown
- Complete plan for development of a youth precinct and hang out space in Bridgetown including the skate park
- Review directional signage to car parking
- Develop a dump point in Bridgetown and other ‘RV friendly’ infrastructure
- Progress acquisition of land in Greenbushes commercial area to allow for upgrade of parking and rear laneway near roadhouse
- Conduct a post closure clean-up of the former inert waste site
- Prepare a development plan for the waste site
- Participate in the Mitigation Activity Fund program for the purpose of conducting mitigation activities on Shire controlled land
- Commence planning for the extension of car parking adjacent to Geegelup Brook
- Commence planning for rehabilitation of Geegelup Brook
- Complete planning for future development of the Greenbushes Sportsground Precinct
- Investigate sites for development of light industrial area(s)
- Determine the future use and development costs of the Bridgetown Railway Station
- Complete planning for the redevelopment of the Bridgetown Youth Precinct
- Upgrade the Bridgetown Town Hall and Shire Administration Building
- Continuation of the summer evening outdoor film festival

Asset Management Planning

In June 2016 Council adopted initial Asset Management Plans for the following asset classes:

- Transport Infrastructure Asset Management Plan;
- Parks, Reserves and Other Infrastructure Asset Management Plan;
- Property Infrastructure Asset Management Plan; and
- Plant and Equipment Asset Management Plan

Extensive work on asset management planning continued in 2018/19. Asset Management Plans are 'living' documents and need to be regularly updated and actions noted in the associated improvement plans. Improvements are required in the quality of data held for all of Council's asset classes. These improvements include ensuring the useful lives, remaining useful lives, replacement cost and current condition of Council's assets are accurately rated and recorded as these factors have a major influence on the projected renewal cost and ultimately on the size of any reported funding 'gap'.

At its June 2019 meeting Council adopted the Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan 2018-38 including the individual asset class asset management plans described above.

Long Term Financial Planning

The Long Term Financial Plan (LTFP) functions as an informing strategy to the Corporate Business Plan, and details how the Shire will achieve its vision, aspirations and strategic priorities for the community and stakeholders through long term financial planning in a strategic manner.

The LTFP is based on:

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

The LTFP is a plan which will continue to evolve as the Shire responds to internal and external changes. It is a 15 year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. Through these planning processes, annual budgets that align with strategic objectives are developed.

The LTFP:

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

An updated LTFP was endorsed by Council in November 2018.

Linked to the LTFP a Ratio Action Plan was endorsed by Council in December 2017. The Plan addressed fair value accounting and the effect on Council's depreciation expense and ratio performance. The action plan has been developed to improve Council's ratio performance in meeting the Department of Local Government, Sport and Cultural Industries' financial ratio benchmarks.

Workforce Planning

Workforce planning is a term used to describe the planning process undertaken to ensure an organisation has the right people, with the right skills, at the right time. It is a process that documents the directions in which a work area is heading and provides a tool for making human resource decisions now and into the future.

The Workforce Plan takes into account the community aspirations, priorities and objectives identified in the Strategic Community Plan. It is an essential component of the Corporate Business Plan and Long Term Financial Plan so that we can identify workforce requirements for current and future operations.

An integrated workforce plan identifies and reports on the internal capacity to meet current and future needs in line with the goals and objectives of the Shire and the community it serves, both in capacity and capability. A workforce plan 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.

Planning human resource requirements is a significant challenge and takes into account not only the human resource factors, but ties this into overall strategic plans, environmental issues and legislative and governance obligations. Ultimately undertaking a workforce planning activity is a snapshot of what human resources are in place at a particular time, and what staffing requirements are required into the future.

Our initial Workforce Plan was completed in December 2013 and in 2018/19, after a 5 year life it was appropriate that the Plan be reviewed. Included in the review of the Workforce Plan was a comprehensive review of our organisational structure.

Some of the key drivers in the review of the Workforce Plan were:

- Council wanted the CEO to relinquish oversight of Planning & Environmental Services as he has too many direct reports.
- There was a need to assess the workload of some of the technical staff. For some the extent of day to day work hinders their ability to address strategic tasks.
- Council had concerns about the timeliness in completing building maintenance projects that has seen many projects carried forward from year to year. Was this a result of setting unrealistic budgets and workloads or is it due to lack of capacity?
- Were there synergies between building maintenance and building operations?

- There was a need to improve budgeting skills and controls within parts of the organization.
- Stabilize the financial performance of the Leisure Centre
- With proposal to fund a Local Tourism Organization (Southern Forests Blackwood Valley Tourism Association) there will be a need to review how we deliver local tourism services. This could include outsourcing to a community managed model.
- We need to be a more customer focused organization.
- There is an increasing focus on bushfire mitigation.

The Workforce Plan was completed in February 2019.

As part of the organisational restructure 8 (either full-time or part-time) existing positions were discontinued (representing 6.27FTE) and 9 new positions created (representing 8.06FTE).

In addition to the outcomes associated with the review of the organisational structure the Workforce Plan identifies 13 strategies for implementation, including implementing the organisational restructure, reviewing roles, tasks, responsibilities and position descriptions, reviewing service levels ranger services, compilation and implementation of an organisation wide training and development plan, conducting a review of casual employee arrangements and conducting a safety and compliance assessment of the depot workshop.

PART 3 – REGULATORY REQUIREMENTS

Compliance Audit Return

One of the measures of Council's performance is the Compliance Audit Report which is required to be completed annually and submitted to the Department of Local Government, Sport & Cultural Industries. The report provides questions relating to a Council's compliance with the requirements of the *Local Government Act 1995* across a range of areas.

The compliance audit return for the 2018 year was presented to the Audit Committee on 18 March 2019 and to Council's March 2019 meeting. Each year the Compliance Audit Return covers various categories and for the 2018 Return, the areas covered are:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosures of Interest
- Disposal of Property
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services

After completing the responses to the questions contained in the 2018 Compliance Audit Return it should be noted that compliance was achieved in all areas.

Complaints to the Ombudsman WA

During 2018/19 no complaints regarding actions or operations of the Shire were made to the Ombudsman WA.

Public Interest Disclosures

A local government is required to appoint one of its officers to act as the Council's Public Interest Disclosures Officer under the *Public Interest Disclosures Act 2003*. The CEO has appointed the Executive Manager Community Services to fulfil this role. The legislation requires the reporting of serious wrongdoing with the State public sector and local government as well as providing the mechanism for responding to reports.

No disclosures were received in relation to the Shire of Bridgetown-Greenbushes during 2018/19.

Freedom of Information Matters

Council is required under Part 5 of the Freedom of Information (FOI) Act to prepare and publish an up-to-date Information Statement at intervals of not more than 12 months. In 2017/18 the Information Statement was reviewed and presented to Council in April 2018.

During 2018/19 year, the Shire received and processed one (1) FOI request.

National Competition Policy

Local Government is required to report annually on the implementation, application and effects of the National Competition Policy (NCP) with regard to three areas, being competitive neutrality, legislation review, and structural reform. As the Shire of Bridgetown-Greenbushes did not acquire any new entities or privatise any activities during 2018/19, there was no requirement for competitive neutrality testing.

Report on Disability Access & Inclusion Plan

Officers continue to work with the Access and Inclusion Committee, service providers and community to identify new ways to improve access and inclusion within the organisation to fine tune existing methods. Disability awareness and universal access and inclusion is actively undertaken to ensure all Councillors, officers and contractors understand the importance of universal access and inclusion across all business areas, for all community members.

The Outcome areas, identified under the DAIP are:

1. Equitable access and inclusion to services and events
2. Equitable access to buildings and facilities
3. Equitable access to information
4. Equitable access to quality customer service
5. Equitable complaints procedures
6. Equitable access to community engagement
7. Equitable access to employment and traineeships

The following outlines a summary of achievements and initiatives implemented under the most recent DAIP:

- The Shire invested in the purchase of a training platform which has facilitated the organisation wide Disability Awareness Training over the past 12months.
- An 18 month pilot program was undertaken at the Leisure Centre to trial a variety of inclusive term programs for all community members including swimming lessons, coding, indoor soccer, gym fitness for kids and teens and the purchase of an accessible piece of cardio gym equipment.
- Purchase of an accessible community bus
- Completion of the parking review including;
 - assessment the safety of the infirm bays
 - increase the number of ACROD parking bays in the CBD and

- increase the amount of time car parking bays are available to encourage accessibility for people with mobility challenges.
- The Access and Inclusion committee worked with the WA Police to upgrade access to the local police station to increase accessibility.
- Council's continued support of the Access and Inclusion Committee and their recommendations.
- The promotion of the Accessible Business List for the Shire of Bridgetown-Greenbushes the Shire website and the Visitor Centre website.
- A CBD seating audit was undertaken by the Access and Inclusion Committee to ensure sufficient seating is available along the length of Hampton Street for people with mobility challenges.

Existing/continuing procedures include:

- DAIP included in the induction pack for new staff members
- DAIP is available electronically for staff and contractors
- Contractors are made aware of DAIP requirements
- Training in disability awareness is required for all staff and contractors
- Annual Disability Awareness training for all staff across the organisation

Community engagement

A detailed review of the DAIP was required. A wide engagement process was carried out to identify potential strategies to be incorporated into the new plan. Community members including people with disabilities, their families and carers, local businesses and service providers were asked to contribute feedback.

The Disability Services Regulations 2004 set out the minimum consultation requirements for public authorities in relation to DAIP review. Local government authorities must call for submissions (either general or specific) by notice in a newspaper circulating in the local district of the local government under the Local Government Act 1995 or on any website maintained by or on behalf of the local government authority. Other mechanisms may also be used.

This DAIP review process was advertised and promoted in the following ways:

- Shire Website
- Local Newspaper
- Shire Facebook Page
- Direct emails to service providers

The engagement methods used included:

- Consultation and review of existing DAIP with the Access and Inclusion Advisory Committee containing a range of representation of people with disability, community service organisation and senior members of the community
- Community online survey

Detailed DAIP Outcomes

Outcome 1 – People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Bridgetown-Greenbushes:

- The promotion of the Library Home Delivery Service was increased.
- Inclusive programs at the Bridgetown Leisure Centre continue to be a focus, including;
 - The provision of private swimming lessons with specially trained instructors (swimming instruction - disability),
 - Continued to provide Kidfit and Teenfit at the BLC.
 - Facilitated inclusive coding programs at the Library and purchased laptops to support the increased participation in the program.
 - Review of pricing for participation in inclusive programs at the Bridgetown Leisure Centre.

Outcome 2 – People with disability have the same opportunities as other people to access buildings and other facilities of the Shire of Bridgetown-Greenbushes:

- Accessible Business List for all businesses/buildings in the town centre and Shire facilities
- The Accessible Business List has been included on the Visitor Centre and shire websites
- The application of universally accessible requirements through the Building Code where applicable
- Increased the membership of DAIC
- Review of ACROD parking.

Outcome 3 – People with disability receive information from the Shire of Bridgetown-Greenbushes in a format that will enable them to access information as readily as other people are able to access it:

- Seniors Pamphlets were reviewed and updated to include service providers for seniors and people with disability in this shire and are located at the Bridgetown Hospital, Bridgetown Medical Centre, Bridgetown Library, Leisure Centre, Greenbushes CRC and Bridgetown CRC-completed in Arial font for easier reading.
- All minutes and text for public access is completed in non San Serif font.
- The hearing enhancement system is available for committees and public meetings and for community access for meetings and presentations.

Outcome 4 - People with disability receive the same level and quality of service from staff of the Shire of Bridgetown-Greenbushes as other people receive from the staff of the Shire of Bridgetown-Greenbushes:

- The ongoing provision of the online training platform.
- Disability awareness training is included as a focus of the training platform.
- Increased provision feedback forms/surveys across numerous service areas.
- Provision of DAIP to new members of staff, contractors and elected members.
- Access and Inclusion Committee updates in Insight.

Outcome 5 - People with disability have the same opportunities as other people to make complaints to the Shire of Bridgetown-Greenbushes:

- Increased provision of complaint feedback forms
- Staff training in disability awareness to assist in appropriately managing complaints by people with disability

Outcome 6 - People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Bridgetown-Greenbushes:

- The role and activities of the Shire's Access and Inclusion Committee were promoted to the community.
- The Access and Inclusion Committee met once every 2 months.
- Media releases were provided in both print and electronic media and to key disability groups.
- DAIP progress has been regularly monitored by Access and Inclusion Committee.
- Access and Inclusion Committee actively pursue the views of people with disabilities on a wide range of issues.

Outcome 7 - People with disability have the same rights and opportunities as other people to obtain and maintain employment with the Shire of Bridgetown-Greenbushes:

- The equal opportunities employment policy was reviewed.
- All placement requests were given the same consideration for people with and without disability.
- Access and Inclusion Committee regularly monitored the progress of DAIP.
- Consult people with disabilities using a range of different consultation mediums and methods.

Outcome 8 - The Shire of Bridgetown-Greenbushes provides information and encouragement to raise the awareness of the community regarding disability access and inclusion:

- The provision and promotion of inclusive term programs in each of the facilities
- The promotion of accessible businesses
- Accessing your community – update in the insight.

Implementation

The DAIP continues to be implemented through the Access and Inclusion Committee who work to bring to Councils attention any issues regarding access and inclusion. The committee works to prioritise strategies and undertake audits and assessment based on community feedback and identified need. A detailed review of the Disability Access and Inclusion Plan will be completed in early 2019.

Report on Complaints made against Councillors

In accordance with Section 5.53 of the Local Government Act and the associated Local Government (Rules of Conduct) Regulations 2007, a summary of complaints made during the year is to be included in the Annual Report.

No complaints (breaches) were made during 2018/19.

Prescribed Information on Payments to Employees

Section 5.53(g) of the Local Government Act requires disclosure of information as prescribed in relation to payments made to employees. Specifically Regulation 19B of the Local Government (Administration) Regulations 1996 requires the following information to be included in the Annual Report:

- (a) the number of employees of the local government entitled to an annual salary of \$100 000 or more;
- (b) the number of those employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000.

In 2018/19 five employees of the Shire of Bridgetown-Greenbushes were entitled to an annual salary of \$100 000 or more. The applicable bands were:

- \$100,000-\$110,000 – 2
- \$110,000-\$120,000 – 3
- \$180,000-\$190,000 - 1

It is noted that of the three employees in the \$110,000 to \$120,000 band one essentially replaced the other in the organizational restructure that occurred during the year.

Local Laws

The Shire of Bridgetown-Greenbushes has the following Local Laws in effect:

1. Activities on Thoroughfares
2. Bush Fire Brigades
3. Cats
4. Cemeteries
5. Dogs
6. Fencing
7. Health
8. Local Government Property
9. Parking
10. Pest Plants
11. Standing Orders

Section 3.16 of the *Local Government Act 1995*, requires a local government to review its local laws every eight years to determine if they should be amended,

repealed or left unchanged. The last eight year statutory review occurred in 2015/16.

In 2018/19 the following local law amendments progressed, as described below:

Cemeteries Amendment Local Law

The purpose and effect of the Amendment Local Law was to provide additional clarification to Funeral Directors, Monumental Masons and the general public on Council's requirements in relation to funerals and monumental works as well as correcting a duplication error in clause 3.3(2). Final adoption took place at Council's August 2018 meeting.

Cat Local Law

In the previous financial year (2017/18) Council had resolved at its July 2017 to direct the CEO to develop a new Cats Local Law to address issues not covered in the Cat Act 2011, such as limitations and confinement.

A draft *Cats Local Law 2018* had been adopted for advertising by Council in March 2018 and advertising occurred in April 2018. However following the close of the advertising period and whilst addressing the submissions, it became apparent some clauses that were proposed were already covered by either the *Cat Act 2011*, *Cat Regulations 2012* or the *Cat (Uniform Local Provisions) Regulations 2013*, whilst other clauses were confusing or not clear.

Officers subsequently investigated a large number of existing local government cat local laws and based on these investigations a new draft *Cats Local Law 2018* was prepared and presented to the August 2018 Council meeting. At this meeting Council resolved:

C.06/0818 That Council:

- 1. Notes the submissions received from Mr B Bebbington and the Department of Local Government, Sport and Cultural Industries.*
- 2. Resolves not to proceed with the Cats Local Law 2018 that was advertised on 11 April 2018.*
- 3. In accordance with Section 3.12 of the Local Government Act 1995, Council gives notice that it proposes to make a new Shire of Bridgetown-Greenbushes Cats Local Law 2018 as per Attachment 4. The purpose of the proposed Local Law is to repeal the Shire of Bridgetown-Greenbushes Keeping and Welfare of Cats Local Law and to provide Council under the proposed Cats Local Law 2018 with measures in addition to those under the Cat Act 2011 to control the keeping of cats. The effect of the proposed Local Law is to control the number of cats that can be kept, the places where cats can be kept and to control the activity of cats where a nuisance is caused.*

The new Shire of Bridgetown-Greenbushes Cats Local Law 2018 was advertised for public comment in September 2018. One public submission was received together with a submission from the Department of Local Government, Sport and Cultural Industries suggesting some minor edits. The submissions were presented to Council's January 2019 meeting where the following was resolved:

C.05/0119 That Council:

- 1. Notes the comments from the Department of Local Government, Sport and Cultural Industries contained in Attachment 8.*

2. Notes the comments contained in the submission from the single public submission received.
3. Adopts (makes) the “Cats Local Law 2019” as per Attachment 11 and proceeds with the approval and gazettal process in accordance with Section 3.12 of the Local Government Act. The purpose of the proposed Local Law is to repeal the Shire of Bridgetown-Greenbushes Keeping and Welfare of Cats Local Law and to provide Council under the proposed Cats Local Law 2019 with measures in addition to those under the Cat Act 2011 to control the keeping of cats. The effect of the proposed Local Law is to control the number of cats that can be kept, the places where cats can be kept and to control the activity of cats where a nuisance is caused.

Record Keeping Plan (State Records Act 2000)

The Shire of Bridgetown-Greenbushes Record Keeping Plan approved by the State Records Commission in 2014 was prepared with its objectives to ensure:

- Compliance with Section 19 of the *State Records Act 2000*
- Best practice record keeping is conducted in accordance with State Records Commission Standards and Records Management Standard AS15489
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions
- Recorded information can be retrieved quickly, accurately and cheaply when required
- Protection and preservation of government records

The efficiency and effectiveness of the Shire’s Record Keeping Plan, together with the staff training program, is reviewed regularly. A major review of the Record Keeping Plan was completed in August 2015 and successive major reviews will be undertaken every five years. In between the major reviews or the Record Keeping Plan Council reviews all policies associated with the Plan on an annual basis.

The Shire conducts an ongoing Record Keeping Training Program which includes both existing and new employees. This program covers, amongst other things, the roles and responsibilities of employees with regards to compliance with the Shire’s Record Keeping Plan.

The Shire has an electronic record keeping system (Synergy Soft) which is used to record all incoming mail/documents.

Electronic record keeping programs are also used for recording of financial data, building approvals, planning approvals, property ownership & rating details, purchasing, cemetery registers and dog & cat ownership.

Workload Indicators – 2018/19

Total Incoming Items Registered in Synergy	3836
These items are registered as follows	

General Correspondence	1051
Emails	1198
Building Application	122
Building Correspondence	112
Customer Service Requests	945
Human Resource	31
Planning Applications	180
Planning Correspondence	60
Septic Applications	42
Septic Correspondence	61
File Notes	2
Submissions	27
Tenders	Nil
Public Incident	Nil
Legal	Nil
Financial	Nil
Agendas and Minutes	2
Hazard Alert	1
Memorandums	1
Surveys	1

Total Outgoing Items Registered in Synergy	1766
These items are registered as follows	
General Correspondence	474
Emails	409
Building Correspondence	414
Health	2
Human Resource	11
Planning Correspondence	350
Septic Correspondence	103
Surveys	Nil
Accident and Incident	Nil
Submissions	1
File Notes	1
Customer Service	1

PART 4 – FINANCIALS

APPENDIX 1

ANNUAL FINANCIAL REPORT AND INDEPENDENT AUDIT REPORT

SHIRE OF BRIDGETOWN-GREENBUSHES

FINANCIAL REPORT

FOR THE YEAR ENDED 30TH JUNE 2019

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SHIRE'S VISION

'A beautiful place to live'

Working together with the community to achieve our shared objectives

Principal place of business:
1 Steere Street
BRIDGETOWN WA 6255

**SHIRE OF BRIDGETOWN-GREENBUSHES
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Bridgetown-Greenbushes for the financial year ended 30 June 2019 is based on proper accounts and records to present fairly the financial position of the Shire of Bridgetown-Greenbushes at 30 June 2019 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the

21st

day of

November

2019



Tim Clynych
Chief Executive Officer

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
Revenue				
Rates	21(a)	4,547,425	4,539,351	4,363,497
Operating grants, subsidies and contributions	2(a)	2,486,285	1,573,045	2,598,543
Fees and charges	2(a)	1,601,142	1,695,634	1,612,048
Interest earnings	2(a)	208,079	199,321	208,406
Other revenue	2(a)	122,577	112,631	209,233
		8,965,508	8,119,982	8,991,727
Expenses				
Employee costs		(4,243,910)	(4,566,526)	(4,420,103)
Materials and contracts		(2,479,557)	(3,047,741)	(2,073,748)
Utility charges		(272,181)	(284,442)	(272,895)
Depreciation on non-current assets	11(b)	(3,447,524)	(3,470,930)	(3,636,599)
Interest expenses	2(b)	(77,845)	(77,918)	(84,395)
Insurance expenses		(265,150)	(263,121)	(235,841)
Other expenditure		(299,191)	(305,735)	(290,184)
		(11,085,358)	(12,016,413)	(11,013,765)
		(2,119,850)	(3,896,431)	(2,022,038)
Non-operating grants, subsidies and contributions	2(a)	1,564,336	1,595,608	1,616,273
Profit on asset disposals	11(a)	7,460	21,350	29,424
(Loss) on asset disposals	11(a)	(187,984)	(34,489)	(101,287)
Fair value adjustments to financial assets at fair value through profit or loss	8	70,068	0	0
Reversal of prior year loss on revaluation of Infrastructure - bridges	10(a)	0	0	891,622
		1,453,880	1,582,469	2,436,032
Net result for the period		(665,970)	(2,313,962)	413,994
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	12	(46,244)	0	(5,625,495)
Total other comprehensive income for the period		(46,244)	0	(5,625,495)
Total comprehensive income for the period		(712,214)	(2,313,962)	(5,211,501)

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual	2019 Budget	2018 Actual
		\$	\$	\$
Revenue	2(a)			
Governance		323	369	41,422
General purpose funding		6,695,254	5,697,442	6,454,551
Law, order, public safety		435,704	442,813	381,911
Health		15,960	18,200	17,445
Education and welfare		595	25,509	598
Housing		22,573	22,000	11,602
Community amenities		1,054,736	1,112,757	1,051,829
Recreation and culture		312,481	414,094	546,728
Transport		158,721	112,099	100,056
Economic services		120,404	131,573	132,913
Other property and services		148,757	143,126	252,672
		8,965,508	8,119,982	8,991,727
Expenses	2(b)			
Governance		(967,022)	(1,040,302)	(983,840)
General purpose funding		(178,010)	(185,977)	(116,468)
Law, order, public safety		(875,933)	(964,264)	(787,659)
Health		(85,501)	(85,618)	(77,497)
Education and welfare		(182,711)	(237,877)	(181,772)
Housing		(38,594)	(33,605)	(32,182)
Community amenities		(1,694,705)	(1,768,222)	(1,691,681)
Recreation and culture		(2,690,357)	(3,099,678)	(2,556,528)
Transport		(3,577,042)	(3,754,970)	(3,774,921)
Economic services		(577,602)	(641,916)	(540,409)
Other property and services		(140,036)	(126,066)	(186,413)
		(11,007,513)	(11,938,495)	(10,929,370)
Finance Costs	2(b)			
General purpose funding		0	(100)	0
Community amenities		(13,354)	(13,310)	(13,575)
Recreation and culture		(64,491)	(64,508)	(70,820)
		(77,845)	(77,918)	(84,395)
		(2,119,850)	(3,896,431)	(2,022,038)
Non-operating grants, subsidies and contributions	2(a)	1,564,336	1,595,608	1,616,273
Profit on disposal of assets	11(a)	7,460	21,350	29,424
(Loss) on disposal of assets	11(a)	(187,984)	(34,489)	(101,287)
Fair value adjustments to financial assets at fair value through profit or loss	8	70,068	0	0
Reversal of prior year loss on revaluation of Infrastructure - bridges	10(a)	0	0	891,622
		1,453,880	1,582,469	2,436,032
Net result for the period		(665,970)	(2,313,962)	413,994
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	12	(46,244)	0	(5,625,495)
Total other comprehensive income for the period		(46,244)	0	(5,625,495)
Total comprehensive income for the period		(712,214)	(2,313,962)	(5,211,501)

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2019

	NOTE	2019 \$	2018 \$
CURRENT ASSETS			
Cash and cash equivalents	3	6,570,761	7,156,483
Trade receivables	5	337,608	268,977
Other financial assets at amortised cost	8(a)	8,651	0
Other loans and receivables	8(a)	0	8,337
Inventories	6	20,857	22,013
Other current assets	7	560	0
TOTAL CURRENT ASSETS		6,938,437	7,455,810
NON-CURRENT ASSETS			
Trade receivables	5	148,174	124,461
Other financial assets at amortised cost	8(b)	8,976	0
Financial assets at fair value through profit and loss	8(b)	70,068	0
Other loans and receivables	8(b)	0	17,627
Property, plant and equipment	9	35,649,987	35,755,380
Infrastructure	10	169,017,629	169,250,080
TOTAL NON-CURRENT ASSETS		204,894,834	205,147,548
TOTAL ASSETS		211,833,271	212,603,358
CURRENT LIABILITIES			
Trade and other payables	13	761,305	661,739
Borrowings	14(a)	253,216	268,033
Employee related provisions	15	864,649	931,888
TOTAL CURRENT LIABILITIES		1,879,170	1,861,660
NON-CURRENT LIABILITIES			
Borrowings	14(a)	1,810,366	1,863,582
Employee related provisions	15	46,495	68,662
TOTAL NON-CURRENT LIABILITIES		1,856,861	1,932,244
TOTAL LIABILITIES		3,736,031	3,793,904
NET ASSETS		208,097,240	208,809,454
EQUITY			
Retained surplus		115,654,005	115,629,829
Reserves - cash backed	4	3,392,546	4,082,692
Revaluation surplus	12	89,050,689	89,096,933
TOTAL EQUITY		208,097,240	208,809,454

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2017		115,946,350	3,352,177	94,722,428	214,020,955
Comprehensive income					
Net result for the period		413,994	0	0	413,994
Other comprehensive income	12	0	0	(5,625,495)	(5,625,495)
Total comprehensive income		413,994	0	(5,625,495)	(5,211,501)
Transfers from/(to) reserves		(730,515)	730,515	0	0
Balance as at 30 June 2018		115,629,829	4,082,692	89,096,933	208,809,454
Restated total equity at the beginning of the financial year		115,629,829	4,082,692	89,096,933	208,809,454
Comprehensive income					
Net result for the period		(665,970)	0	0	(665,970)
Other comprehensive income	12	0	0	(46,244)	(46,244)
Total comprehensive income		(665,970)	0	(46,244)	(712,214)
Transfers from/(to) reserves		690,146	(690,146)	0	0
Balance as at 30 June 2019		115,654,005	3,392,546	89,050,689	208,097,240

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		4,508,668	4,549,595	4,324,821
Operating grants, subsidies and contributions		2,446,501	1,579,767	2,663,860
Fees and charges		1,607,983	1,683,634	1,589,105
Interest received		207,038	199,321	206,686
Goods and services tax received		(519,784)	473,800	425,399
Other revenue		107,245	112,631	212,839
		8,357,651	8,598,748	9,422,710
Payments				
Employee costs		(4,338,809)	(4,539,851)	(4,383,516)
Materials and contracts		(2,370,797)	(3,086,699)	(2,471,201)
Utility charges		(277,014)	(283,642)	(270,906)
Interest expenses		(77,818)	(77,918)	(84,407)
Insurance paid		(265,150)	(263,121)	(235,841)
Goods and services tax paid		515,513	(479,046)	(386,761)
Other expenditure		(297,490)	(305,735)	(287,638)
		(7,111,565)	(9,036,012)	(8,120,270)
Net cash provided by (used in) operating activities	16	1,246,086	(437,264)	1,302,440
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(1,233,368)	(1,854,698)	(1,243,313)
Payments for construction of infrastructure		(2,304,085)	(3,027,955)	(1,122,619)
Non-operating grants, subsidies and contributions		1,564,336	1,595,608	1,616,273
Proceeds from self supporting loans		8,337	8,337	19,251
Proceeds from sale of property, plant & equipment		201,005	337,864	199,052
Net cash provided by (used in) investing activities		(1,763,775)	(2,940,844)	(531,356)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings		(268,033)	(268,034)	(257,059)
Proceeds from new borrowings		200,000	200,000	120,000
Net cash provided by (used in) financing activities		(68,033)	(68,034)	(137,059)
Net increase (decrease) in cash held		(585,722)	(3,446,142)	634,025
Cash at beginning of year		7,156,483	7,156,483	6,522,458
Cash and cash equivalents at the end of the year	16	6,570,761	3,710,341	7,156,483

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

SHIRE OF BRIDGETOWN-GREENBUSHES
 RATE SETTING STATEMENT
 FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	22 (b)	1,948,266	1,928,742	1,760,980
		1,948,266	1,928,742	1,760,980
Revenue from operating activities (excluding rates)				
Governance		323	369	41,422
General purpose funding		2,147,829	1,158,091	2,091,054
Law, order, public safety		439,691	444,013	384,385
Health		15,960	18,200	17,445
Education and welfare		595	25,509	598
Housing		22,573	22,000	11,602
Community amenities		1,055,809	1,130,507	1,052,043
Recreation and culture		312,481	414,094	548,261
Transport		161,121	114,499	1,016,881
Economic services		120,404	131,573	132,913
Other property and services		218,825	143,126	252,672
		4,495,611	3,601,981	5,549,276
Expenditure from operating activities				
Governance		(985,511)	(1,041,437)	(983,840)
General purpose funding		(178,010)	(186,077)	(116,468)
Law, order, public safety		(951,143)	(989,311)	(881,840)
Health		(85,585)	(85,618)	(77,497)
Education and welfare		(182,711)	(237,877)	(181,772)
Housing		(40,958)	(33,605)	(32,182)
Community amenities		(1,713,216)	(1,781,532)	(1,712,258)
Recreation and culture		(2,803,796)	(3,164,186)	(2,627,452)
Transport		(3,614,400)	(3,762,593)	(3,774,921)
Economic services		(577,976)	(642,600)	(540,409)
Other property and services		(140,036)	(126,066)	(186,413)
		(11,273,342)	(12,050,902)	(11,115,052)
Non-cash amounts excluded from operating activities	22(a)	3,517,124	3,484,069	2,788,495
Amount attributable to operating activities		(1,312,341)	(3,036,110)	(1,016,301)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		1,564,336	1,595,608	1,616,273
Proceeds from disposal of assets	11(a)	201,005	337,864	199,052
Proceeds from self supporting loans	14(b)	8,337	8,337	19,251
Purchase of property, plant and equipment	9(a)	(1,233,368)	(1,854,698)	(1,243,313)
Purchase and construction of infrastructure	10(a)	(2,304,085)	(3,027,955)	(1,122,619)
Amount attributable to investing activities		(1,763,775)	(2,940,844)	(531,356)
FINANCING ACTIVITIES				
Repayment of borrowings	14(b)	(268,033)	(268,034)	(257,059)
Proceeds from borrowings	14(c)	200,000	200,000	120,000
Transfers to reserves (restricted assets)	4	(924,569)	(680,899)	(1,541,961)
Transfers from reserves (restricted assets)	4	1,614,715	2,186,536	811,446
Amount attributable to financing activities		622,113	1,437,603	(867,574)
Surplus/(deficit) before imposition of general rates		(2,454,003)	(4,539,351)	(2,415,231)
Total amount raised from general rates	21	4,547,425	4,539,351	4,363,497
Surplus/(deficit) after imposition of general rates	22(b)	2,093,422	0	1,948,266

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

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 24 to these financial statements.

2. REVENUE AND EXPENSES

(a) Revenue

Grant Revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2019 Actual \$	2019 Budget \$	2018 Actual \$
Operating grants, subsidies and contributions			
Governance	0	0	40,645
General purpose funding	1,879,259	894,061	1,824,933
Law, order, public safety	387,100	404,763	342,830
Education and welfare	0	25,000	0
Housing	68,704	0	0
Recreation and culture	0	156,077	299,425
Transport	151,222	93,144	90,710
	2,486,285	1,573,045	2,598,543
Non-operating grants, subsidies and contributions			
Law, order, public safety	449,159	315,000	288,483
Community amenities	0	0	104,941
Recreation and culture	128,205	20,000	24,909
Transport	986,972	1,260,608	1,197,940
	1,564,336	1,595,608	1,616,273
Total grants, subsidies and contributions	4,050,621	3,168,653	4,214,816

SIGNIFICANT ACCOUNTING POLICIES

Grants, donations and other contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular

Grants, donations and other contributions (Continued)

period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 20. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Other revenue

Reimbursements and recoveries
 Other

Fees and Charges

Governance
 General purpose funding
 Law, order, public safety
 Health
 Education and welfare
 Housing
 Community amenities
 Recreation and culture
 Transport
 Economic services
 Other property and services

During 2018/19 Council resolved to amend its fees and charges as follows:

New Fees Introduced

Jigsaw Gallery Entry Fees
 Adult
 Child
 Family

Interest earnings

Loans receivable - clubs/institutions
 Reserve accounts interest
 Rates instalment and penalty interest (refer Note 21(c))
 Other interest earnings

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
	71,657	59,205	105,050
	50,920	53,426	104,183
	122,577	112,631	209,233
	229	269	216
	52,839	55,600	53,037
	44,090	36,050	37,519
	15,960	18,200	17,445
	9	9	9
	21,169	20,950	10,400
	1,048,628	1,112,757	1,050,451
	227,288	241,171	233,451
	7,499	8,755	9,346
	118,494	127,973	129,293
	64,937	73,900	70,881
	1,601,142	1,695,634	1,612,048
	\$2.00		
	\$1.00		
	\$5.00		
	890	891	1,714
	77,254	79,530	77,894
	49,385	43,900	43,718
	80,550	75,000	85,080
	208,079	199,321	208,406

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (Continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

SHIRE OF BRIDGETOWN-GREENBUSHES
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2019

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report
- Other services

Interest expenses (finance costs)

- Borrowings (refer Note 14(b))
- Other

Rental charges

- Operating leases

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
	11,850	19,750	14,800
	0	3,000	0
	11,850	22,750	14,800
	77,845	77,818	84,395
	0	100	0
	77,845	77,918	84,395
	58,628	61,502	63,448
	58,628	61,502	63,448

SHIRE OF BRIDGETOWN-GREENBUSHES
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2019

3. CASH AND CASH EQUIVALENTS

	NOTE	2019 \$	2018 \$
Cash at bank and on hand		3,178,215	3,073,791
Restricted		3,392,546	4,082,692
		6,570,761	7,156,483
Comprises:			
- Unrestricted cash and cash equivalents		3,178,215	3,073,791
- Restricted cash and cash equivalents		3,392,546	4,082,692
		6,570,761	7,156,483
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Reserve accounts			
Leave Reserve	4	182,136	177,112
Plant Reserve	4	424,561	318,625
Land and Building Reserve	4	714,400	709,401
Bushfire Reserve	4	10,739	687
Maranup Road Maintenance Reserve	4	5,256	101,525
Subdivision Reserve	4	390,331	379,565
Sanitation Reserve	4	65,647	19,903
Recreation Centre Floor and Solar Reserve	4	190,315	175,310
MGB Reserve	4	0	74,222
Refuse Site Post Closure Reserve	4	219,017	208,099
Drainage Reserve	4	21,084	10,747
Community Bus Replacement Reserve	4	50,374	48,985
SBS Tower and Infrastructure Replacement Reserve	4	31,589	30,718
Playground Equipment Reserve	4	30,497	25,846
Swimming Pool Reserve	4	4,429	4,307
Car Park Reserve	4	948	922
ROMANS Reserve	4	4,721	4,591
Building Maintenance Reserve	4	145,768	145,551
Strategic Projects Reserve	4	98,934	64,136
Matched Grants Reserve	4	38,293	30,287
Aged Care Infrastructure Reserve	4	56,022	54,477
Equipment Reserve	4	6,010	5,844
Assets and GRV Valuation Reserve	4	57,656	84,308
Bridgetown Leisure Centre Reserve	4	117,894	124,897
Trails Reserve	4	21,286	20,698
Light Fleet Vehicle Reserve	4	64,021	19,500
Prepaid Rates Reserve	4	30,097	0
Blackspot Works Reserve	4	10,032	0
Unspent Grants Reserve	4 & 20	400,489	1,158,879
Unspent Loans Reserve	4 & 14(d)	0	83,550
Total restricted cash and cash equivalents		3,392,546	4,082,692

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash

Cash and cash equivalents (Continued)

and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

		2019	2019	2019	2019	2019	2019	2019	2019	2018	2018	2018	2018
		Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual
		Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing
		Balance	to	(from)	Balance	Balance	to	(from)	Balance	Balance	to	(from)	Balance
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4. RESERVES - CASH BACKED													
(a)	Leave Reserve	177,112	5,024	0	182,136	177,112	5,705	0	182,817	171,985	5,127	0	177,112
(b)	Plant Reserve	318,625	244,371	(138,435)	424,561	318,625	270,888	(418,435)	171,078	210,636	271,879	(163,890)	318,625
(c)	Land and Building Reserve	709,401	45,080	(40,081)	714,400	709,401	21,389	(45,326)	685,464	688,894	20,536	(29)	709,401
(d)	Bushfire Reserve	687	10,052	0	10,739	687	5,183	0	5,870	473	5,214	(5,000)	687
(e)	Maranup Road Maintenance Reser	101,525	1,731	(98,000)	5,256	101,525	114	(98,000)	3,639	98,586	2,939	0	101,525
(f)	Subdivision Reserve	379,565	10,766	0	390,331	379,565	22,548	0	402,113	339,210	40,355		379,565
(g)	Sanitation Reserve	19,903	104,544	(58,800)	65,647	19,903	102,355	(118,000)	4,258	58,761	1,752	(40,610)	19,903
(h)	Recreation Centre Floor and Solar I	175,310	15,005	0	190,315	175,310	15,969	0	191,279	170,235	5,075	0	175,310
(i)	MGB Reserve	74,222	253	(74,475)	0	74,222	0	(74,222)	0	72,073	2,149	0	74,222
(j)	Refuse Site Post Closure Reserve	208,099	10,918	0	219,017	208,099	11,445	(13,000)	206,544	197,220	10,879	0	208,099
(k)	Drainage Reserve	10,747	10,337	0	21,084	10,747	10,668	0	21,415	3,629	7,118	0	10,747
(l)	Community Bus Replacement Rese	48,985	1,389	0	50,374	48,985	1,578	0	50,563	87,161	12,568	(50,744)	48,985
(m)	SBS Tower and Infrastructure Repla	30,718	871	0	31,589	30,718	989	0	31,707	29,829	889	0	30,718
(n)	Playground Equipment Reserve	25,846	4,651	0	30,497	25,846	3,929	0	29,775	20,431	5,415	0	25,846
(o)	Swimming Pool Reserve	4,307	122	0	4,429	4,307	139	0	4,446	4,182	125	0	4,307
(p)	Car Park Reserve	922	26	0	948	922	30	0	952	895	27	0	922
(q)	ROMANS Reserve	4,591	130	0	4,721	4,591	148	0	4,739	4,458	133	0	4,591
(r)	Building Maintenance Reserve	145,551	4,084	(3,867)	145,768	145,551	4,688	0	150,239	160,557	4,475	(19,481)	145,551
(s)	Strategic Projects Reserve	64,136	34,798	0	98,934	64,136	12,227	(5,000)	71,363	45,073	21,343	(2,280)	64,136
(t)	Matched Grants Reserve	30,287	10,882	(2,876)	38,293	30,287	10,976	(10,000)	31,263	19,871	10,416	0	30,287
(u)	Aged Care Infrastructure Reserve	54,477	1,545	0	56,022	54,477	1,755	0	56,232	52,900	1,577	0	54,477
(v)	Equipment Reserve	5,844	166	0	6,010	5,844	188	0	6,032	6,508	2,636	(3,300)	5,844
(w)	Assets and GRV Valuation Reserve	84,308	37,992	(64,644)	57,656	84,308	37,460	(67,500)	54,268	66,168	34,140	(16,000)	84,308
(x)	Bridgetown Leisure Centre Reserve	124,897	3,333	(10,336)	117,894	124,897	3,739	(8,800)	119,836	133,635	3,962	(12,700)	124,897
(y)	Trails Reserve	20,698	588	0	21,286	20,698	667	0	21,365	20,099	599	0	20,698
(z)	Light Fleet Vehicle Reserve	19,500	95,524	(51,003)	64,021	19,500	94,834	(114,200)	134	0	19,500	0	19,500
(aa)	Prepaid Rates Reserve	0	30,097	0	30,097	0	30,966	0	30,966	0	0	0	0
(ab)	Blackspot Works Reserve	0	10,032	0	10,032	0	10,322	0	10,322	0	0	0	0
(ac)	Unspent Grants and Loans Reserve	1,242,429	230,258	(1,072,198)	400,489	1,242,429	0	(1,214,053)	28,376	688,708	1,051,133	(497,412)	1,242,429
		4,082,692	924,569	(1,614,715)	3,392,546	4,082,692	680,899	(2,186,536)	2,577,055	3,352,177	1,541,961	(811,446)	4,082,692

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

4. RESERVES - CASH BACKED (Continued)

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

	Name of Reserve	Anticipated date of use	Purpose of the reserve
(a)	Leave Reserve	Ongoing	To be used to fund annual and long service leave requirements.
(b)	Plant Reserve	Ongoing	To be used for the purchase of major plant.
(c)	Land and Building Reserve	Ongoing	To be used for the future acquisition of land and buildings.
(d)	Bushfire Reserve	Ongoing	To be used for the purchase of district fire fighting equipment, buildings and fire fighting plant.
(e)	Maranup Road Maintenance Reserve	Ongoing	To be used to maintain the section of Maranup Ford Road between the old and new entrances to the Talison Mine.
(f)	Subdivision Reserve	Ongoing	To be used for the construction of sub-division feeder roads and road upgrades where it is a condition of planning or development approval.
(g)	Sanitation Reserve	Ongoing	To be used for the provision of waste management services and waste facilities.
(h)	Recreation Centre Floor and Solar Reserve	Ongoing	To be used to fund future timber floor and solar equipment replacements at the Bridgetown Leisure Centre.
(i)	MGB Reserve	2018/19	To be used for the maintenance of the mobile garbage bin project.
(j)	Refuse Site Post Closure Reserve	Ongoing	To be used to rehabilitate the Shire's refuse sites.
(k)	Drainage Reserve	Ongoing	To be used for drainage upgrade works.
(l)	Community Bus Replacement Reserve	Ongoing	To be used to purchase a replacement community bus.
(m)	SBS Tower and Infrastructure Replacement Reserve	Ongoing	To be used for replacement of the SBS tower and associated infrastructure.
(n)	Playground Equipment Reserve	Ongoing	To be used for replacement of playground equipment.
(o)	Swimming Pool Reserve	Ongoing	To be used for studies on the pool for life expectancy and upgrades required to enable its future usage.
(p)	Car Park Reserve	Ongoing	To hold contributions for funding car park construction.
(q)	ROMANS Reserve	2019/20	To be used to fund the take-up of roads condition information into ROMANS.
(r)	Building Maintenance Reserve	Ongoing	To be used to fund capital improvements to council buildings and facilities.
(s)	Strategic Projects Reserve	Ongoing	To be used to fund strategic planning actions and other strategic initiatives as determined by the Council.
(t)	Matched Grants Reserve	Ongoing	To provide a funding mechanism for grants that require a matched funding component.
(u)	Aged Care Infrastructure Reserve	Ongoing	To contribute to the construction of non-council aged care buildings.
(v)	Equipment Reserve	Ongoing	To be used to fund the purchase of gym and exercise equipment.
(w)	Assets and GRV Valuation Reserve	Ongoing	To be used to fund future property and infrastructure revaluations.
(x)	Bridgetown Leisure Centre Reserve	Ongoing	To be used for the purpose of funding new initiatives at the Bridgetown Leisure Centre.
(y)	Trails Reserve	Ongoing	To be used for funding of new local trail initiatives and projects.
(z)	Light Fleet Vehicle Reserve	Ongoing	To be used for the purchase of light fleet vehicles.
(aa)	Prepaid Rates Reserve	2019/20	To ensure funding is available in 2019/20 to offset the derecognition of prepaid rates as revenue due to the introduction of Accounting Standard AASB1058.
(ab)	Blackspot Works Reserve	Ongoing	To provide a funding mechanism for Blackspot Grant projects that require a matched funding component.
(ac)	Unspent Grants and Loans Reserve	Ongoing	To be used for the recording of unspent grant and loan funds.

5. TRADE RECEIVABLES

Current

Rates receivable	
Sundry receivables	
GST receivable	
Allowance for impairment of receivables	
Accrued interest on investments	
Accrued interest on SSL	

Non-current

Pensioner's rates and ESL deferred	
------------------------------------	--

2019	2018
\$	\$
141,352	126,308
185,614	140,119
5,076	805
0	(2,780)
5,564	4,522
2	3
337,608	268,977
148,174	124,461
148,174	124,461

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 23.

Previous accounting policy: Impairment of trade receivables

In the prior year, the impairment of trade receivables was assessed based on the incurred loss model. Individual receivables which were known to be uncollectible were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was objective evidence that an impairment had been incurred but not yet identified. For these receivables the estimated impairment losses were recognised in a separate provision for impairment.

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

6. INVENTORIES

Current

Fuel, oil and materials

The following movements in inventories occurred during the year:

Carrying amount at 1 July

Inventories expensed during the year

Additions to inventory

Carrying amount at 30 June

	2019	2018
	\$	\$
	20,857	22,013
	20,857	22,013
	22,013	18,957
	(189,502)	(173,881)
	188,346	176,937
	20,857	22,013

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

7. OTHER ASSETS AND ASSETS CLASSIFIED AS HELD FOR SALE

Other current assets

Prepayments

	2019	2018
	\$	\$
	560	0
	560	0

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

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8. OTHER FINANCIAL ASSETS

(a) Current assets

Other financial assets at amortised cost
 Other loans and receivables

	2019	2018
	\$	\$
Other financial assets at amortised cost	8,651	0
Other loans and receivables	0	8,337
	8,651	8,337

Other financial assets at amortised cost

- Financial assets at amortised cost - self supporting loans

	8,651	0
	8,651	0

Financial assets previously classified as loans and receivables

- Loans receivable - clubs/institutions

	0	8,337
	0	8,337

(b) Non-current assets

Other financial assets at amortised cost
 Financial assets at fair value through profit and loss
 Other loans and receivables

Other financial assets at amortised cost	8,976	0
Financial assets at fair value through profit and loss	70,068	0
Other loans and receivables	0	17,627
	79,044	17,627

Other financial assets at amortised cost

- Financial assets at amortised cost - self supporting loans

	8,976	0
	8,976	0

Financial assets at fair value through profit and loss

- *Unlisted equity investments*

Units in Local Government House Trust

	70,068	0
	70,068	0

Financial assets previously classified as loans and receivables

- Loans receivable - clubs/institutions

	0	17,627
	0	17,627

During the year, the following gains/(losses) were recognised in profit and loss:

Fair value gains/(losses) on equity investments at fair value through profit and loss are recognised in other gains/(losses) and classified as other property and services

	70,068	0
	70,068	0

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 14(b) as self supporting loans.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 23.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Previous accounting policy: available for sale financial assets

Available-for-sale financial assets were non-derivative financial assets that were either not suitable to be classified as other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Previous accounting policy: Loans and receivables

Non-derivative financial assets with fixed or determinable payments that were not quoted in an active market and are solely payments of principal and interest were classified as loans and receivables and are subsequently measured at amortised cost, using the effective interest rate method.

Refer to Note 24 for explanations regarding the change in accounting policy and reclassification of available for sale financial assets to financial assets at fair value through profit and loss.

9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Land - vested in and under the control of Council	Total land	Buildings - non-specialised	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Works in progress - buildings	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2017	5,211,500	2,330,000	7,541,500	130,000	23,523,145	23,653,145	31,194,645	235,415	4,250,609	1,113	35,681,782
Additions	0	0	0	0	210,148	210,148	210,148	38,673	981,574	12,918	1,243,313
(Disposals)	0	0	0	0	0	0	0	0	(270,915)	0	(270,915)
Depreciation (expense)	0	0	0	(4,966)	(497,538)	(502,504)	(502,504)	(38,984)	(357,312)	0	(898,800)
Carrying amount at 30 June 2018	5,211,500	2,330,000	7,541,500	125,034	23,235,755	23,360,789	30,902,289	235,104	4,603,956	14,031	35,755,380
Comprises:											
Gross carrying amount at 30 June 2018	5,211,500	2,330,000	7,541,500	130,000	23,733,293	23,863,293	31,404,793	311,785	5,289,255	14,031	37,019,864
Accumulated depreciation at 30 June 2018	0	0	0	(4,966)	(497,538)	(502,504)	(502,504)	(76,681)	(685,299)	0	(1,264,484)
Carrying amount at 30 June 2018	5,211,500	2,330,000	7,541,500	125,034	23,235,755	23,360,789	30,902,289	235,104	4,603,956	14,031	35,755,380
Additions	40,081	0	40,081	7,483	313,662	321,145	361,226	8,169	846,708	17,265	1,233,368
(Disposals)	0	0	0	0	0	0	0	(63,821)	(317,708)	0	(381,529)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	0	120	(46,364)	0	(46,244)
Depreciation (expense)	0	0	0	(4,966)	(503,130)	(508,096)	(508,096)	(38,892)	(364,000)	0	(910,988)
Transfers	0	0	0	0	14,031	14,031	14,031	0	0	(14,031)	0
Carrying amount at 30 June 2019	5,251,581	2,330,000	7,581,581	127,551	23,060,318	23,187,869	30,769,450	140,680	4,722,592	17,265	35,649,987
Comprises:											
Gross carrying amount at 30 June 2019	5,251,581	2,330,000	7,581,581	137,483	24,060,986	24,198,469	31,780,050	140,680	4,722,592	17,265	36,660,587
Accumulated depreciation at 30 June 2019	0	0	0	(9,932)	(1,000,668)	(1,010,600)	(1,010,600)	0	0	0	(1,010,600)
Carrying amount at 30 June 2019	5,251,581	2,330,000	7,581,581	127,551	23,060,318	23,187,869	30,769,450	140,680	4,722,592	17,265	35,649,987

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9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	Level 2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuers	01 June 2017	Price per hectare / market borrowing rate
Land - vested in and under the control of Council	Level 3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	01 June 2017	Improvements to land using construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Buildings - non-specialised	Level 2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuers	01 June 2017	Price per square meter / market borrowing rate
Buildings - specialised	Level 3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	01 June 2017	Improvements to land using construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Furniture and equipment					
Furniture and equipment	Level 2	Market approach using recent observable market data for similar items / income approach using discounted cashflow methodology	Management valuation	01 June 2019	Price per item
Furniture and equipment	Level 3	Cost approach using depreciated replacement cost	Management valuation	01 June 2019	Purchase costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) Inputs
Plant and equipment					
Plant and equipment	Level 2	Market approach using recent observable market data for similar items / income approach using discounted cashflow methodology	Management valuation	01 June 2019	Price per item
Plant and equipment	Level 3	Cost approach using depreciated replacement cost	Management valuation	01 June 2019	Purchase costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) Inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

SHIRE OF BRIDGETOWN-GREENBUSHES
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10. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - drainage	Infrastructure - parks & ovals	Infrastructure - bridges	Infrastructure - other	Works in progress - roads	Works in progress - drainage	Works in progress - bridges	Works in progress - other infrastructure	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2017	156,013,707	2,366,656	4,578,307	2,336,705	5,876,158	4,355,387	70,593	1,620	0	0	175,599,133
Additions	730,082	53,296	85,074	33,388	94,000	0	29,134	21,518	35,833	40,294	1,122,619
Revaluation increments / (decrements) transferred to revaluation surplus	(6,697,280)	(48,059)	120,924	522,888	73,684	402,348					(5,625,495)
Revaluation (loss) / reversals transferred to profit or loss					891,622						891,622
Depreciation (expense)	(2,133,692)	(75,905)	(91,503)	(174,447)	(125,579)	(136,673)					(2,737,799)
Carrying amount at 30 June 2018	147,912,817	2,295,988	4,692,802	2,718,534	6,809,885	4,621,062	99,727	23,138	35,833	40,294	169,250,080
Comprises:											
Gross carrying amount at 30 June 2018	188,265,943	3,086,535	7,251,867	4,213,400	10,452,039	5,234,000	99,727	23,138	35,833	40,294	218,702,776
Accumulated depreciation at 30 June 2018	(40,353,126)	(790,547)	(2,559,065)	(1,494,866)	(3,642,154)	(612,938)	0	0	0	0	(49,452,696)
Carrying amount at 30 June 2018	147,912,817	2,295,988	4,692,802	2,718,534	6,809,885	4,621,062	99,727	23,138	35,833	40,294	169,250,080
Additions	1,641,815	0	106,789	14,752	181,487	342,363	9,399	0	0	7,480	2,304,085
Depreciation (expense)	(1,930,840)	(63,570)	(90,648)	(148,521)	(176,423)	(126,534)					(2,536,536)
Transfers	69,032	0	20,937	0	35,833	40,294	(69,031)	(20,938)	(35,833)	(40,294)	0
Carrying amount at 30 June 2019	147,692,824	2,232,418	4,729,880	2,584,765	6,850,782	4,877,185	40,095	2,200	0	7,480	169,017,629
Comprises:											
Gross carrying amount at 30 June 2019	189,976,790	3,086,535	7,379,593	4,228,152	10,669,359	5,616,657	40,095	2,200	0	7,480	221,006,861
Accumulated depreciation at 30 June 2019	(42,283,966)	(854,117)	(2,649,713)	(1,643,387)	(3,818,577)	(739,472)	0	0	0	0	(51,989,232)
Carrying amount at 30 June 2019	147,692,824	2,232,418	4,729,880	2,584,765	6,850,782	4,877,185	40,095	2,200	0	7,480	169,017,629

10. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - footpaths	3	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - drainage	3	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - parks & ovals	3	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - bridges	3	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - other	3	Cost approach using depreciated replacement cost	Independent registered valuers	01 June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with *AASB 116*. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051*, *Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

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11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(a) Disposals of Assets

	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss	2019 Budget Net Book Value	2019 Budget Sale Proceeds	2019 Budget Profit	2019 Budget Loss	2018 Actual Net Book Value	2018 Actual Sale Proceeds	2018 Actual Profit	2018 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Furniture and equipment	63,821	0	0	(63,821)			0					0
Plant and equipment	317,708	201,005	7,460	(124,163)	351,003	337,864	21,350	(34,489)	270,915	199,052	29,425	(101,288)
	381,529	201,005	7,460	(187,984)	351,003	337,864	21,350	(34,489)	270,915	199,052	29,425	(101,288)

The following assets were disposed of during the year.

	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
	\$	\$	\$	\$
Plant and Equipment				
Governance				
2013 Holden Cruze Equipe	8,426	7,755	0	(671)
2014 Subaru Liberty	11,818	9,800	0	(2,018)
Various Minor Asset Disposals	15,800	0	0	(15,800)
Law, order, public safety				
1998 Hino Fire Tender	65,047	24,545	0	(40,502)
2005 Nissan Navara	6,000	8,623	2,623	0
2014 Holden Colorado	15,000	16,364	1,364	0
Various Minor Asset Disposals	34,708	0	0	(34,708)
Health				
2014 Nissan Pathfinder	18,266	18,182	0	(84)
Housing				
Various Minor Asset Disposals	2,364	0	0	(2,364)
Community amenities				
2014 Holden Colorado	16,909	17,982	1,073	0
Various Minor Asset Disposals	5,157	0	0	(5,157)
Recreation and culture				
Wave Pool Cleaner	3,709	0	0	(3,709)
Various Minor Asset Disposals	45,239	0	0	(45,239)
Transport				
New Holland Nugget Slasher	1,761	1,200	0	(561)
Metrocount 5600	0	1,200	1,200	0
Metrocount 5600	0	1,200	1,200	0
Sewell 3PL Road Broom	500	0	0	(500)
2007 John Deere Tractor	12,000	11,800	0	(200)
2009 Mitsubishi Tip Truck	40,121	36,363	0	(3,758)
2014 New Holland Cab Tractor	32,278	29,600	0	(2,678)
2014 Nissan Pathfinder	20,603	16,391	0	(4,212)
Various Minor Asset Disposals	25,449	0	0	(25,449)
Economic services				
Various Minor Asset Disposals	374	0	0	(374)
	381,529	201,005	7,460	(187,984)
	381,529	201,005	7,460	(187,984)

The loss on asset disposals includes \$129,091 for various minor asset disposals due to the implementation of Section 17A(5) of the Local Government (*Financial Management*) Regulations. This required that from 1 July 2018 assets with a fair value at the date of acquisition of under \$5,000 are excluded from the assets of the local government.

11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(b) Depreciation

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Buildings - non-specialised	4,966	4,966	4,966
Buildings - specialised	503,130	499,883	497,538
Furniture and equipment	38,892	37,006	38,984
Plant and equipment	364,000	392,540	357,312
Infrastructure - roads	1,930,840	1,930,840	2,133,692
Infrastructure - footpaths	63,570	63,570	75,905
Infrastructure - drainage	90,648	90,648	91,503
Infrastructure - parks & ovals	148,521	148,520	174,447
Infrastructure - bridges	176,423	176,423	125,579
Infrastructure - other	126,534	126,534	136,673
	3,447,524	3,470,930	3,636,599

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 120 Years
Furniture and equipment	4 to 15 Years
Plant and equipment	3 to 25 Years
Infrastructure - Roads	80 to 100 Years
Infrastructure - Footpaths	40 to 50 Years
Infrastructure - Drainage	80 Years
Infrastructure - Parks and ovals	15 to 50 Years
Bridges	
Road bridges	80 Years
Pedestrian bridges	50 Years
Infrastructure - Other	
Car parks pavement	60 Years
Car parks seal	25 Years
Street furniture	15 Years
Bus shelters	15 Years
Reservoirs and dams	50 Years
Swimming pool infrastructure	50 Years
All other infrastructure	15 to 50 Years

Depreciation (Continued)

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

(a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

SHIRE OF BRIDGETOWN-GREENBUSHES
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12. REVALUATION SURPLUS

	2019 Opening Balance	2019 Revaluation Increment	2019 Revaluation (Decrement)	Total Movement on Revaluation	2019 Closing Balance	2018 Opening Balance	2018 Revaluation Increment	2018 Revaluation (Decrement)	Total Movement on Revaluation	2018 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land and buildings	20,267,735	0	0	0	20,267,735	20,267,735	0	0	0	20,267,735
Furniture and equipment	112,864	120	0	120	112,984	112,864	0	0	0	112,864
Plant and equipment	359,636	0	(46,364)	(46,364)	313,272	359,636	0	0	0	359,636
Infrastructure - roads	63,326,586	0	0	0	63,326,586	70,023,866	0	(6,697,280)	(6,697,280)	63,326,586
Infrastructure - footpaths	1,166,620	0	0	0	1,166,620	1,214,679	0	(48,059)	(48,059)	1,166,620
Infrastructure - drainage	2,556,333	0	0	0	2,556,333	2,435,409	120,924	0	120,924	2,556,333
Infrastructure - parks & ovals	760,959	0	0	0	760,959	238,071	522,888	0	522,888	760,959
Infrastructure - bridges	73,684	0	0	0	73,684	0	73,684	0	73,684	73,684
Infrastructure - other	472,516	0	0	0	472,516	70,168	402,348	0	402,348	472,516
	89,096,933	120	(46,364)	(46,244)	89,050,689	94,722,428	1,119,844	(6,745,339)	(5,625,495)	89,096,933

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by *AASB 116 Aus 40.1*.

13. TRADE AND OTHER PAYABLES

Current

Sundry creditors	Accrued interest on long term borrowings	Accrued salaries and wages	GST payable	Retentions, works and hire bonds	Accrued expenditure
------------------	--	----------------------------	-------------	----------------------------------	---------------------

	2019	2018
	\$	\$
	533,708	470,587
	265	238
	88,428	83,704
	469	507
	138,435	93,704
	0	12,999
	761,305	661,739

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect

Trade and other payables (Continued)

of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

SHIRE OF BRIDGETOWN-GREENBUSHES
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14. INFORMATION ON BORROWINGS

(a) Borrowings	2019	2018
	\$	\$
Current	253,216	268,033
Non-current	1,810,366	1,863,582
	2,063,582	2,131,615

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	30 June 2019					30 June 2019					30 June 2018				
				Actual Principal 1 July 2018	Actual New Loans	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding	Budget Principal 1 July 2018	Budget New Loans	Budget Principal repayments	Budget Interest repayments	Budget Principal outstanding	Actual Principal 1 July 2017	Actual New Loans	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Community amenities																		
Bridgetown Transfer Station	107B	WATC*	3.27%	0	0	0	0	0	0	0	0	0	9,487	0	9,487	231	0	
Landfill Site (Track Loader)	108	WATC*	4.13%	96,655	0	22,703	3,755	73,952	96,654	0	22,703	3,760	73,951	118,448	0	21,793	4,664	96,655
Landfill Site New Cell	113	WATC*	2.28%	306,774	0	99,949	6,422	206,825	306,774	0	99,949	6,428	206,825	404,482	0	97,708	8,663	306,774
Liquid and Inert Waste Sites	114	WATC*	2.73%	120,000	0	22,716	3,119	97,284	120,000	0	22,716	3,122	97,284	0	120,000	0	18	120,000
Landfill Cell Extension	115	WATC*	1.61%	0	100,000	0	26	100,000	0	100,000	0	0	100,000	0	0	0	0	0
Liquid Waste Facility	116	WATC*	1.96%	0	100,000	0	32	100,000	0	100,000	0	0	100,000	0	0	0	0	0
Recreation and culture																		
Memorial Park Improvements	105	WATC*	6.25%	27,987	0	27,987	1,314	0	27,987	0	27,987	1,319	0	54,304	0	26,317	2,985	27,987
Somme Creek Parkland	106	WATC*	6.25%	22,136	0	22,136	1,039	0	22,137	0	22,137	1,043	0	42,952	0	20,816	2,360	22,136
Bridgetown Swimming Pool	112	WATC*	4.04%	1,532,099	0	64,205	61,248	1,467,894	1,532,099	0	64,205	61,255	1,467,894	1,593,786	0	61,687	63,765	1,532,099
				2,105,651	200,000	259,696	76,955	2,045,955	2,105,651	200,000	259,697	76,927	2,045,954	2,223,459	120,000	237,808	82,686	2,105,651
Self Supporting Loans																		
Recreation and culture																		
Bridgetown Bowling Club	110	WATC*	4.04%	25,964	0	8,337	890	17,627	25,964	0	8,337	891	17,627	45,215	0	19,251	1,709	25,964
				25,964	0	8,337	890	17,627	25,964	0	8,337	891	17,627	45,215	0	19,251	1,709	25,964
				2,131,615	200,000	268,033	77,845	2,063,582	2,131,615	200,000	268,034	77,818	2,063,581	2,268,674	120,000	257,059	84,395	2,131,615

* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 8 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

SHIRE OF BRIDGETOWN-GREENBUSHES
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 FOR THE YEAR ENDED 30TH JUNE 2019

14. INFORMATION ON BORROWINGS (Continued)

(c) New Borrowings - 2018/19

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2019 Actual	2019 Budget	2019 Actual	2019 Budget		
Loan 115 - Landfill Cell Extension	WATC	Debenture	5	1.61%	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 6,438	\$ 0
Loan 116 - Liquid Waste Facility	WATC	Debenture	10	1.96%	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 14,396	\$ 0
					\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 20,834	\$ 0

(d) Unspent Borrowings

Particulars	Date Borrowed	Unspent Balance 1 July 2018	Borrowed	Expended	Unspent
			During Year	During Year	Balance 30 June 2019
Loan 114 - Liquid Waste & Inert Waste Site	01 Jun 18	\$ 83,550	\$ 0	\$ (83,550)	\$ 0
		\$ 83,550	\$ 0	\$ (83,550)	\$ 0

(e) Undrawn Borrowing Facilities

	2019	2018
Credit Standby Arrangements	\$	\$
Bank overdraft limit	200,000	200,000
Bank overdraft at balance date	0	0
Credit card limit	5,000	5,000
Credit card balance at balance date	1,727	0
Total amount of credit unused	203,273	205,000
Loan facilities		
Loan facilities - current	253,216	268,033
Loan facilities - non-current	1,810,366	1,863,582
Total facilities in use at balance date	2,063,582	2,131,615
Unused loan facilities at balance date	0	0

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk

Information regarding exposure to risk can be found at Note 23.

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
Opening balance at 1 July 2018			
Current provisions	423,608	508,280	931,888
Non-current provisions	0	68,662	68,662
	423,608	576,942	1,000,550
Additional provision	303,276	81,246	384,522
Amounts used	(376,926)	(97,002)	(473,928)
Balance at 30 June 2019	349,958	561,186	911,144
Comprises			
Current	349,958	514,691	864,649
Non-current	0	46,495	46,495
	349,958	561,186	911,144
Amounts are expected to be settled on the following basis:	2019	2018	
	\$	\$	
Less than 12 months after the reporting date	280,727	374,306	
More than 12 months from reporting date	630,417	617,798	
Expected reimbursements from other WA local governments	0	8,446	
	911,144	1,000,550	

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

16. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Cash and cash equivalents	6,570,761	3,710,341	7,156,483
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(665,970)	(2,313,962)	413,994
Non-cash flows in Net result:			
Adjustments to fair value of financial assets	(70,068)	0	0
Depreciation	3,447,524	3,470,930	3,636,599
(Profit)/loss on sale of asset	180,524	13,139	71,863
Reversal of loss on revaluation of fixed assets	0	0	(891,622)
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(92,344)	3,766	44,222
(Increase)/decrease in other assets	(560)	0	0
(Increase)/decrease in inventories	1,156	1,500	(3,056)
Increase/(decrease) in payables	99,566	(42,029)	(379,325)
Increase/(decrease) in provisions	(89,406)	25,000	26,038
Grants contributions for the development of assets	(1,564,336)	(1,595,608)	(1,616,273)
Net cash from operating activities	1,246,086	(437,264)	1,302,440

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2019	2018
	\$	\$
Governance	20,817	22,853
General purpose funding	7,748	5,560
Law, order, public safety	4,131,965	3,772,376
Health	2,550	1,674
Education and welfare	613,049	630,690
Housing	660,710	673,716
Community amenities	6,600,208	6,203,478
Recreation and culture	28,916,568	29,289,874
Transport	157,727,380	158,102,749
Economic services	999,044	1,025,292
Other property and services	11,780,159	12,558,776
Unallocated	373,073	316,320
	211,833,271	212,603,358

18. CAPITAL AND LEASING COMMITMENTS

(a) Capital Expenditure Commitments

Contracted for:

Land

- Purchase of Lot 104 Lockley Ave, Bridgetown
- Purchase of Lot 115 Nelson St, Bridgetown
- Purchase of Lot 60 Hester St, Bridgetown
- Purchase of Pt Lot 150 Hampton St, Bridgetown

Buildings

- Civic Centre renewal works
- Depot renewal works
- Greenbushes Offices renewal works
- Bridgetown Sportsground horse stall replacements
- Construction of new records storage facility

Furniture and equipment

New software module

Plant and equipment

- Truck purchase
- Tractor purchase

Payable:

- not later than one year

	2019	2018
	\$	\$
- Purchase of Lot 104 Lockley Ave, Bridgetown	36,364	0
- Purchase of Lot 115 Nelson St, Bridgetown	36,364	0
- Purchase of Lot 60 Hester St, Bridgetown	18,182	0
- Purchase of Pt Lot 150 Hampton St, Bridgetown	43,000	0
- Civic Centre renewal works	3,700	0
- Depot renewal works	7,300	0
- Greenbushes Offices renewal works	5,588	0
- Bridgetown Sportsground horse stall replacements	6,050	0
- Construction of new records storage facility	0	46,362
New software module	11,684	0
- Truck purchase	0	120,435
- Tractor purchase	0	18,000
	168,232	184,797
- not later than one year	168,232	184,797

(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

Payable:

- not later than one year
- later than one year but not later than five years

	2019	2018
	\$	\$
- not later than one year	10,194	64,525
- later than one year but not later than five years	0	10,194
	10,194	74,719

SIGNIFICANT ACCOUNTING POLICIES

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leases (Continued)

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

19. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Meeting Fees	74,453	78,200	78,200
President's allowance	8,500	8,500	8,500
Deputy President's allowance	2,125	2,125	2,125
Travelling expenses	0	2,000	0
Telecommunications allowance	17,632	18,540	18,540
	<u>102,710</u>	<u>109,365</u>	<u>107,365</u>

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2019 Actual	2018 Actual
	\$	\$
Short-term employee benefits	687,805	580,805
Post-employment benefits	57,530	52,227
Other long-term benefits	12,659	10,162
	<u>757,994</u>	<u>643,194</u>

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

19. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:	2019 Actual	2018 Actual
	\$	\$
Sale of goods and services*	1,974	2,412

* Sale of goods and services includes normal arm's-length commercial transactions of supplies made to the Shire by related parties.

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

The associate person of KMP was employed by the Shire under normal employment terms and conditions.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

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20. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening	Received	Expended	Closing	Received	Expended	Closing
	Balance ⁽¹⁾ 1/07/17	2017/18	2017/18	Balance ⁽¹⁾ 30/06/18	2018/19	2018/19	Balance 30/06/19
	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety							
16/17 DFES - 1st Quarter ESL 17/18	46,413	0	(46,413)	0			0
17/18 Office of Emergency Management - Mitigation Works	0	71,785	(54,357)	17,428	0	(17,428)	0
17/18 DFES - 1st Quarter ESL 18/19	0	48,933	0	48,933	0	(48,933)	0
18/19 DFES - 1st Quarter ESL 19/20	0	0	0	0	48,546	0	48,546
18/19 DFES - 1st Quarter ESL 19/20 (SES)	0	0	0	0	7,117	0	7,117
Education and welfare							
15/16 Disability Services - Community Inclusion & Participation	19,485	0	(19,485)	0	0	0	0
16/17 Dept Local Govt & Comm - Aged Friendly Community	10,000	0	(10,000)	0	0	0	0
Recreation and culture							
14/15 Shire of Manjimup - Bridle Trail	4,250	0	0	4,250	0	0	4,250
14/15 Shire of Nannup - Bridle Trail	4,250	0	0	4,250	0	0	4,250
16/17 Shire of Manjimup - Bridle Trail	5,750	0	0	5,750	0	0	5,750
16/17 Shire of Nannup - Bridle Trail	5,750	0	0	5,750	0	0	5,750
16/17 Lotteryst - Thomson Park	14,550	0	(14,550)	0			0
16/17 Four Seasons Estate Works	136,364	0	(4,250)	132,114	0	(39,064)	93,050
16/17 Dept Sport & Recreation - Kidsport	2,891	0	(2,891)	0	0	0	0
17/18 SWD - Warren Stock Route (Bridle Trail)	0	222,483	(27,258)	195,225	0	(167,670)	27,555
17/18 Lotteryst - Blackwood River Foreshore	0	42,187	(25,787)	16,400	0	(4,080)	12,320
17/18 Dept Local Govt Sport & Culture - Seniors Program	0	3,000	(1,552)	1,448	0	(1,448)	0
17/18 Dept Sport & Recreation - Art Trail	0	20,000	0	20,000	0	(20,000)	0
18/19 Sports Australia - Gym Expansion	0	0	0	0	108,205	(5,565)	102,640
Transport							
10/11 Kangaroo Gully Turning Pocket	30,243	0	(30,243)	0			0
15/16 Blackspot - Brockman Highway	10,808	0	0	10,808	0	(10,808)	0
16/17 RRG - Winnejup Road	76,545	0	(76,545)	0	0	0	0
16/17 FAGS - Brockman Highway Bridge	28,375	0	0	28,375	0	0	28,375
16/17 Roads to Recovery - Bridge Works	283,035	0	(283,035)	0	0	0	0
17/18 Roads to Recovery	0	727,940	(249,792)	478,148	0	(478,148)	0
17/18 FAGS - Blackbutt Road Bridge	0	190,000	0	190,000	0	(129,114)	60,886
Other property and services							
16/17 Country Local Govt Fund - Youth development	10,000	0	(10,000)	0	0	0	0
Total	688,709	1,326,328	(856,158)	1,158,879	163,868	(922,258)	400,489

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

SHIRE OF BRIDGETOWN-GREENBUSHES
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2019

21. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	2018/19 Actual Rateable Value \$	2018/19 Actual Rate Revenue \$	2018/19 Actual Interim Rates \$	2018/19 Actual Back Rates \$	2018/19 Actual Total Revenue \$	2018/19 Budget Rate Revenue \$	2018/19 Budget Interim Rate \$	2018/19 Budget Back Rate \$	2018/19 Budget Total Revenue \$	2017/18 Actual Total Revenue \$
Differential general rate / general rate												
Gross rental valuations												
Shire	0.090434	1,684	25,684,292	2,322,733	6,959	100	2,329,792	2,322,733	9,000	1,000	2,332,733	2,206,225
Unimproved valuations												
Shire Rural	0.006222	490	185,418,000	1,153,671	(212)	28	1,153,487	1,153,671	0	0	1,153,671	1,102,292
Mining	0.07845	14	911,447	71,503	561	0	72,064	71,503	0	0	71,503	71,292
Bridgetown Urban Farmland		0	0	0	0	0	0	0	0	0	0	11,222
Sub-Total		2,188	212,013,739	3,547,907	7,308	128	3,555,343	3,547,907	9,000	1,000	3,557,907	3,391,031
Minimum payment												
Gross rental valuations												
Shire	897	793	4,030,005	711,321	248	0	711,569	711,321	0	0	711,321	719,076
Unimproved valuations												
Shire Rural	1,112	239	31,385,900	265,768	(646)	0	265,122	265,768	0	0	265,768	253,638
Mining	534	12	27,764	6,408	525	0	6,933	6,408	0	0	6,408	7,326
Sub-Total		1,044	35,443,669	983,497	127	0	983,624	983,497	0	0	983,497	980,040
		3,232	247,457,408	4,531,404	7,435	128	4,538,967	4,531,404	9,000	1,000	4,541,404	4,371,071
Discounts/concessions (refer Note 21(b))							(2,053)				(2,053)	0
Rates paid in advance							10,511				0	(7,574)
Total amount raised from general rate							4,547,425				4,539,351	4,363,497

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

SHIRE OF BRIDGETOWN-GREENBUSHES
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2019

21. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

While Council does not provide a discount for early payment of rates, it did offer prizes for payment of rates in full by the due date of 12 October 2018. The value of prizes for the 2018/19 year was \$1,524. Prizes were as follows:

- 1st Prize - \$600 Community Cash Vouchers (Provided by the Shire of Bridgetown-Greenbushes)
- 2nd Prize - Weekend accommodation package at the Quality Hotel Ambassador Perth (Donated by Quality Hotel Ambassador Perth)
- 3rd Prize - 1 Double pass to Asher Fisch Conducts Strauss & Bruckner Concert (Donated by WASO)
- 4th Prize - 1 Double pass to Asher Fisch Conducts Strauss & Bruckner Concert (Donated by WASO)

Waivers or Concessions

Rate or Fee and
 Charge to which
 the Waiver or
 Concession is Granted

	Type	Discount %	Discount \$	2019 Actual \$	2019 Budget \$	2018 Actual \$
Landfill Site Maintenance (WARR Act Rate)	Concession	100.00%		16,019	19,300	15,224
UV Rural rate	Concession	15.00%		2,053	2,053	0
Hall Hire	Waiver	Various		2,638	4,000	2,367
Rates	Write-Off	Various		125	100	91
Sundry Debtors	Write-Off	Various		1,732	0	3,876
Blues Festival Food Stallholder	Waiver	100.00%		0	0	723
Blues Festival Stallholder (non-food)	Waiver	100.00%		0	0	192
				22,567	25,453	22,473

SHIRE OF BRIDGETOWN-GREENBUSHES
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2019

21. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs (Continued)

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
Landfill Site Maintenance (WARR Act Rate)	Owners of multiple vacant properties	Recognises that owners of multiple vacant properties would generate less landfill requirements than if the land was developed.	"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."
UV Rural rate	Properties previously rated in the 'UV Urban Farmland' differential rating category	Recognises the higher values applied to properties within the townsite as opposed to land outside of the townsite	Council ceased the 'UV Urban Farmland' farmland differential rating category. The properties previously rated in the category were previously rated with a 15% reduction in the rate in the dollar compared to 'UV Rural' rated properties. Council now applies a concession to these properties that will be reduced by 5% in each subsequent rating year.
Hall Hire	Community groups/organisations	Support Community groups/organisations	Council considers that support of these groups affords an overall benefit to the community.

21. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	12 Oct 2018	0.00	0.00%	11.00%
Option Two				
First instalment	12 Oct 2018	0.00	5.50%	11.00%
Second instalment	12 Dec 2018	8.35	5.50%	11.00%
Third instalment	12 Feb 2019	8.35	5.50%	11.00%
Fourth instalment	12 Apr 2019	8.35	5.50%	11.00%

	2019 Actual \$	2019 Budget \$	2018 Actual \$
Interest on unpaid rates	33,134	28,400	28,217
Interest on instalment plan	16,251	15,500	15,501
Charges on instalment plan	23,585	23,800	23,810
	<u>72,970</u>	<u>67,700</u>	<u>67,528</u>

22. RATE SETTING STATEMENT INFORMATION

Note	2018/19	2018/19	2018/19	
	(30 June 2019 Carried Forward)	Budget (30 June 2019 Carried Forward)	(1 July 2018 Brought Forward)	
	\$	\$	\$	
(a) Non-cash amounts excluded from operating activities				
<p>The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i>.</p>				
Adjustments to operating activities				
Less: Profit on asset disposals	11(a)	(7,460)	(21,350)	(29,424)
Less: Reversal of prior year loss on revaluation of fixed assets		0	0	(891,622)
Less: Movement in liabilities associated with restricted cash		5,024	0	0
Less: Fair value adjustments to financial assets through profit and loss		(70,068)	0	0
Movement in pensioner deferred rates (non-current)		(23,713)	0	(16,019)
Movement in employee benefit provisions (non-current)		(22,167)	0	(12,326)
Add: Loss on disposal of assets	11(a)	187,984	34,489	101,287
Add: Depreciation on assets	11(b)	3,447,524	3,470,930	3,636,599
Non cash amounts excluded from operating activities		3,517,124	3,484,069	2,788,495
(b) Surplus/(deficit) after imposition of general rates				
<p>The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.</p>				
Adjustments to net current assets				
Less: Reserves - restricted cash	3	(3,392,546)	(2,577,055)	(4,082,692)
Less: - Financial assets at amortised cost - self supporting loans	8(a)	(8,651)	0	(8,337)
Add: Borrowings	14(a)	253,216	253,216	268,033
Add: Component of leave liabilities not required to be funded		182,136	177,112	177,112
Total adjustments to net current assets		(2,965,845)	(2,146,727)	(3,645,884)
Net current assets used in the Rate Setting Statement				
Total current assets		6,938,437	3,996,018	7,455,810
Less: Total current liabilities		(1,879,170)	(1,849,291)	(1,861,660)
Less: Total adjustments to net current assets		(2,965,845)	(2,146,727)	(3,645,884)
Net current assets used in the Rate Setting Statement		2,093,422	0	1,948,266

23. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2019					
Cash and cash equivalents	1.83%	6,570,761	6,095,762	472,899	2,100
2018					
Cash and cash equivalents	2.61%	7,156,483	6,560,112	594,271	2,100

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2019	2018
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	65,708	71,565

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 14(b).

23. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 12 months before 1 July 2018 or 1 July 2019 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors. There are no material receivables that have been subject to a re-negotiation of repayment terms.

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for rates receivable. No expected credit loss was forecast on 1 July 2018 or 30 June 2019 for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover unpaid rates.

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for sundry receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2019					
Sundry receivables					
Expected credit loss	0.36%	0.11%	0.99%	12.69%	
Gross carrying amount	112,215	884	405	2,357	115,861
Loss allowance	399	1	4	299	703
01 July 2018					
Sundry receivables					
Expected credit loss	0.73%	0.89%	5.83%	31.98%	
Gross carrying amount	74,434	2,142	532	8,336	85,444
Loss allowance	541	19	31	2,666	3,257

The loss allowance calculated as at 30 June 2019 is immaterial.

23. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 14(e).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2019					
Payables	761,305	0	0	761,305	761,305
Borrowings	325,332	875,711	1,435,363	2,636,406	2,063,582
	<u>1,086,637</u>	<u>875,711</u>	<u>1,435,363</u>	<u>3,397,711</u>	<u>2,824,887</u>
2018					
Payables	661,739	0	0	661,739	661,739
Borrowings	345,852	915,789	1,505,519	2,767,160	2,131,615
	<u>1,007,591</u>	<u>915,789</u>	<u>1,505,519</u>	<u>3,428,899</u>	<u>2,793,354</u>

24. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2018	Amounts Received	Amounts Paid	Amounts Transferred	30 June 2019
	\$	\$	\$	\$	\$
Accommodation - Visitor Centre	53,929	180,830	(201,966)	0	32,793
BCITF	3,366	13,393	(16,759)	0	0
Bridgetown Hockey Club Funds	3,860	22	0	0	3,882
Builders Registration Board Levy	5,584	32,151	(34,918)	0	2,817
Bushfire Donations	5,399	31	0	0	5,430
Coral Marble - Unclaimed Monies	4,496	26	0	0	4,522
Frank Draper - Cemetery Fees	0	701	0	0	701
Local Drug Action Group Funds	763	4	0	0	767
Other Visitor Centre	744	3,840	(4,274)	0	310
Ouch Festival Funds	618	4	0	0	622
Perry - Fee Relating To Caveat	103	1	0	0	104
R Welten- Overcharge TransWA Ticket	21	0	0	0	21
South West Coach Lines	467	6,618	(6,675)	0	410
Staff Dress Down Donations	610	315	0	0	925
Tidy Towns Funds	829	5	0	0	834
Traffic Act	0	1,228,128	(1,228,128)	0	0
TransWA	1,408	13,140	(13,530)	0	1,018
Accommodation Payment Returned	231	0	0	0	231
Cat Trap Bonds	100	600	(600)	(100)	0
Community Bus Bonds	1,800	4,550	(5,150)	(1,200)	0
Community Stall Bonds	100	1,600	(1,200)	(500)	0
Council Built Asset Bonds	17,632	100	(514)	(17,218)	0
Department of Agriculture - Bond	7,140	41	0	(7,181)	0
Earthworks Bonds	50,884	2,682	(4,881)	(48,685)	0
Hall Hire Bonds	1,200	5,700	(5,500)	(1,400)	0
Marius Olsen - Bond	0	440	0	(440)	0
Relocated Housing Bonds	6,077	4,039	(603)	(9,513)	0
Rosalyn Edwards - Bond	200	0	0	(200)	0
Standpipe Card Bonds	7,783	1,086	(721)	(8,148)	0
Subdivision Clearance Bonds	59,710	347	(37,825)	(22,232)	0
	235,054	1,500,394	(1,563,244)	(116,817)	55,387

25. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARD:

AASB 9 Financial instruments

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associated with the amendment of existing standards, the only new standard with material application is AASB 9 *Financial Instruments*.

AASB 9 *Financial Instruments* replaces AASB 139 *Financial Instruments: Recognition and Measurement for annual reporting periods* beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

Under AASB 9, financial assets are subsequently measured at amortised cost, fair value through other comprehensive income (fair value through OCI) or fair value through profit or loss (fair value through P/L). The classification is based on two criteria: the Shire's business model for managing the assets; and whether the assets' contractual cash flows represent 'solely payments of principal and interest' on the principal amount outstanding.

There was no material effect of adopting AASB 9.

26. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEAR:

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

This note explains management's assessment of the new and amended pronouncements that are relevant to the Shire, the impact of the adoption of AASB 15 *Revenue from Contracts with Customers*, AASB 16 *Leases* and AASB 1058 *Income for Not-for-Profit Entities*. These standards are applicable to future reporting periods and have not yet been adopted.

(a) Revenue from Contracts with Customers

The Shire will adopt AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire will adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments are expected to be made to the amounts recognised in the Statement of Financial Position at the date of initial application (1 July 2019):

Note	AASB 118	Reclassification	AASB 15
	carrying amount		carrying amount
	30 June 2019		01 July 2019
	\$	\$	\$
Contract liabilities - current			
Unspent grants, contributions and reimbursements	0	311,228	311,228
Contract liabilities non-current			
Unspent grants, contributions and reimbursements	0	89,261	89,261
Adjustment to retained surplus from adoption of AASB 15	26(d)	(400,489)	

(b) Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying the AASB 16 under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

On adoption of AASB 16, the Shire will recognise lease liabilities in relation to leases which had previously been classified as an 'operating lease' applying AASB 117. These lease liabilities will be measured at the present value of the remaining lease payments, discounted using the lessee's incremental borrowing rate on 1 July 2019. The weighted average lessee's incremental borrowing rates applied to the lease liabilities on 1 July 2019 is 3.50%.

26. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS (Continued)

(b) Leases (Continued)

On adoption of AASB 16, the Shire will recognise a right-of-use asset in relation to a lease which had previously been classified as an 'operating lease' applying AASB 117. This right-of-use asset is to be measured as if AASB 16 had been applied since its commencement date by the carrying amount but discounted using the lessee's incremental borrowing rate as on 1 July 2019.

On adoption of AASB 16 Leases (issued February 2016), for leases which had previously been classified as an 'operating lease' when applying AASB 117, the Shire is not required to make any adjustments on transition for leases for which the underlying asset is of low value. Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5).

In applying AASB 16 for the first time, the Shire will use the following practical expedient permitted by the standard.
 - The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

The Shire does not have a right to use asset and liability as at 1 July 2019 as all remaining lease terms are less than 1 year.

(c) Income For Not-For-Profit Entities

The Shire will adopt AASB 1058 *Income for Not-for-Profit Entities* (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire will adopt the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods shall not be restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes will occur to the following financial statement line items by application of AASB 1058 as compared to AASB 1004 Contributions before the change:

		AASB 1004 carrying amount		AASB 1058 carrying amount
	Note	30 June 2019	Reclassification	01 July 2019
		\$	\$	\$
Trade and other payables		761,305	72,505	833,810
Adjustment to retained surplus from adoption of AASB 1058	26(d)		(72,505)	

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance give rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates will be recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurs the financial liability will be extinguished and the Shire will recognise income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

(d) Impact of changes to Retained Surplus

The impact on the Shire of the changes as at 1 July 2019 is as follows:

	Note	Adjustments	2019
			\$
Retained surplus - 30 June 2019			115,654,005
Adjustment to retained surplus from adoption of AASB 15	26(a)	(400,489)	
Adjustment to retained surplus from adoption of AASB 1058	26(c)	(72,505)	(472,994)
Retained surplus - 01 July 2019			115,181,011

27. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

28. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<p>GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.</p>	Administration and operation of facilities and services to members of the council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services. Development of policies, strategic planning and long term
<p>GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.</p>	Rates, general purpose government grants and interest revenue.
<p>LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.</p>	Supervision of various by-laws, fire prevention, emergency services and animal control.
<p>HEALTH To provide an operational framework for good community health.</p>	Food quality, pest control, and support the operation of child health clinics.
<p>EDUCATION AND WELFARE To support disadvantaged persons, the elderly, children and youth.</p>	Support with the provision of day care and pre-school facilities; assistance to playgroups, retirement villages, services for senior citizens and youth, and other voluntary services.
<p>HOUSING Help ensure adequate housing.</p>	Maintenance of staff and rental housing.
<p>COMMUNITY AMENITIES Provide services required by the community.</p>	Rubbish collection services, operation of refuse sites, environmental protection, administration of the town planning scheme, development of land, maintenance of cemeteries, maintenance and operation of public conveniences and storm water drainage maintenance.
<p>RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which will help the social well being of the community.</p>	Maintenance of halls, the leisure centre and various reserves; operation of library, heritage facilities and cultural activities.
<p>TRANSPORT To provide effective and efficient transport services to the community.</p>	Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, depot maintenance and parking control.
<p>ECONOMIC SERVICES To help promote the Shire and improve its economic wellbeing.</p>	The regulation and provision of tourism, area promotion, economic development, building control, (agricultural) noxious weeds management and water standpipes.
<p>OTHER PROPERTY AND SERVICES</p>	Private works, plant repairs and operation costs, business units activities and directorate costs.

29. FINANCIAL RATIOS

	2019 Actual	2018 Actual	2017 Actual
Current ratio	2.09	2.00	1.76
Asset consumption ratio	0.76	0.77	0.76
Asset renewal funding ratio	1.15	1.16	0.96
Asset sustainability ratio	0.71	0.50	0.85
Debt service cover ratio	3.74	7.38	6.94
Operating surplus ratio	(0.35)	(0.19)	(0.21)
Own source revenue coverage ratio	0.57	0.57	0.56

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Bridgetown-Greenbushes

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Bridgetown-Greenbushes which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Bridgetown-Greenbushes:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's annual financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. My opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of an annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the annual financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the annual financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the annual financial report, including the disclosures, and whether the annual financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a. The operating surplus ratio as reported in Note 29 of the financial report is below the Department of Local Government, Sport and Cultural Industries' (DLGSCI) standard of zero for the last three financial years.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The annual financial report of the Shire for the year ended 30 June 2018 was audited by another auditor who expressed an unmodified opinion on that annual financial report. The financial ratios for 2017 and 2018 in Note 29 of the audited annual financial report were included in the supplementary information and/or audited annual financial report for those years.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Bridgetown-Greenbushes for the year ended 30 June 2019 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.



DON CUNNINGHAME
ASSISTANT AUDITOR GENERAL FINANCIAL AUDIT
Delegate of the Auditor General for Western Australia
Perth, Western Australia
22 November 2019

PART 5 – MEASURING OUR PERFORMANCE

APPENDIX 2

REPORT ON 2018/19 IMPLEMENTATION OF ACTIONS CONTAINED IN CORPORATE BUSINESS PLAN

Corporate Business Plan 2018/19 to 2021/22 Annual Reporting for 2018/19 Year – Progressing of Actions

Note the comments provided against each action are an abbreviated summary and where relevant more information will be provided in the 2018/19 Annual Report

Key Goal 1 – Our Economy will be Strong, Diverse and Resilient

Objectives:

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

1.2 A proactive approach to business development

Strategy Ref.	Strategy	Action Ref.	Action	Comment
1.1.1	Encourage long term growth in the district in order to retain and enhance services	1.1.1.1	Support the establishment of job creation enterprises	The most effective means of supporting job creation enterprises is via the regulatory processes such as planning and building approvals. In 2018/19 the most significant job creation enterprise was the commencement of the Talison Lithium expansion project. In 2018/19 Shire officers had a number of meetings with government departments to discuss implications, specifically around job creation, population growth and development of supporting industries.
		1.1.1.2	Preserve priority agricultural areas	The Western Australian Planning Commission has developed a number of policies that have an objective for protecting priority agricultural areas from competing land uses. Shire staff has regard to these policies when assessing relevant subdivision applications. The protection of priority agricultural areas will be a strong focus in the new Local Planning Strategy that is currently being prepared and is scheduled for completion in 2019/20.
1.1.2	Develop and implement strategic plans and actions that attract	1.1.2.1	In partnership with the business community investigate potential to promote Bridgetown as a small conference destination	The CBP identified this Action to be undertaken in 2020/21.

	economic development			
		1.1.2.2	Review visitor centre/information service delivery	<p>In January Council, after receiving a considerable amount of feedback from members of the public resolved to discontinue any further investigation into the possibility of co-locating visitor information services at the Bridgetown Library. No work on this proposal had commenced and it had been the intention to conduct a full community consultation program once conceptual plans had been prepared showing how the two services would co-exist in the same building. Nevertheless Council accepted the views expressed by many people that moving visitor information to the library was not an appropriate model.</p> <p>Notwithstanding this decision Council in 2018/19 still proceeded to review its model for delivering visitor information services and commenced a comprehensive community engagement program to discuss some options for different management models and locations (including the existing visitor centre building) for delivering visitor information services. Council's reasons for reviewing how local visitor information services are two-fold. One is to ensure that the functions and services of the visitor centre don't conflict with those of the recently established 'Southern Forests Blackwood Valley Tourism Association' (SFBVTA). The other reason is to arrest the declining financial performance of the visitor centre that is funded by the Shire and thus the ratepayer.</p> <p>The review will continue into 2019/20.</p>
		1.1.2.3	Develop a Shire of Bridgetown-Greenbushes Economic Development Strategy	The CBP identified this Action to be undertaken in 2022/23 onwards.
		1.1.2.4	Achieve RV friendly town/s status for both Bridgetown and Greenbushes	There are some issues (dump point, free overnight camping in both towns) that need to be resolved before these designations can be achieved. Further work on

				progressing these will occur in 2019/20.
		1.1.2.5	Install a septage dump point facility in Bridgetown	Council has resolved to include funds in its 2019/20 budget to develop a dump point in the railway car park.
		1.1.2.6	Partner with Talison Lithium to prepare an infrastructure plan to present to government on the infrastructure related impacts of the mine expansion project	Council has resolved to include funds in its 2019/20 budget to engage a lobbyist to assist it in putting forward proposals for Government support for the development of infrastructure to cater for expected population increases associated with Talison Expansion Project.
		1.1.2.7	Contribute to the Busselton Margaret River Regional Airport Marketing Fund to assist in the attraction and retention of airlines to service the "East Coast to South west" route	Council resolved to contribute \$2,000 per annum for 5 years towards the marketing fund. The City of Busselton deferred establishment of the fund until 2019/20.
1.1.3	Plan for expansion of the commercial area	1.1.3.1	Ensure the local planning scheme allows for growth of commercial development	Notwithstanding that there is considered to be ample commercial land identified in the Local Planning Scheme the draft Local Planning Strategy (currently being prepared) does identify some "mixed use" zoning opportunities that will allow additional commercial development to occur.
1.1.4	Develop industrial and light industrial areas	1.1.4.1	Partner Landcorp in releasing 1st stage of the Sportsground Light Industrial Area	<p>LandCorp's Regional Development Assistance Program (RDAP) was established to address the prohibitive costs sometimes associated with developments in regional WA, which often makes such developments unviable for private developers. Through this program the development of a light industrial area in Bridgetown (adjacent to sportsground) was proposed however in April 2019 Landcorp advised that the costs associated with delivering the LIA to market are considered beyond the current financial capacity of Landcorp and some alternative suggestions were put forward at the meeting. These were:</p> <ul style="list-style-type: none"> • Investigating the suitability of the former gravel reserve behind the Shire Depot for development of 3 or 4 industrial lots that require large "lay down" areas. • Investigate the suitability of the North Greenbushes timber mill area on the southern

				<p>side of Greenbushes Grimwade Road for subdivision into multiple light industrial lots.</p> <p>Further consideration of these suggestions will occur in 2019/20.</p>
1.1.5	Pursue improvements to infrastructure and services, including utilities	1.1.5.1	Lobby State Government to provide reticulated gas and extend infill sewerage in Bridgetown and Greenbushes	Investigations into possible extensions of the reticulated gas network are a State Government responsibility and no specific Shire action occurred in 2018/19. During 2017/18 and 2018/19 infill sewer works were carried out in Bridgetown, connecting 256 residential properties in Bridgetown. The works were completed in 2018/19 well behind schedule.
		1.1.5.2	Continue to work with Water Corporation for the provision of infrastructure to improve and secure the continuity of potable water	Meetings and other discussions are held with representatives of the Water Corporation on a regular basis.
1.1.6	Work with key partners (business and government) to improve telecommunications within the Shire	1.1.6.1	Lobby Government on fixing mobile phone blackspots	Commonwealth funding was provided to Telstra for the erection of two new mobile phone towers in the Shire of Bridgetown-Greenbushes – one at Huitson Road, Maranup and the other at Wheatley-Giblett Road, Winnejup.
1.1.7	Improve tourist facilities	1.1.7.1	Upgrade information bays at Bridgetown	Funds were included in the 2018/19 budget for this project. An architect was engaged to prepare a number of concept plan options and Council endorsed a concept design. Detailed design plans were then prepared and a scope of works developed for the procurement phase. A request for quote was sent to a number of local builders but no responses were received. As at 30 June 2019 direct approaches to builders was to occur. The funds have been carried forward into 2019/20.
		1.1.7.2	Investigate establishment of a free Wi-Fi hotspot location/s	Although some preliminary research was undertaken the CBP doesn't identify this Action as a priority as it's scheduled for 2019/20.
		1.1.7.3	Develop a stage at Memorial Park	Consultation was undertaken with Blues at Bridgetown regarding its requirements and contributions for this project. In partnership with Blues at Bridgetown conceptual plans are being prepared. Funds are to be

				included in the 2019/20 budget for the project.
1.1.8	Develop trails – culinary, art, walk, mountain bike, canoe and bridle	1.1.8.1	Develop the South West Bridle Trail	Project management of the regional bridle trail project is being performed by the Shire of Bridgetown-Greenbushes on behalf of the Warren Blackwood Alliance of Councils. In 2017/18 final design planning was completed and with funding already secured the project proceeded to the procurement stage. A Request for Tender was called for construction of the camp sites and was awarded in September 2018. The trail specific materials (interpretive signage, traffic markers and guide posts) were mostly installed by the end of June 2019. Opening of the trail occurred in February 2019 with final works occurring since.
		1.1.8.2	Complete detailed planning and costing for the Old Rectory Loop Trail	Planning for this trail is being undertaken in conjunction with the River Park Foreshore Development Plan that will be completed in 2019/20. Funding for the preparation of this plan was obtained in 2017/18.
		1.1.8.3	Implement Local Trails Masterplan	Council's Trails Development Advisory Committee is working closely with DBCA and a consultant to finalize a Mountain Bike Trail Network framework document as part of the formal DBCA planning process for a 36+km 3 loop trail network through Hester Block. The Trails Committee is also working closely with DBCA to complete the interpretive and directional signage for Jarrah Park.
1.1.9	Support tourism activities that focus on events, adventure, agriculture, food, heritage and the natural environment	1.1.9.1	In partnership with the local tourism sector and Shires of Manjimup and Nannup, proceed with the establishment of a Local Tourism Organisation (LTO)	As at 1 July 2018 the Warren Blackwood Alliance of Councils (WBAC) had appointed a steering group (made up of representatives from local government and the tourism industry) to determine the structure of the proposed local Tourism Organisation (LTO) for the area covered by the Shires of Bridgetown-Greenbushes, Manjimup and Nannup. The LTO will coordinate tourism activity within the Warren Blackwood Region with its main aims being to grow the regional tourism sector and markets by attracting more visitors to the region and to act as a peak body for all tourism stakeholders in the region. Marketing and promotion of the region and up-

				<p>skilling of our tourism sector will be key objectives.</p> <p>The Steering Group completed its work in early 2018/19 and determined a structure, costings and name for the LTO – being the Southern Forests Blackwood Valley Tourism Association (SFBVTA).</p> <p>On 13 November 2018 the Warren Blackwood Alliance of Councils (comprising the Shires of Bridgetown-Greenbushes, Manjimup and Nannup) formally endorsed the establishment of the Southern Forests Blackwood Valley Tourism Association (SFBVTA). Nominations were for the inaugural SFBVTA Board. The tourism industry members of the SFBVTA Board from Bridgetown-Greenbushes are Ms Anita Iuretigh and Mr Geoff Herbert. The Shire CEO Mr Tim Clynch is also a Board member representing the Warren Blackwood Alliance of Councils.</p> <p>Recruitment of an Executive Officer occurred with Ms Wendy Duncan being appointed in June 2019.</p>
		1.1.9.2	Review local visitor servicing to take into account establishment of the LTO and the associated financial implications (loss of revenue and financial contributions to LTO)	<p>During the development of the new workforce plan a proposal was put forward to co-locate the visitor centre with the library. In January 2019, Council, after receiving some feedback from members of the public resolved to discontinue any further investigation into the possibility of co-locating visitor information services at the Bridgetown Library. No work on this proposal had commenced and it had been Council's intention to conduct full community consultation program once conceptual plans had been prepared (showing how the two services would co-exist in the same building). Nevertheless in January Council accepted the strong views expressed by some people that moving visitor information to the library was not an appropriate model.</p> <p>Notwithstanding that decision, Council determined to</p>

				continue reviewing its model for delivering visitor information services commencing with a comprehensive community engagement program to discuss some options for different management models and locations (including the existing visitor centre building) for delivering visitor information services. Up to 30 June 2019 a public information session had been held and a survey undertaken. These investigations will continue into 2019/20.
		1.1.9.3	Providing a proportion of Visitor Centre membership fees to the BGBTA to enable it to progress business and tourism initiatives	This is an annual occurrence. Payment to the BGBTA in 2017/18 was made in April 2019.
1.1.10	Deliver or support a range of events where a demonstrable community benefit can be shown	1.1.10.1	Support festivals and events that promote local businesses and encourage community participation	In 2018/19 funding via either a service agreement or community grant was provided to Blues at Bridgetown, Winter in Bridgetown Festival including the Puzzletown event, Blackwood Country Gardens Festival, Blackwood Marathon, Bridgetown Agricultural Show, Golden Horseshoe Endurance Ride, Blackwood Biosecurity annual feral animal hunt, Grow Greenbushes Australia Day event and Pink Fun Run and the Bridgetown Easter Tennis Tournament. Via CEO donations financial assistance was provided to the Bridgetown/Greenbushes golf challenge, Blackwood Rhapsody, Bridgetown Agricultural Show, Bridgetown Bowling Club "Dash for Cash" event and the Rotary Club "Hawaiian Ride for Youth".
		1.1.10.2	Prepare an Events Policy/Procedure	An event information package was developed and endorsed by the Shire's executive leadership team in April 2019. Under the organisational restructure all applications for events, including any facility booking, are initially assessed by a single officer.
1.2.1	Embrace a "can do" approach to development	1.2.1.1	Develop a Local Planning Scheme that provides both facilitation and regulation support to business	A precursor to preparing the Local Planning Scheme is completion of the Local Planning Strategy which is scheduled to occur in 2019/20.
		1.2.1.2	Develop internal and external planning, building	Implementing this action is seen as more of an attitudinal

			control and environmental health processes that have regard to the importance of business development and social capacity whilst ensuring regulatory compliance is met	and cultural philosophy rather than developing specific processes. Relevant staff were instructed that Council wishes to encourage a “can do” attitude to development however this isn’t to be interpreted as meaning all development will be automatically approved. Rigorous assessment of the impacts of a proposed development still occurs.
		1.2.1.3	As part of the review of the Workforce Plan identify how a “can do” approach to development will be achieved.	The Workforce Plan identifies 13 strategies for implementation, including implementing the organisational restructure, reviewing roles, tasks, responsibilities and position descriptions. Whilst there isn’t a specific strategy addressing developing a “can do” approach to development the proposal to create a dedicated Planning Officer and Customer Services Officer positions will increase resources in the development assessment function.
1.2.2	Design and implement business retention strategies and initiatives for support of existing and potential new businesses	1.2.2.1	Support regular gatherings of local business to provide information; facilitate networking and demonstrate leadership	The Bridgetown Greenbushes Business & Tourism association already provides this forum opportunity (via ‘Business After 5’) so there is no need for the Shire to provide a competing forum. Instead the Shire supports the BGBTA in this initiative via attending the forums and periodically presenting at them.
1.2.3	Communicate and engage with the business community	1.2.3.1	Attend and participate in "Business After 5" functions	The CEO and several councillors and at times other staff attend most "Business After 5" functions.
		1.2.3.2	Have Council representation on the BGBTA	In 2018/19 the Council representative was Cr John Bookless.
1.2.4	Ensure the Shire’s procurement policies support local business and local employment	1.2.4.1	Implement the recommendations of the 2016 Local Purchasing Audit	This is an ongoing action.

Key Goal 2 – Our Natural Environment is Valued, conserved and Enjoyed

Objectives:

- 2.1 Value, protect and enhance our natural environment
- 2.2 Enhanced parklands, reserves and gardens
- 2.3 Effectively utilised natural resources
- 2.4 An informed community on land management and sustainable living
- 2.5 Effectively managed waste services
- 2.6 Development is sympathetic to the landscape

Strategy Ref.	Strategy	Action Ref.	Action	Comment
2.1.1	Support and promote sound environmental management practices	2.1.1.1	Prepare stormwater management plans for Bridgetown and Greenbushes	The CBP identified this Action to be undertaken in 2022/23 onwards.
		2.1.1.2	Undertake a stormwater drainage audit	The CBP identified this Action to be undertaken in 2021/22.
2.1.2	Support local and regional environmental initiatives	2.1.2.1	Maintain financial support of the community landcare service	Council provided a financial contribution to Bridgetown-Greenbushes Community Landcare of \$41,822 in 2018/19.
		2.1.2.2	Work with local landcare groups in informing the community about the importance of weed control	Shire staff worked with to Bridgetown-Greenbushes Community Landcare on a number of projects or initiatives.
2.1.3	Identify opportunities for protecting and enhancing the health of the Blackwood River and tributaries	2.1.3.1	Support local landcare groups in initiatives that improve the health of the Blackwood River	Council provides financial support to Bridgetown-Greenbushes Community Landcare.
		2.1.3.2	Prepare a Geegelup Brook beautification and flood management plan	Although the CBP identified this Action to be undertaken in from 2022/23 onwards a report was presented to Council in May 2019 seeking \$25,000 unbudgeted expenditure for the purpose of funding the preparation of detailed design plans for improvements to the Bridgetown CBD parking behind the shops on the western side of Hampton Street and the beautification of

				the adjacent Geegelup Brook.
2.1.4	Consider opportunities for greater recreational and commercial use of the Blackwood River	2.1.4.1	Prepare a development concept plan for River Park and surrounds	<p>In July 2017 grant funding was received to plan the development of the Blackwood River Foreshore from the area behind the caravan park to the western end of the Old Rectory Walk (total area approximately 13ha). The planning phase of the project included an Aboriginal Heritage Assessment, site area survey, concept and detailed design of the Old Rectory Walk, and the concept design of the foreshore development from the Old Rectory Walk to the pedestrian bridge across the river. The elements to be included in the concept proposal were public art, canoe ramp, river access, seating and shelter infrastructure, the Old Rectory Walk upgrade and redesign of the boardwalk.</p> <p>Concept plans were prepared and in August 2018 Council noted and formally received the plans and determined to seek community comment on the concept plans. After an 8 week consultation period many submissions were received with the main subjects of the submissions covering the topics of native vegetation, flood damage to infrastructure, ongoing issues with the maintenance of existing and new vegetation, effectiveness of swale rock pitching, stagnant ponds breeding ground for frogs and other species and old rectory path improvements. Preliminary discussion of the plans and submissions occurred at the February 2019 concept forum after which formal consideration occurred at the May 2019 Council meeting where Council adopted the plans subject to a minor modification and resolved to progress to the detailed design and costings phase which will continue into 2019/20.</p>
		2.1.4.2	Redesign and reconstruct the river boardwalk	The design and future construction of the boardwalk is a component of the River Park Foreshore Development Plan.
2.1.5	Improve public access	2.1.5.1	Ensure the Local Trails Masterplan identifies	The Local Trails Plan, adopted by Council identifies issues

	to natural waterways		opportunities for trails adjacent to waterways	relating to the potential development of two priority trails being the Geegelup Mountain Bike Trails Network and the Blackwood River Foreshore development, the latter of which is adjacent to the Blackwood River.
2.2.1	Prepare and implement strategies for development and maintenance of parklands and reserves	2.2.1.1	Establish a hierarchy of park maintenance and associated service levels for all parks and reserves	A review of Parks and Gardens service levels was progressed in 2017/18. This saw the identification of current service levels and some direction from Council on where further investigations should occur. Further discussion with Council occurred in 2018/19 and it was determined that a full review or recommencement of establishing parks and gardens service levels will occur in 2019/20.
		2.2.1.2	Prepare a parkland improvement strategy	The CBP identified this Action to be undertaken in 2018/19 however due to changes in the Shire's organizational structure and other priorities the project wasn't commenced. Completion in 2019/20 will occur.
		2.2.1.3	Maintain parkland infrastructure	The maintenance of parkland infrastructure is budgeted for annually. In 2019/20 a Parkland Improvement Strategy will be prepared and this will assess maintenance requirements over longer periods such as 10 year timeframes.
		2.2.1.4	Support establishment of "friends of" groups for parks, gardens and reserves	Bridgetown-Greenbushes Community Landcare has established a number of these groups.
2.2.2	Manage the Shire's parks on a waterwise basis	2.2.2.1	Install a demonstration of the use of Waterwise plants in one of the Shire's flower beds	Council has submitted an expression of interest with the Water Corporation to become a "Waterwise Council" however it is still awaiting the formal confirmation that its application has been successful. The planting of waterwise plants in Shire flower beds is one of the initiatives proposed to be undertaken under that program.
		2.2.2.2	Install flow meters on the Shire's main parks and garden water users	As above. The installation of flow meters is a proposed action under the Waterwise Council program.
2.2.3	Prepare and implement management or conservation plans for bushland reserves	2.2.3.1	Have regard to conservation and natural environment in fire mitigation planning for Shire reserves	The Shire's reserve fire mitigation program had regard to the recommendations contained in applicable conservation plans when works were undertaken on those sites. A comprehensive series of mitigation works

				was undertaken in 2018/19 and the Shire's Community Emergency Services Manager consulted with Bridgetown-Greenbushes Community Landcare on the types of works proposed.
		2.2.3.2	Work with Bridgetown-Greenbushes Community Landcare to prepare management or conservation plans for high environmental value reserves	The CBP identified this Action to be undertaken in 2021/22.
		2.2.3.3	Implement reserve management or conservation plans	Bridgetown-Greenbushes Community Landcare periodically carries out a range of works on Shire reserves that had existing management/conservation plans, including Maslin Reserve, Sunnyside Reserve and Tweed Road Flora Reserve. Also the Shire's reserve fire mitigation program has regard to the recommendations contained in these plans when works are undertaken on those sites.
2.2.4	Develop the Dumpling Gully waterbodies at Greenbushes	2.2.4.1	Acquire vesting of the Dumpling Gully waterbodies from the Water Corporation	During 2018/19 a number of discussions were held with the Water Corporation, Department of Biosecurity, Conservation & Attractions and Talison Lithium Pty Ltd to progress this action. Finalisation of the action is expected in 2019/20.
		2.2.4.2	Plan for future community recreational use of the Dumpling Gully waterbodies	A community meeting was held in Greenbushes in December 2017 to discuss opportunities for the water bodies and development of the adjacent sportsground precinct. In 2018/19 this project was identified as one of the projects that will be included in a request to government for financial support to improve infrastructure to cater for expected population increase from the Talison Lithium Expansion Project. Completion of planning is scheduled for early 2019/20.
2.2.5	Develop and maintain playgrounds that cater for a range of age groups and activities	2.2.5.1	Audit all playgrounds and skate parks for safety and Australian standards compliance	Shire staff members have received training to undertake the audit process and regular inspections of all Shire playgrounds occurred in 2018/19.
		2.2.5.2	Consult with residents of Highland Estate to determine preferred option for development of the public open space area in the Estate	In order to obtain direction from residents of Highland Estate a consultation exercise was conducted consisting of a public forum and a survey. The online ran from

				<p>August to mid-October 2018 and the public forum was held on 23 August 2018. In reviewing the feedback provided at the Public Forum and the Survey (including the additional comments provided by 39 of the survey participants) it would appear that meeting a range of identified needs could be achieved by developing a plan which includes:</p> <ul style="list-style-type: none"> • BBQ's and seating (passive recreation) • Walk trail/s • Open grass spaces (for sporting activities) • Nature Play and Traditional Playground elements <p>At its February 2019 meeting Council approved unbudgeted expenditure of up to \$15,000 for the purpose of developing concept plans and preliminary costings (construction and whole of life) for the Highlands Estate Public Open Space. Expressions of interest were sought from a number of playground suppliers but no formal responses were received with all indicating that Council's foreshadowed budget of \$150,000 was insufficient to achieve all the requested elements. Further consideration of the project is to occur in early 2019/20.</p>
		2.2.5.3	Work with surrounding residents to prepare a concept development plan for a new playground at Four Seasons Estate	This wasn't progressed in 2018/19. The intention was and still is to write to all property owners in the Estate by asking for feedback on the need for developing the public open space and if there is a need what type of development should occur on that site. Due to other priorities this action didn't occur in 2018/19.
2.3.1	Explore and implement renewable energy options for Shire buildings	2.3.1.1	Investigate the installation of energy and water saving equipment at Shire's facilities	Refer comments for Action 2.3.2.2
2.3.2	New Shire buildings to incorporate environmentally	2.3.2.1	Consider environmental sustainability principles in planning for new Shire buildings	The only major (new) capital building project considered in 2018/19 was planning for expansion of the gym at the leisure centre. Included in the scope of works for the

	sustainable design principles			project is the installation of suitable photovoltaic systems.
		2.3.2.2	Budget on an annual basis the retrofitting of energy efficient or water efficient fittings or infrastructure on existing Shire buildings	<p>A consultant was engaged in 2018 to carry out an energy audit for all Shire owned facilities. This assessment was to provide advice and preferred options on what systems would best suit the needs and demands of a number of facilities including the administration office, Bridgetown Leisure Centre, library, Shire Depot and fire control centre. The review was completed in August 2018.</p> <p>The gym expansion project includes the installation of two 30kW photo voltaic systems (one for the aquatics complex and one on the leisure centre) in alignment with the recommendations contained in the Energy Audit and Recommendations Report conducted by H² Energy Consultants.</p>
2.4.1	Improve provision and distribution of land management information	2.4.1.1	Provide relevant information in Shire welcome packs and on Shire website	This type of information isn't currently provided in the welcome pack but contact has been made with Bridgetown-Greenbushes Community Landcare about the possibility of them providing the relevant information to the Shire for inclusion. To date that information hasn't been provided and further discussions with that group will be held in 2019/20.
		2.4.1.2	Feature regular articles on relevant topics in Council newsletter	The Insight Newsletter was published on 6 occasions in 2018/19 and contained a wide range of topics and articles.
2.4.2	Encourage the community to have sustainable lifestyles and inform the community on ways to use our environment sustainably	2.4.2.1	Support the growth of community gardens	Leases have been entered into with operators of the Bridgetown and Greenbushes community gardens. Both management committees are able to apply for community grants and/or service agreements.
		2.4.2.2	Feature regular articles on relevant topics in Council newsletter	The Insight Newsletter was published on 6 occasions in 2018/19 and contained a wide range of topics and articles.

		2.4.2.3	Promote the reduction of water and energy use to the community	In 2018/19 this action wasn't progressed pending registration of the Shire of Bridgetown-Greenbushes as a "waterwise council" as it is believed that this membership will identify initiatives to take to the community.
2.5.1	Identify long term waste disposal and recycle options for the Shire	2.5.1.1	Monitor regional initiatives and opportunities	A South West Waste Group continued to meet in 2018/19. Although primarily established to investigate a regional waste site the group does address other regional waste management issues. The CEO provided periodic updates to councillors at concept forum meetings.
		2.5.1.2	Participate in the South West Regional Waste Strategy	The CEO is the Shire's representative on this group.
		2.5.1.3	Operate the Bridgetown Waste Disposal Site within legislative standards	The refuse disposal site operates under a licence issued by the Department of Environment Regulation. Regular reporting is a condition of the licence. Periodic inspections are undertaken by that Department to check compliance to the conditions of the approval
		2.5.1.4	Further develop the inert waste area including restricting informal access and dumping	The inert waste site on the western side of Bridgetown Boyup Brook Road was closed and a new site within the waste site area was opened.
		2.5.1.5	Operate the inert waste site	An inert waste site (at both the former location and new location as detailed in response to Action 2.5.1.4 above) operated throughout 2018/19.
		2.5.1.6	Develop a new liquid waste disposal facility	The new facility was constructed in 2018/19.
		2.5.1.7	Conduct a post closure clean-up of the former green waste facility at Greenbushes	At its January 2018 meeting Council resolved to discontinue the practice of allowing disposal of green waste at the current location adjacent to the Greenbushes Sportsground (or any other alternative site). Subsequently measures were taken to close the current green waste disposal area facility and remove the accumulated green waste.
		2.5.1.8	Develop an extension to existing waste cell	The extension was completed in 2018/19.
		2.5.1.9	Investigate (desktop) the financial cost and feasibility of establishing an organic waste service	This wasn't significantly progressed in 2018/19 other than discussions at officer level and some discussions with the Bunbury Harvey Regional Council.
2.5.2	Implement waste	2.5.2.1	Develop waste information fact sheets and other	Articles and information was provided in the Insight

	reduction and recycling initiatives		initiatives to raise community awareness of the benefits of reduced waste outputs	newsletter with a particular emphasis on recycling issues.
		2.5.2.2	Process construction and inert waste for reuse	This is to be done every few years when sufficient product exists. Funds are to be included in the 2019/20 budget for crushing of inert waste.
2.6.1	Planning processes allow for a diverse range of land and development opportunities	2.6.1.1	Explore and encourage development of high density blocks for smaller/mixed housing options with sensitivity to natural environment and landscape	In 2018/19, other than the current development being undertaken at Geegeelup Village there has been little medium density residential development in the Shire. Typically the progression of developments such as this is driven by private developers/property owners and the Shire has a regulatory role. It is however important that Council's Local Planning Strategy and Local Planning Scheme advocate this type of development if it is so desired and this is intended to occur as both of those important strategic documents are progressed in 2019/20.
		2.6.1.2	Development application process allows a balance between sensitively developed places and progressive development	A greater emphasis on this direction continued in 2018/19.

Key Goal 3 – Our Built Environment is Maintained, Protected and Enhanced

Objectives:

- 3.1 Maintained townsite heritage and character
- 3.2 Outdoor spaces, places and buildings fit for purpose
- 3.3 Maintain an appropriate standard of transport networks, roads and pathways

Strategy Ref.	Strategy	Action Ref.	Action	Comment
3.1.1	Ensure relevant policies and plans offer appropriate protection to existing heritage character whilst still allowing appropriate development opportunities	3.1.1.1	Implement conservation plans for key shire owned heritage buildings	No specific work was undertaken in 2018/19 to progress this Action however in compiling Council's annual building capital works and maintenance program regard is had for the recommendations contained in the various conservation plans previously prepared.
		3.1.1.2	Prepare a new Municipal Heritage Inventory	The Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review was endorsed by Council in March 2018. The Municipal Heritage Inventory (MHI) was adopted as a 'live' document, enabling Shire staff to periodically make minor modifications to add or correct information or photos, at the discretion of the CEO, with minor changes made during 2018/19. Changes to approved management categories, substantial changes to existing place records or adoption of new places still required approval by Council with one such change being endorsed by Council in April 2019. Following adoption of the MHI, Shire staff continued to assess the cultural heritage significance of other places previously nominated by Council, Shire staff or the public, and in consultation with affected landowners where practical with a view to presenting a report to Council in early 2019/20.
		3.1.1.3	Determine the retention or disposal of the Bridgetown Railway Station	Planning has been completed for the potential redevelopment of the railway station for housing a

				relocated visitor centre however with the investigations and consultations regarding the future management model and location of the visitor centre Council determined to defer any further consideration of that proposal.
		3.1.1.4	Relocate the Greenbushes Railway Station to the Greenbushes Discovery Centre for development as a new module	The CBP identified this Action to be undertaken from 2022/23 onwards.
3.1.2	Ensure town centres achieve a high standard of appearance and amenity	3.1.2.1	Implement streetscape upgrades in Bridgetown and Greenbushes	In 2018/19 two new “heritage” rubbish bins were purchased – one for Hampton Street, Bridgetown and the other for Blackwood Road, Greenbushes. Due to delays in delivery the installation of the bins will occur in 2019/20.
		3.1.2.2	Street and footpath sweeping to be focused on Bridgetown Town Centre and street sweeping to be introduced into Greenbushes Town Centre	Actioned.
		3.1.2.3	Landscape the western side of the railway car park	Throughout 2018/19 an approval for landscaping works was sought from Arc Infrastructure and Public Transport Authority. As at 30 June 2019 indications were that an approval would be forthcoming.
3.1.3	Work with community to identify and implement projects that promote the unique heritage and history of each town	3.1.3.1	Celebrate the 150 year anniversary of Bridgetown in 2018	A “Sesquicentenary Working Group, comprising Shire and community representatives was established to plan a series of events to celebrate the 150 year anniversary. In addition to planning for specific events the Working Group was successful in working with other groups to badge their events as part of the 150 year celebrations. After 1 July 2018 the main events held for the celebrations were a transport cavalcade on 6 October and an Australiana film night and musical performance on 31 December.
		3.1.3.2	Once a new archives storage facility is developed offer the existing archives shed to the Bridgetown Historical Society	A new archive facility was developed at the Shire Depot in 2018/19 and the process for transferring archives from the existing storage facility to this new facility commenced. Rather than simply transport all archives “as-is” all archives are being assessed for the need to be retained before being relocated. Once this process is

				completed the former facility can be offered to the Bridgetown Historical Society.
3.2.1	Community spaces and buildings accommodate a wide range of interests and activities	3.2.1.1	Plan for and develop a youth precinct and hang out space in Bridgetown by complete and enhancing the skate park, creating linkages with the leisure centre, library and improving amenities such as shade, seating, landscaping and Wi Fi	<p>In September 2018 Tim Yuen and Mat De Koning from Skate Sculpture spent the day with members of the Youth Leadership Team visiting several schools in the region to consult with young people regarding the youth precinct and skate park in Bridgetown. Four workshops were held - at Bridgetown High School, Bridgetown Primary School, Kearnan College and the final community workshop at the Bridgetown Skate Park. A report based on the findings of the consultation was prepared and presented to the February 2019 Concept Forum. The presentation included a brief history of the project and the results of the youth consultation, including;</p> <ul style="list-style-type: none"> • The top 10 Skate elements, • The top 5 non-skate elements and • The top 10 supporting infrastructure elements <p>Council provided the following direction to staff to enable completion of the planning for the project:</p> <ul style="list-style-type: none"> • Review condition of concrete in existing skate park including cost estimate to repair. • Depending on the findings of the above, prepare a draft concept plan with an upper limit of \$500,000 for total project cost including development of a pump track, installation of wi-fi, landscaping and shade. Depending on the results of the condition report of the existing structure the addition of a small bowl to the existing facility could be a consideration as an alternative to developing a whole new (bowl) facility.
		3.2.1.2	Investigate a trailer-based mobile/pop-up space and equipment that can be utilised by community groups to host activities and events in different locations/facilities within the Shire	The CBP identified this Action to be undertaken in 2019/20.

		3.2.1.3	Renovate the Bridgetown Civic Centre and Shire administration building	Floor repair works in the town hall were undertaken in 2018/19 with more works to be included in the 2019/20 budget.
		3.2.1.4	Review car parking and traffic flow requirements at the Bridgetown Leisure Centre	Some initial work was undertaken on this issue in 2017/18 and it was determined there a few options for modifying access to and from the front car park. It was identified there is potential to construct an additional car park on the northern side of the Leisure Centre however this hasn't been formally progressed as suitability of pedestrian access to this car park requires further consideration as the location of the pool prevents such access on that side of the recreation centre building. Further consideration of this will occur in 2019/20.
		3.2.1.5	Review dog exercise areas including the need for fenced areas	The CBP identified this Action to be undertaken in 2019/20.
		3.2.1.6	Replace parks and recreational equipment and facilities as per Replacement Plan	Equipment replaced as per Equipment Replacement Plan which is reviewed annually.
		3.2.1.7	Investigate grant opportunities for replacement of pool solar system	The gym expansion project (refer Action 2.3.2.2) includes the installation of two 30kW photo voltaic systems (one for the aquatics complex and one on the leisure centre) in alignment with the recommendations contained in the Energy Audit and Recommendations Report conducted by H ² Energy Consultants.
		3.2.1.8	Conduct an electrical capacity assessment of Bridgetown Sportsground Precinct	This project was commenced in 2018/19 with a view to completing it in 2019/20.
		3.2.1.9	Upgrade horse stalls at Bridgetown Sportsground	The Shire of Bridgetown-Greenbushes has been partnering with the Bridgetown Harness Racing Club in upgrading the horse stalls at the Bridgetown Sportsground. In 2018/19 the Shire provided \$10,000 of funding towards the project that was matched by equal amounts from the Bridgetown Harness Racing Club and Racing and Wagering. These funds resulted in re-construction of a number of the horse stalls and adjoining shed at the north-western end of the stable area, significant repairs/upgrade of other stalls, and

				temporary levelling and stabilization of other stalls that have sagged due to rotting stumps. The Bridgetown Harness Racing Club provided voluntary labour to assist the contractor appointed to carry out the work and this resulted in significant cost savings and efficiencies in the project. When providing its funding of \$10,000 the Shire of Bridgetown-Greenbushes noted that this was only stage one of a three stage reconstruction project and accordingly has earmarked funds in its long term financial plan as contributions to the next two stages.
3.2.2	Social and recreation programs make the most of existing built facilities	3.2.2.1	Programs are targeted at all age groups and regularly change to encourage ongoing participation	The primary focus at the Bridgetown Leisure Centre and the library was to ensure that programs met a variety of age/demographic needs. At the BLC this included age specific programs such as Fit 50's Plus; Circuit, Yoga, Pilates and aqua, Living Longer Living Stronger, Fitmums, Teenfit, and Kidfit. The Library programs included Stamp Club, Writers Group, Mah-jong, Jigsaw Group, Wool Spinners, Book Club, Rhyme Time and school holiday activities.
		3.2.2.2	Provide advocacy and support for existing youth group activities to continue	Shire staff and councillors attended several open and closed meetings concerning the possible acquisition and redevelopment of the police house on Steere Street for a youth drop in centre. The Shire's Youth Leadership Team met monthly in 2018/19 and amongst other initiatives facilitated the inaugural annual youth awards.
		3.2.2.3	Work in partnership with clubs to ensure sporting facilities are fit for purpose and improved based on need/funding	In 2018/19 discussions were held with the Bridgetown Football Club, Bridgetown Cricket Club, Blackwood United Football (soccer) Club and Bridgetown Harness Racing Club regarding various improvements at Bridgetown and Greenbushes Sportsgrounds. A proposal to reconstruct the horse stalls at Bridgetown Sportsground was supported subject to matched funding being provided.
		3.2.2.4	Host community movie nights (summer only)	6 movies were shown for the 2018/19 summer film festival - 4 in Bridgetown and 2 in Greenbushes.
3.2.3	Bridgetown Sportsground	3.2.3.1	Improve the water quality and capacity of water	A new water source has been identified on private

	is the base for oval sports in the Shire		sources that supply the Bridgetown Sportsground	property close to the Bridgetown Sportsground. Further assessment of other options will occur in 2019/20 before a long term proposal is recommended to Council.
		3.2.3.2	Conduct cost-benefit assessment for irrigation of Sportsground	Dependent upon completion of Action 3.2.3.1
3.2.4	Greenbushes Sportsground is the base for rectangular sports in the Shire	3.2.4.1	Acquire an irrigation source for Greenbushes Sportsground	The progress of this Action is linked to acquiring the Greenbushes water bodies adjacent to the Greenbushes Sportsground
		3.2.4.2	Upgrade the playing surfaces at Greenbushes Sportsground	The CBP identified this Action to be undertaken in 2021/22.
3.2.5	Provide and maintain a range of facilities that cater for the community's needs	3.2.5.1	Maintain the Shire's building inventory	In previous years a 4 Year Building Capital and Maintenance Plan was prepared to consider the upgrading, renewal and maintenance requirements of all of the Shire's buildings. In 2018/19 in discussion with Council at a budget workshop and concept forum the decision was made to only present a single year budget for consideration with the intention being to workshop in September/October 2019 the preparation of a 10 year plan for building maintenance and capital works. By September/October the staffing restructure for the building maintenance area will have been implemented and the new Building Assets Coordinator will have been in the position for a few months.
		3.2.5.2	Upgrade where required the Shire's buildings where a demonstrated need is identified	Refer comments for Action 3.2.5.1 above.
		3.2.5.3	Replace tables and chairs at Bridgetown Civic Centre	Tables were replaced in 2018/19.
3.2.6	Develop new facilities that provide for the identifiable needs of the community	3.2.6.1	Expand the gym at the Bridgetown Leisure Centre	Plans and costings prepared. Two grant applications were submitted (CSRFF - State Government and AusSports - Federal Government) with the AusSports grant for 1/3 of the project costs successful. A tender process was subsequently undertaken in partnership with WALGA to seek suitably qualified and experienced contractor to undertake the expansion works and install photovoltaic systems at the BLC. At its June 2019

				meeting Council resolved that Team BRC (Bridgetown Residential Contractors) be offered a contract for the construction/expansion of the gym (and installation of photovoltaic panels) subject to contracting and satisfaction of minor variations.
3.3.1	A well maintained local and regional transport network	3.3.1.1	Annually review the 10 year strategic road works plan	The 2018/19 to 2027/28 Strategic Works Plan identified whether works are classified as “new”, “renewal” or “upgrade” under asset management principles. In 2018/19 it was determined to only review year 1 of the Plan (2019/20) to allow a comprehensive review of the 10 year plan to occur in 2019/20.
		3.3.1.2	Renew roads and drainage as identified under the 10 year strategic road works plan	Refer comments for Action 3.3.1.1
		3.3.1.3	Upgrade roads and drainage as identified under the 10 year strategic road works plan	Refer comments for Action 3.3.1.1
3.3.2	Maximise funding opportunities to improve road safety	3.3.2.1	Identify black spot eligible projects	No new blackspot projects were identified in 2018/19 however the blackspot funded works proposed for Brockman Highway were carried forward and completed.
3.3.3	Provide and maintain a safe and efficient pedestrian transport system	3.3.3.1	Renew, upgrade or construct footpaths, trails and cycleways	Refer comments for Action 3.3.1.1
3.3.4	Ensure suitable access to road building materials	3.3.4.1	Source gravel from private land for road works, using powers under the Local Government Act	A number of agreements exist between the Shire and private land owners for purchasing of gravel supplies.

Key Goal 4 – A Community that is Friendly and Welcoming

Objectives:

- 4.1 A cohesive community with a sense of pride
- 4.2 Programs and facilities that encourage community resilience
- 4.3 Appropriate community led local transport systems
- 4.4 Promoting volunteerism
- 4.5 High levels of responsiveness to emergencies and emergency recovery
- 4.6 Fire prepared communities
- 4.7 A safe area

Strategy Ref.	Strategy	Action Ref.	Action	Comment
4.1.1	Deliver and support a wide range of community activities, events and associated infrastructure	4.1.1.1	Support the development of external funded public art	A group of local artists under the leadership of the Bridgetown Greenbushes Business & Tourism Association developed a proposal for 8 new public art installations in Bridgetown. The Shire's Community Services staff assisted the group on a number of matters, including the development of funding applications. As at 30 June 2018 one funding application had been successful but the other applications were unfortunately unsuccessful. Undeterred the group proceeded with their art trail concept in 2018/19 which saw all pieces erected. Towards the end of 2018/19 the Water Corporation, recognising that its infill sewer works over the previous 2 years had been very disruptive to the community, offered to contribute towards a suitable community project, leading to the identification of an art project on or around the Water Corporation Pump Station on Loftie Street. In May 2019 Council resolved to accept \$15,000 from the Water Corporation for the project and in June 2019 endorsed some conceptual designs and associated landscaping for the artwork.
		4.1.1.2	Fund community grants, service agreements and donations to a maximum value of \$160,000 per	Council endorsed 2019/20 community grants, service agreements and donations at its May 2019 meeting so

			annum	that this expenditure could be included in the 2019/20 budget.
		4.1.1.3	Promote the availability of community grants and service agreements	In 2018/2019 promotion occurred via the Insight newsletter, Facebook posts and 1 direct mail out to all community/sporting groups.
4.1.2	Deliver programs that encourage community interaction and participation	4.1.2.1	Support a community based approach to the provision of art and culture development	In 2018/2019 two meetings were held with BVAA (now Blackwood Creative) representatives regarding change to their committee, expansion of People & Places into the Rabbit Hole, along with 4 informal meetings regarding People & Places exhibition planning. Four meetings were held with community representatives regarding the implementation of the second stage of the Bridgetown Art Trail (funding of \$20K secured to progress this project). The Trails Development Advisory Committee funded the design and print of the expanded Art Trail map and brochure, launched as part of the sesquicentennial celebrations.
		4.1.2.2	Deliver programs at the Bridgetown Leisure Centre that cater for the community's demographic needs	In 2018/2019 the Seniors Activation Project for Aqua Aerobics and Fitball Pilates was implemented. Aqua Aerobics was highly popular and well received by Fit 50's and LLLS participants. This has continued as a fee for service program and is scheduled for the 2019/2020 aquatics season. Teenfit PE (adapted circuit for teens) continues to be popular and well attended/support by the Bridgetown High School as part of the PE curriculum. In house swimming lessons were delivered in 2018/2019 and were very popular and well supported. These will also be scheduled for the 2019/2020 aquatics season.
		4.1.2.3	Deliver programs at the Bridgetown Library that cater for the community's demographic needs	In 2018/2019 the Library offered the Word in the Valley Writing Festival (aimed at local writers) as part of the Winter Festival, school holiday programs and homebound services.
		4.1.2.4	In partnership with the community drivers of the project, deliver the Bridgetown Art Trail	Refer comments for Action 4.1.1.1
4.2.1	Encourage events,	4.2.1.1	Support and encourage a range of recreational and	Various programs have been developed in partnership

	activities, programs and services relevant to, and accessible for local youth		social activities that appeal to different interests amongst young people	with local schools, local police, BYA and Greenbushes CRC, including grooming and deportment with a focus on self-esteem, LGBTQIA meeting groups, Dungeons and Dragons, Teenfit gym, indoor and outdoor film screenings, music performance at the Blues and the extension of the annual art exhibition, People and Places, to include a youth section in each of the categories (photography, portrait, landscape and sculpture), computer, coding and unstructured hang out/drop-in sessions and a Skate Competition.
		4.2.1.2	Encourage the delivery of arts, cultural and music experiences specifically designed for young people	Shire staff worked in partnership with local schools, local police, BYA and Greenbushes CRC to support the delivery of arts, cultural and music experiences including music lessons and performance with Blues artists, the extension of the annual art exhibition (People and Places) to include a youth section in each of the categories (photography, portrait, landscape and sculpture) and providing the community bus for young people to access art and cultural experiences.
		4.2.1.3	Provide advocacy and support for existing youth group(s) activities to continue	Shire Staff and Councillors continued to support Blackwood Youth Action concerning the possible redevelopment of the police house on Steere Street for a youth centre. Councils Youth Leadership Team planned, organised and facilitated the first Youth Awards Program. The Youth Services Advisory Committee met by-monthly and focused on sharing knowledge and resources and linking services.
		4.2.1.4	Investigate the best mechanism for offering non-sport programs for young people such as coding, music and film production, animation and photography	The schools tend to meet the needs of young people with music, art and photography. Shire staff liaise with schools and community groups to support any new events or activities and add value to events through the inclusion of a youth programs and engagement where possible (People and Places, Blues, Winter Festival)
		4.2.1.5	Transport options are incorporated into all youth programs delivered by the Shire	All Shire facilitated youth events include the offer of transport (community bus) to and from Greenbushes and other townships if required. When other community

				groups are facilitating youth events the Shire supports those events by offering to provide transport to and from Greenbushes and other townships so that young people from those townships can attend the event/activities.
		4.2.1.6	Encourage local clubs and groups to address transport barriers to participation (carpooling, roster, bus)	The Youth Plan identifies the Shire's role in implementing this action as an advocacy role and not a facilitating role. When clubs raise transport issues as being a barrier to participation the Shire advises that they should consider options such as carpooling, rostering and bus hire.
		4.2.1.7	Ensure youth programs are rotated in locations throughout the Shire	Shire staff work closely with youth groups in Bridgetown and Greenbushes to support events and activities in both townships and to ensure transport is provided for young people to attend events between both towns and smaller townships.
4.2.2	Increase the awareness and acceptance of diversity and needs in local youth	4.2.2.1	Host an annual event that encourages young people to be welcoming and inclusive of others regardless of ability, culture, age or gender	A Skate competition was completed in October 2018 which encouraged participation across the Shire for young people. Other events including indoor movie nights and the Youth Awards also included opportunities for youth connectivity and inclusion.
		4.2.2.2	Youth Leadership Team to provide input into the Access and Inclusion Advisory Committee so that the needs of young people with disability are considered	The implementation of this action has been transferred to Council's Youth Services Advisory Committee as a representative of the Blackwood Parents Support Group is a member. The Youth Services Advisory Committee has representatives from many different streams and therefore is a more appropriate forum for these issues to be discussed.
		4.2.2.3	The needs of young people with disability are considered when planning and delivering youth events and activities	Learn to Swim private lessons are available with swimming instructors trained to teach people with disability. All youth events and programs (Teenfit and Kidfit) offered and/or supported by the Shire include consideration and attention to people with disability in the planning, organisation and implementation stages.
4.2.3	Support relevant (local or outreach) support services and programs	4.2.3.1	Continue to advocate for the presence of youth support services in the community that are aligned with the changing needs of young people	Youth Services Advisory Committee established.
		4.2.3.2	Outreach services are available for youth from	Bus services for young people living in Greenbushes and

			Greenbushes or transport assistance is made available to access services in Bridgetown	surrounding townships are offered for youth events and programs offered and/or supported by the Shire.
		4.2.3.3	Collaborate with and support youth groups on projects aligned with goals and strategies of Council's Youth Plan	Continued support Blackwood Youth Action and Greenbushes CRC in their facilitation of after school programs, and holiday activities.
4.2.4	Support educational and employment transitional programs	4.2.4.1	Work with schools and the Bridgetown-Greenbushes Tourism & Business Association to encourage local businesses to increase local work experience opportunities	Engaged with Bridgetown High School, Manjimup Senior High School, Kearnan College and Forrest Personnel – taken on a number of work experience placements. The Shire also offers casual work opportunities at the BLC.
		4.2.4.2	Investigate a student scholarship scheme to provide funding support for young people wanting to participate in special youth or study program that brings new skills or ideas to the Shire	The structure and facilitation of a scholarship scheme is being considered by Shire staff and will be taken to the Youth Services Advisory Committee in 2019/20.
		4.2.4.3	Explore the potential for the Community Resource Centres and Library to develop a homework club and tutoring services	The library provides an after school tutoring service and local schools also provide tutoring services.
		4.2.4.4	Provide an annual administrative traineeship opportunities for youth within the Shire organization	The annual traineeship runs from January to December. In 2018 the trainee was Katelyn McCoy and in 2019 it is Sam Wardell-Johnson.
4.2.5	Support initiatives that develop confidence, self-esteem and resilience	4.2.5.1	Co-host community awareness/information events on topical issues; social media, body image, self-harm – in partnership with organizations that provide specific youth services	Co-hosted the Cyber Safety workshop with Blackwood Youth Action and the Bridgetown High School to provide school based workshops for students and a parent workshop at the Library (with transport available for parents from Greenbushes).
		4.2.5.2	Identify activities that will support young people look after their well-being	Continued support of BYA with the facilitation of afterschool groups and activities with a focus on well-being, social connectivity and self-esteem. Continued to support Greenbushes CRC with after school and holiday activities with a focus on well-being, social connectivity and self-esteem.
		4.2.5.3	Develop a dedicated Youth Awards program to recognize and celebrate the achievements of young people in the community	The Shires Youth Leadership Team coordinated the Shire's inaugural Youth Awards and the presentation dinner at the end of 2018. The Awards were developed to provide the community with an opportunity to recognise and celebrate the Shire's young people. There were 5 categories of award;

				<ul style="list-style-type: none"> • Challenge and Change • Leadership in Arts • Leadership in Sport • Leadership in Technology • Leadership in the Community <p>The next annual Youth Awards and presentation event is currently being planned by the Youth Leadership Team with the presentation dinner scheduled for November 2019.</p>
		4.2.5.4	Run an annual consultation activity to ensure the current views and ideas from local young people are heard	<p>A skate competition and separate consultation sessions were completed at each of the schools (Bridgetown Primary, Bridgetown High and Kearnan College) and 2 consultations were held at the Bridgetown Skate Park to engage young people in the development of a Youth Precinct. Further consultations were undertaken at a Hang Out@Rec event.</p> <p>This information gathered from these consultations informed the Youth Precinct Consultation Report to Council.</p>
		4.2.5.5	Support the youth leadership group to engage with their peers to understand changing youth needs and concerns	<p>Monthly or fortnightly meetings are held depending on up and coming events. The Youth Leadership Team was involved in all of the consultations undertaken during the year.</p> <p>The Youth Leadership Team has met with the Youth Services Advisory Committee on 4 occasions during the year to share information and discuss current youth issues.</p>
4.2.6	Increase the number of aged care housing facilities	4.2.6.1	Support providers such as Geegeelup Village, Greenbushes Aged Care Committee, Access Housing etc. to build more units and expand residential care options	<p>The previous year Shire staff worked with the South West Development Commission, Greenbushes Aged Community Committee Inc. (GACC), and funded aged care developer, Access Housing Australia Ltd to explore the provision of additional independent aged care living units in both Bridgetown and Greenbushes. This led to</p>

				<p>Council divesting its ownership of the aged units at Stinton Gardens in Greenbushes to Access Housing Australia Ltd in order to facilitate the development of more units at that site. Shire staff also liaised with Access Housing in investigating suitable sites in Bridgetown (in alignment with their own feasibility study, budget constraints and needs assessment) for private purchase to develop 4 independent units.</p> <p>In 2018/19, noting it isn't a Shire project, the Geegeelup Village residential care extension commenced construction. Access Housing are still working through the design process for Stinton Gardens as well as continuing to explore suitable sites in Bridgetown in alignment with their feasibility study, budget constraints and needs assessment for the purchase of private land to develop 4 independent living units. Several possible options have been identified.</p>
		4.2.6.2	Ensure the Local Planning Scheme recognises the trends and opportunities associated with smaller/mixed housing developments	The Local Planning Strategy is currently being prepared and will assess this issue.
		4.2.6.3	Partner with housing providers and other agencies to provide seniors with information about housing and service options	The Access and Inclusion Committee monitors State and community housing availability and will advocate for an increase in available state and community housing if a lack of affordable housing is identified. Services providing for seniors and people with disability are promoted through the Seniors Services Brochure which is available at shire facilities, the Bridgetown Hospital and the medical centre. This brochure is updated annually.
4.2.7	Explore the potential and feasibility of volunteer network/social enterprise models to assist seniors with home maintenance	4.2.7.1	Partner with CRC's to compile a service provider database for seniors and people with a disability	<p>The Access and Inclusion Advisory Committee in partnership with service providers has compiled a Senior Service Provider pamphlet that is available from Shire facilities and other locations throughout Bridgetown and Greenbushes.</p> <p>The Greenbushes CRC trialled the volunteer database</p>

				software designed to pair volunteers with people in need of assistance. The database is available to purchase from the Greenbushes CRC and the Access and Inclusion committee are considering the best organisation placed to utilize the software for the benefit of the community.
		4.2.7.2	Lobby state and federal government regarding affordability and accessibility of in-home care services	Council's Access and Inclusion Committee monitors these issues. No lobbying was done in 2018/19.
4.2.8	Establish a central source of information dissemination and promotion of local seniors services and home bound residents	4.2.8.1	Identify suitable agencies or providers to be central source of information	The Access and Inclusion Advisory Committee in partnership with service providers has compiled a Senior Service Provider pamphlet that is available from Shire facilities and other locations throughout Bridgetown and Greenbushes.
4.2.9	Improve services and facilities for seniors and people with a disability	4.2.9.1	Consider recommendations for improvements from the Access and Inclusion Committee	In 2018/19 the Access and Inclusion Committee made recommendations on a number of projects including the installation of ACROD parking bays, the reduction of parking times for specific parking bays and safety concerns regarding the intersection of Stewart Street, Civic Lane and Steere Street that have led to community consultation and consideration by Main Roads. An updated version of the Senior Services pamphlet was distributed, and organising the Disability Access and Inclusion Plan survey for the community to inform the revised DAIP.
4.2.10	Maintain and enhance community services, including education and health	4.2.10.1	Advocate on behalf of the community on health and educational needs	Councils Youth Services Advisory Committee and Access and Inclusion Advisory Committee monitor and consider these issues with Shire support. Cyber safety workshops and community disability awareness workshops were undertaken during the year.
4.3.1	Investigate improvements to local transport systems	4.3.1.1	Nil – bus trial completed in 2017/18	No action required.
4.3.2	Seek to link volunteer transport service timetables with commercial transport	4.3.2.1	Investigate links with any volunteer transport services in Bunbury to connect with TransWA bus to assist seniors and people with disability access medical specialists	With the emergence of the Community Home Care transport service the need to investigate links is no longer required as the service has 2 vehicles that transport seniors and people with disability to and from specialist

	providers			appointments.
4.4.1	Acknowledge volunteers and the contribution they make to our community	4.4.1.1	Hold an annual volunteers thank you function	Volunteers Function held on 23 May 2019.
		4.4.1.2	Coordinate the Australia Day Awards	Completed.
		4.4.1.3	Regularly profile long term volunteers in the Shire Insight Newsletter to promote the abilities of seniors as volunteers	This initiative wasn't actioned in 2018/19 but will be reactivated in 2019/20.
4.4.2	Promote to the community, both individually and at the community level, the importance and benefits of volunteering	4.4.2.1	Support and promote volunteer telephone services to connect with socially and physically isolated residents	Council's Access and Inclusion Committee investigated this issue but determined that a similar service is already provided by Red Cross therefore there is no need to duplicate this service. Instead the Red Cross service is promoted in the Seniors Services Providers Leaflet.
		4.4.2.2	Support volunteer and community groups with advice regarding funding, governance and strategic planning	In 2018/2019 nine meetings were held with various groups to discuss external grant options and issues with volunteering, governance and future planning. Six letters of support for external grant funding were requested and provided. Two requests for verbal reference were provided.
		4.4.2.3	Lobby/work with state and federal government and other agencies regarding the disincentives of volunteering – red tape; insurance costs; transport costs	Shire staff and advisory committees have investigated the red tape associated with volunteering - agencies and government bodies have very little cost associated with volunteering for them, just a registration process and costs associated with police clearances which are often covered by the organization. Community groups receive a reduced cost associated with police clearances and working with children checks. Public liability and other insurances are inclusive of volunteers and the costs are associated with the activity being undertaken. Transport costs are associated with each group/activities location and cannot realistically be subsidized.
		4.4.2.4	Engage with partners to support volunteers and community groups e.g. prison early release program	In 2017/18 Shire and community representatives commenced investigations into the possibility of a Pre Release Program Work Camp being established in the Shire. An informal working group was established and

				although meeting in 2018/19 no significant actions occurred.
4.5.1	Monitor risk management and emergency management profiles, procedures and preparedness	4.5.1.1	Annually review emergency arrangements	In December 2016 Council adopted revised Local Emergency Management Arrangements. In April 2017 minor variations were made to those Arrangements. No reviews were conducted in 2018/19 but Council's Local Emergency Management Committee did assess risks under the State's risk framework in 2018/19.
		4.5.1.2	Review the Shire's risk management profile	<p>The Shire's Safety Committee continued to operate throughout 2018/19 and provided many recommendations on risk management and work safety. The Shire continued to participate in the Regional Safety Advisor and Regional Risk programs through its insurer.</p> <p>Regulation 17 of the Local Government (<i>Audit</i>) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance at least once every two calendar years. A risk dashboard report (showing how the recommendations from the Regulation 17 review have been implemented) is reviewed quarterly via the Audit Committee.</p> <p>The most recent review was presented to Council in June 2019 and found that the financial systems were appropriate and maintain significant controls for the correct financial management of the organisation. A number of minor items were raised as recommendations for improvement, and these will be addressed as a matter of priority.</p>
		4.5.1.3	Support the Local Emergency Management Advisory Committee and Bush Fire Advisory Committee	During 2018/19 the LEMC met on 4 occasions and the BFAC on 3 occasions.
4.5.2	Prepare and implement flood mitigation/management	4.5.2.1	Implement the Flood Mitigation Strategy – Geegelup Brook	The CBP identified this Action to be undertaken from 2022/23 onwards.

	strategies			
4.5.3	Improved mobile phone communications	4.5.3.1	Work with relevant Government agencies to identify and secure funding for improvements to mobile phone blackspots	New phone towers were constructed at Winnejup and Maranup. Information for possible new phone tower sites was provided to the South West Development Commission so a 'whole of region' approach could be made.
4.6.1	Reduce bush fire hazards	4.6.1.1	Rehabilitate, protect and conserve Shire controlled land through hazard reduction	Annually an assessment of all Shire owned and vested land is undertaken in order to identify which properties did not meet the Shire's Firebreak Order requirements. The fuel quantities on each property are assessed with the objective of reducing and maintaining such loads to no more than 8 tonnes per hectare which is considered the upper limit of acceptability by fire management agencies.
		4.6.1.2	Participate in the Mitigation Activity Fund program for the purpose of conducting mitigation activities on Shire controlled land	In 2018/19 funding of \$151,780 was received for mitigation works on 27 sites within the Shire of Bridgetown-Greenbushes. All mechanical fire mitigation work was completed in 2018/19 but due to unfavourable weather and dryness of ground conditions the autumn burning program wasn't achieved. The burning program is also dependent upon bush fire brigade resources and brigades had a significant autumn response workload due to the frequency of fires at the end of the season. Communication has been maintained with DFES on the incomplete program and in the application for 2019/20 the scheduled 2019/20 mitigation works will be applied for as well as the incomplete burning program from 2018/19. The delays in carrying out the burning program are not expected to have a significant impact on the Shire's risk exposure as this work can only be done when conditions suit. To have done otherwise would have created a higher risk exposure to the Shire.
4.6.2	Support community education and information programs in relation to fire protection	4.6.2.1	Conduct pre fire season community briefings	A pre-season workshop was held on 14 November 2018 for all bush fire brigade officers to attend. Included in this workshop was an emergency response scenario training exercise.

		4.6.2.2	The Insight Newsletter, Shire website and Welcome Pack to include fire preparedness information and links to key state government emergency websites	All three of these communication tools were used for providing this information.
		4.6.2.3	Shire website to include information regarding fire retardant plant species, weed control, eradication and hazard reduction on private property	This wasn't progressed in 2018/19.
		4.6.2.4	Shire Welcome Pack to promote importance of volunteer bush fire brigades – encourage volunteers	Information on fire brigades and the importance of volunteers in the bush fire brigade structure is contained in the New Residents Information Pack.
		4.6.2.5	Continue to promote and advise the community that bush fire services are volunteer based	At all times the promotion of volunteers occurs, both to remind the community of the importance of volunteers, to seek more volunteers and to remind members of the public, if criticism occurs, that for the most part the work being undertaken is being done so by volunteers protecting their community.
		4.6.2.6	Use social media to provide fire protection information	The use of social media for fire protection information has been restricted to information about current incidents only as this medium allows information to be conveyed instantly. Promoting general fire protection information has been done using other communication tools such as the Insight newsletter, community briefings/open days, etc.
4.6.3	Develop policies and strategies concerning fire management on private properties	4.6.3.1	Review the design and contents of the Shire's Fire Break Order to make requirements clearer and more 'user friendly'	Council adopted a revised Firebreak Order (now titled Firebreak and Fuel Hazard Reduction Notice) at its May 2019 meeting.
		4.6.3.2	Annually review Fire Break Order	Refer comments for Action 4.6.3.1 above. The review is annually reviewed in consultation with the Bush Fires Advisory Committee.
		4.6.3.3	Maintain a low tolerance approach to non-compliance to Firebreak Order, in particular to property owners that have owned property for more than 1 year	In 2018/19 Ranger staff continued to monitor and enforce compliance to the Firebreak Notice and issued a number of infringements and work orders.
4.6.4	Bush fire brigades are resourced with adequate equipment, appliances,	4.6.4.1	Continue to provide support to volunteer emergency services.	Providing support to volunteer emergency services is a major part of the duties of the Community Emergency Services Officer (CESM).

	training and other operational requirements			
		4.6.4.2	Monitor Shire owned equipment and appliances for fit for purpose.	Shire owned bush fire equipment and appliances are dealt with in the same way as other Shire equipment and vehicles and are addressed in their relevant replacement plans.
		4.6.4.3	Review appliance suitability when due for replacement under ESL Grant Scheme.	This review automatically occurs when changeover of appliances is sought through the ESL as it is a requirement of the application.
		4.6.4.4	Provide funding for the repair/replacement of non ESL fire fighting equipment	This funding is included in the budget on an annual basis.
		4.6.4.5	Annual budget submissions are made to DFES for operational and capital funding	Completed and outcomes will feed into Council's 2019/20 budget.
4.7.1	A functional and safe Hampton Street	4.7.1.1	Continue to monitor changes in use patterns, behaviour and the perception of safety, to determine the need or otherwise of further options including the possibility of reactivating planning for a heavy haulage deviation or bypass road	No specific action is required for this. There was some minor discussion at one point in 2017/18 on the community Facebook page about the need for a bypass and the CEO raised with Council at the time whether there was a need to respond. The view of Council at that time was to monitor it for a little longer and if the discussion continued the Shire could look to include in an Insight Newsletter edition an article on the history of the bypass issue in Bridgetown. The Facebook discussion didn't proceed any further so no further action was taken.
4.7.2	Improve parking and pedestrian accessibility in town centres	4.7.2.1	Acquire suitable tenure of land behind shops adjacent to Geegelup Brook to formalise access and car parking	Refer comments for Action 4.7.2.2 below. Completion of detailed design plans is necessary before acquisition of land can commence.
		4.7.2.2	Prepare a design plan for completion of car park area behind shops adjacent to Geegelup Brook	In November 2018 a concept plan was presented to the Council Concept Forum proposing a minor upgrade of the parking area which would provide for the creation of 11 marked and sealed parking bays with the balance of the area to be sealed but unmarked. Since then further discussion has occurred and it is proposed to engage a consulting engineer to fully assess the area and prepare a detailed design plan (fully costed) maximising the car parking opportunities for the land.

				<p>Council has earmarked the construction of this car park as one of five key projects to be included in an infrastructure plan to be prepared for the purpose of identifying key projects required to accommodate population growth associated with the Talison Lithium Expansion Project. The intent of the infrastructure plan will be to seek Government funding towards the projects.</p> <p>In May 2019 Council allocated funds to provide for the preparation of detailed design plans for improvements to the Bridgetown CBD parking behind the shops on the western side of Hampton Street and the beautification of the adjacent Geegelup Brook.</p>
		4.7.2.3	Acquire suitable tenure of land behind Greenbushes commercial businesses in order to upgrade parking and laneway	Negotiations occurred with affected property owners with agreement reached with all but one property owner. Potentially this will trigger a redesign of the car park and this will be progressed in 2019/20.
		4.7.2.4	Develop new ACROD parking bays in CBD to replace existing on-street infirm parking bays	During 2018/19 planning continued to create new ACROD parking bays to replace the existing "infirm" bays in Hampton Street due to safety hazards with those bays. Agreement was reached with the owner of land next to the solicitor's office in Hampton Street and work on that bay commenced prior to the end of June 2019. Work was identified to remove tree roots that were creating an uneven surface at the location of the proposed bay in the lower level of the civic centre car park. A 3 rd new ACROD bay was initially proposed in the car park behind the Bridgetown CRC but further investigations confirmed that the works required to make the bay and connecting pathways compliant to standards was extreme so this bay was discontinued. All bays should be functioning by September 2019.
		4.7.2.5	Review directional signage to car parking	Not progressed as awaiting finalisation of dump point planning in Bridgetown as this will be a feature of such signage.

		4.7.2.6	Construct car parking area behind shops adjacent to Geegelup Brook	The CBP identified this Action to be undertaken in 2019/20. Planning/design work commenced in 2018/19.
		4.7.2.7	Upgrade/seal carpark and adjacent laneway behind Greenbushes commercial businesses	The CBP identified this Action to be undertaken in 2020/21. Planning/design work occurred in 2018/19.
4.7.3	Develop and implement crime prevention strategies	4.7.3.1	Develop a CCTV Plan	The CBP identified this Action to be undertaken in 2021/22.
		4.7.3.2	Arrange regular contact with law enforcement agencies to discuss crime prevention planning and programs	The CEO does periodically meet with the Officer in Charge Bridgetown Police to discuss relevant issues. Shire Rangers are in regular liaison and other staff on an "as-required" basis. Police and other emergency service groups are represented on Council's LEMC committee and meet quarterly.

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

Objectives:

- 5.1 Our community actively participates in civic life
- 5.2 We maintain high standards of governance, accountability and transparency
- 5.3 We operate within the Integrated Planning Framework
- 5.4 We participate in regional collaboration
- 5.5 We are strong advocates for our community

Strategy Ref.	Strategy	Action Ref.	Action	Comment
5.1.1	The community is involved in local decision making	5.1.1.1	Formalise the youth representative group to advise Council on youth issues and lead the engagement of young people in the community - ensure Shire wide representation	The Youth Leadership Team (YLT) and the Youth Services Advisory Committee (YSAC) operated throughout 2018/19. The YLT meets monthly or fortnightly (dependant on planning for activities/events) and the YSAC meet by-monthly. The YLT have attended 4 YSAC meetings. This was beneficial for both committees and will be continued into 2019/20.
		5.1.1.2	Support the engagement of youth in the planning and design of a Youth Precinct and other local programs for young people	In September 2018 Skate Sculpture conducted workshops at Bridgetown Primary, Bridgetown High School and Kearnan College followed by an after school workshop at the Bridgetown Skate Park. 60+ young people took part in the consultation. The final Consultation Report and recommendations was presented to Council in May 2019.
		5.1.1.3	Major projects to include where appropriate a specific community engagement component	No new major projects initiated in 2018/19.
		5.1.1.4	Promote in the Insight any forthcoming Council elections including articulating the benefits and responsibilities of being a councillor	No elections held in 2018/19. With the elections schedule for October 2019 information is to be provided in the August 2019 Insight edition.
5.1.2	People are provided opportunities to develop strong leadership skills	5.1.2.1	Host an annual leadership program for young people to encourage the development of new skills and capabilities	The Youth Leadership Team (YLT) is attracting new members and mentoring occurs at meetings and outside of the meetings by the existing members of the YLT.

		5.1.2.2	Acknowledge and promote the value of seniors	An annual morning tea (Greenbushes/Bridgetown alternating) is held for seniors.
5.1.3	Monitor, maintain and enhance the way we communicate with the community	5.1.3.1	Regularly review community engagement strategies and policies	Council's annual policy review was conducted in November 2018.
		5.1.3.2	Provide regular feedback to the community following consultation periods	The Insight newsletter is the primary communication tool used to inform the community on outcomes noting that where submissions are received formal responses are provided to the authors of those submissions.
		5.1.3.3	Inform the community regarding regulatory requirements	In addition to the Insight newsletter, information sheets concerning regulatory requirements are available in the customer service area and on the Shire website.
		5.1.3.4	Prepare a bi-monthly Shire newsletter	Insight Newsletter published 6 times in 2018/19.
		5.1.3.5	Establish a call-waiting information service for the Shire Admin office telephone system	This service was established in 2018/19 and will be ongoing.
5.1.4	People receive Shire information, services and opportunities according to their needs	5.1.4.1	Provide an information pack to new residents	An information pack for new residents exists. It contains an information booklet explaining Shire services, bushfire information, the annual firebreak notice, a local telephone directory, a fridge magnet showing emergency telephone contact numbers and information about rates, pet licensing and recycling. The information pack is sent to property owners when new bin service requests are received as typically this is related to new house constructions being finished and occupancy commencing. As well when any customers attend the front office and indicate they are new residents an information pack is provided to them.
		5.1.4.2	Reconstruct the Shire website	The new Shire website went live on 26 October 2018.
5.1.5	Support groups that deliver programs, activities and services for the benefit of the community	5.1.5.1	Provide advice and direction to community groups to identify funding sources	In 2018/2019 seventeen meetings were held with various groups to discuss funding options. Eighteen Facebook posts were prepared regarding specific funding opportunities for community/sporting groups.
5.2.1	Councillors provide	5.2.1.1	Undertake an in-house councillor induction program	No elections held in 2018/19

	strong and ethical leadership		for new councillors after Council elections	
		5.2.1.2	Provide training opportunities for councillors	A number of elected member training courses were held in the South-West and Perth in 2018/19.
		5.2.1.3	Conduct a bi-annual study tour to other councils	No tour in 2018/19 – next tour in 2019/20.
		5.2.1.4	Review the Code of Conduct	The Code of Conduct was reviewed in November 2018 as part of the annual review of Council policies.
		5.2.1.5	Consider method of conducting ordinary and special council elections	In January 2019 Council resolved to hold the October 2019 elections as a postal election.
5.2.2	Staff work in an ethical manner	5.2.2.1	Achieve full compliance in annual Compliance Audit Return	The compliance audit return for the 2018 year was presented to the Audit Committee on 18 March 2019 and to Council's March 2019 meeting. After completing the responses to questions contained in the 2018 Compliance Audit return it was noted that total compliance was achieved in all areas.
		5.2.2.2	Monitor complaints regarding staff behaviour	Council is kept informed of all complaints (including any complaints about staff) via a monthly report by the CEO in the Councillors Information Bulletin.
		5.2.2.3	Maintain a strong relationship between Council and the administration through good information and communication	The CEO believes such a relationship exists and no councillors suggested otherwise during 2018/19.
		5.2.2.4	Senior Management Group to establish formal budget monitoring processes	Process established – budget monitoring is a standard inclusion in the agenda for fortnightly Executive Leadership team (ELT) meetings and a budget monitoring sheet is prepared by Corporate Services for consideration by the ELT.
5.2.3	Ensure organisational capability	5.2.3.1	Develop and implement an organisation wide compliance calendar	A draft compliance calendar was prepared but will be reformatted in 2019/20. This will be a responsibility of the new Governance Officer position identified in the organisational restructure with the position to commence in 2019/20.
		5.2.3.2	Implement succession planning in key parts of the organisational structure	Council endorsed a new workforce plan in February 2019. 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.
		5.2.3.3	Develop a new archives storage facility that meets legislative requirements	A new archive facility was developed at the Shire Depot in 2018/19 and the process for transferring archives from the existing storage facility to this new facility commenced. Rather than simply transport all archives "as-is" all archives are being assessed for the need to be retained before being relocated.
		5.2.3.4	Review the Records Management Plan	The CBP identified this Action to be undertaken from 2022/23 onwards.
		5.2.3.5	Undertake review of systems for risk management, internal controls and legislative compliance as required under Audit Regulation 17	Changes to legislation have pushed back the year for carrying out this review to 2019/20 and thereafter every 3 years.
		5.2.3.6	Develop a Business Continuity Plan as identified in the 2014 Audit Regulation No, 17 review	The CBP identified this Action to be undertaken in 2020/21.
		5.2.3.7	Review the organisational structure	In 2018/19 the Shire prepared a new Workforce Plan which incorporated a comprehensive review of its organizational structure. The major focus of the restructure was to improve our levels of customer service across the organisation so that customers could be serviced more quickly. This will be achieved by creating a new dedicated customer service position to deal with enquiries relating to development and infrastructure issues but also some of the other proposed positions will free up existing staff to increase service levels in other areas. The restructure is being phased in over 2 financial years.
		5.2.3.8	Ensure the provision of appropriate furniture and equipment for effective operations	10 Year Equipment Replacement and Furniture & Equipment Plans were updated and will feed into Council's Long Term Financial Plan.

		5.2.3.9	Regularly review levels of delegated authority to match responsibility	Council to CEO delegations reviewed in November 2018 with CEO to Staff delegations reviewed thereafter.
		5.2.3.10	Maintain a safe workplace via appropriate occupational health and safety systems and procedures	The Shire's Safety Committee continued to operate throughout 2018/19 and provided many recommendations on risk management and work safety. The Shire continued to participate in the Regional Safety Advisor and Regional Risk programs through its insurer. In February 2019 the Shire of Bridgetown-Greenbushes was awarded a Tier 2 Diligence in Safety Award by Local Government Insurance Services. The award recognised the organisation's commitment to improving workplace safety.
		5.2.3.11	Prepare a local environmental health plan	The CBP identified this Action to be undertaken in 2019/20 and 2020/21.
		5.2.3.12	Staff have access to agreed training and professional development opportunities and pathways	The annual performance review process identifies training opportunities or requirements for all staff.
		5.2.3.13	Develop a project management framework	Council adopted a Project Management Framework Policy at its December 2018 meeting. The basis of the draft Project Management Framework Policy is to subject each capital works project to a staged assessment process that takes into account the construction/implementation costs and the whole of life costs relevant to each project. This is essential to ensure sufficient resources are allocated to the planning stage for each project so that Council can make informed decisions prior to progressing to the procurement (construction/implementation) stage of the project.
		5.2.3.14	Review lease agreements	The review of the lease agreement for the Blackwood Pony Club was finalised in August 2018.
		5.2.3.15	Ensure provision of adequate plant and fleet as per Plant & Fleet Replacement Plan	10 Year Plant Replacement Plan was presented to May 2019 concept forum and feeds into 2019/20 budget and next review of Council's Long Term Financial Plan. Review of the Fleet Replacement Plan has been deferred pending investigation of various ownership

				models.
		5.2.3.16	Investigate the cost benefits of outsourcing selected functions	At the June 2019 concept forum discussion confirmed the need to completely revisit the development of service levels for parks and gardens and until this is done to the satisfaction of council it is premature to be considering potential outsourcing of selected functions such as mowing or weed spraying. The CEO has been requested to arrange for a council workshop to discuss the development of these service levels and the more senior staff members of the parks and gardens crew should attend with the executive in order to contribute to the considerations. The timing of this workshop will be post budget adoption and after completion of the review of the 10 Year Works Program – expected to be November 2019.
5.2.4	Maintain a strong customer focus	5.2.4.1	Review the Customer Service Charter	The CBP identified this Action to be undertaken in 2020/21.
		5.2.4.2	Further develop and maintain online communication tools such as Facebook, Shire Bytes email service and website	These tools continued to be used in 2018/19.
		5.2.4.3	Operate an effective Customer Service Request process where customers receive timely advice on the status of their request	A Customer Service Request system operates and is regularly monitored by selected staff. One of the outcomes of the 2018/19 organisational restructure and workforce plan review was the creation of a new Customer Services Officer position which amongst other duties will have responsibility for ensuring customer service requests are assessed and responded to promptly.
5.2.5	Regularly review community engagement strategies and policies	5.2.5.1	Conduct community satisfaction and feedback surveys on a bi-annual basis	Last survey was conducted as part of the review process for the Strategic Community Plan. The next survey will be conducted in 2019/20.
		5.2.5.2	Hold the December Council meeting in Greenbushes	Meeting held on 20 December 2018.
5.2.6	Ensure the future financial sustainability of the Organisation	5.2.6.1	Establish targets and monitor performance for income streams	The Long Term Financial Plan makes a number of future income and expenditure assumptions.
		5.2.6.2	Review the rating structure	The CBP identified this Action to be undertaken in

				2020/21.
		5.2.6.3	Assess level of fees and charges to apply cost recovery principle where appropriate	This is a consideration in the annual review of fees and charges.
		5.2.6.4	Limit entry into services and activities provided by others unless there is adequate compensation or available resources.	Ongoing – no new services contemplated in 2018/19.
		5.2.6.5	Manage debt so annual repayments don't impinge on ability to fund service delivery	The Long Term Financial Plan assesses ratios, including the Debt Servicing Ratio which determines Council's capacity to borrow. Any proposal for a new loan is considered in line with existing repayment plans.
		5.2.6.6	Develop a long term strategy to achieve compliance to financial ratios	A Ratio Improvement Action Plan was endorsed by Council in December 2017 and regularly reporting on compliance with this plan is made to the Audit Committee.
5.2.7	Council's policies and local laws are responsive to community needs	5.2.7.1	Annually review policies	Annual review presented to Council in November 2018.
		5.2.7.2	Periodically review Local Laws to ensure compliance to Local Government Act	During 2018/19 reviews of Council's Cemeteries and Keeping and Welfare of Cats Local Laws were completed. A new Cats Local Law replaced the former Keeping and Welfare of Cats Local Law.
		5.2.7.3	Conduct a local red-tape reduction strategy	The CBP identified this Action to be undertaken in 2019/20.
5.2.8	Ensure all legislative responsibilities and requirements are met	5.2.8.1	Conduct health inspections of food premises, accommodation outlets, etc.	Health inspections are an annual requirement. The Shire's Manager Environmental Health is developing a regulatory process to ensure that all inspections are carried out consistently and within prescribed periods.
		5.2.8.2	Provide effective regulatory services	Reporting on the implementation of this Action can be subjective. The CEO believes that the Shire's regulatory services (i.e. planning, environmental health, building, ranger services, works approvals, legislative compliance, etc. are delivered effectively and impartially.
		5.2.8.3	Implement GRV and UV revaluations	GRV revaluations occur every 4 years with revaluation occurring in 2018/19. UV revaluation are done annually

5.3.1	Implement the Shire's Integrated Planning Review Cycle	5.3.1.1	Annually review the Corporate Business Plan	2019 annual review completed and endorsed by Council in June 2019.
		5.3.1.2	In-house review of Strategic Community Plan once every 4 years	Desktop review carried out in 2018/19 with updated Strategic Community Plan adopted by Council in April 2019.
		5.3.1.3	Facilitated (externally assisted) review of Strategic Community Plan once every 4 years	Next full review scheduled for 2020/21.
		5.3.1.4	Annual review of Long Term Financial Plan	LTFP endorsed by Council in November 2018.
		5.3.1.5	Annual review of capital works plans	Completed May and June 2019 as part of 2019/20 budget process and review of Long Term Financial Plan.
		5.3.1.6	Annual review of Fleet/Plant Replacement Plan	Completed May and June 2019 as part of 2019/20 budget process.
		5.3.1.7	Four Yearly review of Workforce Plan (following full review of SCP)	Council endorsed the review of the Workforce Plan at its February 2019 meeting.
		5.3.1.8	Review Sport and Recreation Strategic Plan	The CBP identified this Action to be undertaken in 2020/21.
		5.3.1.9	Review Youth Community Plan	The CBP identified this Action to be undertaken in 2020/21.
		5.3.1.10	Review Aged Community Plan	The CBP identified this Action to be undertaken in 2021/22.
		5.3.1.11	Review Access and Inclusion Plan	The CBP identified this Action to be undertaken in 2019/20.
		5.3.1.12	Annual review of Leisure Centre Business Plan	2018/19 review adopted by Council in September 2018.
		5.3.1.13	Annually review Asset Management Plans	At its June 2019 meeting Council adopted the Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan 2018-38. The Consolidated Asset Management Plan summarises the following individual asset class asset management plans – <ul style="list-style-type: none"> • Transport Infrastructure Asset Management Plan; • Parks, Reserves and Other Infrastructure Asset Management Plan; • Property Infrastructure Asset Management Plan; and • Plant and Equipment Asset Management Plan.

		5.3.1.14	Develop an Information Technology and Communications Strategy	The CBP identified this Action to be undertaken in 2019/20.
		5.3.1.15	Develop a Parkland Assets Replacement Plan	The CBP identified this Action to be undertaken in 2019/20.
		5.3.1.16	Prepare a Works Equipment Replacement Plan	The 10 Year Equipment Replacement Plan was reviewed as part of the 2019/20 budget process.
5.3.2	Apply best practice asset management principles	5.3.2.1	Review and maintain asset management plans for all relevant asset classes	Refer information contained in comments for Action 5.3.1.13
		5.3.2.2	Periodically review the use of Shire buildings to ensure their use is optimised	No reviews were conducted in 2018/19.
		5.3.2.3	Review access to and management of all Shire standpipes	The Shire has five water standpipes located within the Shire for fire fighting use and one commercial water standpipe in Rose Street, Bridgetown for commercial use by businesses and members of the public. In 2018/19 the Water Corporation contacted rural Western Australian Local Government Authorities and advised them that as of 1 July 2019, new water charges will apply to fixed standpipes based on the category of the standpipe and requested that all Local Governments categorise their standpipes. The only significant change to standpipe users in the Shire of Bridgetown-Greenbushes was the cost of taking water from the commercial water standpipe in Rose Street, Bridgetown. The five fire fighting standpipes located elsewhere have for many years been restricted in use for fire fighting purposes only and this restriction is retained under the new classification system set by the Water Corporation. All bush fire brigades have a coded key to unlock the fire fighting standpipes and this arrangement will continue. On a positive note one of the changes made by the Water Corporation is to not charge water rates for the taking of water from the dedicated fire fighting standpipes.
5.3.3	Establish and review service levels	5.3.3.1	Monitor opportunities for outsourcing of selected services	At the June 2019 concept forum discussion confirmed the need to completely revisit the development of service levels for parks and gardens and until this is

				done to the satisfaction of council it is premature to be considering potential outsourcing of selected functions such as mowing or weed spraying. The CEO has been requested to arrange for a council workshop to discuss the development of these service levels and the more senior staff members of the parks and gardens crew should attend with the executive in order to contribute to the considerations. The timing of this workshop will be post budget adoption and after completion of the review of the 10 Year Works Program – November 2019.
		5.3.3.2	Prepare or review service levels of at least one service per annum	A review of Parks and Gardens service levels was progressed in 2017/18. This saw the identification of current service levels and some direction from Council on where further investigations should occur. Further discussion with Council occurred in 2018/19 and it was determined that a full review or recommencement of establishing parks and gardens service levels will occur in 2019/20. Also in 2018/19 some review of service levels for cleaning of public toilets was conducted with more holiday period cleaning to occur.
5.4.1	Monitor opportunities for shared services in co-operation with regional partners	5.4.1.1	Correspond and meet with regional partners to discuss potential shared services	No shared service opportunities arose in 2018/19.
5.4.2	Participate in local government collaborative groups	5.4.2.1	Actively participate in the WALGA South West Zone	6 zone meetings were held in 2018/19. The Shire President and CEO attended most meetings.
		5.4.2.2	Maintain membership of the Warren Blackwood Alliance of Councils	Membership maintained with 6 WBAC meetings held in 2018/19. Towards the end of 2018/19 the Shire of Donnybrook-Balingup accepted an invitation to join the WBAC.
5.4.3	Monitor potential initiatives in local government reform	5.4.3.1	Correspond and meet with regional partners to discuss projects and issues of concern	The Shire is represented on the Warren Blackwood Alliance of Councils and South West WALGA Zone and both forums offer opportunities for information sharing. The CEO also attends Local Government

				Professionals South West Branch meetings wherever possible and the councillors, CEO and other staff attend numerous other ad-hoc meetings during the year where other local government representatives are in attendance.
		5.4.3.2	Council's position is that it is a sustainable local government and can remain an autonomous local government authority however in the event of local government reform Council's 2009 vision for a "Blackwood Valley Shire" is to be promoted	No specific action was taken on reform in this Council in 2018/19 and the issue of regional local government reform wasn't addressed by the State Government. Instead a watching brief is maintained on the issue.
5.5.1	Lobby and advocate to represent the community's needs	5.5.1.1	Implement the findings of the Age Friendly Community Plan, Youth Community Plan, Access and Inclusion Plan and other Shire of Bridgetown-Greenbushes integrated planning strategies	These plans are implemented via the Access and Inclusion Committee, Youth Services Advisory Committee, Trails Development Advisory Committee and Youth Leadership Team and have been reported against a number of other actions listed in this document.

SHIRE OF BRIDGETOWN-GREENBUSHES
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. High Annual Leave Accrual at Year End		✓	

KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF BRIDGETOWN-GREENBUSHES
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. High Annual Leave Accrual at Year End

Finding

During our review we identified 4 instances where employees have annual leave accrued balances in excess of 304 hours (eight weeks) each.

Rating: Moderate

Implication:

Excessive accrued annual leave balances increases the risk of an adverse impact through excessive financial liabilities and may also indicate over-reliance on key individuals. As well as for managing leave liabilities, it is important for staff to take regular leave for their health and wellbeing, and to develop staff to perform the tasks of others. In addition, fraud can be more easily concealed by staff who do not take leave.

Recommendation:

The shire should continue to manage and monitor the excessive annual leave accruals to reduce the financial liability, risk of business interruption and fraud.

Management Comment:

Excessive leave balances are continually reviewed by management as the issue has been raised in previous audit reports and risk reviews.

The annual leave liability between 30 June 2018 and 30 June 2019 was reduced by 18.86% from 8,740.39 hours to 7,091.89 hours.

It is noted that four staff had in excess of 8 weeks accrued annual leave as at 30 June 2019, of which one was only 1 day in excess of the 8 weeks. These 4 staff were a small proportion of the 56 full time or part time staff that are entitled to annual leave. On 30 June last year (2018) nine staff had in excess of 8 weeks accrued annual leave and the reduction to four staff demonstrates that significant improvement has occurred in this area.

Responsible Officer: Tim Clynch, Chief Executive Officer



Minutes of the meeting of the Audit Committee held in the CEO's office on Thursday, 21 November 2019.

The CEO opened the meeting at 4:30pm

Attendance, Apologies and Leave of Absence

Councillors	- J Bookless - J Moore - J Nicholas
In Attendance	- T Clynch, Chief Executive Officer - M Larkworthy, Executive Manager Corporate Services - Tim Partridge, AMD Chartered Accountants (via telephone) - Carly Meagher, Office of the Auditor General (via telephone)
Apology	- Cr P Quinby

Election of Presiding Member and Deputy Presiding Member

Election of Presiding Member

In accordance with Section 5.12 and Schedule 2.3 of the Local Government Act 1995, the CEO called for nominations for the position of Presiding Member. A nomination was received for Cr Nicholas. Cr Nicholas accepted the nomination. With no further nominations being received the CEO declared Cr Nicholas elected as Presiding Member.

Cr Nicholas assumed the Chair.

Election of Deputy Presiding Member

The Presiding Member called for written nominations for the position of Deputy Presiding Member. A nomination was received for Cr Moore. Cr Moore accepted the nomination. With no further nominations being received the Presiding Member declared Cr Moore elected as Deputy Presiding Member.

AC.01/1119 Confirmation of Previous Minutes

A motion is required to confirm the Minutes of the Meeting held 16 July 2019 as a true and correct record (Attachment 1).

Committee Decision

AC.01/1119 That the Minutes of the Meeting held 16 July 2019 are confirmed as a true and correct record.

**Moved Cr Bookless, Seconded Cr Moore
Carried 3/0**

Reports of Officers

ITEM NO.	AC.02/1119	FILE REF.	224
SUBJECT	2018/19 Annual Financial Statements and Draft Independent Audit and Management Reports for 2018/19		
PROPONENT	Office of the Auditor General & AMD Chartered Accountants		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	18 November 2019		

Attachment 2 – Audit Exit Meeting Agenda

Attachment 3 – Audit Planning Summary

Attachment 4 – 2018/19 Annual Financial Statements including the Draft Independent Audit Report

Attachment 5 – The Auditor’s Draft 30 June 2019 Management Report

Attachment 6 – Operating Performance Trend by Nature or Type

Attachment 7 – Financial Health Indicators

OFFICER RECOMMENDATION That the Audit Committee recommends that Council accept the 2018/19 Annual Financial Statements, and the auditor’s Independent Audit and Management Reports for the 2018/19 financial year as presented by the Auditor General.

OFFICER RECOMMENDATION That the Audit Committee recommends that Council note the Auditor’s report includes a ‘significant adverse trend’ in relation to Council’s Operating Surplus Ratio performance and acknowledges that Council has an existing ‘Ratio Improvement Action Plan’.

OFFICER RECOMMENDATION That the Audit Committee recommends that Council note Administration’s comment in relation to the matter raised in the Auditor’s Management Report.

Summary/Purpose

For information, and for the Committee to appraise the 2018/19 Annual Financial Statements including the draft Independent Audit Report (Attachment 4) and the Auditor’s draft 30 June 2019 Management Report (Attachment 5). Further, the Committee is to meet with its Auditor so as to be satisfied with the performance of the local government in managing its financial affairs.

Background

The Chief Executive Officer (CEO) of Shire of Bridgetown-Greenbushes is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

It is the Auditor’s responsibility to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes the Auditor’s opinion.

The Auditor General has audited the 2018/19 Annual Financial Report and has provided a draft Independent Auditor's Report as required under the relevant provisions of the Local Government Act 1995 (the Act). The Annual Financial Statements and the Auditor's draft Audit and Management Reports are now presented to the Audit Committee for information.

These reports are presented in 'draft' as Ms Carly Meagher, Director Financial Audit, from the Office of the Auditor General WA is required to meet with the Audit Committee prior to the signing of the Auditors Report. Ms Meagher will be attending this meeting via telephone along with Mr Tim Partridge from AMD Chartered Accountants (also by telephone) to brief the Committee on the audit and to answer any questions.

Following this meeting the Auditor's Report will be signed and presented to Council.

Officer Comment

The audit has been conducted in accordance with Australian Auditing Standards and has determined that the Shire's 2018/19 Financial Statements were in accordance with the Local Government Act 1995 (as amended) and the Local Government (*Financial Management*) Regulations 1996 (as amended), including:

"In my opinion the annual financial report of Shire of Bridgetown-Greenbushes:

- i. is based on proper accounts and records; and*
- ii. fairly represents, in all material respects, the results of the operations of Shire of Bridgetown-Greenbushes for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."*

The Auditor further reported on other legal and regulatory requirements as follows:

"In accordance with Local Government (Audit) Regulations 1996 I report that:

- i. In my opinion, the following matters indicate significant adverse trends in the financial position of the Shire of Bridgetown-Greenbushes:
 - a. Operating surplus ratio as reported in Note 29 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of zero for the last three years (2017: -0.21, 2018 - 0.19 and 2019: -0.35).**
- ii. There were no instances of non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law identified during the course of my audit.*
- iii. All required information and explanations were obtained by me.*
- iv. All audit procedures were satisfactorily completed.*
- v. In my opinion, the asset consumption ratio and the asset renewal ratio included in the annual financial report were supported by verifiable information and reasonable assumptions."*

As at 1 July 2013 the then Department of Local Government and Communities (the Department) mandated seven financial ratios to be included in the local governments annual financial statements.

According to the Department these financial ratios were designed to provide users of annual financial reports with a clearer interpretation of the performance and financial results of a local government and a comparison of trends over a number of years.

Graphs indicating Council's operating performance trend by Nature or Type are included as Attachment 6 to the Agenda. The aim of the graphs is to provide further information on how Council's operating performance is influenced by the various income and expenditure categories.

The Department has released a Financial Health Indicator calculator that enables local governments to review changes to the local government's financial position over a period of time. Attachment 7 shows the results of Council's financial position using this calculator for the past six financial years, noting that ratios input into the calculator have been adjusted for the prepayment of Financial Assistance Grants. It should be noted that the 2016 asset sustainability ratio included the major renewal project of the Bridgetown Swimming Pool resulting in a very positive ratio for that year.

Section 7.12A(4) of the Local Government Act 1995 requires that a local government must:

- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*

Section 7.12A(5) further requires that:

Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

The Auditors report includes a significant adverse trend for one of Council's ratios, a report in accordance with Section 7.12A(4) will be presented to the Audit Committee in January 2020.

One 'other' matter was raised by the Auditor in the Management Report as follows:

***“High Annual Leave Accrual at Year End
Finding Rating: Moderate***

During our review we identified 4 instances where employees have annual leave accrued balances in excess of 304 hours (eight weeks) each.

Implication

Excessive accrued annual leave balances increases the risk of an adverse impact through excessive financial liabilities and may also indicate over-reliance on key individuals. As well as for managing leave liabilities, it is important for staff to take regular leave for their health and wellbeing, and to develop staff to perform the tasks of others. In addition, fraud can be more easily concealed by staff who do not take leave.

Recommendation

The Shire should continue to manage and monitor the excessive annual leave accruals to reduce the financial liability, risk of business interruption and fraud.

Management Comment

Excessive leave balances are continually reviewed by management as the issue has been raised in previous audit reports and risk reviews.

The annual leave liability between 30 June 2018 and 30 June 2019 was reduced by 18.86% from 8,740.39 hours to 7,091.89 hours.

It is noted that four staff had in excess of 8 weeks accrued annual leave as at 30 June 2019, of which one was only 1 day in excess of the 8 weeks. These 4 staff were a small proportion of the 56 full time or part time staff that are entitled to annual leave. On 30 June last year (2018) nine staff had in excess of 8 weeks accrued annual leave and the reduction to four staff demonstrates that significant improvement has occurred in this area.

Both Ms Meagher and Mr Partridge will be attending the meeting via telephone and the opportunity will exist to discuss matters further.

Statutory Environment

Section 6.4 of the Local Government Act 1995 (as amended)

Regulations 36 to 51 of the Local Government (*Financial Management*) Regulations 1996 (as amended)

Regulation 9 & 10 of the Local Government (*Audit*) Regulations 1996 (as amended)

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 Implications

A.22 Accrual of Annual Leave

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Voting Requirements – Simple Majority

Ms Meagher and Mr Partridge addressed the Committee on the findings of the audit and other related matters.

4:45pm – Ms Meagher and Mr Partridge retired from the meeting.

Committee Recommendation ***Moved Cr Moore, Seconded Cr Bookless***
AC.02/1119 That the Audit Committee recommends that Council accept the 2018/19 Annual Financial Statements, and the auditor’s Independent Audit and Management Reports for the 2018/19 financial year as presented by the Auditor General.
Carried 3/0

Committee Recommendation ***Moved Cr Nicholas, Seconded Cr Moore***
AC.03/1119 That the Audit Committee recommends that Council note the Auditor’s report includes a ‘significant adverse trend’ in relation to Council’s Operating Surplus Ratio performance and acknowledges that Council has an existing ‘Ratio Improvement Action Plan’.
Carried 3/0

Committee Recommendation ***Moved Cr Nicholas, Seconded Cr Bookless***
AC.04/1119 That the Audit Committee recommends that Council note Administration’s comment in relation to the matter raised in the Auditor’s Management Report.
Carried 3/0

Committee Decision ***Moved Cr Nicholas, Seconded Cr Moore***
AC.05/1119 That the Audit Committee acknowledges the work undertaken by the Corporate Services staff in preparing for the Audit and the achievement of a positive audit result.
Carried 3/0

ITEM NO.	AC.03/1119	FILE REF.	224
SUBJECT	Progressive Reporting – Local Government (Audit) Regulations - Regulation 17 Review 2016		
OFFICER	Chief Executive Officer		
DATE OF REPORT	6 November 2019		

Attachment 8 October 2019 – Audit Regulation 17 Review (Risk Dashboard Report)

OFFICER RECOMMENDATION That the Audit Committee note the contents of the October 2019 progressive report on the implementation of recommendations/findings of the Audit Regulation 17 Report that was presented to Council in December 2016.

Summary/Purpose
Regulation 17 of the Local Government (Audit) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to risk management, internal control and legislative compliance at least once every three financial years.

A report on the progress of actions identified in the 2016 Audit Regulation 17 Review (Attachment 8) is presented for the Audit Committee’s review.

Background

In February 2013 amendments to the Local Government (*Audit*) Regulations 1996 extended the functions of local government Audit Committees. These functions (Regulation 17) included receiving a biennial report on the appropriateness and effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance.

Amendments made to Regulation 17 in June 2018 amended the timeframe for such reviews from at least once every two calendar years (biennial) to at least once every three financial years. The amendments also strengthened the role of the Audit Committee so that the Audit Committee has greater involvement in assisting the CEO to carry out the review under Regulation 17.

In accordance with Regulation 17 a review was undertaken by the CEO, with assistance from LGIS Risk and relevant Shire officers of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance. The completed review was presented to the Audit Committee on 6 December 2016 with recommendations from the Committee being endorsed by Council at its ordinary meeting held on 15 December 2016.

Officer Comment

A review of the actions contained in the 2016 report was undertaken by senior management in October and an updated Risk Dashboard Report is presented for the Audit Committee's consideration. The review focussed on ensuring assigned responsibility and due dates for actions are recorded appropriately and documenting any progress on actions since December 2016. No adjustments to the 'risk ratings' assigned to individual risk profiles were made as a result of this review.

The next Audit Regulation 17 Review report is to be presented to Council by 30 June 2020 and it is intended the review will again be undertaken in-house with the assistance of LGIS Risk.

Statutory Environment

Regulation 17 of the Local Government (*Audit*) Regulations 1996 reads as follows:

17. CEO to review certain systems and procedures

- 1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.*
- 2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- 3) *The CEO is to report to the audit committee the results of that review.*

Strategic Implications

- 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 5.2.3 Ensure organisational capability

Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met

- Corporate Business Plan

Strategy 5.2.3 Ensure organisational capability

Action 5.2.3.3 Undertake review of systems for risk management, internal controls and legislative compliance as required under Audit Regulation 17

- Long Term Financial Plan - Nil

- Asset Management Plans - Nil

- Workforce Plan – Nil

- Other Integrated Planning - Nil

Policy

There are a number of Council policies that address aspects of the issues raised in the Review Report. These policies include:

- Code of Conduct (Members and Staff);
- Records Management
- Purchasing
- Accrual of Annual Leave

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

The assessment of organisational risk management is a fundamental component of the review and is specifically referenced in Regulation 17. Many of the recommendations contained in the report seek to minimise the organisation's exposure to risk.

Continuous Improvement

The findings of the Regulation 17 Review Report have identified a number of gaps which when addressed will improve the overall performance of the Shire.

Delegated Authority - Not applicable

Voting Requirements – Simple Majority

Committee Decision

Moved Cr Bookless, Seconded Cr Moore

AC.06/1119 That the Audit Committee note the contents of the October 2019 progressive report on the implementation of recommendations/findings of the Audit Regulation 17 Report that was presented to Council in December 2016.

Carried 3/0

ITEM NO.	AC.04/0919	FILE REF.	224
SUBJECT	Progressive Reporting – 2019 Review of the Appropriateness and Effectiveness of the Financial Management Systems and Procedures		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	10 November 2019		

Attachment 9 October 2019 – Progress Report on the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations

OFFICER RECOMMENDATION That the Audit Committee note the contents of the October 2019 progressive report on the implementation of recommendations contained in the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report that was presented to Council in June 2019.

Summary/Purpose

Regulation 5(2)(c) of the Local Government (*Financial Management*) Regulations 1996 requires that at least every three financial years the CEO will review the appropriateness and effectiveness of the financial management systems and procedures of the local government.

A report on the progress of actions identified in the 2019 review of these systems and procedures is presented for the Audit Committee’s review (Attachment 9).

Background

In accordance with Regulation 5(2)(c) a review of the Shire’s financial systems and procedures was undertaken by the Executive Leadership Team. The CEO’s report on this review was presented to the Audit Committee on 13 June 2019 with the following recommendations from the Committee being endorsed by Council at its ordinary meeting held on 27 June 2019:

“That Council:

- 1. Receive the May 2019 Shire of Bridgetown-Greenbushes Financial Management Systems & Procedures Review Report, and adopt the 14 recommendations contained in the report.*
- 2. A report on the progress of implementing the recommendations be provided quarterly to the Audit Committee.”*

Officer Comment

While the review found that the financial systems are appropriate and maintain significant controls for the correct financial management of the organisation, a number of minor items were identified as opportunities for improvement.

A review of the actions contained in the 2019 report has been undertaken in accordance with Council's recommendation and an updated progress report is presented for the Audit Committee's consideration.

Statutory Environment

Regulation 17 of the Local Government (*Audit*) Regulations 1996 reads as follows:

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

Strategic Implications

- 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 – Not Applicable

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

Implementation of the recommendations contained within the report will have the effect of mitigating the likelihood of officer error or fraud events occurring.

Continuous Improvement

Implementation of the recommendations contained within the report will have the effect of improving what is defined as appropriate and effective financial management systems and procedures.

Delegated Authority - Not applicable

Voting Requirements – Simple Majority

Committee Decision

***Moved Cr Moore, Seconded Cr Bookless
AC.07/1119 That the Audit Committee note the contents of the October 2019 progressive report on the implementation of recommendations contained in the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report that was presented to Council in June 2019.***


Carried 3/0

Closure

The Presiding Member closed the meeting at 5:10pm

List of Attachments

Attachment	Item No.	Details
1	AC.01/1119	Minutes of the Meeting Held 16 July 2019
2	AC.02/1119	Audit Exit Meeting Agenda
3	AC.02/1119	Audit Planning Summary
4	AC.02/1119	2018/19 Annual Financial Statements including the Draft Independent Audit Report
5	AC.02/1119	The Auditor's Draft 30 June 2019 Management Report
6	AC.02/1119	Operating Performance Trend by Nature or Type
7	AC.02/1119	Financial Health Indicators
8	AC.03/1119	October 2019 – Audit Regulation 17 Review (Risk Dashboard Report)
9	AC.04/1119	October 2019 – Progress Report on the 2019 Appropriateness and Effectiveness of Financial Management Systems and Procedures Review Recommendations

Minutes checked and authorised by CEO T Clynych		23.11.19
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**LICENCE TO OCCUPY
L 7166 Bridgetown**

PARTIES

**PUBLIC TRANSPORT AUTHORITY
OF WESTERN AUSTRALIA
(Licensor)**

**Shire of Bridgetown Greenbushes
(Licensee)**

Schedule

Item 1 **Licensor**

PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA (ABN 61 850 109 576) of PO Box 8125, Perth Business Centre, Perth, Western Australia, 6849 (**PTA**)

Item 2 **Licensee**

SHIRE OF BRIDGETOWN GREENBUSHES (ABN 33 987 205 639)

of PO Box 271 Bridgetown WA 6255

Item 3 **Grant of Licence to Occupy**

PTA grants a licence to the Licensee and the Licensee takes a licence of the Licensed Area on the terms set out in this Licence.

Item 4 **Licensed Area**

The Licensed Area the subject of this Licence is located in the rail reserve at Bridgetown as identified on plan number **L7166-1 Rev A**

The Licensed Area of **32,450 M2** Rail Reserve (Coloured blue) and **2,243 M2** of Rail Corridor Land (Coloured Red) is shown on the plan attached to this Licence.

The Licensed Area includes any PTA's Property situated in the Licensed Area.

The PTA's Property includes the following specific items:

Railway Station Building

Goods Shed

Item 5 **Term**

The term is **Ten (10) Years** commencing on **1st July 2018** and ending on **30th June 2028**

Item 6 **Licence fee**

The licence fee payable by the Licensee for this Licence is **\$1.00 each year** payable if and when demanded.

Item 7 **Outgoings**

The Licensee must pay to the relevant supplier or Authority or as otherwise directed by the PTA before they become overdue:

- all charges for services (including but not limited to electricity, gas water and sewerage and telephone and communication services) used by the Licensee in connection with the Licensed Area;
- any rates and taxes and similar charges and assessments levied in respect of the Licensed Area or the Licensee's use or occupation of the Licensed Area; and
- management and administration fees reasonably charged by the PTA in respect of this Licence,

as invoiced to the Licensee by the PTA. In the case of any amounts which are levied on other land as well as the Licensed Area, the Licensee must pay reasonable proportion of such charges, rates, and taxes relevant to the Licensed Area as reasonably determined by the PTA.

Item 8 **Permitted Use**

The Licensed Area may only be used for **Community Purposes** subject to the Licensee obtaining all relevant written approvals from all Authorities for the use of the Licensed Area for this purpose.

Item 9 **Insurance Requirements**

The Licensee must take out the following insurances:

- (1) public risk insurance for an amount not less than \$20,000,000.
- (2) insurance for all buildings, structures and improvements comprised in the Licensed Area and all the PTA's Property to their full insurable value on a replacement or reinstatement basis against those risks which the PTA may reasonably require.

- (3) insurance for all Licensee's Property to its full insurable value on a replacement or reinstatement basis against those risks which the PTA may reasonably require.
- (4) employer's indemnity insurance against any liability under common law or statute to pay damages to an employee.

Without limiting clause 5 of the General Licence Terms the Licensee must no later than:

- (1) the Commencement Date; and
- (2) each anniversary of the renewal date as specified in the relevant insurance policy,

provide the PTA with a certificate of currency issued by the insurer and noting the interests of the PTA to confirm that each required policy of insurance has been taken out and is current as required by this Licence.

Item 10 **Licensee's Obligations**

The Licensee covenants with the PTA to comply with the Licensee's Obligations.

Item 11 **PTA's General Licence Terms**

The PTA General Licence Terms in the form attached to this Licence are incorporated in this Licence.

Item 12 **Defined Terms**

Words defined in the PTA General Licence Terms have the same meaning when used in this Licence and are shown with an initial capital letter.

Item 13 **Additional Terms**

The additional terms attached to this Licence are incorporated in this Licence.

Dated

2019

EXECUTED as a deed.

Signed for and on behalf of the)
PUBLIC TRANSPORT AUTHORITY)
OF WESTERN AUSTRALIA by)

)
)
)
)
)
an officer of the Authority duly)
authorised by the Authority pursuant to)
section 51(5) of the *Public Transport*)
Authority Act 2003 for that purpose in)
the presence of:

.....
Signature of Duly Authorised Officer

.....
Name (Please Print)

.....
Witness (signature)

.....
Position held

.....
Name (Please Print)

.....
Address

.....
Occupation

The Common Seal of the Shire of Bridgetown-Greenbushes)
is affixed in the presence of :)

Shire President Full Signature

Chief Executive Officer Full Signature.....

Plan

Additional Terms

1 Lights

The Licensee is to ensure that there is not at any time any light (white or coloured) on the Licensed Area in a position where it can affect any person on a train or other railway vehicle.

2 Plants and Trees

The Licensee is not to plant or allow any other person to plant a tree or shrub within the Licensed Area which is closer than 5 metres to any level crossing or which is within any area shown hatched black on the plan attached to the Licence as an area where trees or shrubs cannot be planted. The Licensee must maintain (including trimming and lopping) all plants and trees within the Licensed Area.

3 Licensee's Property and the PTA's Property

The Licensee is to ensure that at all times all items of Licensee's Property and the PTA's Property in the Licensed Area are:

- (1) kept in a good state of repair and well maintained;
- (2) properly painted or treated; and
- (3) otherwise kept in a presentable and tidy condition.

4 Stock

The Licensee is to ensure that at all times no stock or other animals stray on to the Licensed Area or through the Licensed Area on to other property owned by the PTA.

5 No building, stacking or obstruction of views

The Licensee is to ensure that at all times:

- (1) no NEW building or other structure is constructed or allowed to remain; and
- (2) no NEW property is stacked or otherwise stored; and
- (3) no other NEW item of property is installed, positioned or located,

on any part of the Licensed Area if the result is to obstruct the view of any person driving a train or other railway vehicle.

6 Drainage System

If required by the PTA or any other person or Authority responsible for the condition of the railway, as soon as reasonably possible after the Commencement Date the Licensee is to construct a drainage system on the Licensed Area to prevent water damage to the railway line running through or near the Licensed Area. The Licensee is to construct the drainage system in accordance with the design and specifications stipulated by the PTA. The cost of the drainage system, including the cost of complying with the PTA's reasonable directions, is to be paid by the Licensee. The Licensee is to properly maintain the drainage system after it is constructed and if it is damaged the Licensee is to repair the damage as soon as reasonably possible.

7 Firebreaks

The Licensee is to provide firebreaks to comply with the requirements of any Authority and all laws, including by-laws and regulations.

8 Telephone Pole

Deliberately left blank.

9 Telecommunications Cable

The Licensee is not to interfere with or disturb any telecommunications cable on the Licensed Area and is to prevent any other person interfering with or disturbing any such telecommunications cable.

10 Fences

If required by the PTA, the Licensee is to erect and maintain fences on the Licensed Area to the satisfaction of the PTA.

11 Environmental Obligations

11.1 Definitions

In this clause:

- (1) **Authorisation** includes a consent, declaration, authorisation, registration, agreement, certificate, permission, licence, approval, authority or exemption from, by or with a Government Agency, including any renewal or amendment;
- (2) **Contamination** means the presence of a substance in, on or under water or land at a concentration above the concentration at which the substance is normally present in the same locality, being a concentration that presents, or has the potential to present, a risk of harm to human health, the Environment or any Environmental Aspect;

- (3) **Environment** has the same meaning as that term is defined in the *Environmental Protection Act 1986 (Western Australia)* (as amended);
- (4) **Environmental Aspect** means in respect of any area:
- (a) each interaction of any activity on the area or of the area itself within the Environment;
 - (b) each of the following aspects of that area;
 - (c) heritage items on the land within the area or heritage values or significance of the area or anything on it;
 - (i) the flora and fauna in the area including threatened species, populations or ecological communities or their habitats in the area;
 - (ii) critical habitat in the area;
 - (iii) the propensity of the area to be affected by natural disasters such as bushfires, flooding or geotechnical characteristics of the area or any structures on it; and
 - (d) the zoning or permissible uses of the area.
- (5) **Environmental Expert** means a reputable person who is suitably qualified and experienced in identifying and remediating Contamination, Pollution and Environmental Harm;
- (6) **Environmental Harm** means any serious or material harm, damage or detriment to the Environment or an Environmental Aspect which is not Pollution or Contamination;
- (7) **Environmental Law** means any law relating to any aspect of the Environment or health or having as its objective the protection or enhancement of the Environment or any Environmental Aspect;
- (8) **Environmental Notice** means any notice, direction, order, demand or other requirement to take any action or refrain from taking any action from any Government Agency, whether written, oral or otherwise and in connection with any Environmental Law;
- (9) **Government Agency** means:
- (a) a government or government department or other government body;
 - (b) governmental, semi-governmental, or judicial person, entity or authority; or

- (c) a person (whether autonomous or not) who is charged with the administration of any law.
- (10) **Pollution** means any unauthorised alteration of the Environment or an Environmental Aspect to its detriment or degradation which involves the release of any substance, the discharge of waste, an emission of noise, odour or electromagnetic radiation or the transmission of electromagnetic radiation;
- (11) **Relevant Land** means the Licensed Area and the Surrounding Land;
- (12) **Remediation Date** means the earlier of:
 - (a) the date on which the Licensee assigns this Licence;
 - (b) the date on which the Term of this Licence expires; or
 - (c) 60 days after this Licence is terminated.
- (13) **Remedial Work** means any work to restore land affected by Contamination, Pollution or Environmental Harm, including to:
 - (a) remove, destroy or reduce;
 - (b) dispose of or disperse;
 - (c) contain or encapsulate;
 - (d) treat;
 - (e) manage (including restrict or prohibit access to or use of the affected land); or
 - (f) abate or control,any Contamination, Pollution or Environmental Harm and to remove or minimise any risk or potential risk it presents to human health, the Environment or any Environmental Aspect;
- (14) **Surrounding Land** means any land adjacent to or in the vicinity of the Licensed Area.

11.2 Licensee's obligations

The Licensee must:

- (1) obtain any Authorisation required for the Permitted Use, before that use is undertaken and must keep all such Authorisations in full force and effect throughout the Term;

- (2) use the Licensed Area in a manner which complies with each Environmental Law and each Authorisation held by the Licensee in accordance with paragraph (1) and any other Authorisation provided to the Licensee by the PTA;
- (3) not do or omit to do any act which might directly or indirectly result in the revocation, suspension or modification of:
 - (a) an Authorisation relating to:
 - (i) the Licensed Area; or
 - (ii) any conduct or activity relating to the Permitted Use, or
 - (b) any Authorisation from time to time relating to the Relevant Land when a copy of such Authorisation is provided by the PTA to the Licensee;
- (4) not cause or allow Pollution, Contamination, or Environmental Harm to occur in, on or under the Relevant Land and if any of those do occur the Licensee must minimise and remediate any resultant damage and harm to the reasonable satisfaction of the PTA;
- (5) notify the PTA immediately on becoming aware of:
 - (a) the existence of any Contamination affecting the Relevant Land;
 - (b) any Pollution affecting the Relevant Land;
 - (c) the making of a complaint to any person, including but not limited to, the Licensee or the commencement of proceedings against the Licensee relating to an alleged failure by the Licensee to comply with an obligation under an Environmental Law or Authorisation; or
 - (d) an Environmental Notice being served on the Licensee or any other person which relates to or arises from the Licensee's use of the Licensed Area;
- (6) at the Licensee's cost, comply with every Environmental Notice issued in respect of, arising from or relating to, the Licensee's use of the Licensed Area, whether the notice is served on the PTA or the Licensee;
- (7) provide to the PTA on demand, copies of all Authorisations relating to the Licensee's use of the Licensed Area.

11.3 No representation or warranty in respect of Contamination, Pollution or Environmental Harm

The PTA makes no warranties or representations concerning the existence or non-existence of Contamination, Pollution or Environmental Harm on the Relevant Land. The Licensee relies on its own investigations concerning the existence or non-existence of Contamination, Pollution or Environmental Harm on the Relevant Land.

11.4 Licensee to Remediate at end of Term

- (1) If the Licensee does not comply with clause 11.2, the Licensee must, at its cost, perform any necessary Remedial Work in relation to the Relevant Land by the Remediation Date.
- (2) The PTA may direct the Licensee to, at the Licensee's expense, engage an Environmental Expert to certify that the Licensee has completed the Remedial Work in accordance with paragraph (1).
- (3) If the PTA terminates this Licence, or the Licensee fails to comply with this clause 11.4, the PTA may engage an Environmental Expert to do those things outlined in this clause 11.4 at the Licensee's expense and the Licensee indemnifies the PTA against all costs incurred by the PTA under this paragraph (3).
- (4) The Licensee's obligations in this clause 11.4 survive termination of this Licence.
- (5) To the extent that the Licensee's obligation under this Licence is to perform Remedial Work that the PTA or another person would otherwise be responsible for under any Environmental Law, the Licensee must do everything necessary to transfer that responsibility from the PTA or that other person to the Licensee in accordance with any Environmental Law.

11.5 Environmental Release

The Licensee releases the PTA from all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Relevant Land at any time.

12 Termination before end of Term

12.1 Notice of Termination

Notwithstanding any other provision of this Licence if a party wants to terminate this Licence before the end of the Term for any reason, that party may terminate this Licence by giving the other party written notice. The termination is to take effect on the date specified in the notice. That date must be at least 6 months after the notice is given unless the other party agrees to a shorter period. If no date is specified in the notice, the termination is to take effect 6 months after the notice is given.

12.2 On termination

On the termination date, this Licence will terminate and the Licensee, and any sub-Licensee or occupier of the Licensed Area, is to give up vacant possession of the Licensed Area to the PTA.

12.3 Liability for payment and obligations

The Licensee remains liable for the payment of all money due under this Licence and to comply with its other obligations under this Licence until the termination date, and in the case of obligations which are expressed to survive the termination of this Licence, until they have been met.

13 Increase in Licence fee on Change in Use

If at any time the Licensee requests the PTA to allow the Licensee to change the Permitted Use, the PTA may, as a condition of agreeing to that request, require that the Licence fee be increased from a date (after the Licensee's request) stipulated by the PTA and that this Licence be otherwise varied in the manner required by the PTA. The Licensee is responsible for and must pay the PTA's reasonable costs incurred as a result of any change of the Permitted Use and anything required under this clause.

14 Access

14.1 Access Location

If any part of the land owned by the PTA and adjoining the Licensed Area *is shown on the plan attached to the Licence* as available for the purpose of access to and from the Licensed Area, the Licensee may use that part, subject to this clause 14. The Licensee may not use that land for any other purpose. The Licensee is to ensure that no vehicles are parked on that land and that it is not obstructed in any way by the Licensee's Employees, Agents and Visitors.

14.2 Compliance with directions

The Licensee is to promptly comply with directions given by the PTA concerning the use of the land referred to in this clause for access purposes.

14.3 **Application of indemnity**

Every indemnity given by the Licensee in the Licence and the provisions of the Licence imposing obligations on the Licensee to maintain insurance apply to the land used by the Licensee for access purposes as if that land forms part of the Licensed Area.

14.4 **Non-Liability**

The PTA is not liable to the Licensee in any way if the Licensee is not able to use the land referred to in this clause for access purposes, except if the Licensee is prevented from using the land without lawful reason by the PTA or by an employee or agent or other person under the control of the PTA.

15 **Access to Services**

The Licensee is to allow any Authority (including its employees, contractors, agents, consultants or other authorised representatives) access to any Services on the Licensed Area for any purpose lawfully required by the Authority.

16 **Redecoration**

Deliberately left blank

17 **Goods and Services Tax**

17.1 **Definitions**

Unless otherwise stated, in this clause:

GST means a tax levied on the value of a good or service or property supplied, including but not limited to the value represented by the Licence fee and Outgoings or other money payable to the PTA for goods or services or property.

Supply means a good or service or property supplied under this Licence, including but not limited to the Licensed Area, and other goods or services or property the cost of which comprises part of the Outgoings.

17.2 **Licensee must pay GST**

The Licensee must pay to the PTA the amount of any GST the PTA pays or is liable to pay on a Supply.

17.3 **Licensee must pay GST at same time**

The Licensee must pay to the PTA the amount of the GST that the Licensee is liable to pay at the same time and in the same manner as the Licensee is obliged to pay for that Supply, including in relation to Licence fee, Operating Expenses and Rates and Taxes, at the time the Licensee is obliged to pay those amounts.

17.4 Prices do not include GST

The price for each Supply, including Licence fee, fixed or determined under this Licence does not include GST on that Supply and the Licensee must pay the amount of GST in addition to the price for that Supply fixed or determined under this Licence.

17.5 Apportionment of GST

Where a Supply is not separately supplied to the Licensee, the liability of the Licensee for any amount for GST in relation to that Supply is determined on the same basis as the Licensee's Contribution to Operating Expenses is determined.

17.6 Statement of GST paid is conclusive

A written statement given to the Licensee by the PTA of the amount of GST that the Supplier pays or is liable to pay is conclusive as between the parties except in the case of an obvious error.

18 Electrical Work

18.1 Landlord's consent

The Licensee must not carry out any electrical work in or upon the Licensed Area without the prior written consent of the PTA, such consent not to be unreasonably withheld.

18.2 Licensed Electrical contractor

The Licensee must ensure that any electrical work carried out in or on the Licensed Area:

- (1) is performed by an electrical contractor who is duly qualified and licensed as required by all relevant acts, regulations and by-laws; and
- (2) complies with all requirements of any statute (State or Federal) regulation or by-law relating to the work and is carried out in accordance with best industry practice.

19 Holding over

If the Licensee continues to occupy the Licensed Area after the end of the Term with the consent of the PTA:

- (1) the Licensee is a monthly Licensee of the Licensed Area: and
- (2) the monthly licence may be terminated by either party giving to the other at least 1 month's notice which may expire on any day; and

- (3) all the provisions of this Licence apply to the monthly tenancy except any option to extend the Term.

20 Graffiti

The Licensee must remove all graffiti appearing on the Licensed Area after the Licensee becomes aware of it, or is made aware of it by the PTA, within the following periods:

- (1) in the case of offensive or obscene graffiti – 1 hour;
- (2) in the case of other graffiti – 24 hours.

PTA General Licence Terms

These terms may be incorporated in any licence granted by the PTA.

Words which are defined at the end of these the PTA General Licence Terms have an initial capital letter.

1 Term

1.1 Term Specified in the Schedule

The Licence is granted for the Term specified in Item 5 of the Schedule, subject to clause 1.2.

1.2 Immediate Termination by the PTA

Without limitation, the PTA may terminate the Licence by notice to the Licensee at any time that:

- (1) the PTA determines in the PTA's discretion that the Licensed Area is required for the provision of services or other use or uses for the benefit of the general public; or
- (2) the Licensee does not comply with the Licensee's Obligations in the Licence.

1.3 No compensation

No compensation is payable by the PTA to the Licensee if the PTA terminates the Licence under clause 1.2.

2 Licence fee and Outgoings

The Licensee is to pay the Licence fee and the Outgoings to the PTA as specified in the Schedule.

3 Assignment and sub-letting

3.1 No interest to be created without consent

The Licensee must not assign, transfer, sub-licence or otherwise part with or give any person any right or interest in the Licence or the Licensed Area or allow any person to use or occupy the Licensed Area without the PTA's consent in writing, and then only subject to any conditions on which consent is given.

3.2 Requirements

If the PTA consents to a proposed assignment or sub-licence, then the Licensee is to, before the proposed date of change in possession deliver to the PTA a deed executed by the proposed assignee or sub-licensee in a form prepared by or approved by the PTA, by which the proposed assignee or sub-licensee agrees to be bound by the Licence from the date that the assignment or sub-licence takes effect.

If the Licensee is a corporation the shares in which are not quoted on the Australian Stock Exchange, any change in ownership or control of the shares is deemed to be an assignment of the Licence and clause 3.1 applies accordingly.

3.3 Exclusion of statutory provisions

The provisions of sections 80 and 82 of the Property Law Act 1969 do not apply to the Licence.

3.4 Costs and expenses

The Licensee is to pay to the PTA on demand all fees and expenses incurred by the PTA in connection with a proposed assignment or sub-licence.

4 Use of Licensed Area

4.1 Permitted Use

The Licensee must use the Licensed Area only for the Permitted Use and the Licensee must not use the Licensed Area for any other purpose unless the PTA consents.

4.2 Licensee's own enquiries

The Licensee acknowledges that it has relied on its own enquiries as to how the Licensed Area may be used and not on any representation from the PTA.

4.3 Approval for Use

The Licensee must obtain all approvals required from all Authorities for the Permitted Use and if requested must give a copy of any such approval to the PTA.

4.4 No Warranty by the PTA

The PTA does not warrant that the Licensed Area is suitable for any purpose for which the Licensee intends to use it. To the extent permitted by law, any warranty in relation to the Licensed Area which is implied by law is excluded and does not apply to the Licence.

5 Insurances

In respect of insurances required by the Licence, the Licensee must:

- (1) give the PTA a certificate of currency whenever requested by the PTA;
- (2) pay each premium before the due date; and
- (3) give notice to the PTA immediately if an event occurs which may give rise to a claim under any of the insurances or which could adversely affect any of them or if any insurance is cancelled.

Without limitation, if the Licensee does not comply with the obligation to take out and maintain any insurance required by the Licence, the PTA may take out and maintain that insurance and the Licensee must pay all costs incurred by the PTA in doing so on demand.

6 Indemnity

6.1 By the Licensee

The Licensee indemnifies the PTA against any cost, expense, loss or other liability resulting from:

- (1) any loss or damage to the Licensed Area or other property; or
- (2) the death of or injury to or illness of any person,

caused by:

- (3) any act, negligence or default of the Licensee or the Licensee's Employees, Agents and Visitors; or
- (4) any danger created by the Licensee or the Licensee's Employees, Agents and Visitors.

6.2 PTA not liable

The PTA is not liable for any cost, expense, loss or other liability resulting from any accident, loss of life, injury, damage, malfunction or other event in or affecting the Licensed Area unless caused by the negligence of the PTA or any employee or agent of the PTA.

7 Compliance with laws and requirements

The Licensee must comply with all requirements of any Authority and all laws in connection with the Licensed Area, the Licensee's Property and the Licensee's Activities.

8 Maintenance, repair and alteration

8.1 Maintenance and repair

The Licensee must at all times:

- (1) keep and maintain the Licensed Area in a clean and tidy condition and promptly remove any rubbish or waste;
- (2) maintain all authorised signs in or attached to the Licensed Area in good condition;
- (3) maintain any drains and pipes on the Licensed Area in a clean and free flowing condition; and
- (4) keep the Licensee's Property in good repair and condition.

8.2 No interference with Services

The Licensee must not modify or interfere with the Services serving the Licensed Area or any equipment connected to those Services.

8.3 Alterations to the Licensed Area

The Licensee must not make any alteration or addition to the Licensed Area unless the PTA consents.

8.4 Damage to the Licensed Area

The Licensee must not cause or allow damage to the Licensed Area.

8.5 Building work

In carrying out its obligations to maintain the Licensed Area in good condition and to redecorate and if making any alterations or additions to the Licensed Area the Licensee must:

- (1) before carrying out any building work, obtain the PTA's approval to the plans and specifications for the work;

- (2) (if the PTA consents) comply with any conditions of consent and also comply with the requirements of any Authority and all laws and standards which apply to the work at the time the work is carried out; and
- (3) carry out the work in a safe and proper manner.

9 Licensee's general obligations

9.1 Positive obligations

The Licensee must:

- (1) carry out all Licensee's Activities in the Licensed Area in a safe and proper manner;
- (2) install and maintain in safe working order residual current free devices to all fixed electricity supply sockets in the Licensed Area which may be used for portable or hand held electrical equipment in accordance with the Occupational Safety and Health Regulations 1996;
- (3) immediately comply with the PTA's directions for the purpose of protecting property or persons in the Licensed Area;

9.2 Negative obligations

In connection with the Licensed Area, the Licensee must not:

- (1) do anything which is offensive or a nuisance;
- (2) interfere with or obstruct access to the Services;
- (3) use facilities in or near the Licensed Area, including the toilets and drains, for any improper purpose;
- (4) put up any signs, notices or advertisements without the PTA's consent.

10 PTA's Entry Rights

The PTA may at any reasonable time and without the need for prior notice enter the Licensed Area with or without workmen, plant, equipment and materials to:

- (1) inspect the state of repair of the Licensed Area;
- (2) verify that the Licensee is complying with the Licensee's Obligations;

- (3) maintain, repair or alter the Licensed Area or the Services;
- (4) carry out structural alterations or other works to the Licensed Area required by the PTA or an Authority; and
- (5) remove harmful substances.

11 Termination for Default

If at any time:

- (1) any money payable by the Licensee remains unpaid for 14 days after becoming due; or
- (2) the Licensee is in breach of any other Licensee's Obligation for more than 14 days after notice has been given to the Licensee of the breach;
- (3) a judgment, order or an encumbrance is enforced, or becomes enforceable against the Licensee's interest in the Licence or the Licensee's Property; or
- (4) an Insolvency Event occurs in respect of the Licensee,
- (5) the Licensee abandons the Licensed Area or otherwise repudiates the Licence,

the PTA may terminate the Licence by re-entering the Licensed Area without notice or by notice to the Licensee.

12 Licensee's Obligations on termination

12.1 Licensee to vacate

Immediately on the termination of the Licence for any reason, the Licensee must vacate the Licensed Area, remove the Licensee's Property and make good to the satisfaction of the PTA any damage caused by that removal.

12.2 Non-removal

The obligation to remove the Licensee's Property in clause 12.1 does not apply to any buildings, improvements or other fixtures which the PTA requires, by notice to the Licensee, not to be removed.

12.3 Removal of Licensee's Property

If the Licensee does not comply with clause 12.1, the PTA may remove the Licensee's Property from the Licensed Area and dispose of it in any manner. Costs, expenses, duties and fees

The Licensee must pay or reimburse the PTA on demand for all the PTA's costs and expenses, including legal costs and expenses and consultants and agents fees, in relation to the preparation of the Licence.

13 Interpretation

13.1 Definitions

In these PTA General Licence Terms and in the Licence:

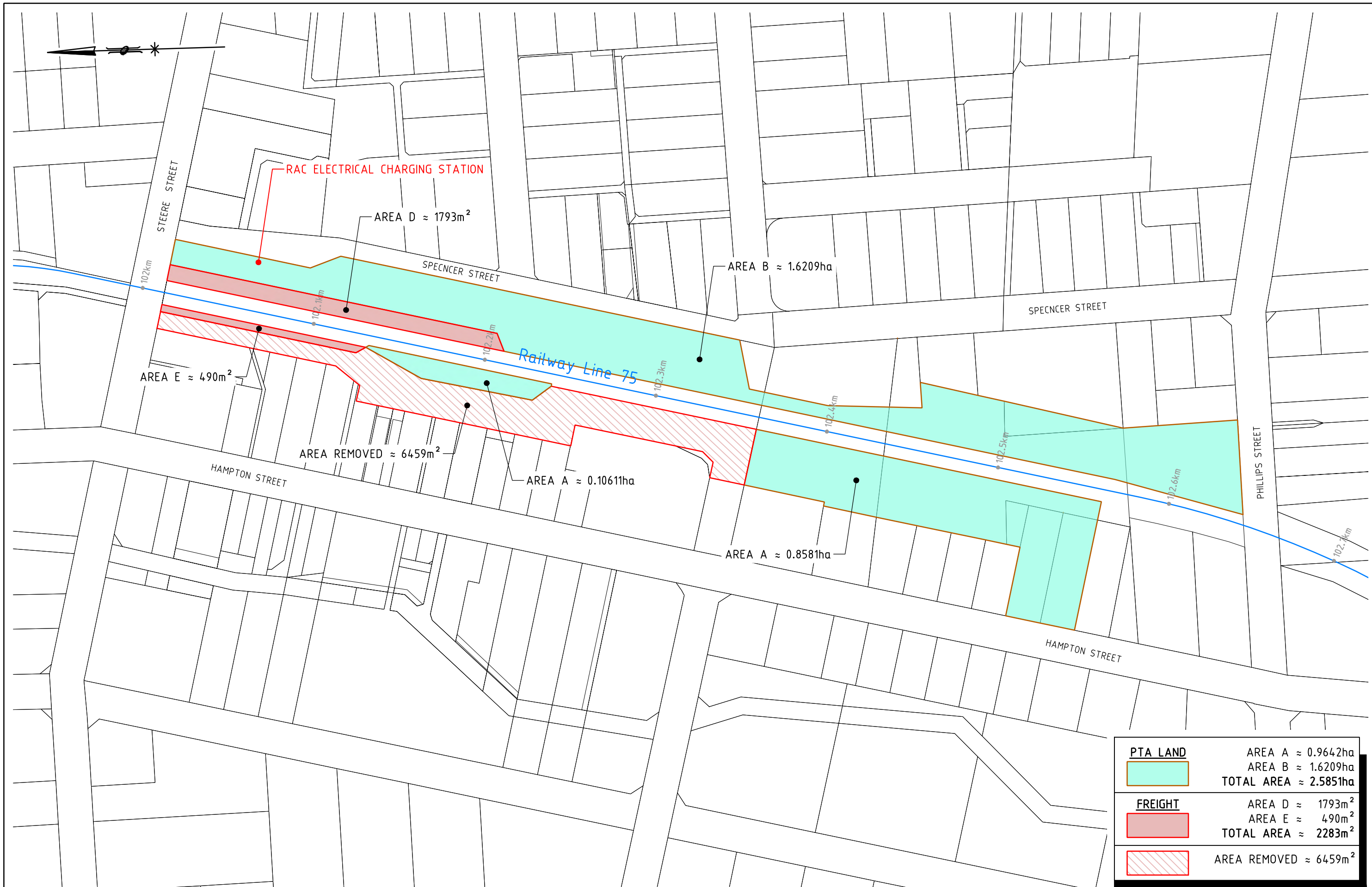
- (1) **Authority** means any governmental or other public body, local authority or other authority of any kind.
- (2) **Commencement Date** means the commencement date of the Term stated in the Licence.
- (3) **Insolvency Event** means the happening of any of the following events in relation to the Licensee:
 - (a) an application is made to a court for it to be wound up or for the appointment of a provisional liquidator;
 - (b) it becomes an externally-administered body corporate (within the meaning of the Corporations Act 2001);
 - (c) the appointment of a controller, as defined by the Corporations Act 2001, in respect of any of its assets;
 - (d) it is wound up or dissolved;
 - (e) it proposes to enter into or enters into any form of arrangement (formal or informal) with its creditors or any of them;
 - (f) it is, or is deemed to be or is presumed by law to be insolvent or unable to pay its debts; or
 - (g) it becomes an insolvent under administration as defined in section 9 of the *Corporations Act 2001*.
- (4) **Licence** means any licence which incorporates these PTA General Licence Terms.
- (5) **Licensed Area** has the meaning given in Item 4 of the Schedule.
- (6) **Outgoings** means the outgoings referred to in Item 7 of the Schedule.
- (7) **Permitted Use** means the use of the Licensed Area stated in the Licence.
- (8) **PTA's Property** means all the plant and equipment, fixtures, fittings, furniture including curtains, blinds and lights in or fixed to the Licensed Area that are not the Licensee's Property, including any items specified in the Schedule.
- (9) **Licence fee** means the annual licence fee stated in the Licence.

- (10) **Services** means services running through or servicing the Licensed Area including air conditioning equipment, power, water, sewerage, drainage, gas, telecommunications and fire sprinkler system.
- (11) **Licensee** means the person stated in the Licence as the Licensee including successors and any assignee or sub-Licensee.
- (12) **Licensee's Activities** any activities of the Licensee in connection with the Licensed Area.
- (13) **Licensee's Employees, Agents and Visitors** means each of the Licensee's employees, agents, contractors, service suppliers, sub-lessees, licensees, other visitors, and any other person who at any time is on the Licensed Area with the consent of the Licensee.
- (14) **Licensee's Obligations** means the obligations of the Licensee in the Licence.
- (15) **Licensee's Property** means any buildings, improvements, other fixtures, and any plant or equipment, fittings, furniture and furnishings or other property which the Licensee constructs on or installs in or fixes to the Licensed Area or brings on to the Licensed Area.
- (16) **Schedule** means the Schedule in the Licence.
- (17) **Term** means the term specified in the Licence.

13.2 Interpretation Rules

In these PTA General Licence Terms and the Licence, unless otherwise stated:

- (1) a reference to a statute, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the date of the Licence;
- (2) the singular includes the plural and vice versa;
- (3) the word person includes a firm, a body corporate, an unincorporated association or an Authority;
- (4) an obligation, representation or warranty on the part of two or more persons binds them jointly and severally;
- (5) where a period of time is expressed to be calculated from or after a specified day, that day is included in the period, and
- (6) a reference to a month is to a calendar month;
- (7) where the word 'including' or 'include' is used, it is to be taken to be followed, where the context permits, by the words: 'but not limited to'; and
- (8) a reference to the PTA includes any person authorised by the PTA to represent the PTA in connection with the Licence.



PTA LAND	AREA A ≈ 0.9642ha AREA B ≈ 1.6209ha TOTAL AREA ≈ 2.5851ha
FREIGHT	AREA D ≈ 1793m ² AREA E ≈ 490m ² TOTAL AREA ≈ 2283m ²
AREA REMOVED	AREA REMOVED ≈ 6459m ²

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
B	29.07.19	AREA REMOVED FROM THE PLAN				RB
A	11.06.18	FIRST ISSUE				DJF
ORIG SIZE	AT ORIGINAL PLOT SIZE					

This document must not be copied without PTA's written permission, and the contents thereof must not be imparted to a third party nor be used for any unauthorised purpose.

REFERENCE DRGS	SCALE : 1:2000 (@ A3)	DESIGNED
ATTACHMENT 5	DATUM :	DRAWN DJF
	HORIZONTAL: MGAz50	CHECKED
	VERTICAL:	APPROVED FOR ISSUE
	DOC REVIEW NOTE No.	EXECUTIVE DIRECTOR PTA Division / External Company DATE

PROPERTY MANAGEMENT
 LEASE OF LAND TO THE SHIRE OF BRIDGETOWN-GREENBUSHES
BRIDGETOWN
 PTA Drawing No: L7166-1 REV : B



ROLLING ACTION SHEET

ROLLING ACTION SHEET
December 2019 (encompassing Council Resolutions up to Council Meeting held 28 November 2019)

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

Council Decision No.	Wording of Decision	Responsible Officer	Past comments	Progress since last report	√
<p>C.28/1108 Public Access to Rear of Shops on Western Side of Hampton Street</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse in-principle the proposal to obtain an easement in gross over private land at the rear of shops west of Hampton Street between Henry Street and the existing public accessway opposite the public car park in Hampton Street. 2. That the CEO obtain the necessary legal advice to enable correspondence to be sent to affected property owners seeking their in-principle consent for the creation of an easement in gross for public access to the rear of their premises. 3. That upon receipt of responses from affected property owners the matter be brought back to Council for final determination, including consideration of how the proposed public accessway could be designed to take into account risk management of flooding. 	<p>T Clynych</p>	<p>Work on developing a draft easement document has been delayed.</p> <p>A request was to be prepared to a local solicitor requesting preparation of a draft/template easement document. This will be funded from general legal expenses account. Since then the CEO has made the decision to defer the preparation of the document pending completion of the Geegilup Brook Flood Study in case there are implications regarding land acquisition/tenure/use arising from that Study. The Flood Study was endorsed by Council at its November 2014 meeting so the easement proposal will be re-actioned (February 2015).</p> <p>Discussions held with solicitor on best process to progress this matter. Property ownership details currently being compiled for forwarding to solicitor (September 2015)</p> <p>This matter was discussed at quarterly briefing session held on 4 February 2016 where it was agreed that the proposal should be extended to include the car parking areas within the proposed easement. This can happen under the current resolution C.28/1108. A plan of the proposed easement will be prepared and correspondence forwarded to affected property owners (March 2016).</p>	<p>December 2019 Update No progress since last month</p>	

			<p>Progress of this matter has been deferred pending finalisation of the proposed land exchange and creation of easement for the property at 145 Hampton Street (corner Henry Street).</p> <p>Shire staff will prepare a concept plan showing how the area can be developed for access and public parking and this will be used when corresponding with affected property owners about the proposal to create an easement (March 2018).</p> <p>November 2018 A concept plan was presented to the November Concept Forum.</p> <p>The differing levels of the land make provision of formalised parking on the eastern side of the laneway difficult as significant excavation and earthworks would be necessary. Therefore the plan proposes the following:</p> <ul style="list-style-type: none">• Extend the single row of sealed and marked parking bays against the kerb line as far north as possible.• In order to accommodate the bays at the northern end the current access land will have to be shifted closer to the back of the shops.• 11 sealed and marked parking bays could be provided on the eastern side of the laneway at its northern end as the slope of the land is suitable.• The balance of the land on the eastern side of the laneway could be sealed on its existing slope and wouldn't be formally marked for		
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			<p>parking but could be used for informal parking.</p> <p>The plan will be used in writing to property owners seeking approval to grant the Shire an easement for access and parking in order to formalise the existing use of the land. No compensation would be offered to property owners – rather the Shire would commit to funding the works. Prior to writing to property owners the CEO will engage a solicitor to prepare an easement document.</p> <p>April 2019 Discussion at the April Concept Forum identified a proposal to reinvestigate the design of the car parking area. A report will be presented to Council identifying the costs of engaging an engineer to prepare design options and associated costings.</p> <p>June 2019 Council resolved last month to allocate funds for design of the car park. Appointment of a consultant engineer to undertake the design phase hasn't occurred to date.</p> <p>August 2019 The resolution from Council's May 2019 meeting required the CEO to seek the input of the Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. Discussion on this matter is scheduled to occur at the SAC meeting to be held on 21.8.19.</p> <p>September 2019 The CEO did discuss the scope of the project with members of the Sustainability Advisory Committee and obtained useful feedback. A project scope is currently being</p>		
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			<p>prepared and investigations occurring into suitable landscape architects to progress the design of the creek beautification and car park design.</p> <p>October 2019</p> <p>A request for quote has been prepared and has been sent to three selected landscape architects.</p>	
<p>C.14/0310 Preliminary Report – Plantation Exclusion Zones</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality. 2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table 1 to prohibit 'Afforestation' within the Rural zone of the scheme area. 3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised. 4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document. 	<p>S Donaldson</p>	<ol style="list-style-type: none"> 1. Noted. 2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012. 3. Noted. 4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016 resolved not to progress. See Point 6 below. 5. Commenced but little progress to date, pending adoption of Bushfire Hazard 	<p>December 2019</p> <p>Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p>

	<p>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues:</p> <ul style="list-style-type: none"> a) Definition of woodlots and shelter belts and list of acceptable locally native tree species. b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection. c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy. <p>6. Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.</p>	<p>Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017).</p> <p>November 2018 New draft Bushfire Hazard Assessment being prepared by consultant, to assist further consideration of plantation exclusion.</p> <p>December 2018 CEO and Manager Planning met with bushfire consultant on 28 November 2018. Bushfire Hazard Assessment nearing completion for presentation to Council early in 2019.</p> <p>6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be taken with strategy as per C.18/0216. No further action on policy review (May 2016).</p> <p>January 2019 Final draft Bushfire Hazard Strategy received for Staff review, to be presented to Council by March 2019. No progress made of Plantation Applications Policy Review.</p> <p>February 2019 Bushfire Hazard Level Assessment feedback sent to consultant for finalising document. Research commenced for Plantation Applications Policy Review.</p> <p>March 2019 Final Bushfire Hazard Level Assessment received for staff review then to be presented to Council in April 2019.</p>		
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			<p>Research commenced for Plantation Applications Policy Review.</p> <p>April 2019 Final BHL report received still under review for presentation to Council in May 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p> <p>July 2019 Final BHL report received still under review for presentation to Council in August 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p> <p>August 2019 BHL to be presented to Council in November 2019.</p> <p>September 2019 Draft BHL referred to DPLH and DFES for preliminary feedback, before being presented to Council.</p> <p>October 2019 Preliminary response received from DFES on draft BH. Pending feedback from DPLH.</p> <p>November 2019 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p>	
C.16/0513 Greenbushes Overnight Stay Facility	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the proposal to establish a short term caravan and camping transit park (6 sites) at the Greenbushes Sportsground, adjacent to the old cricket pavilion. 2. Endorse the proposal to redevelop the old cricket pavilion to a "camper's bunkhouse" with 4 bunks being provided. 3. Seek the approval of the Minister for Local Government for approval of the transit park and 	T Clynych	<p>An application has been submitted to the Department of Local Government (October 2013).</p> <p>Approval for the use of the land as a transient caravan park has been granted (subject to conditions) by the Department of Lands. The approval of the Minister for Local Government is now required and an application is being submitted (September 2014).</p>	<p>December 2019 Update Plan has been completed. Next round of community consultation to commence in January.</p>

	<p>bunkhouse</p> <p>4. Consider allocation of a sum of \$6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse.</p>	<p>Concerns have been raised by Water Corporation due to proximity to Greenbushes water supply and it appears that until such time as the water supply dam is discontinued (as proposed under new integrated water supply project) the transit caravan park will be deferred (May 2015).</p> <p>Progression of this proposal can be seen as a linkage to Council's request for acquisition of the Dumpling Gully Precinct – Resolution C.02/1216 (April 2017).</p> <p>November 2018 The processes involved in Council's acquisition of the Dumpling Gully Precinct is far longer and complicated than originally estimated by all parties however there is a commitment from both DBCA and Water Corporation to progress it.</p> <p>In the meantime the process for preparing a concept plan for the Greenbushes Sportsground precinct could be commenced and this will be referred to the next Concept Forum for discussion.</p> <p>January 2019 Refer item in Council agenda about de-vesting of Greenbushes water supply catchment area which is the first step in the Dumpling Gully dams being vested in the Shire for recreational and irrigation purposes.</p> <p>February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>April 2019</p>		
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			<p>Discussion at the April Concept Forum occurred and identified the need to complete the planning phase of this project and re-engage with the Greenbushes community. A report will be presented to Council.</p> <p>September 2019 A large scale plan (encompassing the feedback from previous community consultation) is currently being prepared for presentation at a forthcoming community engagement session.</p> <p>October 2019 A draft plan has been prepared as a precursor to community consultation.</p>	
C.10/0315 Investigating the provision of an Organic Waste Collection Service	That Council investigate the possibility of introducing "Organic Waste" kerb side collection for the Shire.	T Clynch	<p>A meeting has been held with the relevant officer at the Shire of Donnybrook-Balingup to discuss various aspects of its organic waste collection service. This will assist in preparing a report to Council (February 2016).</p> <p>Processing of organic waste will be a consideration in the planning and eventual design of any regional waste site (March 2017).</p> <p>At the budget workshop held on 17 May 2018 the annual review of the Corporate Business Plan was workshopped. The updated Corporate Business Plan is being presented to the June council meeting and includes a new Action (2.5.1.9) requiring a desktop investigation into the financial cost and feasibility of establishing an organic waste service (June 2018).</p> <p>November 2018 Due to other work priorities this project hasn't progressed. The CEO recently met with the Acting CEO of the Shire of Augusta-</p>	<p>December 2019 Update No progress since last month</p>

			<p>Margaret River to obtain feedback on similar investigations it recently carried out. Progression of this project is earmarked for early 2019.</p> <p>December 2018 The CEO had a recent discussion with the CEO of the Bunbury Harvey Regional Council about arranging a council visit to the regional waste site to view and discuss organic waste issues. Further details to be arranged in early 2019.</p> <p>January 2019 A meeting of the regional waste working group is being planned for February 2019.</p> <p>March 2019 The processing of organic waste will be factored into the studies into establishment of either a single or multiple regional waste processing facilities however the timeframe for development of such facilities is likely to be 5-10 years.</p> <p>October 2019 At a Regional Waste Group meeting held on 21 October 2019 the future development of sub-regional composting facilities to support sub-regional food and garden waste (FOGO) collection services. Notwithstanding this longer term vision it is intended to conduct a desktop exercise to determine the approximate costs of implementing a FOGO collection service in this Shire. The Shire of Augusta Margaret River has recently introduced a FOGO bin service and consultation is planned to assist in our investigations.</p>		
C.06/0416 Bridgetown Railside Landscaping Project	That Council seek a review of the decision by Brookfield Rail regarding the proposed Bridgetown Railside Landscaping Project and seeks the assistance of the Minister for Transport and Minister for Regional Development in facilitating this review.	T Clynh	<p>Discussions being held with Terry Redman's office on best way to progress this matter (June 2016).</p> <p>Brookfield Rail has recently appointed a</p>	December 2019 Update No progress since last month	

		<p>community liaison officer and it is intended to meet that person soon to discuss various issues, including this issue (September 2016).</p> <p>A meeting was held with Brookfield Rail on 29 November 2016 and this issue was raised. Brookfield indicated it would reconsider its position on the landscaping and requested that a formal request be submitted based on the landscaping being groundcover only. That application is currently being prepared (February 2017).</p> <p>A new application has been submitted to Arc Infrastructure seeking approval to plant a 100 metre long, 3 metre wide landscaping strip from the town square southwards. The application has nominated the following ground cover selections for consideration by Arc Infrastructure:</p> <ul style="list-style-type: none"> • Banksia blechnifolia • Banksia integrifolia • Hemiandra pungens (March 2018) <p>Discussions held with representative of Arc Infrastructure with indications given that approval to this proposal should be provided by June (May 2018).</p> <p>An update has been requested from Arc Infrastructure (July 2018). A follow-up reminder has been sent in August (September 2018).</p> <p>Arc Infrastructure has indicated that it is prepared to grant approval to this proposal once the Shire has signed off on a proposed interface agreement for rail crossings. The contents of the interface agreement have</p>		
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		<p>been subject to extensive discussions between the Shire and Arc Infrastructure with particular reference to an un-gazetted rail crossing on Pratt Road. A solution to this issue has been identified – being the ceding of Pratt Road from the railway reserve and this is being progressed and should be presented to Council in November (October 2018)</p> <p>November 2018 Presentation of the Pratt Road issue to Council couldn't occur in November as Arc Infrastructure has yet to provide (despite several reminders) the necessary plans showing the extent of railway reserve to be ceded as a public road reserve. Arc Infrastructure has committed to approving the rai-side landscaping proposal once the Pratt Road issue has been resolved.</p> <p>January 2019 A request has again been submitted to Arc Infrastructure seeking progression of this matter.</p> <p>May 2019 A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues.</p> <p>June 2019 The CEO attended a meeting with Arc Infrastructure on 17 June where this matter was discussed and a commitment given by Arc Infrastructure to progress the required approvals.</p> <p>July 2019 Since the meeting in June there has been further communication with Arc Infrastructure about this and other outstanding matters requiring a decision by Arc Infrastructure.</p>		
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			<p>September 2019 Further communication with Arc Infrastructure regarding Pratt Road has occurred. Arc Infrastructure has linked resolution of the Pratt Road issue with progressing the rail side landscaping approvals.</p>	
C.03/1116 RV Friendly Towns	That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the requirements and implications of obtaining such registrations.	T Clynch	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).</p> <p>Greenbushes appears to comply with the requirements necessary to obtain "RV Friendly Destination" Status and the Visitor Centre Manager is in the process of submitting an application (February 2018).</p> <p>An application to Water Corporation is currently being prepared for a sewerage connection for a dump point at the railway car park. This will enable a cost estimate to be conducted. Funding of the dump point is a proposed new action in the updated corporate Business Plan proposed to be presented to the budget workshop (May 2018).</p>	<p>December 2019 Update No progress since last month</p>

		<p>Discussions occurred at August Council Concept forum. Railway car park site confirmed. Costings and design for both sewerage and holding tank options being progressed (September 2018).</p> <p>November 2018 Discussion occurred at the November Concept forum about the proposed dump point in Bridgetown and direction was given to staff to further investigate waste water disposal options.</p> <p>February 2019 Application has been lodged with Water Corporation for a sewer connection for a dump point in the railway car park.</p> <p>March 2019 Planning and cost estimates for establishment of a dump point in the railway car park is being completed in time for 2019/20 budget considerations. Greenbushes site – refer comments for Resolution C.16/0513 on Page 5.</p> <p>April 2019 An application has been submitted to Water Corporation for connection to sewer for the proposed dump point in the railway car park. A dump point at the Greenbushes Sportsground is being investigated as part of the planning for that precinct.</p> <p>June 2019 At the June Concept Forum council determined to include funding in 2019/20 for installation of a sewer connected dump point in the railway car park. This funding will be confirmed in the 2019/20 budget.</p> <p>October 2019 The approval process for connection of sewer to the proposed dump point in the railway car park (Bridgetown) has</p>		
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			<p>commenced.</p> <p>The draft concept plan for the Greenbushes Sportsground Precinct shows a proposed dump point.</p> <p>November 2019 Application for sewer connection for dump point in railway car park has been submitted to Water Corporation.</p>	
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynch	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p>November 2018 Refer comments for Resolution C.16/0513 on Page 5.</p> <p>January 2019 Refer item in January agenda.</p>	<p>December 2019 Update No progress since last month</p>

			<p>February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>September 2019 DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p>October 2019 The process to transfer the land from State Forest is progressing.</p>	
C.05/1216 Greenbushes Townsite Carpark	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan. 2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area. 3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways. 4. Requests the CEO to identify suitable funding opportunities for the project. 	T Clynych	<p>Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017).</p> <p>Cr Scallan provided an update to the February 2018 Standing Committee meeting advising:</p> <ul style="list-style-type: none"> • Consultation still in progress • Owner now supportive of concept • Commercial discussions to commence • Once agreement in place discussions will be had with other landowners • Detailed design work now progressing in parallel 	<p>December 2019 Update No progress since last month</p>

		<p>The CEO meet with Grow Greenbushes representatives on 31 May 2018 to discuss pathway for acquiring land and investigating grant opportunities (June 2018).</p> <p>An updated concept plan has been received and is being assessed (July 2018).</p> <p>Letters have been sent to land owners requesting written agreement to the proposals for land acquisition (September 2018).</p> <p>Responses have been received from 2 of the 3 land owners with the other advising that a response will be provided by early to mid November (October 2018).</p> <p>November 2018 Two grant applications have been submitted for this project and will be determined by March 2018.</p> <p>January 2019 Revised offers for land acquisition are to be sent to the property owners.</p> <p>February 2019 Awaiting confirmation from Talison about funding commitment to the land acquisition component of the project before sending updated offers to affected land owners.</p> <p>March 2019 Grant application was unsuccessful.</p> <p>April 2019 Updated land acquisition offers have been sent to affected property owners.</p> <p>May 2019 This is one of the projects identified for inclusion in Council's infrastructure plan prepared for the purpose of assessing and leveraging the expected population increase</p>		
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			<p>associated with the Talison Expansion Project.</p> <p>August 2019 Car park design is being amended to reflect decision of one of the land owners not to accept offer to purchase land.</p> <p>September 2019 Discussions have been held with Talison on the proposed revised design of the car park, excluding the land unable to be purchased. A final plan and cost estimates are expected by the end of September.</p> <p>October 2019 Talison has made some variations to the carpark design and intends to consult with the Greenbushes community on those changes. The updated plan is to be presented to the November Concept Forum.</p> <p>November 2019 Discussions being held with Talison Lithium P/L on final negotiations with affected property owners and process to follow for acquisition of the subject land.</p>	
C.03/0217 Potential Outsourcing of Selected Park Maintenance Functions	That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.	T Clynych	<p>Compilation of existing maintenance functions and associated resources currently occurring which is required for report to Council. Report being prepared for June meeting. Further reporting is to occur by the end of the year.</p> <p>Council workshop to occur in February.</p> <p>Workshop held on 22.2.18 with the directions from that workshop to be used to refine the service levels before formal presentation back to Council (March 2018)</p> <p>Investigation into processes and specifications for calling tenders for selected</p>	<p>December 2019 Update Discussion occurred at November Concept Forum. Council workshop to be held in February 2020.</p>

		<p>outsourcing is currently occurring (July 2018).</p> <p>November 2018 A tender document for mowing of passive open spaces is currently being prepared.</p> <p>December 2018 The completion of the tender document has been deferred until completion of the organisational restructure and new workforce plan. Discussion on this occurred at the Council workshop held on 10.12.18.</p> <p>February 2019 With completion of the Workforce Plan preparation of the park mowing tender is to be progressed.</p> <p>June 2019 Discussion on parks and gardens service levels occurred at the June concept forum and the intent is to revisit those service levels commencing with a councillor/staff workshop to be scheduled in September/October. In the meantime the proposal to investigate outsourcing of mowing services will be deferred.</p> <p>August 2019 Taking into account restrictions imposed on council under its 'Election Caretaker Period' Policy the proposed workshop on parks and gardens service levels will be scheduled for November.</p> <p>October 2019 A scope for the proposed workshop has been developed and will be presented to the November Concept Forum as well as an update on "service level" modelling being done by the south west integrated planning network (of which the Shire is a member).</p> <p>November 2019 Discussion occurred at November Concept</p>		
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			Forum with workshop scheduled for approximately February 2020.	
C.05/0217 Registration as a "Waterwise Council"	That Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a "Waterwise Council".	T Clynh	<p>Request has been submitted (April 2017).</p> <p>Process for preparation and signing of a Memorandum of Understanding has commenced (August 2017)</p> <p>A reminder has been sent to Water Corporation requesting an update on the status of Council's registration (July 2018).</p> <p>Water Corporation has requested the Shire prepare a Waterwise Council Action Plan and this is to be progressed through the Sustainability Advisory Committee (September 2018).</p> <p>August 2019 The CEO met with the responsible Water Corporation officer at the recent Local Government Convention in Perth and arrangements are to be made for the Shire's registration to be progressed.</p>	December 2019 Update No progress since last month
C.08/0917 Preparation of Shire of Bridgetown- Greenbushes Local Planning Strategy and Local Planning Scheme No 6	That Council: <ol style="list-style-type: none"> Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed. Notes the appointment of Lush Fire & Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes. Pursuant to regulation 11 of the Planning and 	S Donaldson	<ol style="list-style-type: none"> Noted. Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, Lands and Heritage for 8 March 2018 for preliminary advice. Follow up meeting with DPLH staff on 27 March 2018, working with consultant on modifications. Draft report to be presented to Council in July 2018 (April 2018). Contact has since been made with a planning consultant to 	December 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.

	<p>Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9.</p> <p>4. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Scheme No. 6, for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4.</p> <p>5. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission:</p> <p>a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and</p> <p>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p>		<p>assist in completion of the Local Planning Strategy (June 2018). Consultant has been engaged (July 2018). Meeting held with DPLH staff on 4 September 2018 (September 2018).</p> <p>3. Noted.</p> <p>4. Noted.</p> <p>5. Correspondence sent to WAPC on 26 October 2017. Response received.</p> <p>6. Noted. To be actioned.</p> <p>November 2018 Liaison with Shire's planning consultant and DPLH staff continuing.</p> <p>December 2018 Sections of draft LPS prepared by planning consultant currently being reviewed by Shire staff.</p> <p>January 2019 Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas.</p> <p>February 2019 Zoning and Precinct Analysis completed and forwarded to planning consultant for consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>March 2019 Meeting scheduled with DPLH staff, SWDC staff and planning consultant.</p>	
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	<p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <p>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to:</p> <p>(i) the local government of each district that adjoins the local government district;</p> <p>(ii) each licensee under the Water Services Act 2012 likely to be affected by the scheme;</p> <p>(iii) the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and</p> <p>(iv) each public authority likely to be affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005.</p>		<p>See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>April 2019 Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>May 2019 Liaison with DPLH staff, planning consultant and bushfire consultant continuing.</p> <p>June 2019 Further liaison with planning consultant continuing.</p> <p>July 2019 Further liaison with planning consultant and DPLH continuing.</p> <p>August 2019 Further liaison with planning consultant required.</p> <p>September 2019 Preliminary draft Local Planning Strategy referred to DPLH for feedback.</p> <p>October 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>November 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p>		
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<p>C.07/1217 Ratio Action Plan – Fair Value Accounting & Depreciation Expense</p>	<p>That Council endorse the following Ratio Improvement Action Plan:</p> <ul style="list-style-type: none"> A full review of Council's asset depreciation expenditure is undertaken. Specifically, a review of each individual Council asset (at component level) of its condition, useful life, remaining useful life and residual value. 	<p>M Larkworthy</p>	<p>Relevant Staff will receive training in condition rating and useful life assessment as part of the Department's Asset Management Capacity Building program. Last training session is scheduled for 27 February 2018. (February 2018). Training complete. Inspections at component level of all Shire buildings is currently being undertaken. An assessment of furniture & equipment has been undertaken (May 2018).</p> <p>Inspection of Shire buildings is now complete. Data (including the remaining useful life of each component) is now being collated to inform Council's future depreciation expenditure for this asset class. A review of 'remaining useful life' for Council's infrastructure assets at component level will now commence. (September 2018).</p> <p>November 2018 Work is ongoing.</p> <p>December 2018 Work is ongoing</p> <p>February 2019 Work is ongoing, current focus is on Road Infrastructure assets</p> <p>April 2019 Work is ongoing, current focus is on Road Infrastructure assets.</p> <p>May 2019 Work is ongoing, current focus is on Road Infrastructure assets.</p> <p>November 2019</p>		

	<ul style="list-style-type: none"> An assessment as to whether the Shire is revenue short or expenditure long by undertaking a comparison of neighbouring and similar sized Shires in relation to the level of own source revenue (i.e. rates, fees and charges) compared to expenditure. 	<p>A full review of condition and useful life estimates has been undertaken for individual plant & equipment and furniture & equipment assets, depreciation expenditure recalculated accordingly.</p> <p>Work is ongoing in relation to the review of road infrastructure assets and an update will be provided once completed.</p> <p>This assessment will occur following completion of the 2017/18 annual financial statements (September 2018).</p> <p>November 2018 The 2017/18 annual financial statements are now complete and the audit report is pending. This assessment will now be undertaken and results presented to the first Audit Committee meeting to be held in 2019.</p> <p>December 2018 Data collection has commenced</p> <p>February 2019 Results of data analysis to be presented to the Audit Committee Meeting scheduled for 18 March 2019</p> <p>March 2019 A report on the analysis of data collected was considered by the Audit Committee at its meeting held 18 March 2019. The Committee resolved that further investigation into this Shire's level of rating income, other revenue sources, employee costs and insurance expense compared to benchmark Councils be undertaken.</p> <p>April 2019 Work is ongoing</p> <p>May 2019 Work is ongoing. Results of the further investigations as identified in March will be</p>	<p>December 2019 Update No progress since last month</p>	
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	<ul style="list-style-type: none"> • Develop a policy to guide future Council decisions in relation to the allocation of funds to renewal works versus upgrade works. • That various scenarios are modelled during the next review of Council's Long Term Financial Plan in relation to achieving minimum ratio benchmarks. The results of these scenarios to be workshopped with Council. 	<p>presented to the Audit Committee at its September 2019 meeting.</p> <p>November 2019 Following finalisation of Council's 2018/19 Annual Financial Report a further comparison of income and expenditure categories against benchmark Council's will be undertaken. Results of the comparison will be presented to the Audit Committee in March 2020.</p> <p>Policy will be developed following full review of Council's asset depreciation expenditure in point 1 above.</p> <p>November 2018 No progress since last report</p> <p>December 2018 No progress since last report as point 1 is ongoing</p> <p>A review of Council's Long Term Financial Plan will commence in conjunction with the Corporate Business Plan and 10 Year Capital Works plans annual reviews.</p> <p>The draft Long Term Financial Plan will be workshopped at Council's October 2018 Concept Forum before formal presentation to Council (September 2018).</p> <p>LTFP presented to October Concept Forum, final draft will now be prepared and presented to Council in November. (October 2018)</p> <p>November 2018 The 2018/19 to 2032/33 Long Term Financial Plan is included in this agenda for Council endorsement.</p>		
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			<p>December 2018 Council adopted its Long Term Financial Plan (LTFP) in November. It should be noted that this will be an annual process. The workshop approach for Council's review of the draft LTFP including predicted ratio results is suggested.</p> <p>April 2019 Next revision of the LTFP has commenced.</p> <p>May 2019 Works are continuing on the LTFP. The plan is being updated with results from Council's review of the 10 year asset/works plans and Corporate Business Plan.</p> <p>August 2019 An item was presented to Council's August Concept Forum that outlined the 2019/20 timeline for review of all Integrated Planning and various capital works plans with the Long Term Financial Plan due to be adopted in June 2020. A workshop will be held prior to adoption when the consideration of ratio results will be undertaken.</p>	
C.06/0418 Proposed Road Closure for Amalgamation – Adjoining Roe Street, Bridgetown	<p>That Council, in relation to the proposed closure for amalgamation of the road adjoining Roe Street, Bridgetown, as per Attachment 8:</p> <ol style="list-style-type: none"> Notes the public submissions received, as per Attachment 10, and the Shire staff responses in the Schedule of Submissions, as per Attachment 11. Pursuant to s.58 of the Land Administration Act 1997 supports the proposed closure of unmade and unnamed road adjoining Roe Street, Bridgetown, between Lot 3 (99) and Lot 4 (101) Roe Street, Bridgetown, for amalgamation with adjoining land. Directs the Chief Executive Officer to forward relevant information to the Department of Planning, Lands and Heritage seeking approval 	S Donaldson	<ol style="list-style-type: none"> Noted. Noted. Referred to DPLH on 2 May 2018, response pending. <p>November 2018 A list of all outstanding actions referred to</p>	<p>November 2019 Pending final response from DLPH.</p>

	from the Minister for Lands in relation to Point 2.		<p>the Department Planning, Lands and Heritage (as listed in this Rolling Action Sheet) is to be compiled and a meeting requested with relevant staff of that department in order to progress them to conclusion.</p> <p>December 2018 No progress since November update.</p> <p>January 2019 Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters not progressed.</p> <p>March 2019 Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters commenced and liaison continuing with DPLH staff.</p> <p>May 2019 DPLH response still pending.</p> <p>June 2019 Response from DPLH still pending.</p> <p>July 2019 Response from DPLH still pending.</p> <p>August 2019 Response from DPLH still pending.</p> <p>September 2019 Liaison continuing with DPLH regarding land distribution.</p> <p>October 2019 Liaison continuing with DPLH regarding land distribution.</p> <p>November 2019 Pending final response from DPLH.</p>		
C.08/0718 Licence to Occupy – Greenbushes Railway Station	<p>That Council:</p> <ol style="list-style-type: none"> Writes to Arc Infrastructure advising the Greenbushes Discovery Centre Incorporated has expressed a long- term goal to relocate the Greenbushes Railway Station Building to the Greenbushes Discovery Centre, 38 Blackwood Road, 	T Clynych	<p>Correspondence has been forwarded to Arc Infrastructure (September 2018)</p> <p>November 2018 A response to the Shire’s correspondence is yet to be received.</p> <p>May 2019</p>	December 2019 Update No progress since last month	

	<p>Greenbushes as an extension to that facility.</p> <ol style="list-style-type: none"> 2. Inform Arc Infrastructure that the Shire of Bridgetown Greenbushes and Greenbushes Discovery Centre have received letters from the Public Transport Authority giving permission for the relocation of the building when finances/grant funding opportunities enable this to occur. 3. Enquire whether a Licence to Occupy the land and buildings would be necessary given the agreement with the PTA for community end-use for the building. 4. Assist the Greenbushes Discovery Centre finalise the business plan for consideration by all parties, including potential funding partners. 		<p>A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues.</p> <p>June 2019 At a meeting with Arc Infrastructure held on 17 June this matter was discussed. The Public Transport Authority (PTA) has granted its approval to the proposed removal of the railway station from its current site and Arc Infrastructure will now prepare an agreement for amendment of its licence with PTA.</p>		
C.14/0718 Bridgetown Information Bays	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the removal of all structures and signage at the Information Bay at the southern end of Hampton Street. 2. Endorses the replacement of structures and signage at the Information Bay at the northern end of Hampton Street. 3. Endorses the installation of a new, static Information Bay structure and information boards at the information bay located at the northern end of Hampton Street based upon the concept at Attachment 14. 4. Determines to consider interactive technology options for the visitor centre in a review of Visitor Centre service levels to be conducted in 2018/19. 	E Denniss	<p>The Shire has been invited to submit an application in the Stronger Communities Program Round 4 by Rick Wilson's office. This project has been identified as a suitable option to apply for (seeking 50% of total project cost). Applications closed 11 October 2018 (September 2018). Rick Wilson's office has verbally advised that the Shire's application did not make the funding round for October but will be included in the January non-competitive round (October 2018).</p> <p>November 2018 No progress since last report.</p> <p>December 2018 Email sent to Rick Wilson's office seeking assurance/confirmation of the opportunity for consideration in January, response pending.</p>	December 2019 Update Purchase order issued for works to commence.	√

		<p>January 2019 Rick Wilson's Office has advised that the exact date has not been set for the next funding round. They will contact us in February with further information.</p> <p>February 2019 A scope of works is currently being prepared for the project to seek Expressions of Interest from local/interested builders. No further advice from Rick Wilson's office has been received regarding funding round.</p> <p>March 2019 Scope of works was reviewed/finalized at the Executive Leadership Team meeting held on 20/03/19 and will be advertised seeking quotes and timelines for work to begin construction prior to 30 June 2019. There has been no update from Rick Wilson's office re: Stronger Communities Program Funding.</p> <p>April 2019 Executive Leadership Team determined to proceed to detailed design and engineering prior to construction expressions of interest/tender. These are currently being prepared, to be completed by 30 April with expressions of interest/tender.</p> <p>May 2019 Architect has completed the detailed design and awaiting engineering certification prior to seeking quotes. There has been no advice regarding funding opportunities.</p> <p>June 2019 Engineering certification has been received and local builders have been invited to quote on the works. It is anticipated that an appointment to progress works will be made in July 2019.</p> <p>July 2019</p>		
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			<p>Concept Forum update delivered 11 July. Currently seeking tenders/cost estimates for works (closing date 31 July 2019).</p> <p>August 2019 No expressions of interests/quotes were received for the construction of the information bay. Further discussions are to be held with prospective contractors.</p> <p>September 2019 Rick Wilson's office advised this month that the Building Better Communities Funding is now open for EOI submission. EMCS submitted an EOI seeking 50% of the preliminary cost estimates for this project (\$12,500).</p> <p>October 2019 Advice was received late October that the EOI was not successful. Following the lack of response to the advertised EOI Shire staff will follow up with local builders via an individual approach to determine interest in the project.</p> <p>November 2019 A local builder has expressed interest in submitting a quote for this project. Lodgement date is expected to be 20 November 2019.</p>		
C.03/0818 Installation of Condom Dispensing Machines in Library Toilets	<p>That Council approves the installation of condom dispensing machines in the male and female toilets at the Bridgetown Regional Library subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The machines are being installed on a 6 month trial basis after which a review into making the installations permanent will be held. 2. That Blackwood Youth Action is responsible for purchase of the dispensing machines and purchase of stock noting that the CEO has discretion to provide a one-off 	T Clynh	<p>Advice of the Council decision was conveyed to Blackwood Youth Action.</p> <p>November 2018 Advice has recently been received from Blackwood Youth Action that it is progressing the acquisition and installation of the machines and stock.</p> <p>December 2018 The CEO provided a \$200 donation to BYA to assist with purchase of machines and stock.</p> <p>February 2019</p>	December 2019 Update Trail ends December. Review to occur by February 2020.	

	<p>monetary donation to assist in this initiative.</p> <ol style="list-style-type: none"> 3. That the Shire will be responsible for installation of the dispensing machines, storage of stock (condoms) and replenishing the stock in the machines using the stock purchased by Blackwood Youth Action. 4. That signage (posters) be displayed in the male and female toilets explaining the importance of having free condom dispensing machines in our community. 5. That Blackwood Youth Action coordinates the making of suitable posters for display in the male and female toilets requesting respect for the initiative and responsible use of stock 		<p>A project update has been requested from Blackwood Youth Action</p> <p>March 2019 Blackwood Youth Action has secured the machines and installation will occur shortly.</p> <p>April 2019 Condom machines currently being installed.</p> <p>May 2019 A process is being put in place for library cleaners to monitor and record stock and replace when necessary.</p> <p>June 2019 Machines have been installed. Trial will end mid-December 2019.</p> <p>July 2019 Trial continuing.</p> <p>August 2019 Trial will end in December 2019.</p>	
<p>C.08/1218 Proposed Road Closure – Portion of Perry Road, Greenbushes</p>	<p>That Council notes the submissions received, as per Attachment 8, and pursuant to section 58 of the Land Administration Act supports closure of the northern portion of Perry Road, Greenbushes, as per Attachment 9, for conversion to Unallocated Crown Land, and directs the Chief Executive Officer to seek support from the Minister for Lands through the Department of Planning, Lands and Heritage.</p>	<p>S Donaldson</p>	<p>January 2019 Correspondence sent to Department of Planning, Lands and Heritage. Support received from Land Use Planning Division (Regional South West Office) on 16.1.2019. Decision pending from Land Use Management Division (Perth office).</p> <p>March 2019 Shire staff met with DPLH staff on 27 February 2019. Decision of Minister for Lands pending.</p> <p>April 2019 DPLH response still pending.</p> <p>May 2019 DPLH response still pending.</p> <p>June 2019 DPLH response still pending.</p> <p>July 2019 DPLH response still pending.</p> <p>August 2019</p>	<p>December 2019 Update DPLH response still pending.</p>

			DPLH response still pending. September 2019 DPLH response still pending. October 2019 DPLH response still pending. November 2019 DPLH response still pending.	
C.03/0219 Construction of Intersection Improvements at Entrance to Bridgetown Gardens Estate	That Council: <ol style="list-style-type: none"> 1. Note the legal advice received (Confidential Attachment 2). 2. Reaffirm its intent to widen Kangaroo Gully Road at the intersection of Claret Ash Rise in order to improve the intersection for traffic travelling eastwards on Kangaroo Gully Road. 3. Advise the Council of Owners for Bridgetown Gardens Estate that the bonded funds obtained in 2006 from the developer of Bridgetown Gardens Estate are only able to be used for works at the intersection of Kangaroo Gully Road and Claret Ash Rise and therefore Council is unable to reassign the funds for other works within the Estate. 4. Request the CEO to progress the widening of Kangaroo Gully Road at its intersection with Claret Ash Rise by June 2019 if capacity and weather permits, or alternatively in the 2019/20 road construction program. 	T Clynych	March 2019 Correspondence sent to Council of owners of Bridgetown Gardens Estate confirming Council's decision. The works will be scheduled for 2019/20.	December 2019 Update Works scheduled for March 2020
C.08/0219 Proposed Excision and Change in Purpose to Bush Fire Station	That Council gives support to the proposed excision and change in purpose from Landscape Protection to Bush Fire Station for a portion of Reserve 21157, Lot 11306 Mokerdillup Road, Wandillup, as shown on Attachment 12, with the Chief Executive officer to seek approval from the Minister for Lands through	S Donaldson C Sousa	March 2019 Correspondence sent to Department of Planning, Lands and Heritage on 8 March 2019, decision pending. April 2019 Preliminary response received from DPLH.	December 2019 New titles issued. Pending granting of Management Orders by DPLH.

	<p>the Department of Planning, Lands and Heritage, including any necessary Management Order changes.</p>		<p>Shire staff investigating land surveying and management order issues. May 2019 Pending additional surveyor quotes to inform Budget preparation. June 2019 Surveyor quotes received to be considered in Budget preparation. July 2019 Surveyor quotes received to be considered in Budget preparation. August 2019 No further action pending adoption of 2019/2020 Budget. September 2019 Surveyor appointed. Pending survey instructions from DPLH. October 2019 Draft Deposited Plan prepared pending field inspection by Shire staff before lodgement with DPLH and Landgate. November 2019 Final Deposited Plan with Landgate for issuing of new titles and granting of Management Orders.</p>		
<p>C.02/0419 Desktop Review of Strategic Community Plan</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the revised Strategic Community Plan 2019 following the desktop review process with the following minor changes: <ul style="list-style-type: none"> • Page 6 – Last paragraph change “at a depth of 45-50 degrees” to read “at depth at 45-50 degrees”. • Page 8 – First paragraph delete “as these workers are permanently based elsewhere” from last sentence. • Page 8 – Fifth paragraph amend first sentence to read “.... within the Shire of Bridgetown-Greenbushes of 853 persons, equating to an approximate 18% population increase by 2022/23.” 	<p>T Clynych</p>	<p>June 2019 This resolution will remain on the rolling action sheet until the report back (by March 2020) has occurred on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.</p>		

	<p>2. Request the CEO to report back by March 2020 on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.</p>				
<p>C.08/0419 Proposed Land Purchase – Part Lot 84 (42) Forrest Street, Bridgetown</p>	<p>That Council:</p> <p>1. Resolves to purchase the southern portion of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 222161, Volume/Folio 1327/46) for the sum of \$50,000 plus subdivision and legal costs of approximately \$7,000, as shown in Attachment 10.</p> <p>2. That the unbudgeted expenditure of \$50,000 purchase price and estimated \$7,000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to \$57,000 from the Land & Buildings Reserve.</p> <p>3. That the CEO be authorised to submit an application to the Western Australian Planning Commission for the subdivision of Part Lot 84 (42) Forrest Street, Bridgetown</p>	<p>S Donaldson</p>	<p>May 2019 1. Correspondence sent to landowner on 6 May 2019 confirming Council resolution to support partial purchase. June 2019 Surveyor quotes still be sourced. July 2019 Surveyor quotes currently being sourced. August 2019 Surveyor appointed with work to commence early September. September 2019 Plan of Subdivision completed. Application to be lodged with WAPC. October 2019 Surveyor appointed and Plan of Subdivision prepared. Subdivision application to be lodged with WAPC in October 2019. November 2019 Subdivision application lodged with WAPC, response pending.</p> <p>2. Noted.</p> <p>3. Surveyor quotes currently being sourced.</p>	<p>December 2019 Subdivision referral response sent to DLPH. Decision pending.</p>	

	(on Plan 22161), and amalgamation with adjoining Lot 873 (83) Steere Street, Bridgetown (on Diagram 98062).			
C.04/0519 Development of Plans for Upgrade of Bridgetown CBD Parking and Geegelup Brook Beautification	That Council: <ol style="list-style-type: none"> 1. Amend its 2018/19 budget to include \$25,000 unbudgeted expenditure for the purpose of funding the preparation of detailed design plans for improvements to the Bridgetown CBD parking behind the shops on the western side of Hampton Street and the beautification of the adjacent Geegelup Brook. 2. Seek the input of its Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. 3. Transfer the sum of \$25,000 from the Strategic Projects Reserve to fund the unbudgeted expenditure. 	T Clynch	<p>June 2019 Consulting engineer still to be engaged.</p> <p>August 2019 The resolution from Council's May 2019 meeting required the CEO to seek the input of the Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. Discussion on this matter is scheduled to occur at the SAC meeting to be held on 21.8.19.</p> <p>September 2019 The CEO did discuss the scope of the project with members of the Sustainability Advisory Committee and obtained useful feedback. A project scope is currently being prepared and investigations occurring into suitable landscape architects to progress the design of the creek beautification and car park design.</p> <p>October 2019 A request for quote has been prepared and has been sent to three selected landscape architects.</p>	<p>December 2019 Update No progress since last month</p>
C.14/0519 Bridgetown Youth Precinct Community Consultation Report	That Council <ol style="list-style-type: none"> 1. Endorse the Bridgetown Youth Precinct Community Consultation report. 2. Progress the Bridgetown Youth Precinct project to the concept design and preliminary cost estimate stage. 3. Increase expenditure in the Youth Precinct Hang Out Space account (PJ06) by \$5,000 by transferring \$5,000 from account PJ07 (Youth Event) to account PJ06 (Youth 	M Richards	<p>June 2019 Quotes are currently being sought to progress the concept and preliminary cost estimate stage. These are anticipated to be received in July and work commenced in August 2019.</p> <p>July 2019 As per June update.</p> <p>August 2019 Quotes received in July 2019 from 2 potential consultants with a determination and appointment to be made on review (to</p>	<p>December 2019 Consultants are currently finalizing the outcomes of the consultation, concept plans and preliminary costings based on the youth and community consultation held in November; with information to be presented at March Concept Forum.</p>

	Precinct Hang Out) to complete the concept design and preliminary cost estimates for the Youth Precinct Project.		complete the development of concept plans and preliminary costings) September 2019 Quotes currently being assessed. October 2019 This will be a discussion item at the November Concept Forum. November 2019 Update provided at November Concept Forum as part of Growth Strategy Agenda Item as follows " <i>concept design consultation will be held on the 22 November 2019 with each school and afterschool at the skate park. This consultation will inform the final concept design and cost estimate. Once finalised the design and costings will be presented to Council</i> ".	
C.15/0519 Warren Blackwood 2050 Cycling Strategy	That Council: 1. Endorses the Warren-Blackwood 2050 Cycling Strategy prepared by the Western Australia Bike Network for Department of Transport. 2. Consider in the next review of the 10 Year Strategic Works Program the inclusion of the priority actions/projects listed for the Shire of Bridgetown-Greenbushes. 3. Include in the next review of the Corporate Business Plan an action proposing the implementation of the Warren Blackwood 2050 Cycling Strategy with timelines and expenditure associated with the implementation to be determined during the review process.	G Arlandoo	June 2019 Item noted for review in the 10 Year Strategic Works Program (September 2019) and the Corporate Business Plan (March 2020). July 2019 As per June update. August 2019 As per July update. September 2019 As per the August 2019 update. October 2019 These matters are being addressed in the current review of the 10 year works program and will also be addressed in the March 2020 annual review of the Corporate Business Plan. November 2019 Draft 10 Year Works Plan presented to November Concept Forum	December 2019 Update No progress since last month
C.16/0519 Blackwood River	That Council 1. Note the Schedule of Submissions received	M Richards	June 2019 Works have commenced on the detailed	December 2019 Project update will be delivered at the

Foreshore Development	<p>as a result of the final period of community consultation period on the revised concept plans for the Blackwood River Foreshore Development Project.</p> <p>2. Adopt the revised draft Blackwood River Foreshore Development Concept Plan as per attachment 19 and amend to include the change identified in Attachment 20 as follows:</p> <p style="padding-left: 40px;">The location of the proposed interpretive signage currently indicated to be placed in front of Riverwood House will be reviewed in consultation with the residents of Riverwood House to ensure the location of the signage is beneficial to trail users without negatively impacting on residents.</p> <p>3. Determine to progress Blackwood River Foreshore Development Project to detailed design and costings for the Old Rectory Walk and Boardwalk elements of the project.</p>		<p>design and costings of the Old Rectory Walk and Boardwalk elements of the project with Riverwood House Consultation to be undertaken in July 2019.</p> <p>July 2019 As per June update, noting consultation deferred to August 2019 due to officer leave.</p> <p>August 2019 Detailed design of boardwalk and Old Rectory trail and preliminary costings this week. Consultation scheduled for August 2019.</p> <p>September 2019 Plans received from consultant and will be assessed internally by the Development & Infrastructure Group and Executive Leadership Team.</p> <p>October 2019 This will be a discussion item at the November Concept Forum.</p> <p>November 2019 Update provided at November Concept Forum as part of Growth Strategy Agenda Item as follows “<i>the detailed design for the Old Rectory Walk (including shelter) has been finalised and has been forwarded to WA Structural Engineers to complete the design certification</i>”. Once this certification is received the detailed design stage (including project costings) will be completed and can be presented to Council.</p>	March Concept Forum.	
C.17/0519 Water Corporation Art Project	<ul style="list-style-type: none"> • That Council accepts \$15,000 (ex GST) unbudgeted income from the Water Corporation in the 2018-2019 financial year and associated expenditure on a community art project in the 2019-20 financial year. • That the artists and Bridgetown Landcare provide details, including design work, to 	E Denniss	<p>June 2019 Correspondence has been issued to Art Trail Co-ordinator (Trudy Clothier) advising of Council’s requirement to review all design work – landscaping and artwork – prior to works commencing.</p> <p>July 2019 Council, at a special meeting held on 11 July 2019 endorsed the landscaping plan and</p>	December 2019 Agenda item submitted with concept plans attached.	√

	Council for formal endorsement prior to the development being commissioned.		<p>endorsed concept plans for 2 pieces of artwork.</p> <p>August 2019 Funding from Water Corp was received in July 2019. Art Trail Co-ordinator, Ms Trudy Clothier, has advised that there has been a change in the selection of the artist for the sculpture and is aware of the need for final artwork design to be presented for Council prior to works being commissioned.</p> <p>September 2019 Purchase Order raised for the landscaping component (BES).</p> <p>October 2019 Landscaping works completed. Waiting Community Art Trail Co-ordinator submission of final artist selection and concept designs.</p> <p>November 2019 Concept designs have been received and will be presented to Council at the November 2019 meeting.</p>	
C.02/0619 Installation of Statue	<p>That Council:</p> <ol style="list-style-type: none"> 1. Considers investigating the installation of a Statue to acknowledge DW Stinton as the founder of the Tin Fields in 1886 and the subsequent significant impact ongoing mining of Tin, Tantalum and now Lithium has, and is continuing to have on Greenbushes, the Shire of Bridgetown Greenbushes, the Region and Western Australia. 2. In progressing such an investigation, the proposal be presented to the Blackwood Valley Arts Alliance with a view to developing a working partnership or group with possible representation from Grow Greenbushes and the Shire to develop a project plan and to identify funding sources 	E Denniss	<p>July 2019 Letters of invitation issued to Grow Greenbushes, Blackwood Valley Arts Alliance and Ms Trudy Clothier seeking to arrange a meeting to discuss the project and the development of public art in general.</p> <p>August 2019 Each group/individual has confirmed receipt of the letter. Grow Greenbushes and Blackwood Valley Arts Alliance responses pending. Ms Trudy Clothier response confirmed interest in attending meeting.</p> <p>October 2019 All Stakeholders have confirmed interest in a collaborative approach to the development of Public Art, in Particular a proposal to expand art trails in Greenbushes and Bridgetown. EMCS, Grow Greenbushes</p>	<p>December 2019 No responses from stakeholders received as yet. Informal discussions with Grow Greenbushes and Blackwood Creatives continuing.</p>

	for the proposal.		<p>Representatives and Ms Trudy Clothier will attend a meeting of Blackwood Valley Arts Alliance (Blackwood Creative) on 5 November to formally identify roles, responsibilities and progress of project planning and grant funding.</p> <p>November 2019</p> <p>EMCS attending a meeting of Blackwood Creative Inc on Tuesday 5 November, along with representatives from Grow Greenbushes. Discussion on potential funding bodies and the need for the development of a business plan, including full budget (income and expenditure) and concept designs/artist selection process/community engagement ensued. Inform agreement to progress stage 3 to include Greenbushes statue, revision of art trail booklet to include existing and proposed public art in Greenbushes and to identify key future public art proposals in Bridgetown. Formal acknowledgement of establishment of working partnership with Grown Greenbushes, Shire and Blackwood Creative to be documented and issued to all parties via correspondence by 30 November 2019.</p>	
C.13/0619 Community Engagement Outcomes – Visitor Information Management Model and Visitor Information Services Location	<p>That Council:</p> <ol style="list-style-type: none"> 1. Host a consultation event to engage with the local business and tourism sector/s with regard to the management model and location of service delivery of the Visitor Centre. 2. Directs the CEO to commence formal discussions with the Bridgetown-Greenbushes Business and Tourism Association to explore the viability of a community management model under their auspice. 	E Denniss	<p>July 2019</p> <p>Staff have developed a data base of main street traders, local business and tourism operators (including existing VC members) and are in the process of arranging date, time and venue of consultation (to be held in partnership with BGBTA as a follow up to the June After 5 Networking Function where Paul Matenaar (Chairman of SFBVTA) provided an update on the progress/development of the SFBVTA. Date of consultation likely to be early August (TBC).</p>	<p>December 2019</p> <p>Investigations into suitable consultants to assist with preparation of business case have commenced. No response from either stakeholder to correspondence issued in November received to date.</p>

	<p>3. Determines to finalize the management model of the Visitor Centre prior to further investigations into potential location changes to the delivery of services.</p>		<p>August 2019 Invitations have been issued to the forum scheduled for 5.30pm on Wednesday 28 August at Scott's.</p> <p>September 2019 Consultation event held on 28 August 2019 in partnership with the BGBTA. Business/tourism industry survey prepared to be opened 16 September and conclude 31 October.</p> <p>October 2019 Online survey remains open until 31 October 2019. Responses to be assessed and report to Council November 2019.</p> <p>November 2019 Consultation event completed. Survey of industry (business/tourism operators) completed and findings presented at November Concept Forum. Formal approaches to Bridgetown CRC and Blackwood Creatives Inc to be completed by 30 November. Preparation of business case to outsource service provision of visitor information services (in current location) to commence.</p>	
<p>C.15/0619 Proposed Use not Listed – Private Powerline Facility</p>	<p>That Council:</p> <p>1. Pursuant to Clause 3.2.5 and Clause 4.3.3 of Town Planning Scheme No. 4, determines that the proposed 'Use Not Listed – Private Powerline Facility' as per Attachment 14, is consistent with the objectives and purposes of the 'Rural 2 – General Agriculture' and 'Rural 4 – Greenbushes' zones and may be considered for development approval subject to public consultation and detailed assessment.</p> <p>2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1. above, and subject to no</p>	<p>S Donaldson</p>	<p>July 2019 Pending submission of final documentation prior to public advertising.</p> <p>August 2019 Still pending submission of documentation from applicant prior to advertising.</p> <p>September 2019 Pending submission of completed application by proponent prior to advertising.</p> <p>October 2019 Pending submission of completed application by proponent prior to advertising.</p> <p>November 2019 Pending submission of completed application by proponent prior to advertising.</p>	<p>December 2019 Pending submission of completed application by proponent prior to advertising.</p>

	objections being received, grants delegated authority to the Chief Executive Officer to determine the development application subject to appropriate conditions.				
C.08/0719 Shire of Bridgetown- Greenbushes Municipal Heritage Inventory Update	That Council adopt the 28 draft place records for updating of the Shire of Bridgetown-Greenbushes Municipal Heritage Inventory, as per Attachment 6, and directs the Chief Executive Officer to undertake public advertising including direct consultation with landowners of recognised places, with a subsequent report to be presented to a future meeting of Council.	S Donaldson	August 2019 Not yet actioned. September 2019 Advertising commenced 4 September 2019 with submissions closing 3 October 2019. October 2019 Advertising closed 3 October 2019. Liaising with two stakeholders that are finalising submissions. Council at Special Meeting on 19 September 2019 resolved not proceed with nomination process for the Greenbushes Mill. Final report to Council in November 2019. November 2019 Final report and submissions to be presented to Council for consideration in November 2019.	December 2019 Council adopted MHI Update in November 2019 with the renamed Local Heritage Survey to be finalised during January 2020.	√
C.03/1019 Renaming of Gommes Lane	That Council commence the process to change the name of 'Gommes Lane' to 'Gomm Lane' to reflect the correct spelling of the Gomm family it represents.	S Donaldson	November 2019 Advertising to commence by end of November 2019 then presented to Council in early 2020.	December 2019 Public advertising concludes 13 December 2019. To be presented to Council in January 2020 for further consideration.	
C.04/1019 Pink & Grey Galah Control	That Council request the Blackwood Biosecurity Group (BBG) investigate the possibility of reducing the numbers of the Pink & Grey Galahs in Bridgetown.	T Clynych	November 2019 Request sent to Blackwood Biosecurity Inc.	December 2019 Update Correspondence sent to Blackwood Biosecurity	
C.08/1019 Classification of Brockman Highway between Bridgetown and Nannup	That Council supports the reclassification of Brockman Highway between Bridgetown and Nannup to a State Road and authorise the CEO to present a submission to Main Roads Western Australia supporting this proposal.	T Clynych	November 2019 Research continuing for completion of submission to Main Roads Western Australia	December 2019 Update Submission forwarded to Main Roads Western Australia.	√
C.02/1119 Review of Ward Boundaries	That the CEO report back to Council on conducting a review of our ward boundaries, including an option of having no wards.	T Clynych	December 2019 Update To be presented to Council in February 2020.		

<p>C.07/1119 Proposal to Remove Two Parking Bays in Steere Street</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Defer any consideration for removal of car parking bays in Steere Street pending investigations into possible redesign of the Civic Centre car park and conversion of Stewart Street into a one way thoroughfare. 2. Request the CEO to investigate and report back on the possibility and practicalities of changing Stewart Street to a one way street, including an assessment of whether the Hampton Street end of the street can be retained as two way access. 3. Request the CEO to investigate and report back on redesigning the Civic Centre car park including the possibility of making each entrance to the car park one-way only. 	<p>T Clynch</p>	<p>December 2019 Update No progress since last month</p>		
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SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

October 2019

February 2020 (Budget Review)

April 2020

July 2020

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 30 November 2019

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Note	\$	\$	\$	\$	%
Operating Revenues					
Governance	929	674	1,004	330	48.99%
General Purpose Funding - Rates	4,779,678	4,732,825	4,735,544	2,719	0.06%
General Purpose Funding - Other	1,056,949	487,974	464,895	(23,079)	(4.73%)
Law, Order and Public Safety	1,670,110	205,051	245,024	39,973	19.49%
Health	14,100	12,462	12,466	4	0.04%
Education and Welfare	15,609	159	314	155	97.43%
Housing	23,160	8,610	7,809	(801)	(9.30%)
Community Amenities	1,087,597	994,005	1,005,487	11,482	1.16%
Recreation and Culture	751,542	127,478	131,852	4,374	3.43%
Transport	1,870,476	751,735	747,669	(4,066)	(0.54%)
Economic Services	133,423	60,048	52,423	(7,625)	(12.70%)
Other Property and Services	138,886	64,937	60,727	(4,210)	(6.48%)
Total Operating Revenue	11,542,459	7,445,958	7,465,216	19,258	
Operating Expenses					
Governance	(1,090,117)	(406,449)	(395,590)	10,859	2.67%
General Purpose Funding	(129,334)	(45,482)	(45,839)	(357)	(0.78%)
Law, Order and Public Safety	(1,023,835)	(380,458)	(415,293)	(34,835)	(9.16%)
Health	(127,673)	(45,712)	(46,648)	(936)	(2.05%)
Education and Welfare	(214,802)	(99,108)	(95,497)	3,611	3.64%
Housing	(23,160)	(14,832)	(16,820)	(1,988)	(13.40%)
Community Amenities	(1,894,932)	(736,090)	(699,639)	36,451	4.95%
Recreation and Culture	(2,829,735)	(1,106,039)	(1,055,772)	50,267	4.54%
Transport	(3,895,831)	(1,599,250)	(1,517,193)	82,057	5.13%
Economic Services	(777,004)	(344,109)	(323,946)	20,163	5.86%
Other Property and Services	(88,541)	(72,507)	(27,574)	44,933	61.97%
Total Operating Expenditure	(12,094,964)	(4,850,036)	(4,639,811)	210,225	
Funding Balance Adjustments					
Add back Depreciation	3,552,778	1,480,237	1,476,127	(4,110)	
Adjust (Profit)/Loss on Asset Disposal	8 14,000	0	44	44	
Less Grants Recognised in Prior Year	(311,228)	0	0	0	
Adjust Provisions and Accruals	0	0	1,461	1,461	
Net Cash from Operations	2,703,045	4,076,159	4,303,036	226,877	
Capital Revenues					
Proceeds from Disposal of Assets	8 348,400	4,314	3,592	(722)	(16.74%)
Total Capital Revenues	348,400	4,314	3,592	(722)	
Capital Expenses					
Land and Buildings	(1,528,831)	(338,292)	(304,347)	33,945	10.03%
Infrastructure - Roads	(1,081,850)	(555,015)	(266,501)	288,514	51.98%
Infrastructure - Footpaths	(17,805)	0	0	0	
Infrastructure - Drainage	(91,101)	(45,663)	(13,102)	32,561	71.31%
Infrastructure - Parks and Ovals	(52,892)	(12,889)	(7,706)	5,183	40.21%
Infrastructure - Bridges	(1,017,000)	0	0	0	
Infrastructure - Other	(392,756)	(29,253)	(29,890)	(637)	(2.18%)
Plant and Equipment	(1,588,250)	(46,700)	(46,673)	27	0.06%
Furniture and Equipment	(12,684)	0	0	0	
Total Capital Expenditure	9 (5,783,169)	(1,027,812)	(668,218)	359,594	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 30 November 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Net Cash from Capital Activities		(5,434,769)	(1,023,498)	(664,626)	358,872	
Financing						
Proceeds from New Debentures	10	0	0	0	0	
Self-Supporting Loan Principal	10	8,651	0	0	0	
Transfer from Reserves	7	1,490,412	808,974	808,974	0	0.00%
Repayment of Debentures	10	(253,216)	0	0	0	
Transfer to Reserves	7	(577,558)	(27,366)	(27,366)	0	0.00%
Net Cash from Financing Activities		668,289	781,608	781,608	0	
Net Operations, Capital and Financing		(2,063,435)	3,834,269	4,420,018	585,749	
Opening Funding Surplus(Deficit)	2	2,059,835	2,059,835	2,093,422	33,587	
Closing Funding Surplus(Deficit)	2	(3,600)	5,894,104	6,513,440	619,335	

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

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Operating Revenues						
Rates	11	4,667,928	4,667,343	4,665,142	(2,201)	(0.05%)
Operating Grants, Subsidies and Contributions		1,626,863	827,186	843,771	16,585	2.00%
Grants, Subsidies and Contributions for the Development of Assets		3,246,844	581,847	577,007	(4,840)	(0.83%)
Fees and Charges		1,656,736	1,244,263	1,245,809	1,546	0.12%
Interest Earnings		203,128	64,810	70,785	5,975	9.22%
Other Revenue		140,960	60,509	62,702	2,193	3.62%
Profit on Disposal of Assets	8	0	0	0	0	
Total Operating Revenue		11,542,459	7,445,958	7,465,216	19,258	
Operating Expenses						
Employee Costs		(4,713,779)	(1,787,053)	(1,741,527)	45,526	2.55%
Materials and Contracts		(2,830,225)	(1,027,728)	(885,665)	142,063	13.82%
Utility Charges		(313,874)	(112,981)	(97,735)	15,246	13.49%
Depreciation on Non-Current Assets		(3,552,778)	(1,480,237)	(1,476,127)	4,110	0.28%
Interest Expenses		(72,216)	0	265	265	
Insurance Expenses		(278,437)	(267,923)	(265,514)	2,409	0.90%
Other Expenditure		(319,655)	(174,114)	(173,465)	649	0.37%
Loss on Disposal of Assets	8	(14,000)	0	(44)	(44)	
Total Operating Expenditure		(12,094,964)	(4,850,036)	(4,639,811)	210,225	
Funding Balance Adjustments						
Add back Depreciation		3,552,778	1,480,237	1,476,127	(4,110)	
Adjust (Profit)/Loss on Asset Disposal	8	14,000	0	44	44	
Less Grants Recognised in Prior Year		(311,228)	0	0	0	
Adjust Provisions and Accruals		0	0	1,461	1,461	
Net Cash from Operations		2,703,045	4,076,159	4,303,036	226,877	
Capital Revenues						
Proceeds from Disposal of Assets	8	348,400	4,314	3,592	(722)	(16.74%)
Total Capital Revenues		348,400	4,314	3,592	(722)	
Capital Expenses						
Land and Buildings		(1,528,831)	(338,292)	(304,347)	33,945	10.03%
Infrastructure - Roads		(1,081,850)	(555,015)	(266,501)	288,514	51.98%
Infrastructure - Footpaths		(17,805)	0	0	0	
Infrastructure - Drainage		(91,101)	(45,663)	(13,102)	32,561	71.31%
Infrastructure - Parks and Ovals		(52,892)	(12,889)	(7,706)	5,183	40.21%
Infrastructure - Bridges		(1,017,000)	0	0	0	
Infrastructure - Other		(392,756)	(29,253)	(29,890)	(637)	(2.18%)
Plant and Equipment		(1,588,250)	(46,700)	(46,673)	27	0.06%
Furniture and Equipment		(12,684)	0	0	0	
Total Capital Expenditure	9	(5,783,169)	(1,027,812)	(668,218)	359,594	
Net Cash from Capital Activities		(5,434,769)	(1,023,498)	(664,626)	358,872	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Financing						
Proceeds from New Debentures	10	0	0	0	0	
Self-Supporting Loan Principal	10	8,651	0	0	0	
Transfer from Reserves	7	1,490,412	808,974	808,974	0	0.00%
Repayment of Debentures	10	(253,216)	0	0	0	
Transfer to Reserves	7	(577,558)	(27,366)	(27,366)	0	0.00%
Net Cash from Financing Activities		668,289	781,608	781,608	0	
Net Operations, Capital and Financing		(2,063,435)	3,834,269	4,420,018	585,749	
Opening Funding Surplus(Deficit)	2	2,059,835	2,059,835	2,093,422	33,587	
Closing Funding Surplus(Deficit)	2	(3,600)	5,894,104	6,513,440	619,335	

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

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 30 November 2019

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Revenues						
Governance						
Members of Council	610	560	880	320	57.14%	
Other Governance	319	114	124	10	8.94%	
General Purpose Funding - Rates						
Rates	4,779,678	4,732,825	4,735,544	2,719	0.06%	
Other General Purpose Funding	1,056,949	487,974	464,895	(23,079)	(4.73%)	
Law, Order and Public Safety						
Fire Prevention	1,542,743	183,920	223,007	39,087	21.25%	▲
Animal Control	25,250	13,705	14,578	873	6.37%	
Other Law, Order and Public Safety	102,117	7,426	7,439	13	0.17%	
Health						
Prev Services - Inspection and Admin	14,100	12,462	12,466	4	0.04%	
Education and Welfare						
Other Education	609	159	314	155	97.43%	
Aged and Disabled - Other	5,000	0	0	0		
Other Welfare	10,000	0	0	0		
Housing						
Staff Housing	23,160	8,610	7,809	(801)	(9.30%)	
Community Amenities						
Sanitation - General Refuse	982,483	954,103	967,954	13,851	1.45%	
Sanitation - Other	200	0	0	0		
Sewerage	32,150	13,390	12,115	(1,275)	(9.52%)	
Urban Stormwater Drainage	11,364	947	0	(947)	(100.00%)	
Town Planning and Regional Develop	40,650	16,930	16,634	(296)	(1.75%)	
Other Community Amenities	20,750	8,635	8,784	149	1.72%	
Recreation and Culture						
Public Halls and Civic Centres	17,009	7,089	6,594	(495)	(6.99%)	
Other Recreation and Sport	698,938	93,818	99,479	5,661	6.03%	▲
Libraries	12,960	8,180	7,203	(978)	(11.95%)	
Heritage	1,435	291	322	31	10.56%	
Other Culture	21,200	18,100	18,255	155	0.86%	
Transport						
Streets and Road Construction	1,690,704	580,900	577,007	(3,893)	(0.67%)	
Streets and Road Maintenance	179,622	170,835	170,542	(293)	(0.17%)	
Parking Facilities	50	0	120	120		
Traffic Control	100	0	0	0		
Economic Services						
Tourism and Area Promotion	62,523	34,023	28,801	(5,222)	(15.35%)	▼
Building Control	44,500	19,995	17,758	(2,237)	(11.19%)	▼
Economic Development	400	165	0	(165)	(100.00%)	
Other Economic Services	26,000	5,865	5,863	(2)	(0.03%)	
Other Property and Services						
Private Works	71,200	24,288	22,362	(1,926)	(7.93%)	▼
Plant Operation Costs	29,000	12,080	9,927	(2,153)	(17.82%)	▼
Salaries and Wages	5,000	0	0	0		
Corporate Services Department	4,000	1,600	1,500	(100)	(6.25%)	
Admin and Finance Activity Units	150	60	29	(31)	(51.92%)	
Planning and Environment Department	0	0	0	0		

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 30 November 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues (Continued)							
Community Services Department		0	0	0	0		
Unclassified		29,536	26,909	26,909	(0)	(0.00%)	
Total Operating Revenue		11,542,459	7,445,958	7,465,216	19,258		
Operating Expenses							
Governance							
Members of Council		(378,044)	(145,801)	(147,352)	(1,551)	(1.06%)	
Other Governance		(712,073)	(260,648)	(248,238)	12,410	4.76%	
General Purpose Funding							
Rates		(128,403)	(45,354)	(45,687)	(333)	(0.73%)	
Other General Purpose Funding		(931)	(128)	(151)	(23)	(18.32%)	
Law, Order and Public Safety							
Fire Prevention		(857,155)	(309,120)	(344,260)	(35,140)	(11.37%)	▼
Animal Control		(93,803)	(37,193)	(38,866)	(1,673)	(4.50%)	
Other Law, Order and Public Safety		(72,877)	(34,145)	(32,167)	1,978	5.79%	▲
Health							
Maternal and Infant Health		(6,000)	0	0	0		
Prev Services - Inspection and Admin		(97,475)	(35,915)	(36,903)	(988)	(2.75%)	
Preventative Services - Pest Control		(1,131)	(365)	(372)	(7)	(1.93%)	
Preventative Services - Other		(23,067)	(9,432)	(9,373)	59	0.62%	
Education and Welfare							
Other Education		(22,885)	(10,664)	(9,611)	1,053	9.87%	
Care of Families and Children		(60,721)	(34,918)	(35,002)	(84)	(0.24%)	
Aged and Disabled - Other		(62,407)	(36,260)	(37,688)	(1,428)	(3.94%)	
Other Welfare		(68,789)	(17,266)	(13,196)	4,070	23.57%	▲
Housing							
Staff Housing		(23,160)	(14,832)	(16,820)	(1,988)	(13.40%)	▼
Community Amenities							
Sanitation - General Refuse		(870,486)	(338,272)	(312,831)	25,441	7.52%	▲
Sanitation - Other		(50,527)	(21,843)	(17,915)	3,928	17.98%	▲
Sewerage		(64,290)	(20,213)	(23,739)	(3,526)	(17.45%)	▼
Urban Stormwater Drainage		(288,955)	(117,177)	(123,890)	(6,713)	(5.73%)	▼
Protection of Environment		(80,912)	(36,962)	(37,366)	(404)	(1.09%)	
Town Planning and Regional Develop		(310,632)	(110,657)	(94,293)	16,364	14.79%	▲
Other Community Amenities		(229,130)	(90,966)	(89,605)	1,361	1.50%	
Recreation and Culture							
Public Halls and Civic Centres		(163,436)	(67,286)	(61,378)	5,908	8.78%	▲
Swimming Areas and Beaches		(13,901)	(7,094)	(3,155)	3,939	55.53%	▲
Other Recreation and Sport		(2,110,051)	(794,688)	(755,803)	38,885	4.89%	
Television and Radio Re-Broadcasting		(4,456)	(1,153)	(1,159)	(6)	(0.54%)	
Libraries		(416,863)	(183,216)	(186,206)	(2,990)	(1.63%)	
Heritage		(57,086)	(25,360)	(21,839)	3,521	13.88%	▲
Other Culture		(63,942)	(27,242)	(26,231)	1,011	3.71%	
Transport							
Streets and Road Maintenance		(3,842,412)	(1,592,542)	(1,512,176)	80,366	5.05%	▲
Parking Facilities		(46,423)	(5,131)	(4,414)	717	13.97%	
Traffic Control		(5,996)	(1,577)	(603)	974	61.74%	
Aerodromes		(1,000)	0	0	0		

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 30 November 2019

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Expenses (Continued)						
Economic Services						
Tourism and Area Promotion	(383,545)	(185,155)	(174,814)	10,341	5.59%	▲
Building Control	(261,621)	(101,999)	(95,229)	6,770	6.64%	▲
Economic Development	(103,188)	(52,372)	(50,222)	2,150	4.11%	
Other Economic Services	(28,650)	(4,583)	(3,681)	902	19.67%	
Other Property and Services						
Private Works	(63,056)	(26,470)	(25,708)	762	2.88%	
Develop & Infrastructure Management	0	(6,047)	(27,123)	(21,076)	(348.54%)	▼
Waste Activity Unit	0	770	(2,720)	(3,490)	(453.24%)	▼
Works Activity Unit	0	5,376	15,052	9,676	179.99%	▲
Fleet Activity Unit	0	92	(8,298)	(8,390)	(9119.72%)	▼
Plant Operation Costs	0	(44,157)	12,389	56,546	128.06%	▲
Salaries and Wages	(5,000)	10,367	10,367	(0)	0.00%	
Corporate Services Department	(4,000)	2,811	26,910	24,099	857.30%	▲
Chief Executive Office Department	0	(4,486)	(11,590)	(7,104)	(158.37%)	▼
Building Assets Department	0	3,677	18,004	14,327	389.64%	▲
Administration Activity Units	0	(852)	(852)	0		
Development Services Department	0	6,302	(11,109)	(17,411)	(276.28%)	▼
Community Services Department	0	(12,255)	(15,291)	(3,036)	(24.77%)	▼
Unclassified	(16,485)	(7,635)	(7,605)	30	0.40%	
Total Operating Expenditure	(12,094,964)	(4,850,036)	(4,639,811)	210,225		
Funding Balance Adjustments						
Add back Depreciation	3,552,778	1,480,237	1,476,127	(4,110)		
Adjust (Profit)/Loss on Asset Disposal	8 14,000	0	44	44		
Less Grants Recognised in Prior Year	(311,228)	0	0	0		
Adjust Provisions and Accruals	0	0	1,461	1,461		
Net Cash from Operations	2,703,045	4,076,159	4,303,036	226,877		
Capital Revenues						
Proceeds from Disposal of Assets						
Governance						
Other Governance	53,000	0	0	0		
Law, Order & Public Safety						
Fire Prevention	82,400	4,314	3,592	(722)	(16.74%)	
Other Law, Order & Public Safety	30,000	0	0	0		
Transport						
Road Plant Purchases	167,000	0	0	0		
Economic Services						
Building Control	16,000	0	0	0		
Total Capital Revenues	348,400	4,314	3,592	(722)		
Capital Expenses						
Governance						
Other Governance	(118,184)	(1,780)	(2,693)	(913)	(51.32%)	
Law, Order and Public Safety						
Fire Prevention	(1,264,400)	(38,000)	(39,205)	(1,205)	(3.17%)	
Other Law, Order and Public Safety	(102,100)	0	0	0		

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 30 November 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Capital Expenses (Continued)							
Housing							
Staff Housing		(6,500)	(6,500)	(6,963)	(463)	(7.12%)	
Community Amenities							
Sanitation - General Refuse		(30,000)	0	0	0		
Urban Stormwater Drainage		(91,101)	(45,663)	(13,102)	32,561	71.31%	▲
Other Community Amenities		(6,000)	0	0	0		
Recreation and Culture							
Public Halls and Civic Centres		(204,390)	(9,700)	(6,932)	2,768	28.53%	▲
Swimming Areas and Beaches		(15,500)	(6,000)	0	6,000	100.00%	▲
Other Recreation and Sport		(863,412)	(190,754)	(169,858)	20,896	10.95%	▲
Libraries		0	0	0	0		
Heritage		(5,500)	(5,500)	(5,100)	400	7.27%	
Transport							
Streets and Road Construction		(2,123,955)	(562,315)	(266,842)	295,473	52.55%	▲
Road Plant Purchases		(610,000)	0	0	0		
Parking Facilities		(15,700)	(15,700)	(16,337)	(637)	(4.06%)	
Economic Services							
Tourism and Area Promotion		(81,000)	0	0	0		
Building Control		(32,000)	0	0	0		
Other Property and Services							
Unclassified		(213,427)	(145,900)	(141,186)	4,714	3.23%	
Total Capital Expenditure	9	(5,783,169)	(1,027,812)	(668,218)	359,594		
Net Cash from Capital Activities		(5,434,769)	(1,023,498)	(664,626)	358,872		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Self-Supporting Loan Principal	10	8,651	0	0	0		
Transfer from Reserves	7	1,490,412	808,974	808,974	0		
Repayment of Debentures	10	(253,216)	0	0	0		
Transfer to Reserves	7	(577,558)	(27,366)	(27,366)	0		
Net Cash from Financing Activities		668,289	781,608	781,608	0		
Net Operations, Capital and Financing		(2,063,435)	3,834,269	4,420,018	585,749		
Opening Funding Surplus(Deficit)	2	2,059,835	2,059,835	2,093,422	33,587		
Closing Funding Surplus(Deficit)	2	(3,600)	5,894,104	6,513,439.56	619,335		

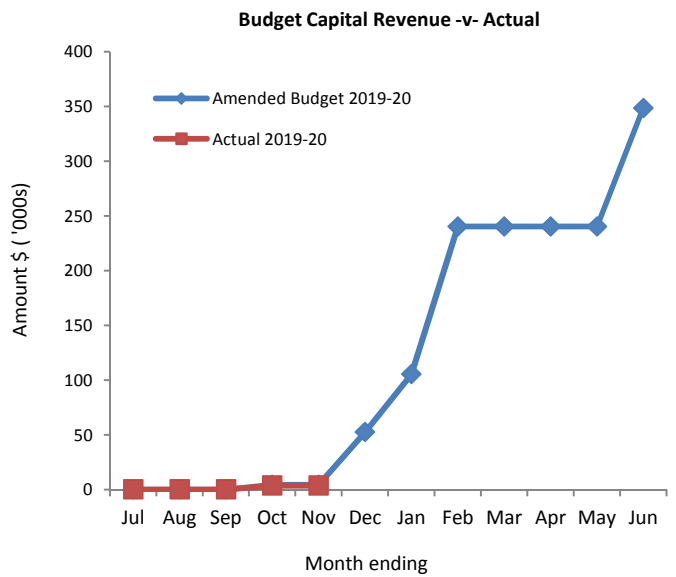
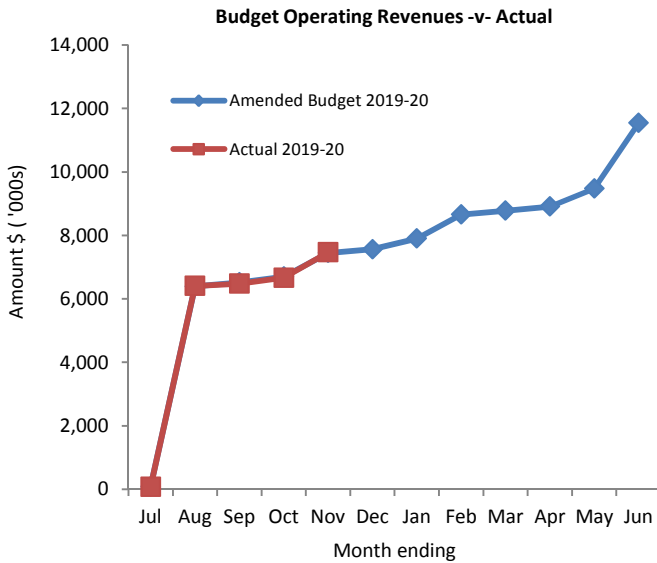
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 3 for an explanation of the reasons for the variance.

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

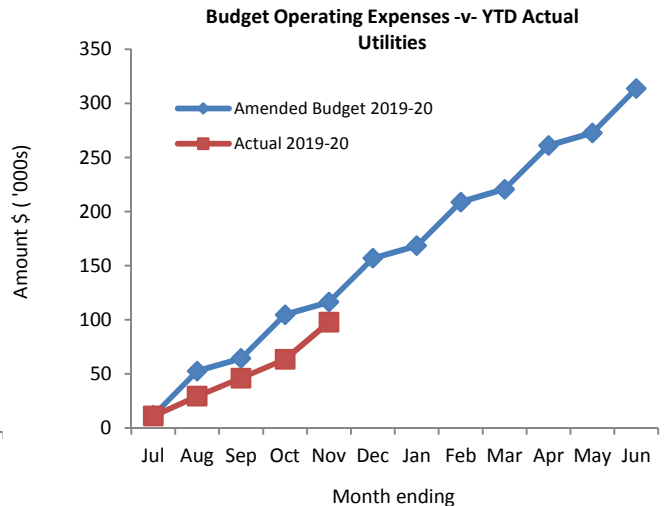
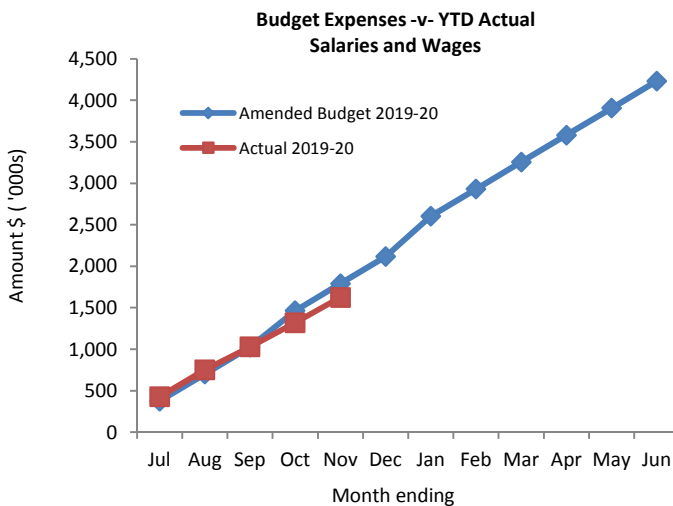
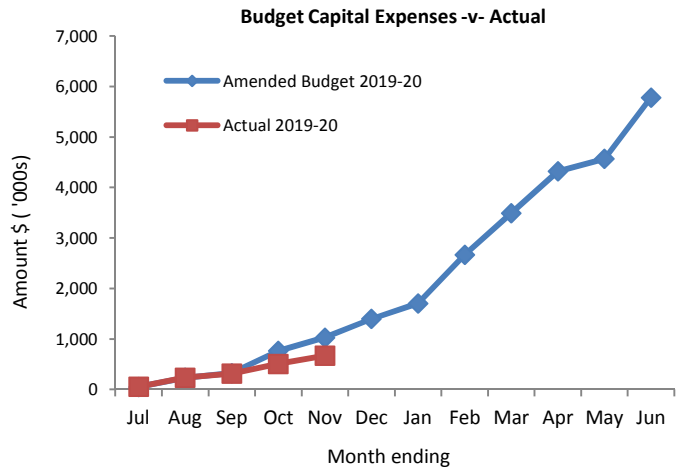
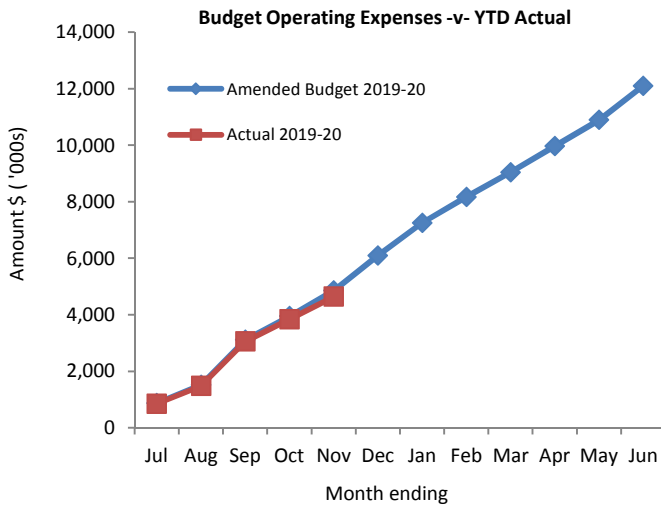
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

Revenues



Expenditure

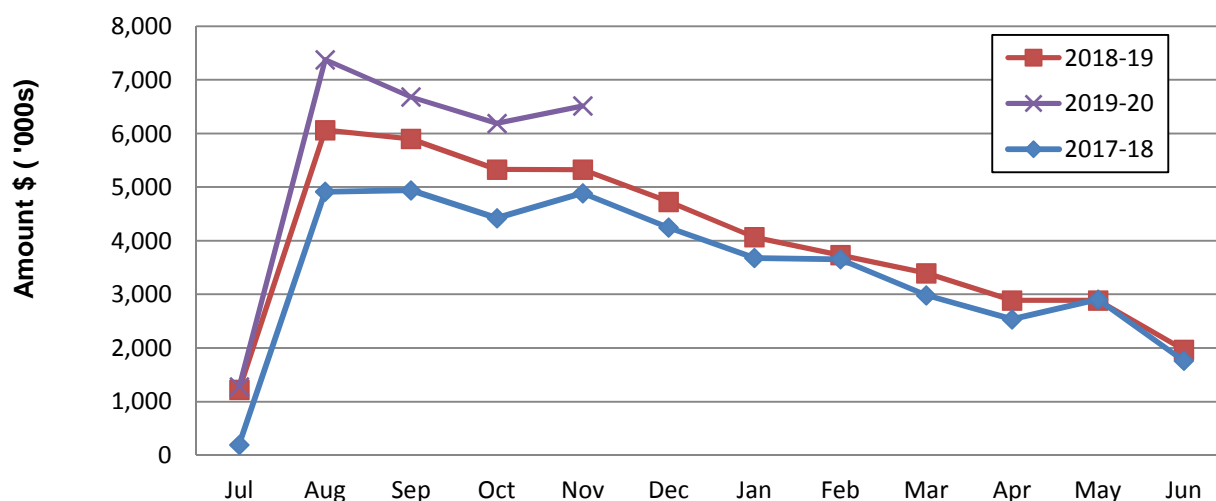


SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Nov 2019	Last Period	Estimated 30 June 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	5	5,757,131	5,095,055	3,178,215
Cash Restricted	5	2,610,937	2,804,043	3,392,546
Receivables - Rates	6	1,546,043	1,904,508	141,352
Receivables - Sundry Debtors	6	178,215	59,590	110,790
Receivables - Other		264,871	298,277	94,676
Inventories		20,637	13,251	20,857
		10,377,835	10,174,724	6,938,437
Less: Current Liabilities				
Payables		(826,774)	(755,326)	(1,014,521)
Provisions		(854,846)	(854,846)	(864,650)
		(1,681,620)	(1,610,172)	(1,879,171)
Less: Cash Reserves	7	(2,610,937)	(2,804,043)	(3,392,546)
Less: Loans - Clubs/Institutions		(8,651)	(8,651)	(8,651)
Add: Current Leave Provision Cash Backed		183,596	182,731	182,136
Add: Current Loan Liability		253,216	253,216	253,216
Net Current Funding Position		6,513,440	6,187,805	2,093,422

Note 3 - Liquidity Over the Year



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Law, Order and Public Safety Fire Prevention	39,087	21.25%	▲	Permanent	Bushfire mitigation grant amount \$36,767 greater than estimated. Balance relates to grant income for Community Emergency Services Manager greater than estimated, offset by addition DFES overtime payments.
Recreation and Culture Other Recreation and Sport	5,661	6.03%	▲	Timing	Income for Leisure Centre programs and gym greater than estimated at this time.
Economic Services Tourism and Area Promotion	(5,222)	(15.35%)	▼	Permanent	Various Visitor Centre sales, commissions and display fees less than estimated.
Building Control	(2,237)	(11.19%)	▼	Timing	Income received for building licence approvals less than estimated at this time.
Other Property and Services Private Works	(1,926)	(7.93%)	▼	Timing	Police licencing commission for November not yet received.
Plant Operation Costs	(2,153)	(17.82%)	▼	Timing	Fuel rebate for November not yet received.
Operating Expenses					
Law, Order and Public Safety Fire Prevention	(35,140)	(11.37%)	▼	Permanent/ Timing	Non-cash item. Depreciation on fire vehicles \$22,000 greater than estimated. Various DFES expenditure items less than estimated at this time.
Other Law, Order and Public Safety	1,978	5.79%	▲	Timing	SES expenditure less than estimated at this time.
Education and Welfare Other Welfare	4,070	23.57%	▲	Timing	Expenditure on Youth non-recurrent projects less than estimated at this time.
Housing Staff Housing	(1,988)	(13.40%)	▼	Timing	Expenditure for staff housing building maintenance greater than estimated at this time.
Community Amenities Sanitation - General Refuse	25,441	7.52%	▲	Allocations	Wage allocations to this program less than estimated due to staff vacancy and timing of leave.
Sanitation - Other	3,928	17.98%	▲	Timing	Expenditure on streetscape bins less than estimated at this time.
Sewerage	(3,526)	(17.45%)	▼	Permanent	Non-cash Item. Depreciation on Liquid Waste facility greater than estimated.
Urban Stormwater Drainage	(6,713)	(5.73%)	▼	Timing	Drainage maintenance works undertaken less than estimated at this time.
Town Planning and Regional Develop	16,364	14.79%	▲	Allocations	Wage allocations to this program less than estimated due to staff vacancy.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Recreation and Culture					
Public Halls and Civic Centres	5,908	8.78%	▲	Timing	Building maintenance of halls and civic centres less than estimated at this time.
Swimming Areas and Beaches	3,939	55.53%	▲	Timing	Building maintenance of Greenbushes swimming pool less than estimated at this time.
Heritage	3,521	13.88%	▲	Timing	Heritage building maintenance expenditure less than estimated at this time.
Transport					
Streets and Road Maintenance	80,366	5.05%	▲	Timing/ Allocations	Verge \$61,447 and bridge \$6,647 maintenance less than estimated at this time. Balance relates to wage allocation to this program due to staff vacancy.
Economic Services					
Tourism and Area Promotion	10,341	5.59%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy and timing of leave.
Building Control	6,770	6.64%	▲	Timing	Building contractors expenditure less than estimated at this time.
Other Property and Services					
Develop & Infrastructure Management	(21,076)	(348.54%)	▼	Timing/ Allocations	Variance due to timing of leave being taken and staff vacancies.
Waste Activity Unit	(3,490)	(453.24%)	▼	Allocations	Variance due to reduced allocations from Infrastructure Management area as a result of staff vacancy.
Works Activity Unit	9,676	179.99%	▲	Allocations	Variance due to reduced allocations from Infrastructure Management area as a result of staff vacancy.
Fleet Activity Unit	(8,390)	(9119.72%)	▼	Timing	Variance due to timing of leave being taken and other workshop costs greater than estimated at this time.
Plant Operation Costs	56,546	128.06%	▲	Permanent/ Timing	Non-cash item. Depreciation on shire plant \$28,915 less than estimated at this time. Expenditure on parts and repairs \$20,593 less than estimated at this time. Balance relates to timing of leave.
Corporate Services Department	24,099	857.30%	▲	Timing	Variance due to timing of leave and training being taken.
Chief Executive Office Department	(7,104)	(158.37%)	▼	Timing/ Allocations	Variance due to timing of leave being taken and staff vacancies.
Building Assets Department	14,327	389.64%	▲	Allocations	Variance due to reduced employee costs as a result of staff vacancy.
Development Services Department	(17,411)	(276.28%)	▼	Timing	Variance due to reduced employee costs as a result of staff vacancy and timing of leave.
Community Services Department	(3,036)	(24.77%)	▼	Timing/ Allocations	Reduced employee costs due to delay in staff appointment and motor vehicle costs allocated less than estimated at this time.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Capital Expenses					
Community Amenities					
Urban Stormwater Drainage	32,561	71.31%	▲	Timing	Various drainage jobs less than estimated at this time.
Recreation and Culture					
Public Halls and Civic Centres	2,768	28.53%	▲	Timing	Bridgetown Civic Centre expenditure less than estimated at this time.
Swimming Areas and Beaches	6,000	100.00%	▲	Timing	Greenbushes Pool Toilet expenditure less than estimated at this time.
Other Recreation and Sport	20,896	10.95%	▲	Timing	Bridgetown Leisure Centre renewal works \$13,721 and Somme Park \$3,120 less than estimated at this time. Balance relates to some savings made on projects.
Transport					
Streets and Road Construction	295,473	52.55%	▲	Timing	Various road construction jobs less than estimated at this time, refer to note 9 for further detail.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						
PJ64	Pool windsock & eye wash station	C.12/0819	Operating Expenses			(7,000)	(7,000)
06EN	Gas chlorine auto shut down system	C.12/0819	Capital Expenses			(1,500)	(8,500)
Reserve 125	Building maintenance	C.12/0819	Reserve Transfer		8,500		0
19BU	Greenbushes Old Court House	C.06/0919	Capital Expenses			(5,500)	(5,500)
Reserve 125	Building maintenance	C.06/0919	Reserve Transfer		5,500		0
03CA	Catterick Hall building operations - electricity	C.05/1019	Operating Expenses			(600)	(600)
56BU	Bridgetown Sportsground horse stalls	C.06/1019	Capital Expenses			(30,000)	(30,600)
Reserve 127	Matched grants	C.06/1019	Reserve Transfer		10,000		(20,600)
1344530	Other Recreation & Sports contributions	C.06/1019	Operating Revenue		20,000		(600)
1110220.45	Bridgetown Child Health - rental assistance	C.16/1119	Operating Expenses			(3,000)	(3,600)
				0	44,000	(47,600)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Various	360,387				360,387	CBA	At Call
Municipal On-Call Account	0.75%	638,107				638,107	Bankwest	At Call
Trust Bank Account	Various			24,522		24,522	CBA	At Call
Visitor Centre Trust Account	Nil			48,905		48,905	CBA	At Call
Cash On Hand	Nil	2,100				2,100	N/A	On Hand
(b) Term Deposits								
Municipal Funds	1.35%	400,000				400,000	Bankwest	03-Dec-19
Municipal Funds	1.68%	500,000				500,000	Westpac	06-Dec-19
Municipal Funds	1.58%	300,000				300,000	Westpac	25-Dec-19
Municipal Funds	1.53%	350,000				350,000	Westpac	02-Jan-20
Municipal Funds	1.53%	250,000				250,000	Westpac	18-Jan-20
Municipal Funds	1.63%	553,050				553,050	Westpac	20-Jan-20
Municipal Funds	1.53%	500,000				500,000	Westpac	28-Jan-20
Municipal Funds	1.30%	300,000				300,000	Bankwest	28-Jan-20
Municipal Funds	1.35%	350,396				350,396	Bankwest	03-Feb-20
Municipal Funds	1.40%	250,340				250,340	Bankwest	04-Feb-20
Municipal Funds	1.53%	400,000				400,000	Westpac	25-Feb-20
Municipal Funds	1.53%	602,752				602,752	Westpac	28-Feb-20
Reserve Funds	1.53%		2,610,937			2,610,937	Westpac	28-Feb-20
Total		5,757,131	2,610,937	73,426	0	8,441,495		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 6: RECEIVABLES

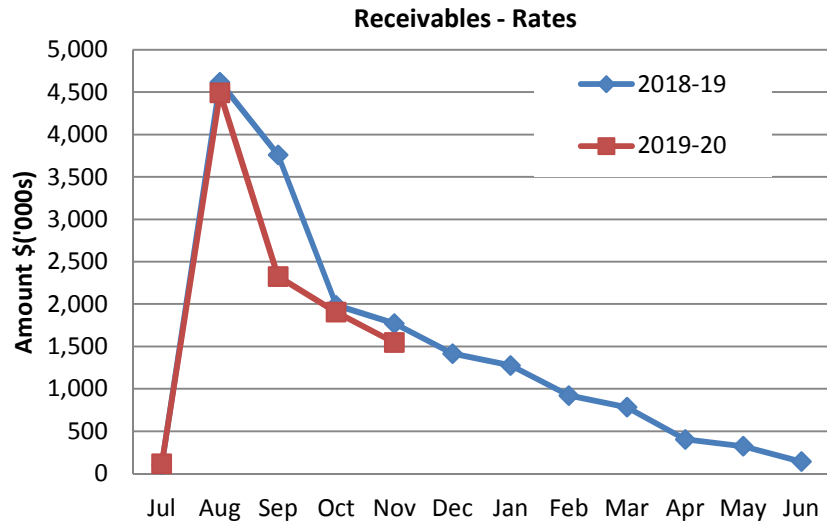
Receivables - Rates

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

	YTD 30 Nov 2019	30 June 2019
	\$	\$
Opening Arrears Previous Years	141,352	102,877
Levied this year	4,666,532	4,371,071
Less Collections to date	(3,261,842)	(4,345,704)
Equals Current Outstanding	1,546,043	128,244
Net Rates Collectable	1,546,043	128,244
% Collected	67.84%	97.13%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

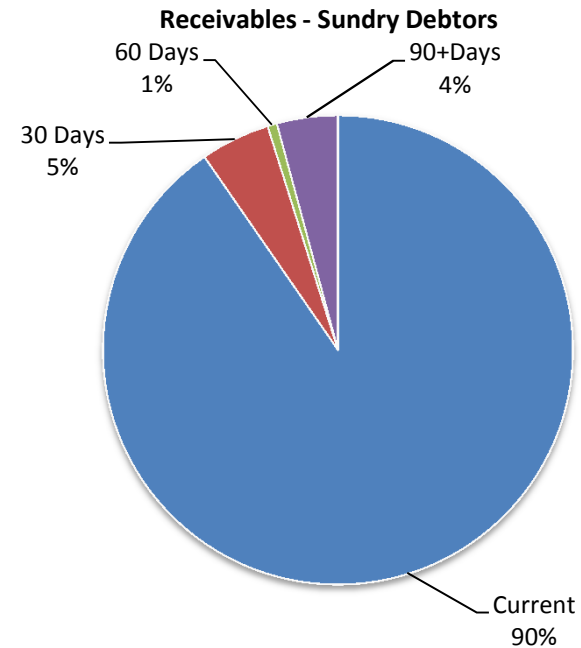
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	161,074	8,511	1,160	7,470

Total Sundry Debtor Receivables Outstanding

178,215

Amounts shown above include GST (where applicable)



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 7: CASH BACKED RESERVE

2019-20										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
101	Leave Reserve	182,136	4,616	1,461	250,550		0		437,302	183,596
102	Plant Reserve	424,561	10,760	3,405	0		(386,000)		49,321	427,966
103	Land and Building Reserve	714,400	18,160	4,948	0		(178,410)	(174,410)	554,150	544,938
104	Bush Fire Reserve	10,739	272	39	10,000		(10,000)	(10,000)	11,011	777
105	Maranup Ford Road Maintenance Reserve	5,256	133	42	0		0		5,389	5,298
106	Subdivision Reserve	390,331	9,892	3,130	10,000		(191,969)	(191,969)	218,254	201,492
107	Sanitation Reserve	65,647	1,664	526	0		(50,000)		17,311	66,173
109	Recreation Centre Floor and Solar Reserve	190,314	4,823	1,526	10,000		0		205,137	191,841
112	Refuse Site Post Closure Reserve	219,017	5,551	1,756	5,000		(43,000)		186,568	220,774
113	Drainage Reserve	21,084	534	169	10,000		0		31,618	21,253
114	Community Bus Reserve	50,374	1,277	404	5,000		0		56,651	50,778
115	SBS Tower and Infrastructure Reserve	31,589	801	253			0		32,390	31,842
118	Playground Equipment Reserve	30,497	773	245	3,850		0		35,120	30,742
119	Swimming Pool Reserve	4,429	112	36	0		0		4,541	4,464
121	Car Park Reserve	948	24	8	0		0		972	955
123	ROMANS Reserve	4,721	0	8	0		(4,721)	(4,730)	0	0
125	Building Maintenance Reserve	145,768	3,694	1,169			(14,000)	(14,000)	135,462	132,937
126	Strategic Projects Reserve	98,934	2,507	770	40,000		(45,000)	(5,000)	96,441	94,704
127	Matched Grants Reserve	38,293	970	273	10,000		(17,124)	(7,124)	32,139	31,443
128	Aged Care Infrastructure Reserve	56,022	1,420	449	0		0		57,442	56,472
129	Equipment Reserve	6,010	152	48	0		0		6,162	6,058
130	Assets and GRV Valuation Reserve	57,656	1,461	492	40,588	4,730	(27,500)		72,205	62,878
131	Bridgetown Leisure Centre Reserve	117,894	2,988	659	0		(60,363)	(60,363)	60,519	58,190
132	Trails Reserve	21,285	539	171	5,000		0		26,824	21,456
133	Light Fleet Vehicle Reserve	64,021	1,623	513	92,570		(121,000)		37,214	64,535

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 7: CASH BACKED RESERVE

2019-20										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
	Cash Backed Reserves (Continued)									
134	Prepaid Rates Reserve	30,097	0	53	0		(30,097)	(30,150)	(0)	0
135	Blackspot Reserve	10,032	254	80	10,000		0		20,286	10,113
201	Unspent Grans Reserve	400,489	0		0		(311,228)	(311,228)	89,261	89,261
		3,392,546	75,000	22,635.78	502,558	4,730	(1,490,412)	(808,974)	2,479,692	2,610,937

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 8: CAPITAL DISPOSALS

YTD Actual Replacement			Disposals	Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
\$	\$	\$		\$	\$	\$	\$
			Plant and Equipment				
			P3070 2015 Toyota Landcruiser (CEO)	36,000	36,000	0	0
			P3085 2014 Holden Colorado (EMCS)	17,000	17,000	0	0
			P4010 2009 Toyota landcruiser (SES)	30,000	30,000	0	0
			P4015 2005 Toyota Landcruiser (Wandillup)	20,000	20,000	0	0
			P4050 2007 Toyota Landcruiser (Hester Brook)	20,000	20,000	0	0
3,636	3,592	(44)	P4115 2009 Ford Territory (Bridgetown)	2,400	2,400	0	(44)
			P4170 2005 Toyota Landcruiser (Winnejupe)	25,000	20,000	(5,000)	5,000
			P4175 2005 Toyota Landcruiser (Bridgetown)	25,000	20,000	(5,000)	5,000
			P2126 2009 Ammann Multi Tyre Roller	44,000	40,000	(4,000)	4,000
			P2133 2008 Caterpillar Multi Tyre Roller	50,000	50,000	0	0
			P2280 2008 Ford Ranger (General Hand)	7,000	7,000	0	0
			P2165 2009 Ford Ranger (BMO)	8,000	8,000	0	0
			P2026 2007 Hino Tip Truck with crane	45,000	45,000	0	0
			P3035 2014 Nissan Pathfinder (SETO)	17,000	17,000	0	0
			P3090 2014 Holden Colorado (PBS)	16,000	16,000	0	0
3,636	3,592	(44)		362,400	348,400	(14,000)	13,956

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Other Governance						
Shire Administration Building	07BU	13,500	1,780	2,693	913	
		13,500	1,780	2,693	913	
Fire Prevention						
Greenbushes Bushfire Brigade	09BN	252,600	0	800	800	Preliminary planning
Wandillup Bushfire Brigade	10BN	281,100	0	0	0	
		533,700	0	800	800	
Staff Housing						
146 Hampton Street	26BU	6,500	6,500	6,963	463	Works completed
		6,500	6,500	6,963	463	
Other Community Amenities						
Hampton Street Toilets	46BU	6,000	0	0	0	
		6,000	0	0	0	
Public Halls and Civic Centres						
Bridgetown Civic Centre	02BU	110,590	3,700	1,400	(2,300)	Works continuing
Greenbushes Hall	20BU	87,800	0	(45)	(45)	
Greenbushes Offices	21BU	6,000	6,000	5,577	(423)	Job completed, some savings made
		204,390	9,700	6,932	(2,768)	
Swimming Areas and Beaches						
Greenbushes Pool Toilet	05BU	6,000	6,000	0	(6,000)	Purchase order raised
		6,000	6,000	0	(6,000)	
Other Recreation and Sport						
Bridgetown Leisure Centre - Gym expansion	06BN	327,050	123,590	123,591	1	
Bridgetown Leisure Centre Renewals	16BU	26,840	16,398	2,677	(13,721)	Works continuing
Greenbushes Golf Club	39BU	133,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	37,124	7,124	6,194	(930)	
Greenbushes Cricket Pavilion/Toilets	54BU	8,500	8,500	7,870	(630)	Job completed, some savings made
		532,514	155,612	140,331	(15,281)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Heritage						
Greenbushes Old Court House	19BU	5,500	5,500	5,100	(400)	Job completed, some savings made
		5,500	5,500	5,100	(400)	
Streets and Road Construction						
Shire Depot	08BU	7,300	7,300	341	(6,959)	Purchase order raised
		7,300	7,300	341	(6,959)	
Unclassified						
Geegelup Brook Land	1790040	213,427	145,900	141,186	(4,714)	Purchase order raised
		213,427	145,900	141,186	(4,714)	
Land and Buildings Total		1,528,831	338,292	304,347	(33,945)	
Roads						
Streets and Road Construction						
Winnejup Road Regional Road Group 17/18	RR17	39,500	39,498	0	(39,498)	Purchase order raised
Winnejup Road Regional Road Group 18/19	RR21	32,000	31,998	809	(31,189)	Purchase order raised
Winnejup Road Regional Road Group 19/20	RR22	189,600	189,598	110,829	(78,769)	Purchase order raised
Winnejup Road Regional Road Group 15/16	RR24	18,500	18,498	0	(18,498)	Purchase order raised
Mockerdillup Road Regional Road Group	RR16	95,400	87,591	1,615	(85,976)	Preliminary planning
Kerbing	KB01	8,000	0	0	0	
Glentulloch Road Roads to Recovery	RT10	189,500	0	3,529	3,529	Preliminary planning
Glentulloch Road 2nd coat Roads to Recovery	RT82	27,400	0	0	0	
Tweed Road Roads to Recovery	RT52	11,100	0	0	0	
Brockman Highway Roads to Recovery	RT83	32,800	0	0	0	
Dalmore Road Roads to Recovery	RT72	55,500	0	0	0	
Huitson Road Roads to Recovery	RT81	42,500	42,500	36,032	(6,468)	Works continuing
Eastcott Road Roads to Recovery	RT84	31,900	0	0	0	
Campbells Road Roads to recovery	RT85	55,500	55,500	47,876	(7,624)	Works continuing
Blackwood Park Road	RC46	40,500	40,500	41,678	1,178	Job completed
Kangaroo Gully Road	RC33	37,608	19,112	1,790	(17,322)	Preliminary planning
Blackwood West Terrace	RC09	26,302	0	1,677	1,677	Preliminary planning

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Streets and Road Construction (Continued)						
Seaton Ross Road	RC47	9,121	9,120	0	(9,120)	Works not yet commenced
Nelson Street	RC41	7,300	0	0	0	
Chevis Court	RC48	8,023	0	0	0	
Ethel Street	RC49	20,000	0	0	0	
Brockman Street	RC22	21,896	0	0	0	
Doust Street	RC25	22,195	0	0	0	
Kandalee Road	RC50	21,100	21,100	20,667	(433)	Job completed, some savings made
Taylor's Road	RC51	31,900	0	0	0	
Farrell Street	RC20	6,705	0	0	0	
		1,081,850	555,015	266,501	(288,514)	
Roads Total		1,081,850	555,015	266,501	(288,514)	
Footpaths						
Streets and Road Construction						
Footpaths Disability Access	FP28	5,000	0	0	0	
Spring Gully Road	FP44	5,000	0	0	0	
Campbell Street	FP45	7,805	0	0	0	
		17,805	0	0	0	
Footpaths Total		17,805	0	0	0	
Drainage						
Urban Stormwater Drainage						
Huggett Place	DR33	18,000	17,999	2,333	(15,666)	Works continuing
Lakeview Crescent	DR34	24,900	13,746	0	(13,746)	Job not yet commenced
Whittels Road	DR35	7,000	0	0	0	
Eedle Terrace	DR09	6,919	0	0	0	
Dean Street/Apex Grove	DR36	13,918	13,918	10,769	(3,149)	Works continuing
Claret Ash Rise	DR31	9,000	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Urban Stormwater Drainage (Continued)						
Four Season Estate	DR24	11,364	0	0	0	
		91,101	45,663	13,102	(32,561)	
Drainage Total		91,101	45,663	13,102	(32,561)	
Parks and Ovals						
Other Recreation and Sport						
Somme Park (Fitness Trail Equipment)	05IU	15,029	6,026	2,906	(3,120)	Works continuing
Bridgetown Leisure Centre Shade Sails	06IN	6,863	6,863	4,800	(2,063)	Job completed, some savings made
Greenbushes Heritage Park	10IU	6,000	0	0	0	
		27,892	12,889	7,706	(5,183)	
Tourism and Area Promotion						
Bridgetown Information Bays	11IN	25,000	0	0	0	
		25,000	0	0	0	
Parks and Ovals Total		52,892	12,889	7,706	(5,183)	
Bridges						
Streets and Road Construction						
Winnejup Road Bridge 3315	BR03	345,000	0	0	0	
Donnelly Mill Road Bridge 3337	BR19	672,000	0	0	0	
		1,017,000	0	0	0	
Bridges Total		1,017,000	0	0	0	
Infrastructure Other						
Sanitation - General Refuse						
Bridgetown Landfill - Reticulation	WA01	30,000	0	0	0	
		30,000	0	0	0	
Sewerage						
New Bridgetown Septic Pit Site	WA05	0	0	0	0	
		0	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	YTD 30 Nov 2019				Comment
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Swimming Area and Beaches						
Greenbushes Pool Gazebo & BBQ	11IU	9,500	0	0	0	
		9,500	0	0	0	
Other Recreation and Sport						
Blackwood River Boardwalk	10IN	45,920	13,553	13,553	(0)	
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Four Seasons Estate - Street Tree Planting	05IN	0	0	0	0	
Memorial Park Stage	09IN	150,000	0	0	0	
Memorial Park Drainage Improvements	14IN	22,000	0	0	0	
		281,556	13,553	13,553	(0)	
Parking Facilities						
Acrod bay - Shire carpark	CP03	8,355	8,355	8,992	637	Job completed
Acrod Bay - near IGA	CP04	7,345	7,345	7,346	1	Job completed
		15,700	15,700	16,337	637	
Tourism and Area Promotion						
Septage dump point	13IN	56,000	0	0	0	
		56,000	0	0	0	
Infrastructure Other Total		392,756	29,253	29,890	637	
Plant and Equipment						
Other Governance						
Light Fleet Vehicles	1055440	92,000	0	0	0	
		92,000	0	0	0	
Fire Prevention						
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	725,700	38,000	38,405	405	Vehicle purchased completed
		730,700	38,000	38,405	405	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	YTD 30 Nov 2019				Comment
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Other Law, Order and Public Safety						
SES Vehicle	1080240	102,100	0	0	0	
		102,100	0	0	0	
Health						
EHO Vehicle	1145540	0	0	0	0	
		0	0	0	0	
Community Amenities						
Tracked Loader	PL14	0	0	0	0	
		0	0	0	0	
Other Recreation and Sport						
Gas chlorine auto shut down system	06EN	8,700	8,700	8,268	(432)	Job completed, some savings made
Travelling irrigator for Bridgetown Sportsground	05EQ	12,750	0	0	0	
		21,450	8,700	8,268	(432)	
Road Plant Purchases						
Multi tyre road roller	PL15	168,000	0	0	0	
Tip truck	PL04	185,000	0	0	0	
Multi tyre road roller	PL16	168,000	0	0	0	
Works and Services Fleet	1405040	84,000	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
		610,000	0	0	0	
Economic Services						
PBS Vehicle	1470140	32,000	0	0	0	
		32,000	0	0	0	
Plant and Equipment Total		1,588,250	46,700	46,673	405	
Furniture and Equipment						
Members of Council						
Council Honour Boards	1040040	0	0	0	0	
		0	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Other Governance						
IT Communications Equipment and Software	1055140	12,684	0	0	0	
		12,684	0	0	0	
Furniture and Equipment Total		12,684	0	0	0	
Capital Expenditure Total		5,783,169	1,027,812	668,218	(359,162)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2019	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
Community Amenities								
Loan 108 Landfill Plant	73,952		0	23,650	0	50,302	0	2,813
Loan 113 Landfill Site New Cell	206,825		0	102,240	0	104,585	0	4,136
Loan 114 Liquid & Inert Waste Sites	97,284		0	23,341	0	73,943	0	2,498
Loan 115 Landfill Cell Extension	100,000		0	19,364	0	80,636	0	1,541
Loan 116 Liquid Waste Facility	100,000		0	9,145	0	90,855	0	1,915
Recreation and Culture								
Loan 110 Bridgetown Bowling Club - SSL	17,627		0	8,651	0	8,976	0	578
Loan 112 Bridgetown Swimming Pool	1,467,894		0	66,825	0	1,401,069	0	58,635
	2,063,582	0	0	253,216	0	1,810,366	0	72,116

(b) New Debentures

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

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 11: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV Shire	0.087045	1,724	27,707,110	2,411,766	10,148	1,104	2,423,018	2,411,766	10,000	1,000	2,422,766
UV Shire Rural	0.006317	481	184,217,000	1,149,802	(329)	(64)	1,149,409	1,163,699			1,163,699
UV Bridgetown Urban Farmland	0.000000	0	0	13,897			13,897	0			0
UV Mining	0.075684	15	973,842	73,704	69		73,773	73,704			73,704
Sub-Totals		2,220	212,897,952	3,649,169	9,888	1,040	3,660,097	3,649,169	10,000	1,000	3,660,169
Minimum Payment	Minimum \$										
GRV Shire	942.00	753	3,914,589	709,326	0		709,326	709,326			709,326
UV Shire Rural	1,168.00	250	33,480,400	292,000	(2,383)		289,617	292,000			292,000
UV Bridgetown Urban Farmland	0.00	0	0	0	0		0	0			0
UV Mining	523.00	15	35,935	7,845	(353)		7,492	7,845			7,845
Sub-Totals		1,018	37,430,924	1,009,171	(2,736)	0	1,006,435	1,009,171	0	0	1,009,171
Rates Paid in Advance							4,666,532				4,669,340
Amount from General Rates							0				0
Discounts/concessions							4,666,532				4,669,340
Totals							(1,390)				(1,412)
							4,665,142				4,667,928

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 12: TRUST FUND

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

Description	Opening Balance 1-Jul-19	Amount Received	Amount Paid	Closing Balance 30-Nov-19
	\$	\$	\$	\$
BCITF	0	8,873	(6,166)	2,708
Builders Registration Board Levy	2,817	10,041	(9,264)	3,594
Traffic Act	0	508,380	(508,380)	0
Bushfire Donations	5,430	14		5,444
Accommodation - Visitor Centre	32,793	79,487	(65,544)	46,737
South West Coach Lines	410	2,096	(1,957)	549
Other Visitor Centre	310	1,563	(1,517)	355
TransWA	1,019	5,728	(5,482)	1,264
Local Drug Action Group	767	2		769
Coral Marble - Extractive Industries Bond	4,522	12		4,534
Bridgetown Tidy Town Bank A/C	834	2		836
Perry - Fee Relating to Caveat	104	0		104
Ouch Festival	622	2		623
R Witlen Overpayment	21	0		21
Visitor Centre Accommodation Payment	231	1		231
Dress Down Donations	925	147		1,072
BG Hockey Windup of Assn	3,882	10		3,892
Frank Draper Cemetery Fees	701	2		703
Interest to be Distributed	0	71	(81)	(10)
	55,387	616,430	(598,390)	73,426

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
DIRECT DEBITS				
DD14106.1	06/11/2019	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	70.00
DD14120.1	06/11/2019	WA SUPER	PAYROLL DEDUCTIONS	17,524.01
DD14120.2	06/11/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	160.74
DD14120.3	06/11/2019	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	80.09
DD14120.4	06/11/2019	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	180.19
DD14120.5	06/11/2019	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	590.27
DD14120.6	06/11/2019	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD14120.7	06/11/2019	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	268.20
DD14120.8	06/11/2019	PA & DB HUBAND SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	50.31
DD14120.9	06/11/2019	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	44.59
DD14120.10	06/11/2019	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	90.13
DD14120.11	06/11/2019	COLONIAL FIRST STATE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	140.42
DD14120.12	06/11/2019	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	68.41
DD14120.13	06/11/2019	HOST PLUS EXECUTIVE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	293.88
DD14120.14	06/11/2019	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	108.56
DD14117.1	07/11/2019	CALTEX STARCARD	FUEL FOR THE MONTH OF OCTOBER	5,210.43
DD14110.1	15/11/2019	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLER ADMIN BUILDING - NOVEMBER	136.88
DD14135.1	20/11/2019	WA SUPER	PAYROLL DEDUCTIONS	16,779.50
DD14135.2	20/11/2019	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	186.59
DD14135.3	20/11/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	114.61
DD14135.4	20/11/2019	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	217.07
DD14135.5	20/11/2019	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	223.72
DD14135.6	20/11/2019	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	738.81
DD14135.7	20/11/2019	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD14135.8	20/11/2019	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	261.55
DD14135.9	20/11/2019	PA & DB HUBAND SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	55.46
DD14135.10	20/11/2019	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	256.64
DD14135.11	20/11/2019	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	112.41
DD14135.12	20/11/2019	COLONIAL FIRST STATE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	224.67
DD14135.13	20/11/2019	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	108.20
DD14135.14	20/11/2019	HOST PLUS EXECUTIVE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	327.03
DD14135.15	20/11/2019	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	118.06
DD14151.1	27/11/2019	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	140.00
DD14110.2	30/11/2019	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR NOVEMBER	75.90
B/S	02/11/2019	COMMONWEALTH BANK	MERCHANT FEES	1,228.99
B/S	06/11/2019	COMMONWEALTH BANK	TOTAL WAGES FOR 24.10.2019 - 06.11.2019	111,304.40
B/S	15/11/2019	COMMONWEALTH BANK	ACCOUNT KEEPING FEES	96.40
B/S	15/11/2019	COMMONWEALTH BANK	BPOINT/BPAY FEES	340.38
B/S	20/11/2019	COMMONWEALTH BANK	TOTAL WAGES FOR 07.11.2019 - 20.11.2019	117,302.11
B/S	28/11/2019	COMMONWEALTH BANK	RETURNED EFT/CHEQUE FEES	10.00
B/S	29/10/2019	COMMONWEALTH BANK - CREDIT CARD	ACCOMMODATION FOR CANNINGS PURPLE MEDIA TRAINING (CEO, EMCS, PRESIDENT & DEPUTY	396.00
B/S	29/10/2019	COMMONWEALTH BANK - CREDIT CARD	DINNER WHILE ATTENDING CANNINGS PURPLE MEDIA TRAINING (CEO, EMCS)	211.50
B/S	30/10/2019	COMMONWEALTH BANK - CREDIT CARD	BREAKFAST WHILE ATTENDING CANNINGS PURPLE MEDIA TRAINING (CEO, EMCS)	60.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	31/10/2019	COMMONWEALTH BANK - CREDIT CARD	PARKING - CANNINGS PURPLE MEDIA TRAINING (CEO, EMCS, PRESIDENT & DEPUTY PRESIDENT)	20.25
B/S	31/10/2019	COMMONWEALTH BANK - CREDIT CARD	CARTON OF BEER FOR COUNCIL BAR	48.99
B/S	05/11/2019	COMMONWEALTH BANK - CREDIT CARD	ACCOMMODATION FOR CEO WHILST ATTENDING LG PROFESSIONALS CONFERENCE	991.76
B/S	06/11/2019	COMMONWEALTH BANK - CREDIT CARD	DINNER MEETING - CEO & HR ADVISOR	126.00
B/S	09/11/2019	COMMONWEALTH BANK - CREDIT CARD	PARKING WHILST ATTENDING LG PROFESSIONALS CONFERENCE	20.24
B/S	09/11/2019	COMMONWEALTH BANK - CREDIT CARD	ANNUAL SHUTTLESTOCK SUBSCRIPTION	53.90
B/S	13/11/2019	COMMONWEALTH BANK - CREDIT CARD	50 X MAGICCLIPS FOR BUILDING COMPACTUS	25.50
B/S	14/11/2019	COMMONWEALTH BANK - CREDIT CARD	REFRESHMENTS/SUPPLIES FOR COUNCIL DINNERS	18.48
B/S	15/11/2019	COMMONWEALTH BANK - CREDIT CARD	5 X CLIPBOARDS FOR PETITION	26.50
ELECTRONIC PAYMENTS				
EFT29458	14/11/2019	ABOUT BUNTING	2 X 25M BACKSTROKE FLAGS WITH 5 ALTERNATING COLOURS FOR SWIMMING POOL	170.50
EFT29459	14/11/2019	ADVANCED CLEANING SOUTHWEST	CLEANING OF BLC COURTS FOR OCTOBER 2019	692.24
EFT29460	14/11/2019	AMD CHARTERED ACCOUNTANTS	AUDIT OF DEFERRED PENSIONERS 2018/19	440.00
EFT29461	14/11/2019	AMITY SIGNS	FIRE RESTRICTION SIGNAGE FOR SHIRE ENTRANCES	858.00
EFT29462	14/11/2019	ARMANTI TILES AND BATHROOMS	SUPPLY CHROME STAINLESS STEEL SOAP DISH FOR BLC WET AREA	66.00
EFT29463	14/11/2019	ARROW BRONZE	SINGLE NICHE PLAQUE & BACKING PLATE	532.06
EFT29464	14/11/2019	AUSTRALIAN GEOGRAPHIC HOLDINGS	AUSTRALIAN GEOGRAPHIC SUBSCRIPTION	64.99
EFT29465	14/11/2019	B & B STREET SWEEPING PTY LTD	MONTHLY STREET SWEEPING - OCTOBER	1,716.00
EFT29466	14/11/2019	BLACKWOOD RURAL SERVICES	NEW HUSQVARNA 525RS BRUSH CUTTER, FITTINGS FOR WATER TANK & SUPPLIES FOR SES & BFB'S	1,240.12
EFT29467	14/11/2019	BLACKWOOD COUNTRY GARDENS INC.	HALL HIRE BOND REFUND	200.00
EFT29468	14/11/2019	BLACKWOOD YOUTH ACTION GROUP	HALL HIRE BOND REFUND	100.00
EFT29469	14/11/2019	BLISS FOR DESIGN	GALCON PROGRAMMER AND FITTINGS FOR MEMORIAL PARK & MINOR ITEMS	526.68
EFT29470	14/11/2019	BLUE FORCE PTY LTD	100 X RFID KEYRING FOBS FOR THE 24 HOUR GYM	1,446.50
EFT29471	14/11/2019	BRIDGETOWN MUFFLER & TOWBAR CENTRE	SERVICING OF MITIGATION LT, SES TROOPY & SES UTE	1,189.00
EFT29472	14/11/2019	BRIDGETOWN TIMBER SALES	VARIOUS SUPPLIES & EQUIPMENT FOR SHIRE MAINTENANCE WORKS	2,182.09
EFT29473	14/11/2019	BRIDGETOWN HIGH SCHOOL	COMMUNITY BUS BOND LESS MILEAGE CHARGES	232.45
EFT29474	14/11/2019	BRIDGETOWN GLASS SERVICE	SUPPLY/INSTALL CLOSERS, LOCKS, PLATES & HEAD BEAMS ON PLANT ROOM & CHLORINE SHED DOORS	2,286.65
EFT29475	14/11/2019	BRIDGETOWN HISTORICAL SOCIETY INC.	COMMUNITY BUS BOND REFUND	300.00
EFT29476	14/11/2019	BRIDGETOWN FAMILY & COMMUNITY CENTRE	HALL HIRE BOND REFUND	100.00
EFT29477	14/11/2019	BRIDGETOWN RESIDENTIAL CONTRACTORS	CONSTRUCTION OF GYM EXPANSION - CLAIM 8	12,540.00
EFT29478	14/11/2019	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS PLANTS FOR BLC POOL AREA & MEMORIAL PARK AND VARIOUS ITEMS	688.99
EFT29479	14/11/2019	BRIDGETOWN PAINT SALES	10LT WATTYL DECKING OIL FOR SUNNYSIDE SHELTER & PAINT SUPPLIES FOR SHIRE UNIT	551.96
EFT29480	14/11/2019	BRIDGETOWN TYRES	SPOT LIGHTS FOR FIRE SUPPORT UTE & CAR, SERVICE OF FIRE PUMP AND REPAIR OF TRUCK TYRE	853.00
EFT29481	14/11/2019	BRIDGETOWN NEWSAGENCY	10 X BOXES A4 WHITE PAPER, STATIONERY FOR BFB'S & MONTHLY NEWSPAPER CHARGES	643.20
EFT29482	14/11/2019	BRIDGETOWN CLEANING SERVICE	CLEANING OF WINDOWS, WALLS & WET AREAS IN SHIRE UNIT	605.00
EFT29483	14/11/2019	CANNINGS PURPLE	MONTHLY 'GOVERNMENT RELATIONS SUPPORT' CONTRACT FOR OCTOBER	6,050.00
EFT29484	14/11/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	217.37
EFT29485	14/11/2019	CITY OF BUSSELTON	2019/20 CONTRIBUTION TO SWLC SYSTEM ADMINISTRATION SUPPORT OFFICER	1,609.30
EFT29486	14/11/2019	CLEANAWAY PTY LTD	WASTE COLLECTION CHARGES FOR OCTOBER	32,422.35
EFT29487	14/11/2019	CLOVERS GENERAL & LIQUOR STORE	MONTHLY GROCERIES FOR THE BLC CAFE FOR JULY - OCTOBER	68.75
EFT29488	14/11/2019	COUNTRY WOMENS ASSOCIATION - BTOWN	MORNING TEA FOR THE 2019 MYSTERY TOUR OF LIFE	200.00
EFT29489	14/11/2019	DAVMECH	SPECIALTY LABOUR FOR REPAIRING CATERPILLAR TRACK LOADER	231.00
EFT29490	14/11/2019	DOMESTIC MAINTENANCE SW	HIGH PRESSURE CLEANING OF ALL SHIRE PUBLIC TOILETS & PARK FACILITIES	960.00
EFT29491	14/11/2019	HEIN ALBERT DORANT	SHIRE CONTRIBUTION TOWARD CROSSOVER	698.90
EFT29492	14/11/2019	LGRCEU	PAYROLL DEDUCTIONS	102.50
EFT29493	14/11/2019	FISHERS TYRE CENTRE	ADJUST STEERING ARM ON CESM VEHICLE	187.00
EFT29494	14/11/2019	GLEN RAYMOND FORD	COMMUNITY BUS BOND REFUND LESS MILEAGE CHARGES	157.25

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT29495	14/11/2019	SIMON JAMES GANNAWAY	DESIGN ENGINEER CONSULTING TIME	315.00
EFT29496	14/11/2019	GEEGELUP VILLAGE INC	RATES REFUND	527.61
EFT29497	14/11/2019	GREENBUSHES FIRE BRIGADE	REIMBURSEMENT FOR GPS UNIT PURCHASED BY GREENBUSHES BFB	579.00
EFT29498	14/11/2019	HAMPTON PARTNERS	AUDIT 2018/19 ROADS TO RECOVERY	990.00
EFT29499	14/11/2019	HANSEN'S HOT BREAD SHOP	50 X HOT DOG ROLLS	32.50
EFT29500	14/11/2019	H C JONES & CO	REPAIR VANDALISED COPPER PIPE AT TROTTHING CLUB	165.00
EFT29501	14/11/2019	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - NOVEMBER	130.90
EFT29502	14/11/2019	INTERFIRE AGENCIES PTY LTD	LIGHT BAR AND MOUNTING BRACKET FOR FIRE SUPPORT VEHICLE	1,366.32
EFT29503	14/11/2019	ISA TECHNOLOGIES	MONTHLY IT SUPPORT FOR OCTOBER	1,760.00
EFT29504	14/11/2019	JASON SIGNMAKERS	SUPPLY SUNNYHURST DIRECTIONAL SIGNS INCLUDING NUTS & BOLTS	290.07
EFT29505	14/11/2019	PATRICK T JOHNSON	4 X TRAILER SERVICES FOR BFB'S	698.48
EFT29506	14/11/2019	JOHNSON'S FOOD SERVICES	ICE-CREAMS & SNACKS FOR THE BLC CAFE	898.86
EFT29507	14/11/2019	KEYDY CONTRACTORS	HIRE TRUCK & OPERATOR FOR GRAVEL CART ON BLACKWOOD PARK & CAMPBELLS RD RESHEETING	5,907.00
EFT29508	14/11/2019	KESTRAL COMPUTING	PHOENIX ANNUAL LICENCE SUPPORT FEES 2019/20	7,284.18
EFT29509	14/11/2019	ALBERT KLAASSEN ELECTRICAL	SUPPLY & INSTALL EXTERNAL FLUORO LIGHTS AT CIVIC CENTRE	220.00
EFT29510	14/11/2019	LAMP REPLACEMENTS	575MM X 575MM CUSTOM DIFFUSERS FOR HAMPTON STREET STAFF HOUSING	132.00
EFT29511	14/11/2019	LANDGATE	SLIP SUBSCRIPTION SERVICES ANNUAL CHARGE 2019/20 & LAND ENQUIRY CHARGES	2,616.95
EFT29512	14/11/2019	DENNIS JOSEPH LINGANE	COMMUNITY BUS BOND LESS MILEAGE CHARGES	206.25
EFT29513	14/11/2019	MAC STIOBHARD	PART PAYMENT FOR CONSTRUCTION OF RETAINING WALL BETWEEN VISITOR CENTRE & MUFFLER SHOP	3,619.00
EFT29514	14/11/2019	MANJIMUP LIQUID WASTE	EMPTY SEPTIC TANK AT CAMPING ABLUTION BLOCK NEAR GREENBUSHES CRICKET PAVILION	480.00
EFT29515	14/11/2019	MARKETFORCE	VARIOUS SHIRE ADVERTISEMENTS FOR MONTH OF OCTOBER	1,425.16
EFT29516	14/11/2019	J.L & G.F MAY	VARIOUS GRAVE DIGGING SERVICES & SLASHING OF FIREBREAK ON GREY'S HILL RESERVE	2,376.00
EFT29517	14/11/2019	MCG FIRE SERVICES	2 X FIREFINDER ZONES FOR LEISURE CENTRE & 9KG FIRE EXTINGUISHER & CABINET FOR TROTTHING CLUB	1,820.50
EFT29518	14/11/2019	METAL ARTWORK CREATIONS	3 X DESK NAME PLATES FOR COUNCILLORS	44.44
EFT29519	14/11/2019	MICK TUCK GRADER SERVICES PTY LTD	CONTRACT GRADER SERVICES	18,934.44
EFT29520	14/11/2019	MUIRS MANJIMUP	45,000KM SERVICE FOR B8598	449.70
EFT29521	14/11/2019	ORBIT HEALTH AND FITNESS SOLUTIONS	HIRE OF COMMERCIAL GYM EQUIPMENT FOR THE BLC FOR OCTOBER & NOVEMBER	352.00
EFT29522	14/11/2019	PRESTON POWER EQUIPMENT	COMPLETE HEAD PART FOR SUNDRY PLANT	496.00
EFT29523	14/11/2019	PRIORITY 1 FIRE & SAFETY	SELF CONTAINED BREATHING APPARATUS, WITH MASK & CYLINDER FOR BLC	1,870.00
EFT29524	14/11/2019	QUALITY SHOP	PRINTING OCTOBER INSIGHT, 3000 X TAX INVOICES, 3000 X ENVELOPES & 15 X PRE-START CHECKLIST	2,669.00
EFT29525	14/11/2019	REDWOOD HILLS	SUPPLY GRAVEL FOR RESHEETING ON CAMPBELLS, BLACKWOOD PARK, HUITSON & KANDALEE ROADS	15,834.45
EFT29526	14/11/2019	RICHFEEDS AND RURAL SUPPLIERS	BULK CHEMICALS FOR PARKS & GARDENS, CAMERAS FOR FIRE CONTROL WORKS & VARIOUS MINOR ITEMS	5,237.00
EFT29527	14/11/2019	SCHWEPPES AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFE	376.86
EFT29528	14/11/2019	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING & PRINTING CHARGES - NOVEMBER 2019	3,897.74
EFT29529	14/11/2019	SHIRE STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR OCTOBER	240.00
EFT29530	14/11/2019	SIGMA POOL & SPA SUPPLIES	CHEMICALS FOR THE BLC AQUATIC FACILITY	2,037.20
EFT29531	14/11/2019	SIRENCO	REFURBISHED SIREN UNIT AND SPEAKER FOR FIRE CONTROL VEHICLE	539.00
EFT29532	14/11/2019	STEWART & HEATON CLOTHING CO	5 X PAIRS BLACK CARGO TROUSERS FOR BUSH FIRE BRIGADE PPE	882.86
EFT29533	14/11/2019	DION STEVEN	ENVIRONMENTAL WORKS FOR THE MONTH OF OCTOBER	2,502.50
EFT29534	14/11/2019	SYNERGY	ELECTRICITY	15,697.11
EFT29535	14/11/2019	THE STABLES IGA	GROCERIES FOR SHIRE OFFICES/FACILITIES, YOUTH EVENT & COMMUNITY FIRE AWARENESS DAY	345.85
EFT29536	14/11/2019	TRAFFIC FORCE	GENERIC TRAFFIC MANAGEMENT PLAN ANNUAL REVIEW	382.80
EFT29537	14/11/2019	TRISLEY'S HYDRAULIC SERVICES	SUPPLY & INSTALL NEW CHLORINE CONTROL SOLENOID VALVE TO CHLORINE GAS DOSING SYSTEM AT BLC	1,375.00
EFT29538	14/11/2019	TUCK'S GARDEN SERVICES	30 HRS TO SPRAY SHIRE BRIDGES (SURROUNDS, ABUTMENTS, STRUCTURES)	2,805.00
EFT29539	14/11/2019	AARON WALLACE	REFUND FOR DOG REGISTRATION AT CONCESSION RATES	60.00
EFT29540	14/11/2019	WINC AUSTRALIA PTY LTD	VARIOUS STATIONERY SUPPLIES & FURNITURE FOR ADMIN OFFICE	1,120.15
EFT29541	19/11/2019	AUSTRALIAN TAXATION OFFICE	BAS FOR OCTOBER 2019	42,656.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT29554	28/11/2019	ABCO PRODUCTS PTY LTD	VARIOUS CLEANING SUPPLIES & PRODUCTS	230.72
EFT29555	28/11/2019	ACCESS ENGINEERING	MINOR PARTS FOR SUNDRY PLANT	205.98
EFT29556	28/11/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	STIHL PETROL BLOWER FOR P&G DEPT & REPLACEMENT ARM FOR RIDE ON MOWER	316.92
EFT29557	28/11/2019	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT COLLECTION CHARGES	332.10
EFT29558	28/11/2019	GILBERT ARLANDOO	REIMBURSEMENT FOR MEETING REFRESHMENTS PURCHASED	71.50
EFT29559	28/11/2019	ASHBIL COMMUNITY GARDEN BRIDGETOWN	STALL HIRE BOND REFUND	50.00
EFT29560	28/11/2019	AUSTRALIA POST	POSTAGE FOR THE MONTH OF OCTOBER	1,876.58
EFT29561	28/11/2019	AUST COMMUNICATIONS & MEDIA AUTHORITY	ANNUAL LICENCE RENEWAL FOR LAND MOBILE/AMBULATORY SYSTEM & SBS BROADCASTING SERVICE	158.00
EFT29562	28/11/2019	B & B STREET SWEEPING PTY LTD	MONTHLY STREET SWEEPING - OCTOBER	1,716.00
EFT29563	28/11/2019	BLACKWOOD RURAL SERVICES	FACE SHIELD & BOLTS & WASHERS FOR TRACK LOADER	119.65
EFT29564	28/11/2019	BLACKWOODS	1 X 50M ROLL OF MESH BARRICADE & 50 X 6KG T-TOP BOLLARD & BASE FOR BLUES FESTIVAL	416.72
EFT29565	28/11/2019	LYN BLECHYNDEN	REIMBURSEMENT FOR FUEL PURCHASED DURING WASTE CONFERENCE	99.02
EFT29566	28/11/2019	BLISS FOR DESIGN	VARIOUS MINOR ITEMS	212.28
EFT29567	28/11/2019	BOOKEASY AUSTRALIA PTY LTD	MONTHLY VISITOR CENTRE BOOKING RETURNS COMMISSION/FEES - OCTOBER	233.16
EFT29568	28/11/2019	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT29569	28/11/2019	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT29570	28/11/2019	BRIDGETOWN MEDICAL CENTRE	PRE- EMPLOYMENT MEDICAL	135.00
EFT29571	28/11/2019	BRIDGETOWN CRC INC	SES POWER CONSUMPTION FOR PERIOD 30/08/2019 - 30/10/2019	204.41
EFT29572	28/11/2019	BRIDGETOWN HIGH SCHOOL	SPONSORSHIP FOR END OF YEAR SCHOOL AWARDS	165.00
EFT29573	28/11/2019	BRIDGETOWN GLASS SERVICE	SUPPLY & INSTALL DIGITAL LOCK TO ADMIN OFFICE HALLWAY & DOOR CLOSER TO CIVIC CENTRE TOILETS	719.40
EFT29574	28/11/2019	BTOWN BOARDING KENNELS & CATTERY	MONTHLY ANIMAL IMPOUND FEES	1,980.00
EFT29575	28/11/2019	BRIDGETOWN RESIDENTIAL CONTRACTORS	CONSTRUCTION OF GYM EXPANSION CLAIM 09	13,585.00
EFT29576	28/11/2019	BTOWN VOLUNTEER BUSH FIRE BRIGADE	20 BOXES OF HYDRALITE SACHETS (12 PER BOX) PURCHASED FOR BFB FIREFIGHTERS	403.80
EFT29577	28/11/2019	BRIDGETOWN MINIMART/BLOOMIN	WREATH FOR MEMORIAL DAY 2019	85.00
EFT29578	28/11/2019	BRIDGETOWN MITRE 10 & RETRAVISION	PLANTS FOR BLC ALFRESCO & VARIOUS MINOR ITEMS & EQUIPMENT FOR THE MONTH	308.99
EFT29579	28/11/2019	BRIDGETOWN PAINT SALES	17 X CANS OF WHITE LINE MARKING PAINT	222.00
EFT29580	28/11/2019	BRIDGETOWN PRIMARY SCHOOL	SPONSORSHIP OF END OF YEAR SCHOOL AWARDS	55.00
EFT29581	28/11/2019	BRIDGETOWN TYRES	2 X NEW SPARE TYRES FOR ISUZU TIP TRUCKS, REPAIR RIDE ON MOWER TYRE & VARIOUS GLOBES	870.50
EFT29582	28/11/2019	CHADSON ENGINEERING PTY LTD	SWIMPLEX CORNER GRATE FOR BLC POOL	236.50
EFT29583	28/11/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	223.00
EFT29584	28/11/2019	CITY & REGIONAL FUELS	BULK FUEL SUPPLIES FOR THE MONTH OF OCTOBER	18,728.13
EFT29585	28/11/2019	CLOVERS GENERAL & LIQUOR STORE	GROCERIES FOR BRIDGETOWN LIBRARY - AUGUST TO OCTOBER	26.40
EFT29586	28/11/2019	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	32.80
EFT29587	28/11/2019	COUNCIL DIRECT	ONLINE ADVERT FOR TECHNICAL SERVICES MANAGER VACANCY	220.00
EFT29588	28/11/2019	DAVMECH	SPECIALIST LABOUR TO FIND ELECTRICAL FAULT ON CATERPILLAR TRACK LOADER	761.75
EFT29589	28/11/2019	ELIZABETH DENNISS	REIMBURSEMENT FOR EXPENSES INCURRED WHILST ATTENDING VARIOUS MEETINGS & FORUMS	363.24
EFT29590	28/11/2019	ALAIN ANDRE DESVEAUX	PARTIAL REFUND OF DEVELOPMENT APPLICATION FEE	287.60
EFT29591	28/11/2019	ASHLEIGH DILLEY	GREENBUSHES HALL HIRE BOND REFUND	100.00
EFT29592	28/11/2019	DRAGLINES DAM-IT CONTRACTING	MACHINERY HIRE DURING BURNING AT SHIRE WORKS DEPOT	990.00
EFT29593	28/11/2019	EMPORIUM BISTRO	YOUTH AWARDS DINNER	2,169.00
EFT29594	28/11/2019	LGRCEU	PAYROLL DEDUCTIONS	123.00
EFT29595	28/11/2019	FITZGEM RETAIL PTY LTD T/AS KEY LOCATION	PLAQUES FOR YOUTH AWARD TROPHIES	75.00
EFT29596	28/11/2019	FORTUS	PARTS FOR REPAIRS TO CATERPILLAR ROAD GRADER	217.50
EFT29597	28/11/2019	SIMON JAMES GANNAWAY	DESIGN ENGINEER CONSULTING TIME	585.00
EFT29598	28/11/2019	CHERYL ANNE HAMENCE	SHIRE CONTRIBUTION TO CROSSOVER	882.20
EFT29599	28/11/2019	H C JONES & CO	REPAIR HOLE IN WATER PIPE ON HIGH SECTION OF BLC GYM ROOF	138.05
EFT29600	28/11/2019	HILLVIEW ELECTRICAL SERVICE	SUPPLY & INSTALL VARIOUS LIGHT FITTING/FIXTURES FOR BLC & CIVIC CENTRE	1,221.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT29601	28/11/2019	IP CAMERAS AUSTRALIA PTY LTD	MAINTENANCE AND SOFTWARE UPGRADES FOR CCTV CAMERAS	2,750.00
EFT29602	28/11/2019	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	1,070.92
EFT29603	28/11/2019	JOHNSON'S FOOD SERVICES	FROZEN FOOD AND SNACKS FOR THE BLC CAFE	1,590.80
EFT29604	28/11/2019	KEIDY CONTRACTORS	TRUCK & OPERATOR HIRE FOR GRAVEL CARTING FOR CAMPBELLS RD RESHEET	1,782.00
EFT29605	28/11/2019	ALBERT KLAASSEN ELECTRICAL	REPAIRS TO EXTERNAL ADMINISTRATION BUILDING LIGHTS	330.00
EFT29606	28/11/2019	LANDGATE	2 X CERTIFICATE OF TITLES	104.80
EFT29607	28/11/2019	ROGER ALLAN SEATON MACHIN	SURVEY RESERVE 21157 FOR CHANGE IN PURPOSE TO FIRE STATION SITE	4,020.50
EFT29608	28/11/2019	MANJIMUP MOTORS PTY LTD	VARIOUS PARTS	228.90
EFT29609	28/11/2019	MICK TUCK GRADER SERVICES PTY LTD	CONTRACT GRADER SERVICES	9,770.20
EFT29610	28/11/2019	JOANN ROBERTA MOORE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT29611	28/11/2019	JOHN WILLIAM MORGAN	STALL HIRE BOND REFUND	50.00
EFT29612	28/11/2019	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT29613	28/11/2019	SIMON CHRISTOPHER NEALE	REIMBURSEMENT FOR ONLINE CHAINSAW TRAINING COURSE	79.95
EFT29614	28/11/2019	JOHN DIGBY NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	1,752.58
EFT29615	28/11/2019	PERTH OFFICE EQUIPMENT REPAIRS	SERVICE & REPAIR OF REXEL AUTO+ 500X SHREDDER	572.55
EFT29616	28/11/2019	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT29617	28/11/2019	HEATHER PRESTON	PRE-EMPLOYMENT MEDICAL	165.00
EFT29618	28/11/2019	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT29619	28/11/2019	RED ELECTRICAL	VARIOUS ELECTRICAL WORKS AT ADMIN BUILDING, YORNUP FIRE STATION & CIVIC CENTRE	1,402.50
EFT29620	28/11/2019	IAN KENNETH RICHARDS	SHIRES CONTRIBUTION TO CROSSOVER	744.70
EFT29621	28/11/2019	ROTARY CLUB OF BRIDGETOWN	BRIDGETOWN BLACKWOOD MARATHON GRANT FOR 2019	5,000.00
EFT29622	28/11/2019	THE ROYAL LIFE SAVING SOCIETY AUST	WATCH AROUND WATER ANNUAL RE-REGISTRATION	165.00
EFT29623	28/11/2019	RYNAT INDUSTRIES AUSTRALIA PTY LTD	2 X SURFACE MOUNTED SOAP DISPENSERS FOR GREENBUSHES OFFICE	330.29
EFT29624	28/11/2019	SCAVENGER FIRE AND SAFETY	5 X P2 DISPOSABLE RESPIRATORS FOR DFES PPE	203.50
EFT29625	28/11/2019	SOFT LANDING	RECYCLING OF 35 X USED MATTRESSES COLLECTED ON 16/10/2019	770.00
EFT29626	28/11/2019	SOUTH WEST FIRE UNITS	FIT OUT OF NEW FIRE SUPPORT VEHICLE, INCLUDING MOUNTING BAR, DRIVING LIGHTS & STRIPING	5,252.50
EFT29627	28/11/2019	SOUTH WEST OIL SUPPLIES	2 BOXES OF EP2 GREASE TUBES	287.76
EFT29628	28/11/2019	SPORTSWORLD OF WA	ZOGGS GOGGLES AND ACCESSORIES FOR THE BRIDGETOWN LEISURE CENTRE	679.25
EFT29629	28/11/2019	SPRINT EXPRESS	FREIGHT CHARGES	66.00
EFT29630	28/11/2019	ST BRIGIDS PRIMARY SCHOOL	SPONSORSHIP OF END OF YEAR SCHOOL AWARD	55.00
EFT29631	28/11/2019	STEWART & HEATON CLOTHING CO	7 X BUSH FIRE BRIGADE GOLD JACKETS & TROUSERS FOR DFES PPE	1,885.73
EFT29632	28/11/2019	SUNNY INDUSTRIAL BRUSHWARE	TRUCK WASH BRUSH	36.93
EFT29633	28/11/2019	SUPACHOOK CARVERY	MEAL FOR CONCEPT FORUM - 14.11.19	232.50
EFT29634	28/11/2019	SYNERGY	ELECTRICITY	9,532.46
EFT29635	28/11/2019	THREAT PROTECT AUSTRALIA LIMITED	QUARTERLY SECURITY ALARM MONITORING	693.00
EFT29636	28/11/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	28.11
EFT29637	28/11/2019	TOTALLY SOUND	BOSCH MICROPHONE & CABLE	830.57
EFT29638	28/11/2019	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY - NOVEMBER	159.50
EFT29639	28/11/2019	TRAFFIC FORCE	TRAFFIC CONTROL FOR WINNEJUP RD, STAFFING OF BLUES ROAD CLOSURE & PREPARATION OF TMP	13,109.03
EFT29640	28/11/2019	TRISLEY'S HYDRAULIC SERVICES	SOLENOID CONTROL VALVE FOR 25M CHLORINE GAS SYSTEM	550.00
EFT29641	28/11/2019	TYRECYCLE PTY LTD	PICKUP & REMOVAL OF 218 X VARIOUS SIZED USED TYRES	1,457.32
EFT29642	28/11/2019	WATTLEBROOK CONTRACTING PTY LTD	HIRE OF TRUCK & OPERATOR FOR GRAVEL CARTING FOR BLACKWOOD PARK, CAMPBELLS & HUITSON RDS	11,616.00
EFT29643	28/11/2019	ROSEMARY WELLS	STALL HIRE BOND REFUND	50.00
EFT29644	28/11/2019	WESTRAC PTY LTD	O-RING SEAL, 6W-4515 TUBE & HOUSING PILOT FOR CATERPILLAR TRACK LOADER	1,260.18
EFT29645	28/11/2019	WHITMORE CONSULTING	PREPARATION OF 'REQUEST FOR QUOTE' SPECIFICATION DOCUMENT FOR BANKING SERVICES	550.00
EFT29646	28/11/2019	ALAN JOSEPH WILSON	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT29647	28/11/2019	WINC AUSTRALIA PTY LTD	VARIOUS OFFICE STATIONERY & SUPPLIES	459.53

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
CHEQUES				
30930	14/11/2019	BUNNINGS BUILDING SUPPLIES	SUPPLIES FOR BUSH FIRE BRIGADES	357.81
30931	14/11/2019	PIVOTEL SATELLITE PTY LTD	MONTHLY TRACKING OF SPOT TRACKERS - OCTOBER	155.00
30932	14/11/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	PURCHASE OF PREPAID MASTERCARD FOR BUSHFIRE EMERGENCY FUEL PURCHASES	1,000.00
30933	14/11/2019	SHIRE OF DARDANUP	2019/20 ANNUAL SUBSCRIPTION SIRSIDYNIX	3,498.63
30934	14/11/2019	TELSTRA	TELEPHONE	2,129.43
30935	14/11/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR OCTOBER & FEES RETAINED FROM HIRE BONDS	2,129.55
30936	28/11/2019	GARRICK MARTIN	ANIMAL TRAP BOND REFUND LESS HIRE CHARGES	40.25
30937	28/11/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR NOVEMBER	2,084.85
30938	28/11/2019	TELSTRA	TELEPHONE	1,100.71
				658,029.03
<u>TRUST FUND</u>				
DIRECT DEBITS - LICENSING TRUST				
22797	01/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/11/2019	6,553.05
22798	04/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/11/2019	4,638.60
22799	05/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/11/2019	2,391.70
22800	06/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/11/2019	1,448.70
22801	07/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/11/2019	4,361.35
22802	08/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/11/2019	4,247.35
22803	11/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/11/2019	1,080.75
22804	12/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/11/2019	5,520.00
22805	13/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/11/2019	3,137.45
22806	14/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/11/2019	3,609.85
22807	15/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/11/2019	7,211.60
22808	18/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/11/2019	10,057.75
22809	19/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/11/2019	6,921.70
22810	20/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/11/2019	4,806.95
22811	21/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/11/2019	4,033.60
22812	22/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/11/2019	3,006.70
22813	25/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/11/2019	4,063.40
22814	26/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/11/2019	2,347.05
22815	27/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/11/2019	3,520.50
22816	28/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/11/2019	5,166.75
22817	29/11/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/11/2019	4,532.70
CHEQUES - GENERAL TRUST				
2288	27/11/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS COLLECTED FOR OCTOBER	113.00
ELECTRONIC PAYMENTS - GENERAL TRUST				
EFT29551	27/11/2019	CONSTRUCTION TRAINING FUND	BCITF LEVIS COLLECTED FOR OCTOBER	1,808.03
EFT29552	27/11/2019	BUILDING COMMISSION	BSL'S COLLECTED FOR OCTOBER	2,757.68
EFT29553	27/11/2019	SOUTHERN FOREST HOME IMPROVEMENTS	REFUND OF DUPLICATE PAYMENT OF PERMIT FEES	61.65

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
CHEQUES - VISITOR CENTRE TRUST				
1316	27/11/2019	JOHN MASLIN	CONSIGNMENT STOCK SOLD FOR OCTOBER	81.00
1317	27/11/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS COLLECTED FOR OCTOBER	477.29
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT29542	21/11/2019	AK & JA DUNDAS	ACCOMMODATION REFUND - IT8067520	1,224.38
EFT29543	21/11/2019	GP & SL SINCLAIR	ACCOMMODATION REFUND LESS CANCELLATION FEE - IT7815130	228.00
EFT29544	27/11/2019	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR OCTOBER	100.69
EFT29545	27/11/2019	BGBTA	CONSIGNMENT STOCK SOLD FOR OCTOBER	22.50
EFT29546	27/11/2019	ELIZABETH DENNISS	CONSIGNMENT STOCK SOLD FOR OCTOBER	18.75
EFT29547	27/11/2019	JOHN PORTER	ACCOMMODATION REFUND LESS CANCELLATION FEE FOR IT8018449	698.00
EFT29548	27/11/2019	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR OCTOBER	997.13
EFT29549	27/11/2019	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR OCTOBER	452.62
EFT29550	27/11/2019	WUD	CONSIGNMENT STOCK SOLD FOR OCTOBER	171.37
V300183	08/11/2019	COMMONWEALTH BANK	TOTAL ACCOMMODATION FOR THE MONTH OF OCTOBER	10,686.00
				112,555.59

This schedule of accounts paid for the Municipal Fund totalling **\$658,029.03** and for the Trust Fund totalling **\$112,555.59** which was submitted to each member of the Council on 19th December 2019 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 30/11/2019 - \$198,087.09



.....
CHIEF EXECUTIVE OFFICER

19 December 2019



Building Envelope Extension (Setback Variation) – Lot 224 Henderson Road, Kangaroo Gully

(Shire of Bridgetown-Greenbushes – Aerial Photo November 2017)

Scott Donaldson

From: Daniel Saxton <dsaxton@outdoorworld.com.au>
Sent: Friday, 6 December 2019 5:51 AM
To: Scott Donaldson
Subject: RE: Outbuilding Outside of Building Envelope - Lot 224 Henderson Road, Kangaroo Gully
Attachments: 05122019133746-0001.pdf; 21112019110549-0001.pdf

Hi Scott

Further to earlier emails, we've received responses from two of the neighbouring properties re: this application. Please see attached, if this helps.

Kind regards,
Daniel

Daniel Saxton Financial Controller

**OUTDOOR WORLD**

A: 4 Action Place Wangara WA 6065
M: 0419 091 146

daniel.saxton@outdoorworld.com.au www.outdoorworld.com.au

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From: Scott Donaldson <sdonaldson@bridgetown.wa.gov.au>
Sent: Friday, 15 November 2019 1:19 PM
To: Daniel Saxton <dsaxton@outdoorworld.com.au>
Subject: RE: Outbuilding Outside of Building Envelope - Lot 224 Henderson Road, Kangaroo Gully

Cheers Daniel

I will commence neighbour consultation ASAP with a view to putting a report to Council on 19 December 2019.

Regards

Scott Donaldson

Manager Planning
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255
PH: (08) 9761 0800
FAX: (08) 9761 2023
Website: www.bridgetown.wa.gov.au

4 November 2019

Shire of Bridgetown Greenbushes
Steere Street
BRIDGETOWN WA 6255

Attention: Scott Donaldson

Dear Scott


RE: LOT 224 HENDERSON ROAD, KANGAROO GULLY

We acknowledge the shed at the above property has been built outside the building envelope.


As owners of 19 Winesap View, Kangaroo Gully we have no issue with the fact that it has been built outside the building envelope and accept the proposed building envelope extension as attached.

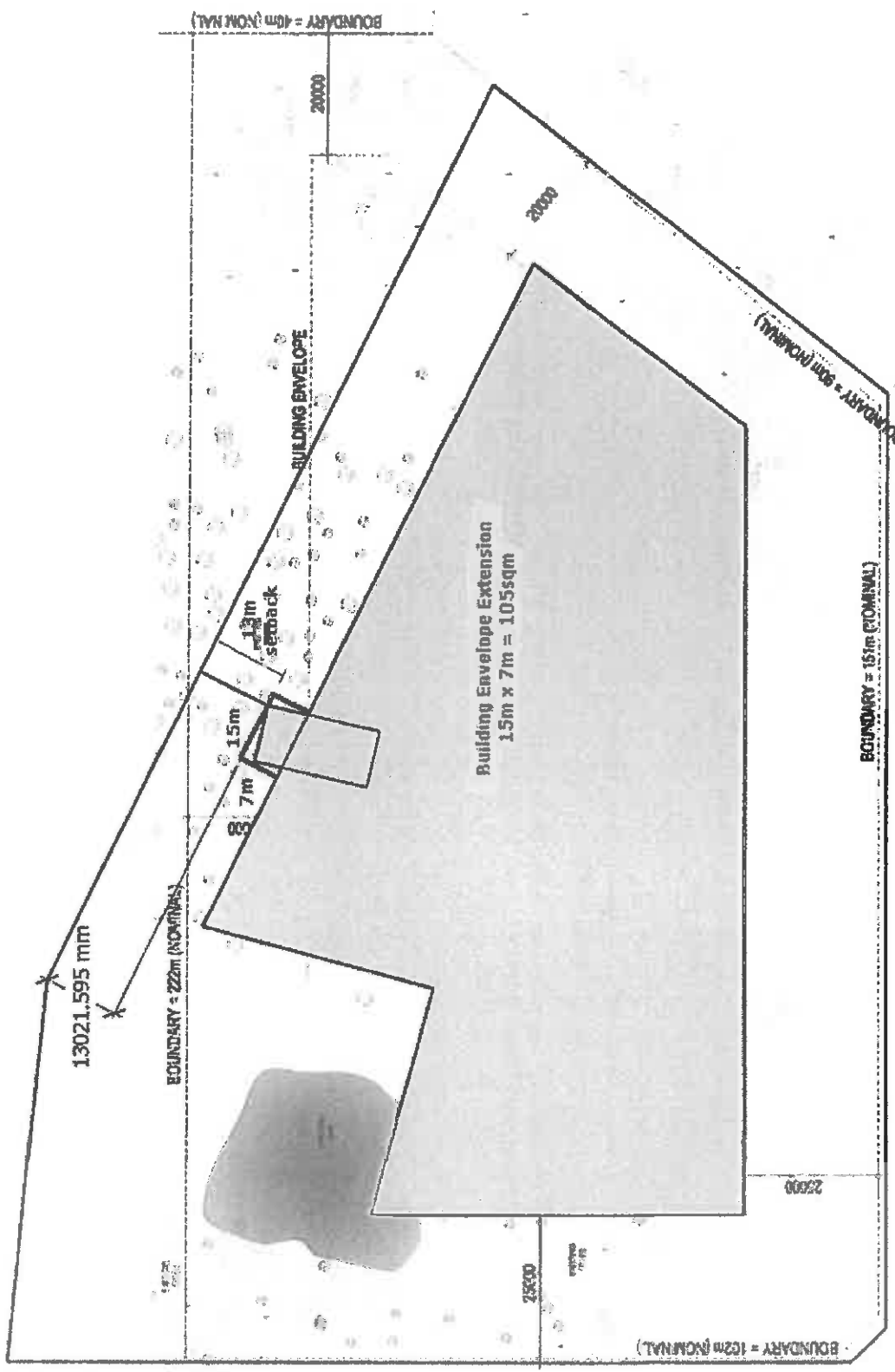
Kind regards


.....
Monika Leech


.....
Date


.....
David Leech


.....
Date



4 November 2019

Shire of Bridgetown Greenbushes
Steere Street
BRIDGETOWN WA 6255

Attention: Scott Donaldson

Dear Scott

RE: LOT 224 HENDERSON ROAD, KANGAROO GULLY

We acknowledge the shed at the above property has been built outside the building envelope.

As owners of Lot 223 Henderson Road, Kangaroo Gully we have no issue with the fact that it has been built outside the building envelope and accept the proposed building envelope extension as attached.

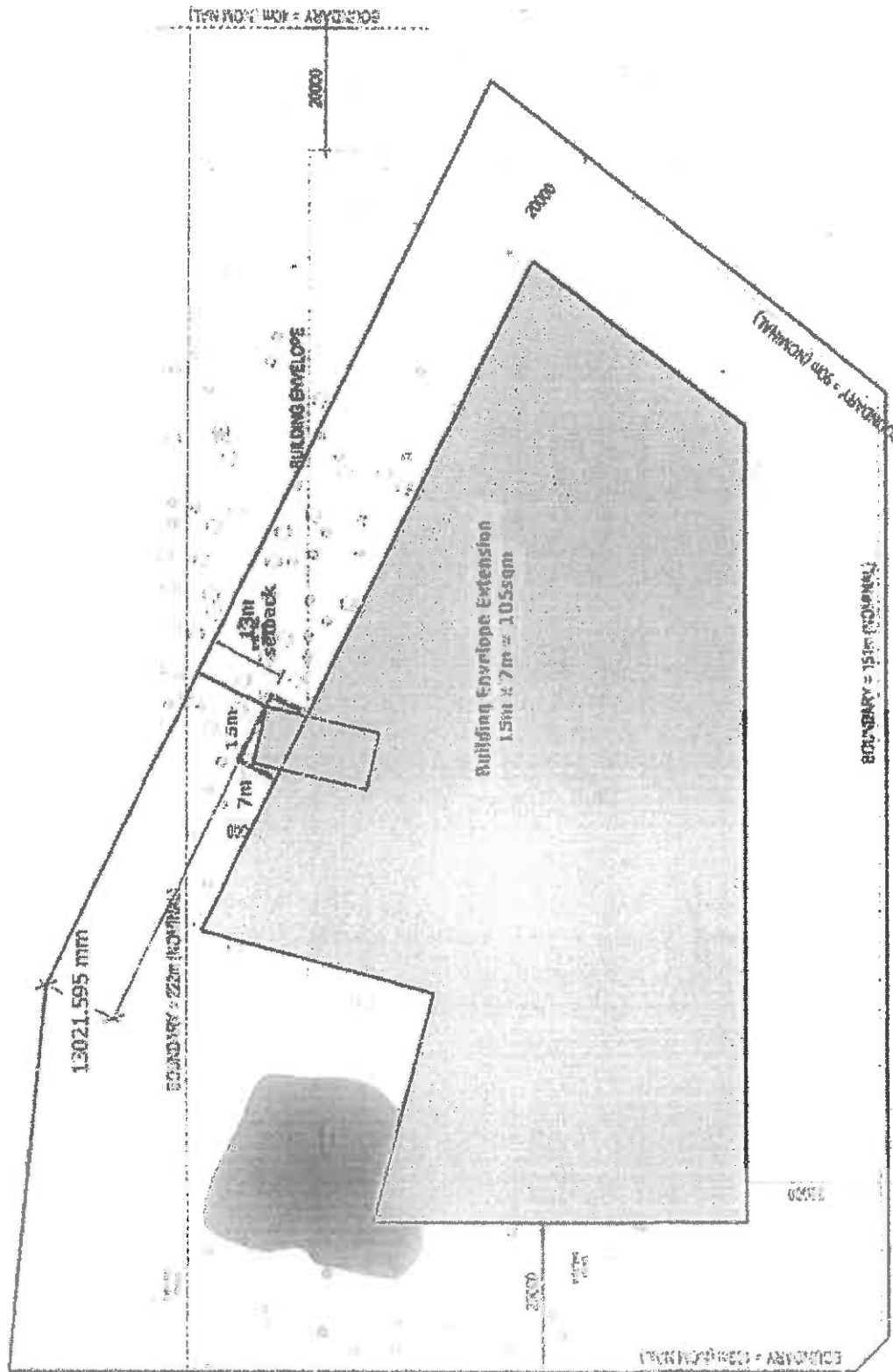
Kind regards



Alan Draper

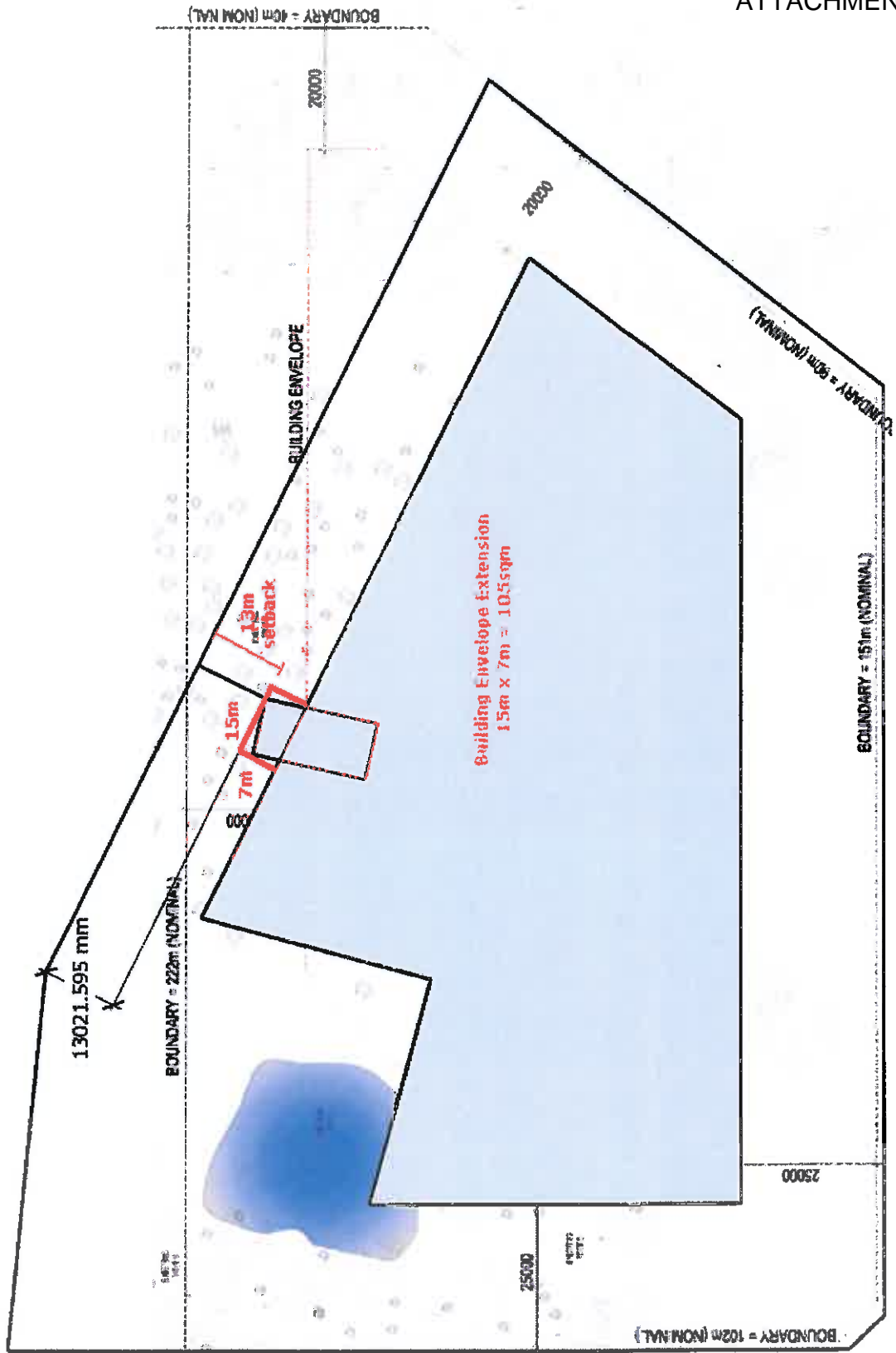


Date



DETAILS CONCERNING THE "SETBACK VARIATION" HAVE BEEN NOTED, AND I AM HAPPY TO SUPPORT AND AGREE THAT THE APPLICATION SHOULD BE APPROVED.

Alan Draper.



- Patios
- Garages
- Sheds
- Games Rooms
- Workshops
- Enclosures
- Eclipse Openings



DISPLAY CENTRES
WANGARA (Head Office)
PHONE: 9302 0755 FAX: 9302 0791
CANNING VALE
PHONE: 9455 5530 FAX: 9455 590

Builder Reg. No. 8293. Andantino Pty. Ltd. A.C.N. 009 296 851 ABN 62 009 296 851

**Chief Executive Officer
Shire of Bridgetown**

12 November, 2019

To whom it may concern,

Re: Modification to building envelope at Lot 224, Henderson Road, Kangaroo Gully

The proposed building envelope to have a setback of 13m in lieu of 20m relative to the northern boundary.

The proposed modification to the building envelope is required in order to accommodate an outbuilding of 20m x 10m constructed on the property in 2013. The outbuilding was originally approved for construction by the Shire of Bridgetown on building permit number 2013144 and was to be located centrally on the block, as per the approved site plan. However, for reasons currently unknown, the outbuilding was located elsewhere on the block and outside of the building envelope. This application seeks to rectify the matter.

We believe that the minor extension to the building envelope, including the setback variation from 20 metres down to 13 metres to the northern side boundary to accommodate the existing outbuilding, will not have any detrimental impact upon the amenity of this or neighbouring properties.

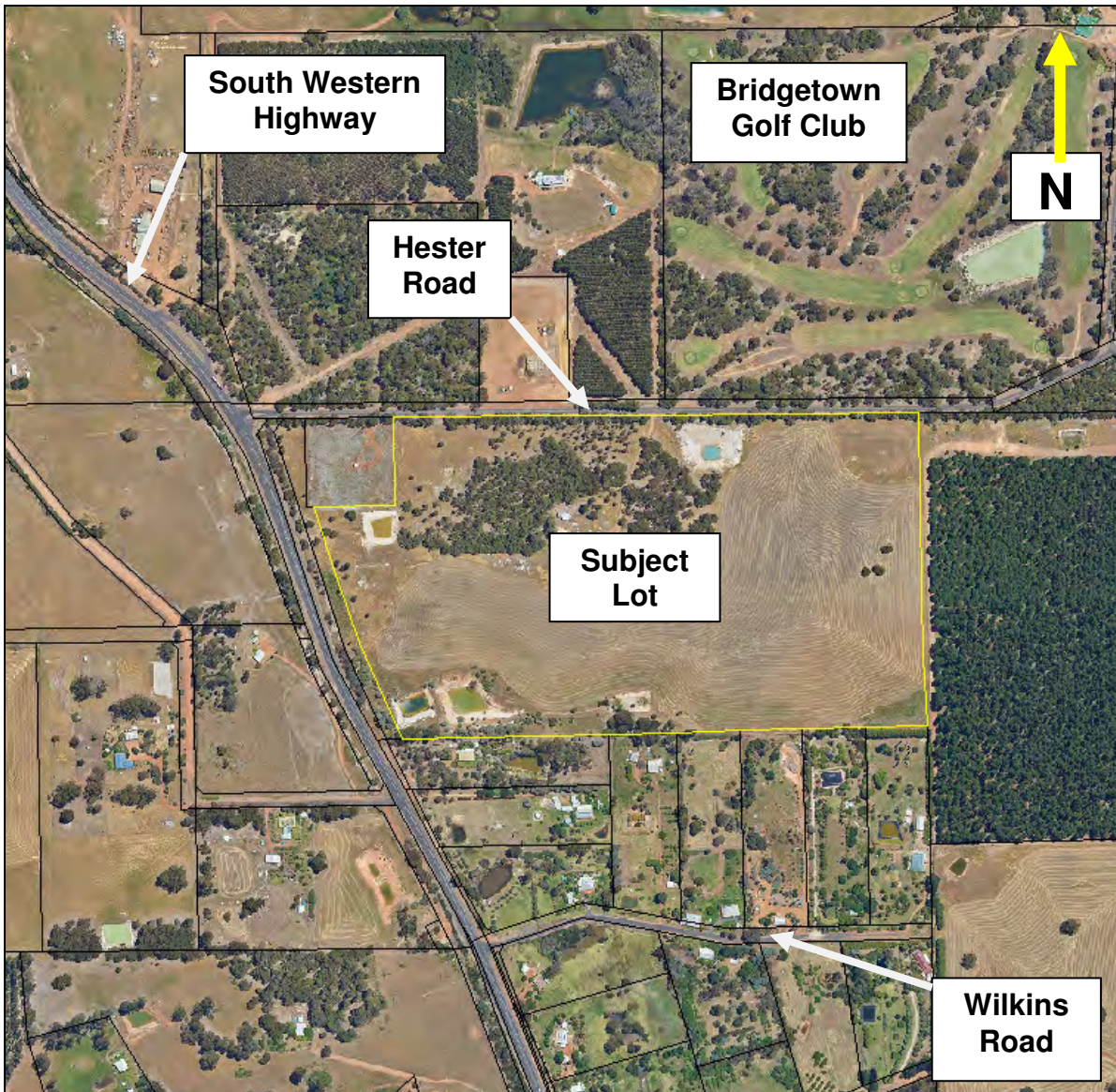
Kind regards,

A handwritten signature in black ink, appearing to read 'Daniel Saxton', written over a white background.

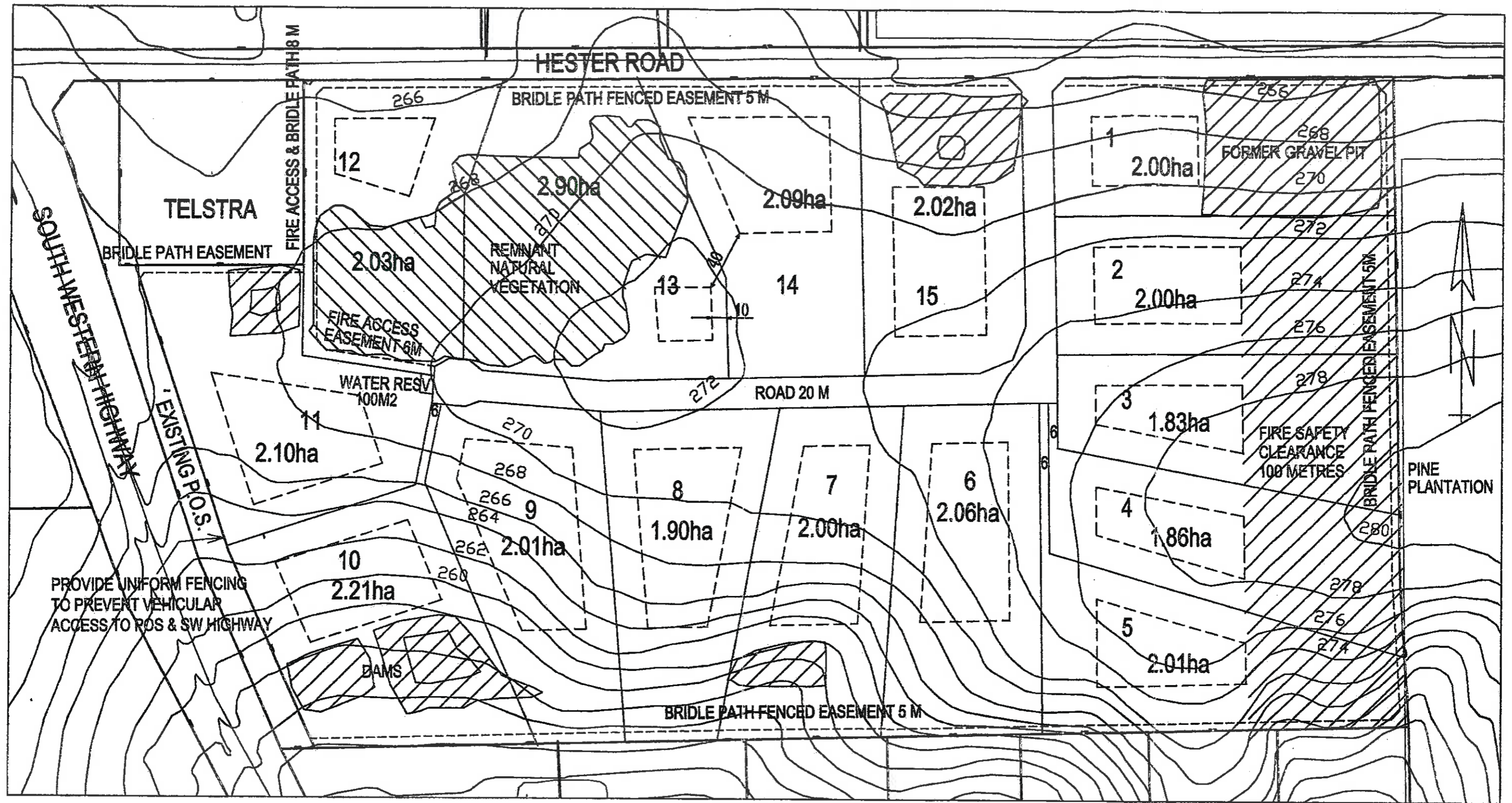
**Daniel Saxton
Building Approvals**

Wangara
PO Box 1787
Wangara DC WA 8947
4 Action Place
Wangara WA 8065

Canning Vale
(Soils Aint Soils Yard)
Cnr Renford & Bannister Rds
Canning Vale WA 6155



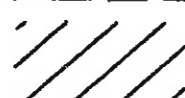
**Proposed Fifteen Lot Subdivision – Lot 20 (RSN 54) Hester Road, Bridgetown
(Shire of Bridgetown-Greenbushes – Aerial Photo November 2017)**



Building Envelopes



Building Exclusion Areas



SUBDIVISION GUIDE PLAN

Lot 20 Part Nelson Loc. 1961

Hester Road, Hester

Scale 1:2500

ENDORSED STRUCTURE PLAN
To provide a framework for future detailed planning at the subdivision and development stage.

Date: 14/10/2010

Delegated under s.16 of the Planning & Development Act 2005
Graham Houghton Town Planning Consultant & Richard Wittenoom & Associates Pty Ltd Consulting Engineers

This Subdivision/Development Guide Plan was adopted by the Council of the Shire of Bridgetown-Greenbushes at the meeting held on 30/4/2009 and referred to in the Amendment No. 67 to Town Planning Scheme No. 4
Chief Executive Officer: [Signature]
Date: 30/4/2009

Chief Executive Officer

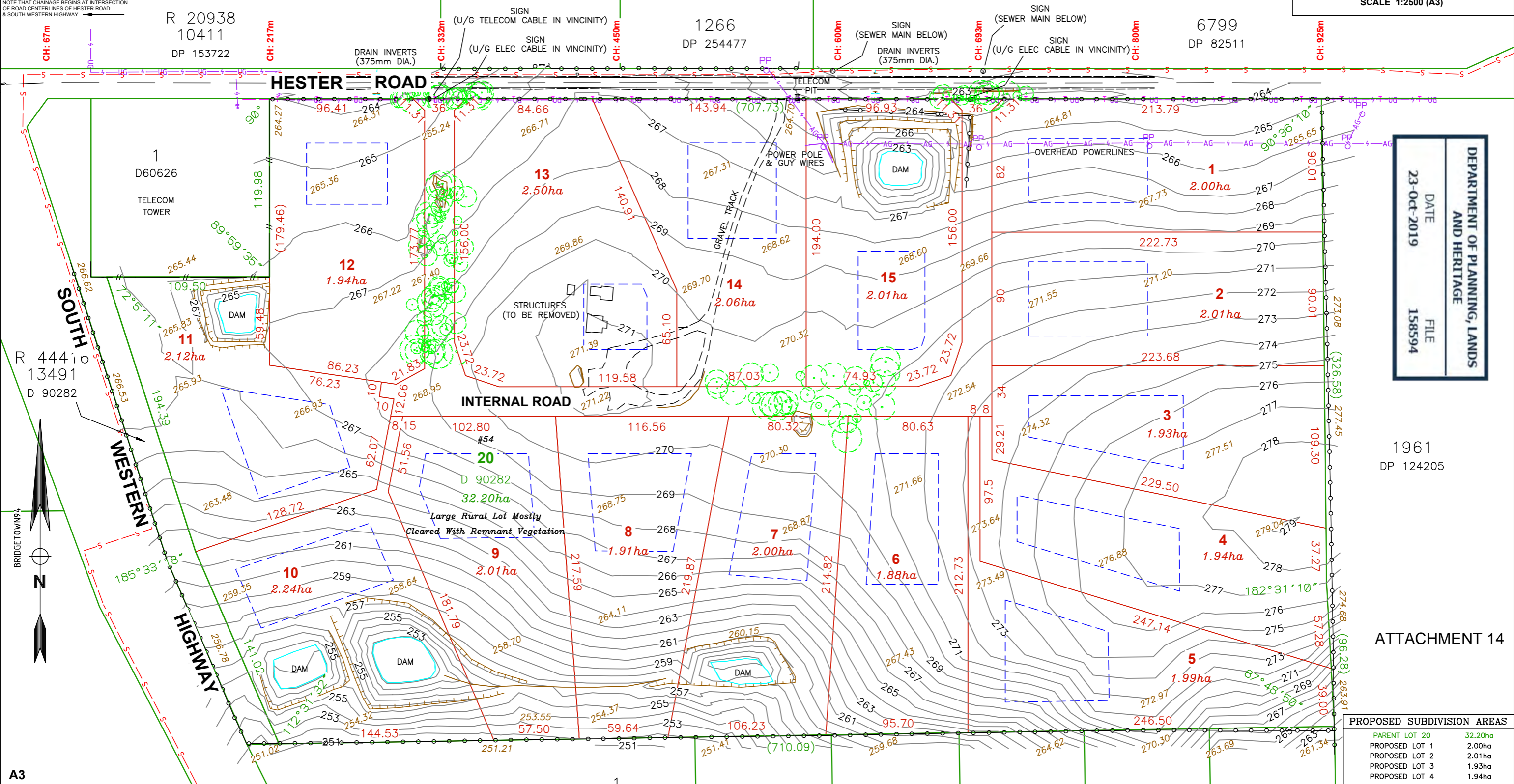
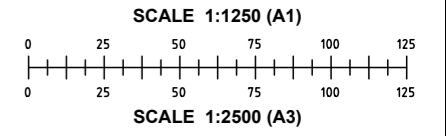
Date

Lot numbers for identification purposes only
Areas and dimensions subject to survey

This is the Subdivision Guide Plan referred to in the Scheme Amendment No. 67 of Town Planning Scheme 4. It represents a framework for subdivision and development.

NOTES:

- THE TITLE BOUNDARIES AS SHOWN HEREON WERE NOT MARKED AT THE TIME OF SURVEY. BOUNDARIES SHOWN ARE BASED ON PLAN DIMENSIONS AND LANDGATE SCDB DATA ONLY. THESE BOUNDARY LOCATIONS SHOULD BE VERIFIED BY A BOUNDARY RE ESTABLISHMENT SURVEY PRIOR TO DEMOLITION, EXCAVATION OR CONSTRUCTION.
- THE CERTIFICATE OF TITLE SHOULD BE CHECKED FOR ANY EASEMENTS AND ENCUMBRANCES.
- IT SHOULD BE NOTED THAT UNDERGROUND SERVICES WERE LOCATED BY FIELD INSPECTION OR WERE SHOWN ON A DIAL BEFORE YOU DIG SEARCH OF THE SURVEY AREA. ALL SERVICE LOCATIONS SHOULD BE VERIFIED BY ALL RELEVANT AUTHORITIES PRIOR TO ANY DEMOLITION, EXCAVATION OR CONSTRUCTION. THEREFORE, NO RESPONSIBILITY IS TAKEN FOR SERVICE LOCATIONS.
- ONLY THE TREES SHOWN HEREON HAVE BEEN LOCATED WHERE PROPOSED ROAD IS DESIGNED.
- AERIAL IMAGE PRODUCED BY LPD SURVEYS, CAPTURED 17/10/19, ACCURACY +/-0.2m



DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 23-Oct-2019
FILE 158594

1961 DP 124205

ATTACHMENT 14

LEGEND

—	DENOTES EXISTING CADASTRAL BOUNDARIES	---	DENOTES GRAVEL ROAD SHOULDER
---	DENOTES PROPOSED SUBDIVISION BOUNDARIES	---	DENOTES BITUMEN ROAD CENTERLINE
---	DENOTES PROPOSED BUILDING ENVELOPE	---	DENOTES GRAVEL TRACK OUTLINE
○-○-○-○-○	DENOTES POST & WIRE FENCE LINE	---	--- T --- T ---
	DENOTES CYCLONE WIRE FENCE LINE	---	--- S --- S ---
---	DENOTES TOP OF BANK	--- AG --- AG ---	DENOTES OVERHEAD ELECTRICAL SUPPLY
---	DENOTES BOTTOM OF BANK	--- UG --- UG ---	DENOTES UNDERGROUND ELECTRICAL SUPPLY (APPROXIMATE LOCATION ONLY FROM DB4YD)
---	DENOTES DAM OUTLINE		

PROPOSED SUBDIVISION AREAS

PARENT LOT 20	32.20ha
PROPOSED LOT 1	2.00ha
PROPOSED LOT 2	2.01ha
PROPOSED LOT 3	1.93ha
PROPOSED LOT 4	1.94ha
PROPOSED LOT 5	1.99ha
PROPOSED LOT 6	1.88ha
PROPOSED LOT 7	2.00ha
PROPOSED LOT 8	1.91ha
PROPOSED LOT 9	2.01ha
PROPOSED LOT 10	2.24ha
PROPOSED LOT 11	2.12ha
PROPOSED LOT 12	1.94ha
PROPOSED LOT 13	2.50ha
PROPOSED LOT 14	2.06ha
PROPOSED LOT 15	2.01ha
PROPOSED INTERNAL ROAD	1.66ha
TOTAL	32.20ha

LPD SURVEYS
LICENSED LAND SURVEYORS
LAND - PROPERTY - DEVELOPMENT
ENGINEERING & CONSTRUCTION
ABN. 89 617 902 628
admin@lpdsurveys.com.au

0467 LPD SVY
0467 573 789
PO BOX 2370
MANDURAH DC, W.A. 6210

CLIENT **BRIDGETOWN PROPERTY INVESTMENTS PTY LTD**

TITLE **SUBDIVISION APPLICATION PLAN OF LOT 20 ON DIAGRAM 90282**
54 HESTER ROAD, BRIDGETOWN

LOCAL AUTHORITY: **SHIRE OF BRIDGETOWN - GREENBUSHES**

12d FILE: **HESTER RD N54 - PLAN**

JOB No. **19:1175** PLAN TYPE **- WAPC** DWG# **001** REV **- B**

HORIZONTAL DATUM **BRIDGETOWN94**

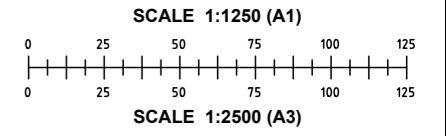
VERTICAL DATUM **AHD (SSM BTNE40)**

CONTOUR INT **1m** SHEET # **1 OF 2**

B	REMOVE ANNOTATION SHOWING DAMS TO BE INFILLED	N/A	JAL 29/10/2019	JAL
A	INITIAL ISSUE	JL/CB 17/10/19	CB 22/10/19	JL
REV.	DESCRIPTION	SURVEY BY/DATE	DRAWN BY/DATE	CHECK

NOTES:

- THE TITLE BOUNDARIES AS SHOWN HEREON WERE NOT MARKED AT THE TIME OF SURVEY. BOUNDARIES SHOWN ARE BASED ON PLAN DIMENSIONS AND LANDGATE SCD8 DATA ONLY. THESE BOUNDARY LOCATIONS SHOULD BE VERIFIED BY A BOUNDARY RE ESTABLISHMENT SURVEY PRIOR TO DEMOLITION, EXCAVATION OR CONSTRUCTION.
- THE CERTIFICATE OF TITLE SHOULD BE CHECKED FOR ANY EASEMENTS AND ENCUMBRANCES.
- IT SHOULD BE NOTED THAT UNDERGROUND SERVICES WERE LOCATED BY FIELD INSPECTION OR WERE SHOWN ON A DIAL BEFORE YOU DIG SEARCH OF THE SURVEY AREA. ALL SERVICE LOCATIONS SHOULD BE VERIFIED BY ALL RELEVANT AUTHORITIES PRIOR TO ANY DEMOLITION, EXCAVATION OR CONSTRUCTION, THEREFORE, NO RESPONSIBILITY IS TAKEN FOR SERVICE LOCATIONS.
- ONLY THE TREES SHOWN HEREON HAVE BEEN LOCATED WHERE PROPOSED ROAD IS DESIGNED.
- AERIAL IMAGE PRODUCED BY LPD SURVEYS, CAPTURED 17/10/19, ACCURACY +/-0.2m



DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE
23-Oct-2019
FILE
158594

1961
DP 124205

LEGEND

	DENOTES EXISTING CADASTRAL BOUNDARIES		DENOTES GRAVEL ROAD SHOULDER
	DENOTES PROPOSED SUBDIVISION BOUNDARIES		DENOTES BITUMEN ROAD CENTERLINE
	DENOTES PROPOSED BUILDING ENVELOPE		DENOTES GRAVEL TRACK OUTLINE
	DENOTES POST & WIRE FENCE LINE		UNDERGROUND TELECOM CABLE (DEAD) (APPROXIMATE LOCATION ONLY FROM DB4YD)
	DENOTES CYCLONE WIRE FENCE LINE		UNDERGROUND SEWER PRESSURE MAIN (APPROXIMATE LOCATION ONLY FROM DB4YD)
	DENOTES TOP OF BANK		DENOTES OVERHEAD ELECTRICAL SUPPLY
	DENOTES BOTTOM OF BANK		UNDERGROUND ELECTRICAL SUPPLY (APPROXIMATE LOCATION ONLY FROM DB4YD)
	DENOTES DAM OUTLINE		

PROPOSED SUBDIVISION AREAS

PARENT LOT 20	32.20ha
PROPOSED LOT 1	2.00ha
PROPOSED LOT 2	2.01ha
PROPOSED LOT 3	1.93ha
PROPOSED LOT 4	1.94ha
PROPOSED LOT 5	1.99ha
PROPOSED LOT 6	1.88ha
PROPOSED LOT 7	2.00ha
PROPOSED LOT 8	1.91ha
PROPOSED LOT 9	2.01ha
PROPOSED LOT 10	2.24ha
PROPOSED LOT 11	2.12ha
PROPOSED LOT 12	1.94ha
PROPOSED LOT 13	2.50ha
PROPOSED LOT 14	2.06ha
PROPOSED LOT 15	2.01ha
PROPOSED INTERNAL ROAD	1.66ha
TOTAL	32.20ha

 LICENSED LAND SURVEYORS LAND - PROPERTY - DEVELOPMENT ENGINEERING & CONSTRUCTION ABN. 89 617 902 628 0467 LPD SVY 0467 573 789 PO BOX 2370 MANDURAH DC, W.A. 6210 admin@lpdsurveys.com.au	CLIENT BRIDGETOWN PROPERTY INVESTMENTS PTY LTD	LOCAL AUTHORITY: SHIRE OF BRIDGETOWN - GREENBUSHES	HORIZONTAL DATUM BRIDGETOWN94		
	TITLE SUBDIVISION APPLICATION PLAN OF LOT 20 ON DIAGRAM 90282 54 HESTER ROAD, BRIDGETOWN	12d FILE: HESTER RD N54 - PLAN JOB No. PLAN TYPE DWG# REV 19:1175 - WAPC - 001 - B	VERTICAL DATUM AHD (SSM BTNE40) CONTOUR INT SHEET # 1m 1 OF 2	REMOVE ANNOTATION SHOWING DAMS TO BE INFILLED N/A JAL 29/10/2019 JAL	INITIAL ISSUE JL/CB 17/10/19 CB 22/10/19 JL

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Bushfire Management Plan (Subdivision Application)

Lot 20 Hester Road
Bridgetown



LUSHFIRE & PLANNING
3 Paterson Rd
Pinjarra WA 6208
0418 954 873
ABN 74 232 678 543



Ref 19-058
Ver B
December 2019

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference:	Lot 20 Hester Road		
Suburb:	Bridgetown	State:	WA P/code: 6255
Local government area:	Bridgetown Greenbushes		
Description of the planning proposal:	rural residential subdivision		
BMP Plan / Reference Number:	19-058	Version:	A Date of Issue: 8/12/2019
Client / Business Name:	Bridgetown Property Investments Pty Ltd		

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the proposal any of the following special development types (see SPP 3.7 for definitions)?

Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the development is a special development as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Note: The decision maker (e.g. the local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Geoffrey Lush	Level 2	BPAD 27682	28/02/2020
Company	Contact No.		
Lush Fire & Planning	0418 954 873		

I declare that the information provided in this bushfire management plan is to the best of my knowledge true and correct.

Signature of Practitioner



Date

8/12/2019

Document Control


Street No	Lot No	Plan	Street Name		
54	20	90282	Hester Road		
Locality	Bridgetown		State WA	Postcode	6255
Local Government Area		Bridgetown Greenbushes			
Project Description		Rural residential subdivision			
Prepared for		Bridgetown Property Investments Pty Ltd			

Ref No	Revision	Date	Purpose
19-058	A	19 October 2019	Final
	B	8 December 2019	Edits & Vegetation Management Plan

Name	Geoffrey Lush	Company	Lushfire & Planning
BPAD	Level 2 Practitioner	Accreditation No Expiry	27682 February 2020

Disclaimer

The measures contained in this report do not guarantee that a building will not be damaged in a bushfire. The ultimate level of protection will be dependent upon the design and construction of the dwelling and the level of fire preparedness and maintenance under taken by the landowner. The severity of a bushfire will depend upon the vegetation fuel loadings; the prevailing weather conditions and the implementation of appropriate fire management measures.



Geoffrey Lush
8 December 2019
geoffrey@lushfire.com.au



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1.0 Proposal Details

1.1 Introduction

This bushfire management plan is prepared for the proposed subdivision of Lot 20 Hester Road Bridgetown. The location and context of the site are shown in Figure 1 and the property details are documented in Table 1.

The subject land is located approximately 3.7kms north of the Bridgetown Post Office and situated at the junction of Hester Road and South Western Highway.

The aim of this Report is to demonstrate that the proposed subdivision will comply with State Planning Policy SPP3.7 Planning in Bushfire Prone Areas; the associated Guidelines and Bushfire Protection Criteria. It will document how the hazard level will be reduced and maintained for the life of the development.

Table 1 Land Details

No	Lot	Plan	Vol	Folio	Registered Proprietor	Area(ha)
54	20	90282	2060	576	JG Fredericks & SW Lowe	32.2

1.2 Existing Conditions

The existing conditions are shown in Figure 2.

The subject land has an area of 32.2 hectares with a frontage of approximately 700m to Hester Road and a depth of 420m.

There are two existing outbuildings on the property and a number of dams. The subject land is largely cleared farming land with an area of remnant vegetation, plantation coppice and introduced Eucalypts in the northern portion.

The site is situated adjacent to the intersection of Hester Road and the South Western Highway, but it **doesn't have any frontage to the highway**. Reserve 44416 separates the site from the highway and this is a public recreation reserve managed by the Shire. It has an area of 1.01 hectares generally being 20m wide. Adjacent to the north west corner of the site is a Telstra tower on land with an area of 1.2ha.

On the northern side of Hester Road is the Bridgetown Golf Club, plantation, former stock yards and Reserve 20938. Reserve 20938 **has an area of 9 hectares and is a "resting place" managed by the Department of Planning Lands and Heritage** and the reserve is heavily vegetated. To the east of the site is a pine plantation. The land to the south is an existing rural residential estate with 2ha lots.

There is a central ridge across the middle of the property with a general elevation of 275m AHD. There is a gentle slope to Hester Road of 3 degrees. The slope becomes greater and towards the south western and south eastern corners being up to 10 degrees.

1.3 Bushfire Prone Land

The majority of the subject land is designated as being bushfire prone as shown in Figure 3. The designation of bushfire prone areas triggers:

- The application of Australian Standard AS3959 Construction of Buildings in Bushfire Prone Areas under the Building Code of Australia;
- The provisions of the Planning and Development (Local Planning Schemes) Regulations 2015; and
- The application of SPP3.7 Planning in Bushfire Prone Areas.

LEGEND

- SUBJECT LAND
- DISTRICT ROADS
- RAILWAY
- BLACKWOOD RIVER

- 1 Golf Course
- 2 Hester State Forest
- 3 Bridgetown sub station

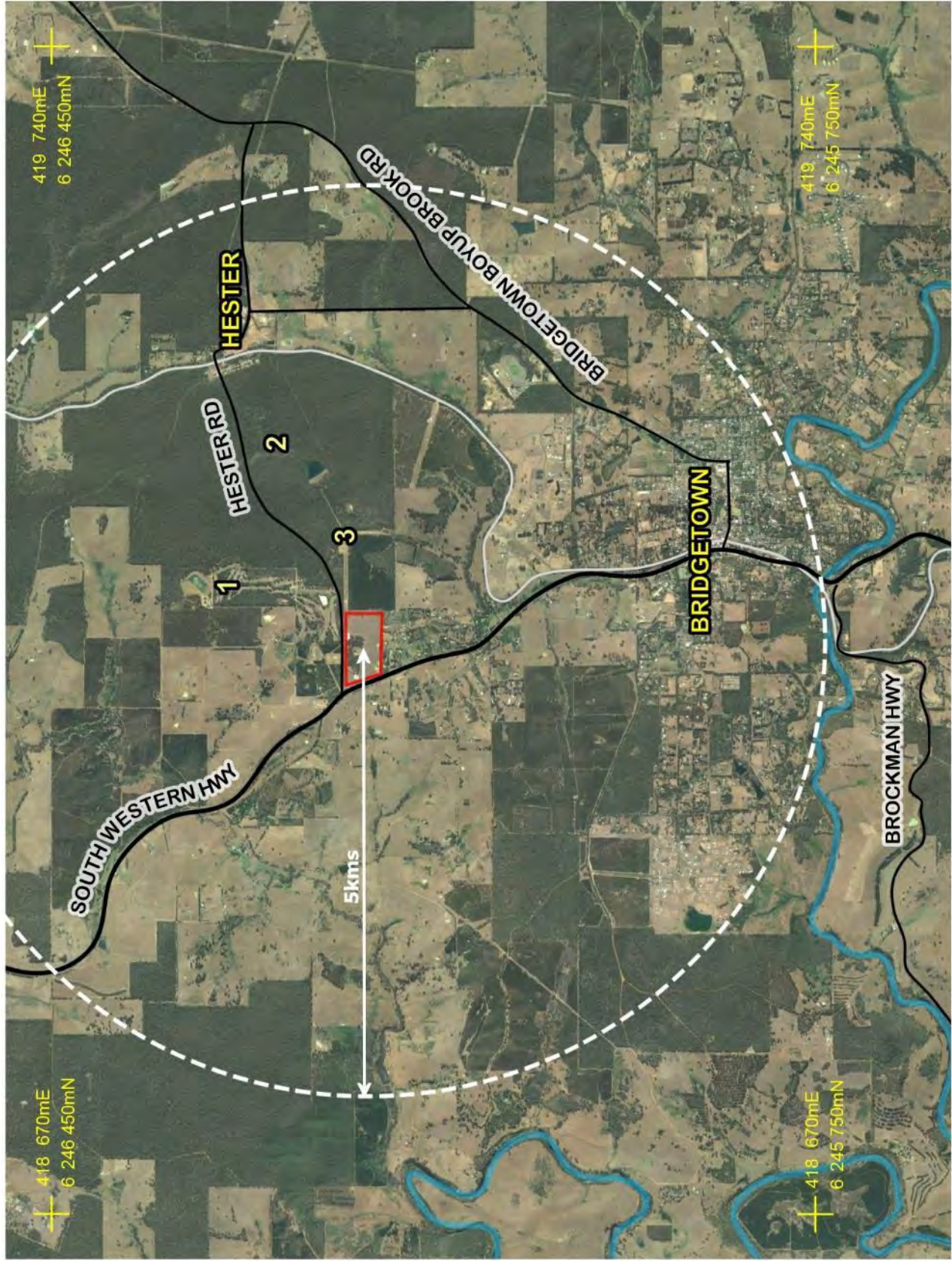


FIGURE 1
LOCATION AND CONTEXT

Ref No 19-058
Rev A
Description Preliminary



Date 14/10/2019



LEGEND

- SUBJECT LAND
- EXISTING BUILDING
- ACCESS
- ⚙ TELEPHONE MAST
- 2m CONTOUR
- + GEO REFERENCE

FIGURE 2
EXISTING CONDITIONS

Ref No 19-058
 Rev Description Date
 A Preliminary 14/10/2019



LEGEND

SUBJECT LAND



BUSHFIRE PRONE
LAND (2019)

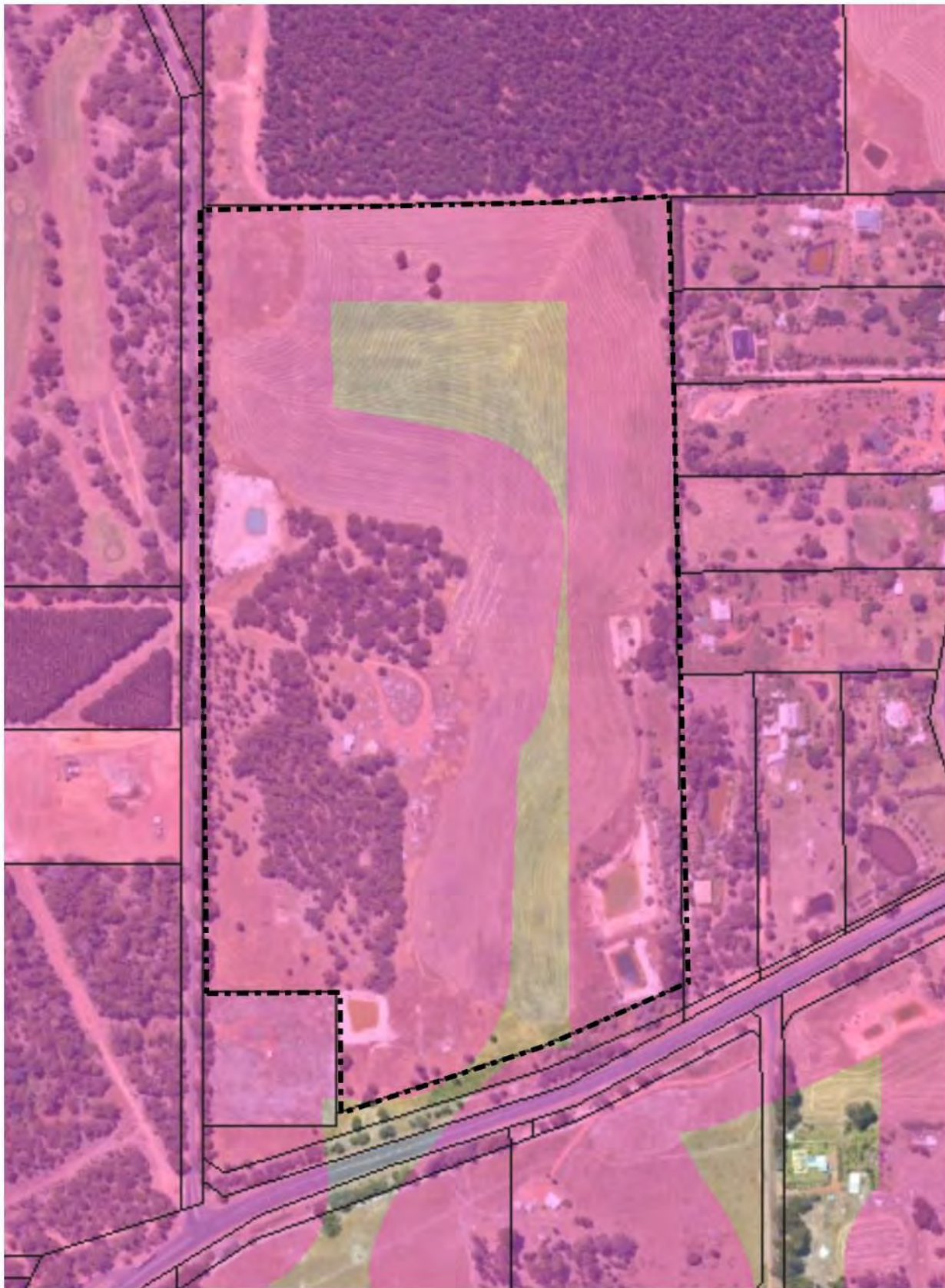


FIGURE 3
BUSHFIRE PRONE LAND

Ref No 19-058

Rev Description
A Preliminary

Date
14/10/2019



1.4 Firebreak and Fuel Reduction Notice

The Shire's 2019 - 2020 Firebreak and Fuel Reduction Notice states that on all land under 4 hectares (10 acres) landowners are required to:

- (a) Remove all flammable material from the property except living trees and shrubbery and maintain throughout the required period, unless used for cropping or pasture. Height of grass not to exceed 100mm.
- (b) If the land is used for cropping or pasture, you are required to construct and maintain a 3 metre wide firebreak with a minimum 4 metre vertical clearance to overhanging vegetation as near as practical to the perimeter of the property.
- (c) All buildings must have an access track not less than 3 metres in width and a minimum 4 metre vertical clearance to overhanging vegetation.
- (d) Around all buildings, haystacks and fuel storage areas, slash and remove all flammable materials likely to create a fire hazard, except living trees and shrubbery for at least 20 metres around the building, haystack and fuel storage area. Height of grass not to exceed 100mm.

All mitigation works are to be established by the 15th November and maintained until to the 26th April.

1.5 Town Planning Scheme

The subject land is zoned Special Rural Zone No 12 under Town Planning Scheme No 4. It is subject to special provisions contained in Schedule 3 of the Scheme and a structure plan was endorsed by the Western Australian Planning Commission in October 2010.

The special provisions restrict the clearing of native vegetation except for the purposes of:

- compliance with the requirements of the Bush Fire Act 1954 (as amended);
- compliance with an approved Fire Management Plan;
- constructing vehicular access way(s), the location of which is to be approved by the Local Government;
- clearing an approved building envelope; and
- removing dead, diseased or dangerous trees.

Clause 4.5.6 requires the designation of building envelopes with the following minimum setbacks

- (a) from the frontage to Highways 30 metres;
- (b) from the frontage to other roads 25 metres; and
- (c) from the side and rear boundaries of a lot 20 metres

Special provision (h) in Schedule 3 allows for these to be varied for the purpose of retaining natural flora.

1.6 Proposed Development

The proposed subdivision is shown in Figure 4 and this is based upon the structure plan endorsed by the Western Australian Planning Commission in October 2010. It will create fifteen lots with an average area of 2 hectares. **There will be a 'U' shaped loop subdivision road being 20m wide with two entrances from Hester Road.**

Provision has been made for a static water supply tank for fire fighting.

Building envelopes have been designated for each lot having regard to the need to provide setbacks to vegetation for the appropriate BAL rating. The majority of the envelopes are approximately 4,000sqm.

There are three battle axe lots which are required to access the southern eastern and western corner lots. These have 8m wide access legs of between 29 and 79m length.



LEGEND

- SUBJECT LAND ———
- PROPOSED LOTS ———
- WATER TANK ○
- BUILDING ENVELOPES - - - - -
- 25m front setback

FIGURE 4
PROPOSED SUBDIVISION

Ref No	Rev	Description	Date
19-058	A	Preliminary	14/10/2019



2.0 Environmental Considerations

2.1 Native Vegetation Modification and Clearing

There will be clearing of vegetation for:

- Construction of the subdivision road;
- Establishment of the building envelopes; and
- Provision of a BAL-29 setback.

The potential clearing is shown in Figure 5. The extent if the clearing can be minimised where:

- a) It is done to achieve a maximum BAL-29 rating for the confirmed location of the house site, rather than for the whole of the building envelope. This would then become part of a development application.
- b) Where isolated trees within the setback are retained with lower branches within 2m of the ground being removed.
- c) Clearing for 2m around outbuildings as required under the Firebreak Order flammable except for live trees and shrubs.

2.2 Re-vegetation / Landscape Plans

A Remnant Native Vegetation Management Plan was included in the explanatory report for Amendment 67 and this applies to vegetation within Lots 12 and 13 (Plot 8 Figure 6).

Provision 15 of Special Rural Area No. 12 stipulates that at the time of development approval each lot owner will be required to plant and maintain for a period of 2 years, 50 trees of a species native to the area and capable of growing to at least 3 metres in height. The Amendment report recommended that given the proposed smaller lot sizes that 30 trees per lot is an appropriate number.

The Management Plan has the following conditions:

- a) The stand of trees is to be maintained and rehabilitated using common procedures and species rather than as two separate parcels.
- b) Driveway access to the house on Lot 12 shall be shared with the Fire Access where possible or if not practicable shall be a minimum disturbance driveway between trees near the western edge of the bushland, so as to leave the main area intact and undivided.
- c) Fencing between the two bush lots shall be minimum disturbance. A suitable alignment for the boundary is to be adjusted at the time of final pegging of subdivision to avoid the need for removal of or disturbance to any of the remnant trees or fallen logs.
- d) The fence line should be cleared only to the extent necessary for construction of the fence. As fire precautions will be at the perimeter of the bush rather than on the boundary clearing for firebreaks or vehicle access is not required.
- e) The bushland is NOT to be grazed. If stock are to be run on any other part of a bush lot that part shall be securely fenced off from the bushland.
- f) Large fallen logs and dead trees must be left in situ as habitat for reptiles and insects or as perches for birds.
- g) Serious environmental weeds, in particular Bridal Creeper and Sheep Thistle shall be eradicated as set out in Principles of Bushland Management (Annexure "A j).
- h) Over a five year period the bushland understorey shall be progressively rehabilitated by re-seeding or planting with local native species as set out in Principles of Bushland Management (Annexure "A.J).
- i) Only use fire for native understorey rehabilitation purposes as set out in Principles of Bushland Management (Annexure "A j).
- j) Failure to comply with these conditions or to make satisfactory progress in respect to rehabilitation shall be an offence under the relevant Town Planning Scheme.

Any replanting areas must be located so as to maintain a maximum BAL-29 rating for the dwelling.



LEGEND

- SUBJECT LAND
- - - VEGETATION ASSESSMENT AREA (150m from boundary of the subject land)
- - - BUILDING ENVELOPES
- PROPOSED CLEARING

**FIGURE 5
PROPOSED CLEARING**

Ref No 19-058
 Rev A Description Preliminary

Date 14/10/2019



3.0 Bushfire Assessment Results

3.1 Assessment Inputs - Vegetation Classification

All vegetation within 150m of the site has been classified in accordance with:

- Clause 2.2.3 of Australian Standard AS3959 Construction of Buildings in Bushfire Prone Areas;
- The Visual Guide for Bushfire Risk Assessment in Western Australia; and
- Applicable Fire Protection Australia BPAD Practice Notes.

It is noted that AS3959 (2018) commenced operation from the 1st May 2019 and this alters the classification of woodland and scrub. Woodlands are now defined as having a grassy understorey with isolated shrubs while Scrub vegetation (tall heath) has been increased from 4 to 6m height. However, the relative understorey fuel load remains the same being:

- Class A Forest - 25tph;
- Class B Woodland - 15tph;
- Class C Shrubland - 15tph;
- Class D Scrub - 25tph;
- Class E Mallee/Mulga - 8tph; and
- Class G Grassland - 4.5 tph.

The vegetation is summarised in Table 2 and the vegetation plots are shown in Figure 6 and the following photographs. The location of the photographs is shown in Figure 7.

Table 2 Vegetation Summary

Plot No	Classification	Height	Foliage Cover	Slope	Comment
1	Forest	25m	60%	3 Deg	Remnant Jarrah, Marri forest with distinct middle and understorey vegetation.
2	Managed Land	N/A	N/A	N/A	Bare ground in Lot 2
3	Forest	25m	60%	3 Deg	Remnant blue gum plantation
4	Forest	25m	40%	3 Deg	Remnant Jarrah, Marri forest within the golf course with distinct middle and understorey vegetation.
5	Forest	25m	60%	3 Deg	Narrow band of vegetation approximately 5m wide on the southern verge of Hester Road. Classification also recognises that there maybe future revegetation for screening.
6	Grassland	>100mm	30%	1 Deg	Telstra mast facility, bordering on being managed land.
7	Woodland	20m	20%	3 Deg	Blue gum regrowth.
8	Forest	25m	60%	N/A	Remnant trees within the site with grass understorey
9	Woodland	15m	50%	2.5 Deg	Non local eucalypts
10	Grassland	>100mm	80%	3 Deg	Small area of grassland in adjacent lot. Slope is parallel to the boundary of the subject land.
11	Forest	20m	80%	3 Deg	Pine plantation. Slope is parallel to the boundary of the subject land.
12	Forest	25m	60%	3 Deg	Linear patches of vegetation along the South Western Highway.
13	Grassland	>100mm	80%	3 Deg	Grassland within R44416. Slope is generally parallel to the boundary of the subject land.
14	Scrub	5m	70%	3 Deg	Small area of Melaleuca
15	Grassland	>100mm	80%	Variable	Grassland areas within the subject land.
16	Woodland	18m	30%	3 Deg	Introduced gums, plantation remnant on the adjacent lot with other non homogenous vegetation over cleared understorey.
17	Scrub	5m	40%	3 Deg	Small area of mixed vegetation below the dam.
18	Forest	25m	60%	3 Deg	Mixed planted species in the adjacent lot and around the old dam site.
19	Forest	15m	80%	8 Deg	Densely planted species including gums and wattles
20	Grassland	>100mm	80%	8 Deg	Grassland areas within the adjacent land becoming steeper closer to the boundary
21	Managed Land	N/A	N/A	10 Deg	Managed gardens within adjacent lots including boundary windbreaks.



LEGEND


- SUBJECT LAND —
- VEGETATION ASSESSMENT AREA (150m from boundary of the subject land) - - -
- UPSLOPE →
- VEGETATION CLASSIFICATION
 - A FOREST ■
 - PINE PLANTATION ■
 - B WOODLAND ■
 - D SCRUB ■
 - G GRASSLAND ■
 - LOW THREAT (Excluded CI 2.2.3.2) ■

Location: Lot 20
 Details: Hester Road
 Assessment Date: 07/10/2019
 Prepared by: G Lush
 Accreditation: Accreditation
 Level: Level 2
 Number: BPAD 27682
 Accreditation: Accreditation
 Expiry Date: February 2020
 Photo Date: November 2017

FIGURE 6
VEGETATION CLASSIFICATIONS

Ref No 19-058

Rev	Description	Date
A	Preliminary	14/10/2019
B	Council Mods	06/12/2019


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 0418 954873



FIGURE 7
PHOTOGRAPH LOCATIONS

Ref No 19-058
Rev Description
A Preliminary

Date
14/10/2019



Photo No 1 Plot No 1

Vegetation Classification

Class A Forest - Open forest A-03

Description

Jarrah, Marri forest to 25m with 60% canopy coverage. Areas of middle storey vegetation, some wattles, lucerne. Understorey grass with some low shrubs and fallen timber. Heavy continuous surface fuel loads.



Photo No 2 Plot No 2

Vegetation Classification

Excludable - 2.2.3.2(e) Non Vegetated Areas

Description

Gravel area within Lot 2.



Photo No 3 Plot No 2

Vegetation Classification

Class A Forest - Low open forest A-04

Description

Thinned plantation with coppice regrowth. Currently could be classified as a woodland but as the coppice matures it will be a forest.



Photo No 4 Plot No 4

Vegetation Classification

Class A Forest - Open forest A-03

Description

Jarrah, Marri forest to 25m with 40% canopy coverage. Areas of discontinuous middle storey vegetation, some wattles, lucerne, grass understorey. Moderate to heavy fuel loads.



Photo No 5 Plot No 5

Vegetation Classification

Class A Forest - Low open forest A-04

Description

Narrow band of vegetation approximately 5m wide on the southern verge of Hester Road. Could potentially be excluded as it is close to being 20m from Plot 4 but it is adjacent to other vegetation at each end.



Photo No 6 Plot No 6

Vegetation Classification

Class G Grassland – Spare open tussock G-24

Description

Telcom facility has old gravel base in the compound which is not being maintained. Weeds becoming evident and so has been classified.



Photo No 7 Plot No 7

Vegetation Classification

Class B Woodland - Woodland B-05

Description

Blue gum regrowth with 20% canopy coverage and grassland understorey.



Photo No 8 Plot No 8

Vegetation Classification

Class A Forest - Open forest A-03

Description

Eucalypts Marri and Jarrah to 25m height with canopy coverage of up to 70%. Generally, grass understorey with dead material. As this is more likely to be retained and may eventually regenerate it has been classified as forest.



Photo No 9 Plot No 8

Vegetation Classification

Class A Forest - Open forest A-03

Description

Eucalypts Marri and Jarrah (in the background) to 25m height with canopy coverage of up to 70%. Generally, grass understorey with dead material.



Photo No 10 Plot No 9

Vegetation Classification

Class B Woodland - Woodland B-05

Description

Mixed species with non local Eucalypts to 25m height and variable canopy coverage with grassland understorey.



Photo No 11 Plot No 10

Vegetation Classification

Class D Scrub - Closed scrub D-13

Description

Mixed species with Wattle and Victorian Tea Tree, to 6m with more than 40% foliage coverage. Dense vertical fuel distribution and very high near surface fuel loads with weed understorey.



Photo No 12 Plot No 11

Vegetation Classification

Class D Scrub - Closed scrub D-13

Description

Mixed species with Wattle and Victorian Tea Tree, to 6m with more than 40% foliage coverage. Dense vertical fuel distribution and very high near surface fuel loads with weed understorey.



Photo No 13 Plot No 12

Vegetation Classification

Class B Woodland - Woodland B-05

Description

Non homogenous vegetation on the surrounding rural residential lots being predominantly native species with grassland understorey and variable fuel loads.



Photo No 14 Plot No 13

Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

Description

Low threat vegetation within Lot 503 including irrigated pasture and garden areas.



Photo No 15 Plot No 14

Vegetation Classification

Class D Scrub - Closed scrub D-13

Description

Small area of Melaleuca to 5m height 70% canopy coverage and grassland understorey,



Photo No 16 Plot No 15

Vegetation Classification

Class G Grassland – Sown pasture
G-26

Description

Grassland pasture within the
subject land.



Photo No 17 Plot No 15

Vegetation Classification

Class G Grassland – Sown pasture
G-26

Description

Grassland pasture within the
subject land.



Photo No 18 Plot No 16

Vegetation Classification

Class B Woodland - Woodland B-05

Description

Non homogenous vegetation on the
surrounding rural residential lots
being predominantly native species
with grassland understorey and
variable fuel loads.



Photo No 19 **Plot No 17**

Vegetation Classification

Class D Scrub - Closed scrub D-13

Description

Small area of mixed vegetation below the dam.



Photo No 20 **Plot No 18**

Vegetation Classification

Class A Forest - Open forest A-03

Description

Mixed planted species in the adjacent lot and around the old dam site.



Photo No 21 **Plot No 19**

Vegetation Classification

Class A Forest - Open forest A-03

Description

Small densely planted area on adjoining species including gums and wattles. Canopy coverage 80% with continuous vertical fuel ladder. Not excluded due to adjoining Plot 20 vegetation.



Photo No 22 Plot No 20

Vegetation Classification

Class G Grassland – Dense sown pasture G-25

Description

Grassland areas with scattered trees within the adjacent land becoming steeper closer to the boundary.



Photo No 23 Plot No 21

Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

Description

Managed gardens within adjacent lots with grass less than 100mm in height including orchards and boundary Cyprus windbreaks.



Photo No 24 Plot No 21

Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

Description

Managed gardens within adjacent lots with grass less than 100mm in height including orchards and boundary Cyprus windbreaks.



3.2 Assessment Outputs - BAL Contour

A BAL Contour Map is a plan of the subject lot/s illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after the development is completed.

As indicated in Section 2.1 it is proposed to clear part of the site for the development and the modified vegetation classifications are shown in Figure 8. These relate to:

- a) The clearing required to achieve a maximum BAL-29 for the whole of the building envelope while noting the comments in Section 2.1 to minimise the extent of the clearing.
- b) Slashing of the grassland areas for the balance of the lots so as to be low threat vegetation ie maximum height of 100mm.
- c) Several plots have both an upslope and downslope component as the building envelopes are located on both sides of them. These have been assigned an (a) prefix.
- d) The vegetation classification plots tend to show the canopy of the vegetation. Depending upon the understorey the BAL setbacks can be measured from the tree trunk as shown below for Plot 5. In this case it is the boundary of the subject land.



Plot 5 Overhanging branches, the BAL contours are measured from the fence line.

A BAL Contour Map is shown in Figure 9 and the setbacks and BAL ratings for each lot are documented in Table 3. The BAL Contour Map and Table 3 confirm that all of the confirms that all of the building envelopes will have a BAL-29 or lower rating.

It is noted that the BAL ratings documented in Table 3 apply to the nearest point of the designated building envelope. In many instances where the dwelling is located in other portions of the building envelope a lower BAL rating will apply.

Table 3 BAL Setbacks

Lot Number	Vegetation Plot (1)	Vegetation Classification	Effective Slope	Separation Distance (2)	BAL Rating
1	5	A Forest	3 Deg	27m	BAL-29
2	9	B Woodland	3 Deg	80m	BAL-12.5
3	9	B Woodland	3 Deg	90m	BAL-12.5
4	9	B Woodland	3 Deg	>100m	BAL-Low
5	19	A Forest	8 Deg	37m	BAL-29
6	9	B Woodland	Flat	45m	BAL-12.5
7	9	B Woodland	Flat	45m	BAL-12.5
8	9	B Woodland	Flat	45m	BAL-12.5
9	8	A Forest	Upslope	60m	BAL-12.5
10	14	D Scrub	Flat	26m	BAL-19
11	8	A Forest	Flat	27m	BAL-29
12	8	A Forest	Upslope	21m	BAL-29
13	8	A Forest	3 Deg	27m	BAL-29
14	9	B Woodland	Upslope	14m	BAL-29
15	9	B Woodland	Flat	14m	BAL-29
Notes	(1) The selected vegetation plot is the plot with the highest BAL rating. (2) The separation distance is measured to the nearest point of the proposed building envelope.				

Lots 5 (BAL-29), 10 (BAL-19) and 11 (BAL-29) only have minor encroachments of the stated BAL rating with the vast majority of the building envelope having a lower rating.

LEGEND

- SUBJECT LAND —
- VEGETATION ASSESSMENT AREA (150m from boundary of the subject land) - - -
- UPSLOPE →
- VEGETATION CLASSIFICATION
 - A FOREST ■
 - B WOODLAND ■
 - D SCRUB ■
 - G GRASSLAND ■
 - AREA MODIFIED TO LOW THREAT STATE ■



Location: Lot 20
 Details: Hester Road
 Assessment Date: 07/10/2019
 Prepared by: G Lush
 Accreditation: Accreditation
 Level: Level 2
 Accreditation Number: BPAD 27682
 Accreditation

Expiry Date: February 2020
 Photo Date: November 2017

Ref No 19-058
 Rev Description
 A Preliminary

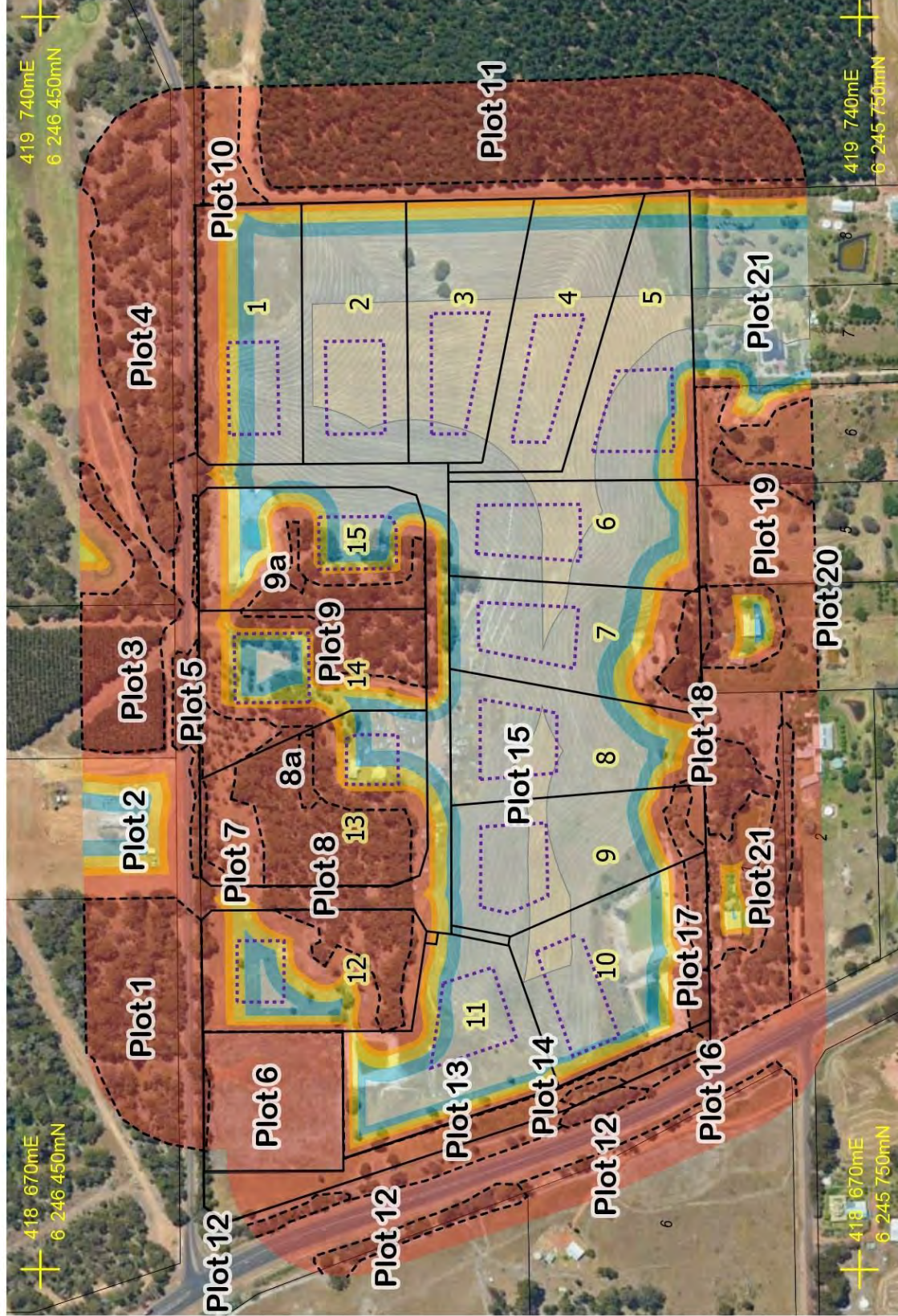


**FIGURE 8
 MODIFIED VEGETATION**

LEGEND

- SUBJECT LAND —
 - BAL CONTOUR - - -
 - ASSESSMENT AREA (100m from the external boundary of the subject site)
 - PROPOSED LOTS —
 - BUILDING ENVELOPES - - -
 - VEGETATION PLOTS - - -
 - INDICATIVE BAL/ RATING
- | | |
|----------|---|
| BAL-FZ | |
| BAL-40 | |
| BAL-29 | |
| BAL-19 | |
| BAL-12.5 | |
| BAL-LOW | |

Location: Lot 20
 Details: Hester Road
 Assessment Date: 07/10/2019
 Prepared by: G Lush
 Accreditation
 Level: Level 2
 Accreditation
 Number: BPAD 27682
 Accreditation
 Expiry Date: February 2020
 Photo Date: November 2017



Ref No 19-058
 Rev Description
 A Preliminary
 Date 14/10/2019



FIGURE 9
BAL CONTOUR MAP

4.0 Identification of Bushfire Hazard Issues

The context of the site to the surrounding district is shown in Figure 1. The most significant bushfire hazards are:

- The vegetation to the east of the site being the adjacent plantation and also the more distant Hester State Forest;
- The remnant vegetation within the site; and
- The areas of bushland and plantations to the north of the site while the golf course provides protection from the north east.

As the site is elevated, located on the ridge of the Blackwood Valley, there is a further risk from the speed and intensity of a fire coming up the slopes. This will be reduced as much of the land on the southern slopes has been developed for rural residential purposes.

The factors affecting the survivability of a dwelling include (1):

- Terrain (slope);
- Vegetation - overall fuel load;
- Weather (temperature, relative humidity, wind speed);
- Distance of building from unmanaged vegetation;
- Individual elements surrounding the building that are either a shield or an additional fuel source;
- Proximity to surrounding infrastructure;
- Building design and maintenance;
- Human behaviour - probability to be present and capacity to fight the fire;
- Access to the building and how that influences human behaviour;
- Water supply for active and/or passive defence; and
- Power supply.

A fire can occur suddenly and when residents do not have sufficient time to safely leave a property, they must then take shelter in their residence or another nearby safe place. Properties should always be maintained with appropriate passive fire protection measures in the event that residents cannot leave in time before a fire approaches.

As the site is located on the corner of two important district distributor roads, it has excellent access in multiple directions.

5.0 Assessment Against the Bushfire Protection Criteria

5.1 Compliance Table

The requirements in the Bushfire Protection Criteria and the proposed mitigation strategies are summarised in Table 4 and shown spatially in Figure 5.

1 Leonard J (2009) Report to the 2009 Victorian Bushfires Royal Commission Building performance in Bushfires CSIRO page 22.

Table 4 BPC Compliance

		Method of Compliance	Complies	Proposed Bushfire Management Strategies
Bushfire Protection Criteria	Ref	Acceptable solutions / Performance based solution		Subdivision
Element 1: Location	A1.1	Development location	Yes	The proposed building envelopes will have a maximum BAL-29 rating and any new dwelling would be required to be located so as to comply with this.
Element 2: Siting and design	A2.1	Asset protection zone (APZ)	Yes	The APZ is to be based upon a BAL-29 setback which in some instances will be 27m wide and wholly contained within each lot.
Element 3: Vehicular access	A3.1	Two access routes	Yes	Hester Road provides access in two directions being: <ul style="list-style-type: none"> • East to Hester townsite and then south to Bridgetown via Kruls Road or east via Bridgetown - Boyup Brook Road; or • West 200m to South Western Highway which then provides regional access to the north and south.
	A3.2	Public roads	Yes	The subdivision road will comply with Column 1 of Table 6 as to be confirmed with the approval of the construction plans noting that it has a 20m wide road reserve: <ul style="list-style-type: none"> • The trafficable surface will exceed 6m; • The horizontal clearance be at least 8m wide; • There will not be any over hanging trees and so a 6m vertical clearance will be provided; • The road has a maximum 3 degree gradient.
	A3.3	Cul-de-sac (including a dead-end-road)	N/A	Not applicable
	A3.4	Battle-axe		There are three battle axe legs, all being 8m wide for: <ul style="list-style-type: none"> • Lot 4 for a length of 29m on flat land; • Lot 5 for a length of 97m on flat land; and • Lot 10 for a length of 50m with a down slope of 4.5 degrees.

		Proposed Bushfire Management Strategies	
Bushfire Protection Criteria	Ref	Method of Compliance Acceptable solutions / Performance based solution	Complies
	A3.5	Private driveway longer than 50m.	<p>The driveways to the building envelopes on Lots 4, 5, 10 and 14 will all be longer than 50m. As a condition of development approval these will be constructed in accordance with Column 3 of Table 6 being:</p> <ul style="list-style-type: none"> • The trafficable surface will be a minimum of 4m; • The horizontal clearance be at least 8m wide; • There will not be any over hanging trees and so a 6m vertical clearance will be provided; • The maximum gradient is 3 degrees (5.2%); • They will not be longer than 200m and so no passing bays are required; • They will have a 17.5m diameter turning circle in proximity to the dwelling; and • They will be constructed of compacted gravel.
	A3.6	Emergency access way (EAW)	Not applicable
	A3.7	Fire service access routes (FSAR)	Not applicable
	A3.8	Firebreaks Lots greater than 0.5 to have 3m boundary firebreak or as prescribed by local firebreak notice	<p>The proposed lots are generally 2.0ha in size. In accordance with the Shire's Firebreak and Fuel Reduction Notice the owners shall either:</p> <p>a) Maintain the whole of the lot as low threat vegetation by removing all flammable material from the property except living trees with grass not exceeding 100mm in height, which removes the need for a boundary firebreak.; or</p> <p>b) Provide 3m wide boundary firebreak.</p>

		Proposed Bushfire Management Strategies	
		Complies	Subdivision
Bushfire Protection Criteria	Ref		
	A4.1		Not applicable
	A4.2	<p>Min 50,000L tank per 25 lots</p> <p>Located no more than 2kms to furthest house site</p> <p>Hardstand turnaround within 3m</p> <p>Vested to local government</p>	<p>There are 15 lots and a single a 50,000L water tank with fittings is to be provided within the subdivision. This will be a 10m X 10m site located adjacent to the subdivision road between Lots 11 & 12.</p> <p>Lot 1 will be the furthest dwelling and the building envelope is 550m from the water tank site.</p> <p>A hardstand reversing bay will be provided.</p> <p>The site will either be created to form part of the road reserve.</p>
A4.3	A4.3 Individual lots within non-reticulated areas.	N/A	Not applicable

5.2 Additional Management Strategies

5.2.1 Individual Water Supply

The provision of and maintenance of reliable water supplies is essential in fire control and a suitable water supply must be readily available and accessible to Fire Appliances at all times.

While there will be a strategic water tank for fire fighting located within the subdivision, the fire protection of lots will be improved by having an additional water supply for each dwelling. This should be a minimum of 10,000L with a non electric pump and appropriate fittings as follows:

- a) A 50mm male camlock couplings with full flow valves;
- b) The fittings positioned at the base of the tank so that the total tank capacity is available for firefighting purposes at any time;
- c) An adequate hard standing access must also be provided adjacent to such connection/s and must be readily identifiable; and
- d) A nonelectric firefighting pump (normally 5.5hp) with sufficient hose to protect the dwelling and the surrounding low fuel zone.

5.2.2 Purchaser Advice

All prospective purchasers must be made aware of the fire management issues, measures and responsibilities associated with the subdivision. This can be a notification placed upon the Certificate of Title of all lots pursuant to Section 70A of the Transfer of Land Act advising landowners of this Bushfire Management Plan and BAL requirements.

5.2.3 Bushfire Survival Plan

Before the start of the fire season landowners need to decide what to do in the event of a bushfire. Based upon the **“Prepare, Act, Survive”** program landowners need to:

- Prepare residents by knowing the risk from bushfire and having a bushfire survival plan.
- Acting on the Fire Danger Ratings and associated triggers; and
- Surviving by monitoring conditions if a fire starts and knowing the bushfire warning alert levels.

A Bushfire Survival Plan can help landowners make important decisions about what to do during a fire - like when to leave, what to take and what to do with animals. Further information regarding the preparation of a plan can be found at www.areyouready.wa.gov.au.

6.0 Responsibilities for Implementation and Management of the Bushfire Measures

The management of the risk posed by bushfires is a shared responsibility between landowners, government and industry. These responsibilities are summarised in Table 5.















Table 5 Implementation

No	MANAGEMENT ACTION	TIMING
1.0	Developer	
1.1	Construction of subdivision roads, including clearing, to the standards outlined in the BMP/subdivision approval to ensure safe access and egress.	Subdivision Clearance.
1.2	Construction of the battle axe legs to the standards outlined in the BMP/subdivision approval.	Subdivision Clearance.
1.3	Provision of a 50,000L water tank, fittings and hard stand access area in an appropriate reserve or road widening as specified by the Shire.	Subdivision Clearance.
1.4	Slashing of the grassland areas so as to be low threat vegetation ie maximum height of 100mm.	Subdivision Clearance.
1.5	Preparing a notification be included on the certificate of titles advising that the land is subject to a Bushfire Management Plan.	Subdivision Clearance.
1.6	Preparation of a definition plan of the proposed building envelopes and marking these onsite.	Subdivision Clearance.
1.7	Providing prospective residents with a summary of this BMP / information sheet.	Prior to sale.
2.0	Residents	
2.1	To be aware that they live in a bushfire prone environment and need to take the initiative in learning about, preparing for and responding to bushfires	Ongoing
2.2	To undertake clearing in accordance with Figure 5 to the minimum extent necessary for development and provision of the required BAL-29 setback distance from the dwelling.	After development approval is issued.
2.3	Replanting of thirty trees per lot in a position where the maximum BAL - 29 rating is not increased.	After development approval is issued.
2.4	Preparation of a Bushfire Attack Level (BAL) Assessment for any proposed dwelling to confirm a maximum BAL-29 rating.	Development application.
2.5	Voluntary provision of a 10,000L water tank for bushfire fighting purposes including appropriate fixtures, access and pump.	Advisory
2.6	To maintain the vegetation separation distance required under AS3959 for the relevant Bushfire Attack Level (BAL) assigned to the dwelling.	Ongoing

No	MANAGEMENT ACTION	TIMING
2.7	Compliance with the Shire's Firebreak and Fuel Reduction Notice by: <ul style="list-style-type: none"> • Removing all flammable material from the property except living trees with grass not to exceed 100mm in height; or • If used for pasture, construct and maintain a 3 metre wide firebreak with a minimum 4 metre vertical clearance to overhanging vegetation as near as practical to the perimeter of the property. 	Annually before the fire season.
2.8	To develop a bushfire survival plan including being aware of the alert levels issued by DFES in the event of a bushfire.	Annually before the fire season.
2.9	The remnant vegetation within Lots 12 & 13 as shown in Figure 10 shall be managed in accordance with the Remnant Native Vegetation Management Plan.	Ongoing.
3.0 Shire of Bridgetown Greenbushes		
3.1	Maintenance of the strategic water supply tank in perpetuity following the first fire season.	Ongoing
3.2	Ensuring compliance with building and land use town planning provisions.	Ongoing
3.3	Ensuring compliance with its annual Firebreak and Fuel Reduction Notice.	Ongoing



LEGEND

-  SUBJECT LAND
-  GEO REFERENCE
-  100m BUFFER
-  EXISTING ROAD
-  SUBDIVISION ROAD
-  BUILDING ENVELOPES
-  DRIVEWAY >50m
-  TRUCK TURN AROUND 17.5m DIAMETER
-  HAZARD VEGETATION
-  BAL - Low (100m from hazard vegetation)
-  ASSET PROTECTION ZONE
-  50,000L STATIC WATER SUPPLY FOR FIRE FIGHTING
-  EXISTING DAMS
-  VEGETATION MANAGEMENT PLAN

REFER TO SHEET 2 FOR REQUIREMENTS

**FIGURE 10
SPATIAL MEASURES
(SHEET 1 OF 2)**

Ref No	19-058
Rev	Description
A	Preliminary
B	Council Mods



Date
02/11/2019
06/12/2019

REQUIREMENTS

Asset Protection Zone (APZ)

Vegetation in the APZ is to comply with Schedule 1 Element 2 of the Guidelines as follows:

- Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- Fine Fuel load: combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.
- Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- Ground covers (<0.5 metres in height): can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- Grass: should be managed to maintain a height of 100 millimetres or less.

Vegetation Management & Replanting

- Replanting of thirty trees per lot in a position where the maximum BAL - 29 rating for the dwellings is not increased.
- Maintaining the remnant vegetation within Lots 12 & 13 (as shown in Figure 10) in accordance with the Remnant Native Vegetation Management Plan.

REQUIREMENTS

Driveways Longer than 50m

The driveway access is to be suitable for a fire truck with a minimal 4m trafficable surface of compacted gravel, limestone or being sealed. A turn around area for a truck is to be provided near the dwelling and a hardstand areas to provide access to the water tank. Any access gate installed along the driveway, shall have a minimum width of 3.6m.

Firebreak and Fuel Reduction Notice

Compliance with the Shire's Firebreak and Fuel Reduction Notice by:

- Removing all flammable material from the property except living trees with grass not to exceed 100mm in height; or
- If used for pasture, construct and maintain a 3 metre wide firebreak with a minimum 4 metre vertical clearance to overhanging vegetation as near as practical to the perimeter of the property.

Protection measures shall be installed by the 15 November and maintained until the 26 April.

AS3959 Construction Standards

The proposed dwellings are to be sited so as to have a maximum BAL-29 rating.

Maintenance

Installation and upkeep of the asset protection zone, firebreaks, and the driveway are the responsibility of the landowner. The measures listed above shall be implemented prior to the occupation of the dwelling and shall continue to be maintained in perpetuity.

RECOMMENDED (Advisory)

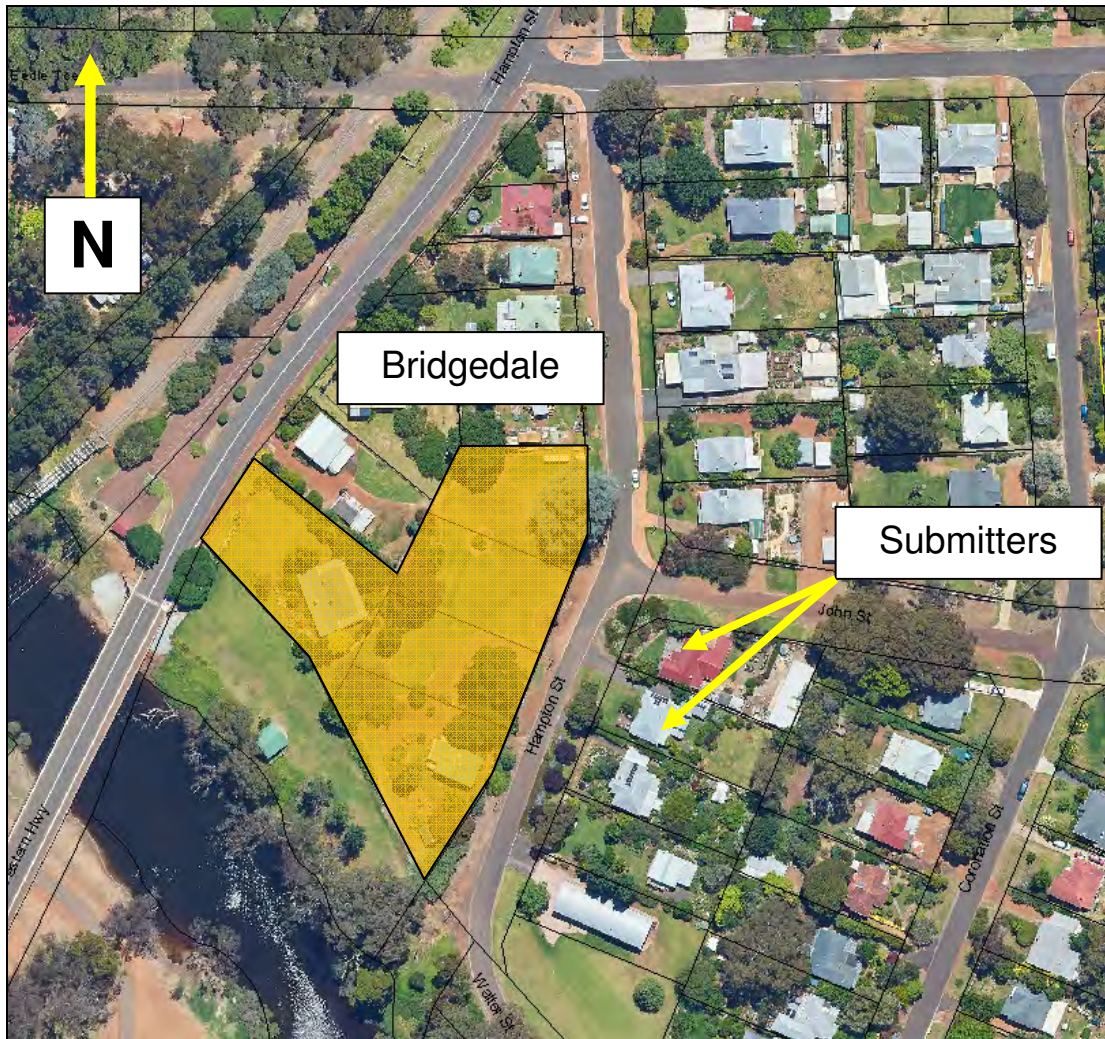
Water Supply

That each dwelling should provide a 10,000L static water supply tank for firefighting with:

- a) A 50mm male camlock couplings with full flow valves;
- b) The fittings positioned at the base of the tank so that the total tank capacity is available for firefighting purposes at any time;
- c) An adequate hard standing access must also be provided adjacent to such connection/s and must be readily identifiable; and
- d) A nonelectric firefighting pump (normally 5.5hp) with sufficient hose to protect the dwelling and the surrounding low fuel zone.

FIGURE 10
SPATIAL MEASURES
(SHEET 2 OF 2)





**Proposed Change in Use to Office/Educational Establishment -
Lot 12 (RSN 24367) South Western Highway and Lots 6 to 9 (1 to 7)
Hampton Street, Bridgetown (Bridgedale)**

Shire of Bridgetown-Greenbushes (Aerial Photo November 2017)

Scott Donaldson

From: DAVIES Paul (Con) <paul.davies@mainroads.wa.gov.au>
Sent: Tuesday, 9 July 2019 8:40 AM
To: Scott Donaldson
Cc: NAUDE Daniel (RCPM)
Subject: IPC1985 - Development application - proposed change of use - dwelling to office educational - Lot 12 South Western Highway and Lots 6 -9 Hampton Street Bridgetown) ~

SynergySoft: IPC1985

Hi Scott

I refer to your correspondence of 28 June 2019 and advise that Main Roads has no objection to the proposed change of use.

If you have any queries please phone Daniel Naude

Regards Paul Davies

For Daniel Naude
ROAD CORRIDOR PLANNING MANAGER
Metropolitan and Southern Regions / South West
p: +61 9724 5724 | m: +61 4189 31078
w: www.mainroads.wa.gov.au



mainroads
WESTERN AUSTRALIA

*We're working for
Western Australia.*



Scott Donaldson

From: BTNSHIRE
Sent: Thursday, 11 July 2019 8:44 AM
To: Scott Donaldson
Subject: FW: I-EML201953267 - Proposed change of use Bridgedale

SynergySoft: I-EML201953267

Eileen Kneale

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

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From: kenguthrie@westnet.com.au [mailto:kenguthrie@westnet.com.au]
Sent: Tuesday, 9 July 2019 1:00 PM
To: BTNSHIRE
Subject: I-EML201953267 - Proposed change of use Bridgedale

Chief Executive Officer, Shire of Bridgetown-Greenbushes.

Dear Sir/Madam

We have read the proposed changes for this property and being the residents directly impacted upon the changes would like to put forward our concerns.
We live at 12 Hampton St. We at this time have uninterrupted views of Bridgedale right down to the river and both bridges. The seven vehicle parking lot proposed will significantly impact upon us as our place is directly opposite, that may even devalue our property.
My question therefore would be are you able to review and place this parking at lot seven which then would be at the Johns and Hampton St intersection and have no impact on anyone?
Also there is a Concert held in February on the grounds which is of great benefit to the community, will this continue?

Kindest Regards Ken and Helen Guthrie.

Scott Donaldson

From: Marcel Kamperman <marcel.kamperman@iinet.net.au>
Sent: Monday, 15 July 2019 4:19 PM
To: Scott Donaldson
Subject: Re: IPC1988 - Proposed change of use - dwelling to office/educational establishment - lot 12 South Western Highway and lots 7-9 Hampton Street, Bridgetown

Thank you Scott,

For your reply re the traffic implications for Hampton Street, and, more specifically, the implications of possible parking arrangements in front of my house at 10 Hampton Street.

You have invited me to provide further comments in regards to the application.

Whereas I originally took on a favourable view of the proposal with some justifiable questions on parking, my view now is that, without an appropriate understanding of implications on traffic and parking implications in front of 10 Hampton Street, I am not in favour of the proposal.

You write that the applicant has proposed 7 additional car bays in front of my house in Hampton Street but the entire application fails to describe the reason for this, the impacts, expected usage, traffic volume etc. I find it concerning that a proposal of such significance, i.e. adding 7 car parks in front of someone's house can be considered without any detail.

Therefore in response to the proposal my questions are this:

1. Without any work done on this traffic detail, why does the proposed universal car with gravel driveway not suffice for the intended use?
2. Where is the data and information that suggests that a car park in Hampton Street is required?
3. If the proposed car parking in Hampton Street is only meant as "an overflow" over and above the universal car park near Bridgedale House, why can't the car parking facilities across from Bridgedale House along South West Highway and straddling the river not be considered for this purpose?
4. There are car parking opportunities along Hampton Street between 14-24 Hampton Street with sufficient road width for parking (I refer to the section of road between Carey Street and John Street). Why is this existing stretch of road with car parking already established not considered for car parking to support the proposal?

I must, considering the reply that you kindly have provided to-date, and the lack of work done by the applicant in regards to this matter, express my great concern about the proposal.

I do not, as a rate payer directly impacted by the proposed changes, support the proposal considering that there other possibilities for parking, or for that matter other opportunities in Bridgetown, judging by commercial property vacancies in the main street alone, with car parking facilities available, that could easily suffice for the purposes proposed.

I fail to see why a property of such historical significance would be considered for converting into an office / educational facility, to introduce a gravel car park on the grounds as well as introduce a car park (without any usage details) along a quiet street facing the property that is subject to the proposal.

I express concerns about the lack of detail that this a project proposal brings and register my objections accordingly.

I hope that you can include my observations and objections in the records related to the proposal and look forward to hearing from you and the reviewing committee in regards to my objections.

Yours sincerely,

Dr Marcel Kamperman
10 Hampton Street
Bridgetown

On 15 Jul 2019, at 11:00, Scott Donaldson <sdonaldson@bridgetown.wa.gov.au> wrote:

Dr Kamperman

I have registered your email and I can only provide the following comments.

The states that three staff members are expected to be onsite for consultations, and will also travel offsite for client visits, however further information on expected traffic numbers was not provided. The Shire has not sought or received any further information at this time from either the National Trust of WA or intended lease Tender Care on traffic impacts.

The site plan shows the applicant's proposal for seven compacted gravel parking bays perpendicular to the Hampton Street boundary, plus one universal access parking bay closer to the building access via a compacted gravel driveway (although not drawn).

Potential traffic impacts will be given due consideration by the Shire in determining the application and of course take any submissions into consideration, as required under Town Planning Scheme No. 3 and the Planning and Development (Local Planning Schemes) Regulations 2015.

I am unable to provide any further feedback at this time and I would welcome any further comments that you may have by Monday 22 July 2019.

Regards

Scott Donaldson

Manager Planning

Shire of Bridgetown-Greenbushes

PO Box 271

BRIDGETOWN WA 6255

PH: (08) 9761 0800

FAX: (08) 9761 2023

Website: www.bridgetown.wa.gov.au

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<image001.jpg>

From: Marcel Kamperman [<mailto:marcel.kamperman@iinet.net.au>]

Sent: Sunday, 14 July 2019 7:57 PM

To: Scott Donaldson

Subject: IPC1988 - Proposed change of use - dwelling to office/educational establishment - lot 12 South Western Highway and lots 7-9 Hampton Street, Bridgetown

Dear Mr Donaldson,

My name is Dr Marcel Kamperman, and I am writing you via email to provide you with my comments pertaining to the *“Proposed change of use - dwelling to office/educational establishment - lot 12 South Western Highway and lots 7-9 Hampton Street, Bridgetown”* based on the document dated the 28th June 2019.

Our property is at 10 Hampton Street, Bridgetown and is located directly opposite to Bridgedale House and its surrounding gardens.

We have been owners of this property since February 2019 and bought the property based on its location, wonderful quiet surroundings and unencumbered views of the area around Bridgedale House.

We have read the proposal and are generally in agreement with the proposed changes to Bridgedale House, i.e. the internal changes to create space for the use by Tender Care.

However, we have to express our concern regarding the proposed car park immediately in front of our house at 10 Hampton Street.

The document detailing the changes to Bridgedale House does not at all address any matters related to car parking, traffic management, expected vehicle numbers and flow on effects arising from constructing a car park.

I am pointing this out because in my view these are important matters that must be addressed when proposing to change a dwelling to an office / educational establishment.

Our concern is with increased traffic and a continuous flow of vehicles coming and going directly in front of our house, as well as usage of parking areas outside of business hours when currently none of this is an issue.

I am looking for specific clarification to this omission in the proposal related to the following:

1. Has adequate consideration been given to the increased traffic flow through Hampton Street as a result of the proposed change to Bridgedale House? If so, what is the traffic analysis showing and how does this compare with current patterns?
2. Has adequate consideration been given to the parking statistics related to people both working and visiting Bridgedale House if it were to be changed to an office / educational establishment? If so, what are the expected parking patterns during business hours?
3. What is the nature of the car park? What are it's dimensions, what is it's exact location, what is the nature of parking (i.e. parallel, angle parking)?
4. Has adequate consideration been given to nuisance parking and the effects thereof outside of business hours including increased noise and littering?
5. Have alternative considerations been given to parking requirements? If so, what are these alternatives?

Without this particular aspect being addressed I will express my utmost concerns that inadequate consideration or consultation has been given in relation to converting a dwelling into an office / educational establishment and the flow-on effects that this will have on traffic flow and parking arrangements.

SHIRE OF BRIDGETOWN – GREENBUSHES

SCHEDULE OF SUBMISSIONS - PROPOSED CHANGE OF USE TO OFFICE/EDUCATIONAL ESTABLISHMENT – LOT 12 (RSN 24367) SOUTH WESTERN HIGHWAY AND LOTS 6 TO 9 (1 TO 7) HAMPTON STREET, BRIDGETOWN (BRIDGEDALE)

NO	SUBMITTER (SUBJECT PROPERTY)	SUMMARISED COMMENT	STAFF RESPONSE
1.	Main Roads Western Australia	No Objection a) No objection to the proposal.	a) Noted.
2.	Ken and Helen Guthrie 12 Hampton Street, Bridgetown	Objection a) We have read the proposed changes for this property and being the residents directly impacted would like to put forward our concerns.	a) Noted.
		b) We live at 12 Hampton Street and at this time have uninterrupted views of Bridgedale right down to the river and both bridges. The seven vehicle parking lot proposed will significantly impact upon us as our place is directly opposite, that may even devalue our property.	b) Whilst the residents may currently enjoy a view towards the Blackwood River and bridges through the grounds of Bridgedale, the parking of up to seven vehicles adjacent to Hampton Street may have only a modest impact upon amenity. Any impact upon property values is not a valid planning consideration.
		c) My question therefore would be are you able to review and place this parking at lot seven which then would be at the Johns and Hampton Street intersection and have no impact on anyone?	c) The seven staff/visitor parking bays are proposed on Lot 7 adjoining the Hampton Street road reserve, and directly opposite the submitter's property. Shire staff and the National Trust discussed potentially locating the parking closer to the building for improved accessibility, and whilst the applicant agreed to locate a universal bay in proximity to the building, the applicant's preference is to locate the seven bays as proposed to limit any visual impact on the historic grounds. In order to address the submitter's concerns, Shire staff recommended that the seven parking bays be located more centrally within the subject land.
		d) Also there is a concern held in February on the grounds which is of great benefit to the community, will this continue?	d) The Blackwood Rhapsody Concert is schedule for February 2020 to be held in the Blackwood River foreshore (Shire Recreation Reserve 25693). It is understood that some patrons may walk and even sit within the grounds of Bridgedale for the concert. The proposed use is not expected to have any impact on the use of Reserve 25693.

3.	Dr Marcel Kamperman 10 Hampton Street, Bridgetown	<p>Objection (First email submission received 14 July 2019)</p> <p>a) Our property is at 10 Hampton Street, Bridgetown and is located directly opposite Bridgedale House and surrounding gardens. We have owned this property since February 2019 and bought based on its location, quiet surroundings and unencumbered views of the area around Bridgedale House. We are generally in agreement with the proposed changes to Bridgedale to create a space for use by Tender Care, however we have concerns regarding the proposed car park immediately in front of our house.</p>	a) Noted. Preliminary support withdrawn in second submission, discussed below.
		b) The application does not address any matters related to car parking, traffic management, expected vehicle numbers and effects from constructing the car park. These are important matters that must be addressed when proposed to change a dwelling to an office/educational establishment. Our concern is with increased traffic and a continuous flow of vehicles coming and going directly in front of our house, as well as parking outside of business hours when currently none of this is an issue. I am looking for clarification to this omission in the proposal related to the following:	b) A preliminary response was provided to the submitter indicating that three staff members are expected onsite for consultations, and will also travel offsite for client visits. On further advice from the proposed tenant Tender Care there will likely be a maximum of 6 people onsite, three being staff members, for the majority of business hours. Small group activities and one large group activity are planned at this stage, with most clients not driving to the site themselves.
		c) Has adequate consideration been given to the increased traffic flow through Hampton Street as a result of the proposed change and if so what is the traffic analysis showing and how does this compare with the current patterns?	c) The applicant states that vehicle trips are to be spread out during the working day, with three staff and two client vehicles expected on a regular day. Whilst larger groups may attend occasionally, most clients will either walk or be driven by others. The intended use will likely have only a low impact of traffic movement and therefore a detailed traffic impact statement is not considered necessary. Whilst the Shire can only assess the merits of the proposal presented, should the intended tenant vacate the premises or increase services, higher volumes of traffic may access the site, with additional approval unlikely to be required.
		d) Has adequate consideration been given to the parking statistics related to people both working and visiting Bridgedale as an office/education establishment and if so what are the expected parking patterns during business hours?	d) See Comment c) above. Under the WAPC's Transport Impact Assessment Guidelines, an office with an area less than 500m ² or a school with less than 10 students is considered to have a low impact only. Noting the building has a floor area of approximately 140m ² , and the expected numbers of staff and customers during business hours, and the planned small and large group activities, no detrimental impact on local traffic is anticipated.

		e) What is the nature of the carpark such as dimensions, exact location, design?	e) A preliminary response was provided indicating seven gravel parking bays were proposed adjacent to the Hampton Street verge plus on universal access parking closer to the building, with access via a compacted gravel driveway. Provision of offsite parking must be in accordance with AS2890 with parking bays to be 2.4m by 5.4m.
		f) Has adequate consideration been given to nuisance parking and the effects thereof outside of business hours including increased noise and littering?	f) The current verge area is already useable for after hours parking should the general public wish to walk through the site or surrounding area. Formal parking adjacent to the verge, or more centrally located within the property, is not expected to encourage any additional after hours parking or littering.
		g) Without this particular aspect being addressed I express my utmost concerns that inadequate consideration or consultation has been given in relation to converting a dwelling into an office/educational establishment and the flow-on effects that this will have on traffic flow and parking arrangements.	g) The proposal as presented by the applicant has been referred by direct correspondence to surrounding landowners for feedback. A preliminary email response was then provided to the submitter indicating expected staff numbers and proposed parking arrangements, with any further comments invited from the submitter.
		(Second email submission received 15 July 2019) h) You have invited me to provide further comments and whereas I originally took on a favourable view of the proposal with some justifiable questions on parking, my view now is that, without an appropriate understanding of implications on traffic and parking implications in front of 10 Hampton Street, I am not in favour of the proposal.	h) Objection noted.
		i) You write that the applicant has proposed seven additional car bays in front of my house in Hampton Street but the entire application fails to describe the reason for this, the impacts, expected usage, traffic volume, etc. I find it concerning that a proposal of such significance can be considered without any detail. My questions are:	i) The application clearly shows the provision of eight parking bays, including one universal access bay, to cater for staff and visitor's vehicles. The applicant did not provide any comments on traffic movement prior to neighbour referral. Comments from the intended tenant have been provided and incorporated in the report to Council.
		j) Without any work done on this traffic detail, why does the proposed universal car with gravel driveway not suffice for the intended use? Where is the data and information that suggests that a car park in Hampton Street is required?	j) Under Town Planning Scheme No. 3 the provision of parking bays for this use is at the discretion of Council. Provision of only one universal bay would be grossly inadequate for the proposed development, with three staff and two customer vehicles anticipated during normal working hours. If formal bays are not provided, staff and visitors would then park on the verge in an unregulated manner.

		<p>k) If the proposed car parking in Hampton Street is only meant as “an overflow” over and above the universal park near Bridgedale House, why can't the car parking facilities come across from Bridgedale House along South Western Highway and straddling the river not be considered for this purpose?</p>	<p>k) The proposed parking bays adjacent to Hampton Street are not overflow bays. There is inadequate room available onsite for vehicles to enter the property from South Western Highway, then drive around to the eastern side of the building, with removing existing gardens and trees. The applicant is reluctant to have any parking bays within the grounds and only through preliminary negotiation with the Shire was the universal bay located as proposed.</p>
		<p>l) There are car parking opportunities along Hampton Street between 14-24 Hampton Street with sufficient road width for parking (I refer to the section of road between Carey Street and John Street). Why is this existing stretch of road with established car parking not considered for car parking to support the proposal?</p>	<p>l) The closest roadside bay on Hampton Street is approximately 80 metres walk to Bridgedale house, which is a considerable distance, particularly for expected customers that may have a disability. The universal bay plus other staff and visitor bays must be provided onsite for practical access to the building.</p>
		<p>m) Considering the reply that you kindly provided to date, and the lack of work done by the applicant in regard to this matter, I express my great concern about the proposal. As a ratepayer directly impacted by the proposed changes, I do not support the proposal considering that there are other possibilities for parking, or for that matter other opportunities in Bridgetown, judging by commercial property vacancies in the main street along, with car parking facilities available, that could easily suffice for the purposes proposed.</p>	<p>m) Noted. Both an Office and Educational Establishment are discretionary uses with the applicable Residential zone, and the Shire is bound to consider the proposal on its merits. The Shire can not refuse the application on the grounds of other sites being available or judged to be more suitable.</p>
		<p>n) I fail to see why a property of such historical significance would be considered for converting into an office/educational facility, to introduce a gravel car park on the grounds as well as introduce a car park (without any usage details) along a quiet street facing the property that is subject to the proposal.</p>	<p>n) Bridgedale has State and local heritage significance and the owner, National Trust, is seeking to adapt and utilise the building for an acceptable purpose, with a Heritage Impact Statement confirming the proposal is acceptable pursuant to the Heritage Act and relevant policies and guidelines.</p>
		<p>o) I express concerns about the lack of detail that this project proposal brings and register my objection accordingly. I hope that you can include my observations and objections in the records related to the proposal and look forward to hearing from you and the reviewing committee in regards to my objections.</p>	<p>o) Noted.</p>



Our Ref: PM19-002

Mr. Scott Donaldson
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22 May 2019

Dear Mr Donaldson,

P37/2019 Development Application Revision- Bridgedale

Enclosed is a revision to Development Application P37/2019 for change of use and works to Bridgedale, Bridgetown. The site comprises lots 6, 7, 8, 9 and 12, with works proposed to the homestead within Lot 12 on Diagram 17903.

Bridgedale is currently zoned residential in the Town Planning Scheme. The place has been used in the past as a heritage house museum and was originally a residence. This change of use will request dual use as Office and Educational Establishment, which are both listed in the Zoning Table as 'AA' discretionary uses. We plan to upgrade the building to be leased out as an office space with community rooms to our tenant Tender Care, a community organisation. The intended office will be open standard business hours and house 3 staff members, who will meet with clients at Bridgedale and off-site and run small group workshops at the premises during the week. Please contact Lloyd Achard, Executive Director of Tender Care for further information on lessee operations (08 9300 3399).

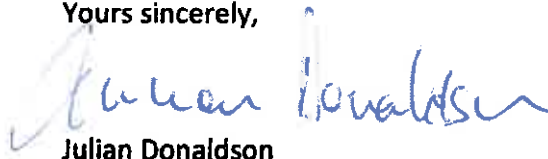
We have worked to ensure minimal impact to the significant heritage fabric of the place and have enclosed a revised Heritage Impact Statement with this application. The heritage impact statement provides detail regarding the impact of the works to the cultural heritage significance of Bridgedale and references the State Planning Policy document 3.5 for Historic Heritage Conservation.

Works will include compliance upgrades such as a universal access bathroom, accessible ramp and path of travel and fire extinguishers, as well as a small kitchenette for office use. Minor conservation repairs will be undertaken as part of these works

and will be detailed in a later building permit. We intend to do as much as necessary but as little as possible to enable a new use in this significant place. We have engaged JMG building surveyors to aid in our compliance approach, and will ensure compliance is outlined in the building permit. JMG will further be assisting in providing a Bushfire Attack Level (BAL) Assessment for the place and we will be looking into the existing site services to ensure they will be sufficient for this requested change of use.

Thank you and we look forward to continued support from the Shire of Bridgetown-Greenbushes in the long term conservation of Bridgedale. Please do not hesitate to contact National Trust Conservation Project Officer, Kyra Lomas (08 9321 6088) for any further information required.

Yours sincerely,



Julian Donaldson

Chief Executive Officer
National Trust of Western Australia

HERITAGE IMPACT STATEMENT

Change of Use and Compliance Upgrade

Bridgedale, Bridgetown



Prepared by the National Trust of Western Australia

May 2019

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1.0 INTRODUCTION

The alteration of internal spaces is proposed at Bridgedale, Bridgetown. The place has been used as a house museum since 1974 but has been vacant recently. It is proposed to be used into the future as an office, after the completion of works in this development application.

This heritage impact statement provides an analysis of the potential impacts of the proposed works on the heritage values of the place. In association with functional and statutory requirements relating to the proposed new use, the design has been guided by conservation policies for the place as outlined in the conservation plan by *the National Trust of Western Australia 2013*, and with reference to the principles of *The Burra Charter*.

This report should be read in conjunction with the drawings prepared by the National Trust dated May 2019.

2.0 LOCATION

Bridgedale homestead is located on Lot 12, South Western Hwy, Bridgetown. The Bridgeale site extends to include lots 6, 7, 8 and 9.



Figure 1: Location Plan

3.0 PHYSICAL DESCRIPTION

Bridgedale is a single storey four roomed clay brick house in the Victorian Georgian style with a simple corrugated iron hipped roof, bull nosed verandahs to three sides, and a skillion-roofed rear section comprising five rooms. A small addition c1975 is built into the southern side of the verandah.

The rear section of the house sits on a granite rubble foundation set in mud mortar; the front verandahs are on timber stumps. Detailing at the front reflects 'modernisation' at the turn of the twentieth century with painted cement rendered 'quoins' to the corners, door and window surrounds. Detailing at the rear reflects 'modernisation' c.1950s with concrete verandah and modified window detailing.

Galvanised iron roofing and rainwater goods, along with a large amount of structural timber, replaced a Canadian Redwood shingle roof in 2008. There are three brick chimneys with simple corbelled tops and chimney pots.

Internally rooms are generally floorboards on stumps, painted mud render on clay brick walls, timber joinery and timber board ceilings. Washrooms are concrete slab floors with an unlined ceiling. There are fireplaces in three rooms and picture rails in formal rooms. The house has a split level reflecting the stages of construction and existing site levels.

Generally the building is in fair condition with elements in poor condition. Although much restoration and conservation work has been completed in the past forty years, it is of a medium to high authenticity and integrity.

4.0 HERITAGE VALUES

4.1 Heritage listings

The cultural heritage significance of Bridgedale, Bridgetown, was first recognised by the community through the gifting of the property to the National Trust of Western Australia in 1971. It has since been classified by the National Trust July 1997 and included on the State Register of Heritage Places in March 1997 (00241). The place was included on the Shire of Bridgetown-Greenbushes Municipal Inventory adopted 28.06.2001.

14 July 1997	National Trust of Western Australia: List of Classified Places: Classified
18 March 1997	State Heritage Office: State Register of Heritage Places: Permanent, Place number 00241
18 March 1983	Shire of Bridgetown- Greenbushes: Heritage List: Adopted
28 June 2001	Shire of Bridgetown- Greenbushes: Municipal Inventory: Adopted Category 1

4.2 Statement of Significance

The following was taken from the Bridgedale Conservation Plan, 2013; Bridgedale, Bridgetown, established in 1859, comprises an early settlement house with single-roomed Ancillary Building in a landscaped setting on the Blackwood River at the southern entrance to Bridgetown, and has cultural heritage significance for the following reasons:

- it contains the oldest building in Bridgetown and as such is held in high esteem by the community and general public as an historic place;
- it is a landmark on the Blackwood River foreshore, contributes to the aesthetic qualities of the landscape, and defines the southern entrance to the town;

- it has a close association with the Blechynden family, farming pioneers who were influential in the settlement and development of the Bridgetown district;
- it demonstrates aspects of development which have occurred within the township of Bridgetown from the 1860s to the present time and are typical of settlement in the south-west of Western Australia; and,
- the Blue Atlas Cedar is of value as a horticultural specimen of considerable age and comparative rarity in the district, and a landmark in its own right.

5.0 PROPOSAL DETAILS

5.1 Statutory Requirements

Bridgedale, Bridgetown is protected under the provisions of the *Heritage of Western Australia Act 1990*. Under this Act, National Trust of Western Australia have delegated authority to approve works to properties under their management.

This fit-out proposal necessitates changes to comply with the National Construction Code.

The Western Australian Planning Commission, State Planning Policy 3.5- Historic Heritage Conservation document has been considered in these works are seen to be adhered to in this application in relation to alteration and change of use affecting a heritage place.

5.2 Relevant Conservation Policies

Conservation policies have been provided in the following documents:

- *Bridgedale, Conservation Plan*, prepared by the National Trust of Western Australia, 2013
- *Conservation Plan for Bridgedale*, prepared by Oline Richards and John Pidgeon for the National Trust of Australia (WA) in January 1993

Further, the policies developed as part of this report are underpinned by *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013*. In instances where no policies have been specified in the conservation plan, *Burra Charter* principles have been the main guiding reference.

Generally, all work aims to ensure heritage values are retained and physical and visual impacts on fabric are minimised.

As heritage advisors and architects for the project, the National Trust believes that on balance, the impact on the heritage values of the place is minimal and is outweighed by the benefits of a compatible and sustainable use of the place.

5.3 Description of Proposed Works

The proposed alteration works are separated by room.

1. **R-01:** Currently this room contains a hand basin and tiled shower recess. These will be retained as part of these works, however will not be used by the tenant. The room is proposed to be a store room, no internal changes will take place. Access will be restricted to limit changes associated with making this space accessible.
2. **R-02:** It is proposed to install a small kitchenette in this space, along the east wall. The cabinets will not be fixed to walls and will be able to be removed at a later date. A new oven and rangehood will be installed with a flue through the corrugated iron ceiling. Detailing will ensure watertight and careful insertion to corrugated iron roof.

3. *R-06, 07: Currently a laundry room and a toilet cubicle, this will be turned into a universal access bathroom. The brick cubicle walls will be removed to create one larger open room, the toilet replaced, a new basin installed, all universal access equipment and fixtures installed and a new tiled floor.*
4. *Other: This building will be upgraded to provide universal access. This will require the inclusion of an external graded and compacted pathway from the Universal access bay to the entry door and the installation of associated fire equipment such as fire extinguishers and smoke alarms. Where possible, these will be located in existing service locations, and care will be taken when fixing into original fabric. Fire extinguishers will be free standing on specially constructed floor stands to reduce fixings into original walls.*

In summary, the following works are required to meet the project objectives:

- Installation of new kitchenette to room 2
- Installation of new universal access bathroom to room 6, 7
- Cubicle wall removal to room 6
- universal access works

Refer attached drawing set for detailed description of the proposed work.

6.0 DISCUSSION OF HERITAGE IMPACTS

Assessed heritage values	Impact on values
It contains the oldest building in Bridgetown and as such is held in high esteem by the community and general public as an historic place	The impact on the physical fabric of the building will be minimal, and removable. As the building will be a private office, the community and general public will have limited use of the place. The grounds will remain open for visitation and the lessee has expressed interest in having open days and letting the community into the space as much as possible. As the lessee will be a community organisation, benefitting the people of Bridgedale, this is a compatible new use and will retain its significance to the community of Bridgetown and the general public.
It is a landmark on the Blackwood River foreshore, contributes to the aesthetic qualities of the landscape, and defines the southern entrance to the town	The aesthetic qualities of the landscape will not be affected by this proposal. There is minimal external work, a small flue is proposed from the new kitchen, which will be designed to minimise the visible impact as part of the wider landscape.
It has a close association with the Blechynden family, farming pioneers who were influential in the settlement and development of the Bridgetown district	No impact
It demonstrates aspects of development which have occurred within the township of Bridgetown from the 1860s to the present time and are typical of settlement in the south-west of Western Australia	No impact
The Blue Atlas Cedar is of value as a horticultural specimen of considerable age and	No impact, works will not occur within the vicinity of the Blue Atlas Cedar.

comparative rarity in the district, and a landmark in its own right	
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7.0 CONCLUSION

The development of proposed internal alterations to Bridgedale has followed the *Burra Charter* and policy documents. The focus of the proposed plans is to retain the significance of the place with minimal impact on existing fabric whilst providing contemporary amenities suitable to the office use of the building. The place is in good condition and is reasonably capable of adaptation to a new use. The conservation policies described in the conservation plan by the National Trust of Western Australia have been adhered to and the *Burra Charter* has been referenced where there has been a lack of specific policies, in particular new work (Article 22) and managing change (Article 27).





The addition and modification of a kitchen and universal access bathroom is a necessary requirement for an office, or any potential proposed use into the future and will be carried out in compliance with the current Building Codes. This fit-out will not impact significantly on the original form, scale or mass of the building. The external look of the house will not be impacted, with a small flue proposed on the roof above the new kitchen. This is a moderate insertion, but will be detailed to ensure minimal visual impact to the place.

Internally, the retention of the toilet to the existing location will reduce services impact. Further, the kitchen was chosen to be installed in a location that will ensure water and power services are available or closely available to minimise services. The kitchen cabinets will be removable, wall and floor finished will remain existing.

In conclusion, the proposed alterations are either necessary for compliance or required functional additions and will result in minor impact on the significance of the individual building and its cultural heritage significance. Specific impacts to the place have been carefully considered and mitigated to provide a design solution which results in minimal visual and physical impacts to the building with reversible modifications to the interior. The works will be undertaken sympathetically minimising permanent removal of significant fabric which adheres to the conservation policies for this place.

8.0 PHOTOGRAPHS

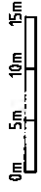
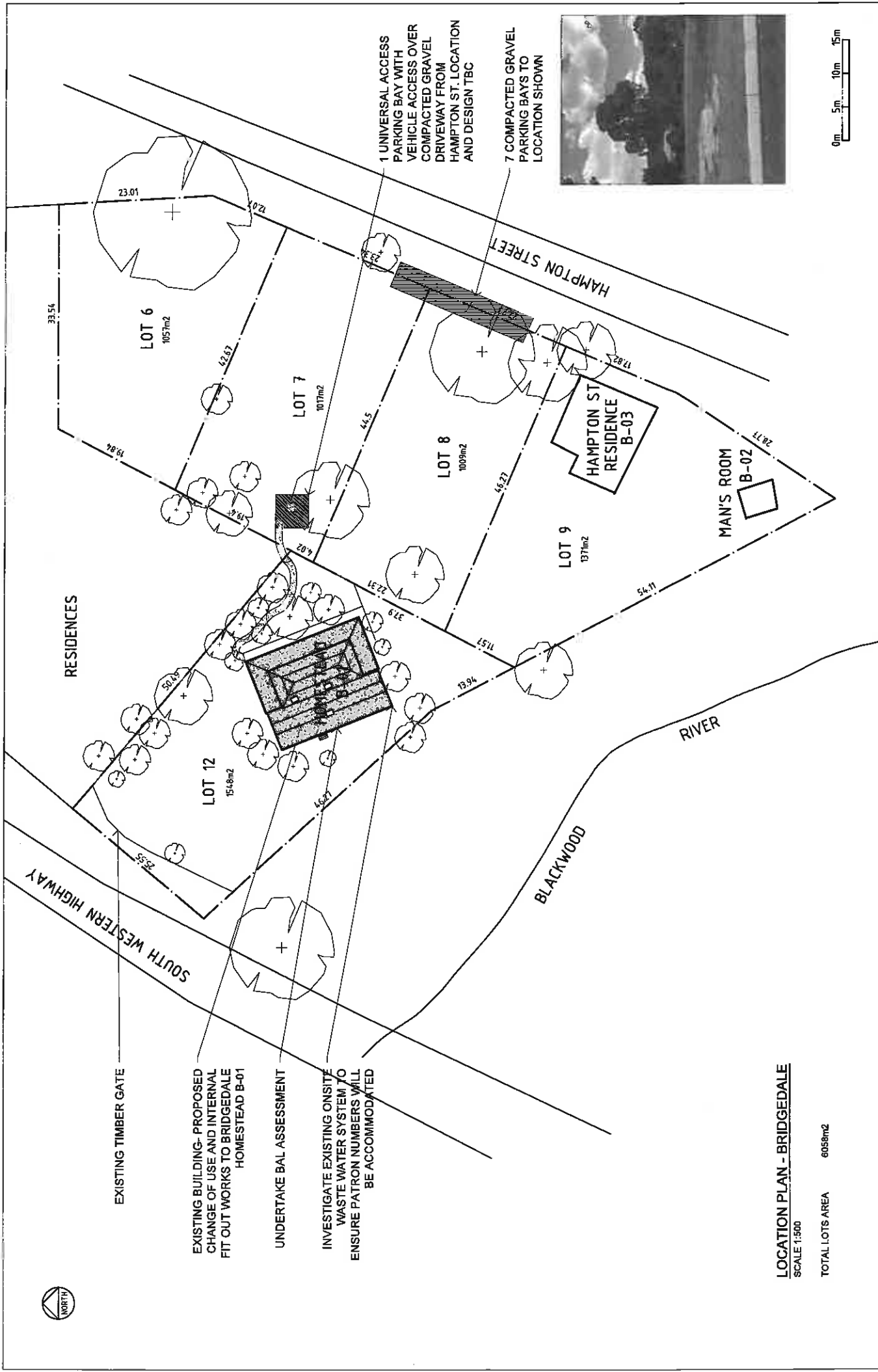


<p>R01- existing shower and basin. To be retained but used as a store room.</p>	
	
<p>R-02- new kitchen cabinets to south wall, removable. Oven and rangehood to right hand side of wall, removal of corrugated iron patch sheet for installation of rangehood flue.</p>	<p>R-02- new kitchen cabinets, removable. Oven and rangehood to left end of wall, removal of corrugated iron patch sheet for installation of rangehood flue.</p>
	
<p>R-07- new UA bathroom in location. Tiled floor finish and new compliant door to left.</p>	<p>R-06- new UA bathroom in location. Removal of brick cubicle wall to allow for replacement of toilet to new UA requirements. Non load bearing wall.</p>

9.0 REFERENCES

Australia ICOMOS Incorporated, *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance*, 2013

National Trust of Western Australia, *Bridgedale Conservation Plan*, Revised Jan 2013.



RESIDENCES

EXISTING TIMBER GATE

EXISTING BUILDING- PROPOSED CHANGE OF USE AND INTERNAL FIT OUT WORKS TO BRIDGEDALE HOMESTEAD B-01

UNDERTAKE BAL ASSESSMENT

INVESTIGATE EXISTING ONSITE WASTE WATER SYSTEM TO ENSURE PATRON NUMBERS WILL BE ACCOMMODATED

1 UNIVERSAL ACCESS PARKING BAY WITH VEHICLE ACCESS OVER COMPACTED GRAVEL DRIVEWAY FROM HAMPTON ST. LOCATION AND DESIGN TBC

7 COMPACTED GRAVEL PARKING BAYS TO LOCATION SHOWN

LOCATION PLAN - BRIDGEDALE
SCALE 1:500

TOTAL LOTS AREA 6058m²

<p>The National Trust of Western Australia The Old Observatory 4 Havelock Street, West Perth PO Box 1102, West Perth WA 6002 Phone: (08) 9321 6088 Fax: (08) 9324 1571 Email: trust@ntwa.com.au Web: www.nationaltrust.org.au</p>	<p>PROJECT TITLE COMPLIANCE UPGRADE</p> <p>PROPERTY ADDRESS LOT 12 SOUTH WEST HIGHWAY, BRIDGETOWN WA</p>	<p>PROPERTY TITLE BRIDGEDALE</p> <p>PROJECT No. PM15-0002</p> <p>FILE LOCATION 63\perpetua & Colleen\mail\Highway\Compliance\Bridgetown\Upgrade</p>	<p>DATE MAY 2019</p> <p>CONVENT BR/80CN</p>	<p>SCALE 1:500</p> <p>DATE MAY 2019</p>	<p>DRAWING TITLE LOCATION PLAN</p> <p>SCALE 1:500</p> <p>DATE MAY 2019</p>	<p>REV A01.00</p> <p>DRAWING A01.00</p> <p>REV B</p>
	<p>PROPERTY TITLE BRIDGEDALE</p> <p>PROJECT No. PM15-0002</p> <p>FILE LOCATION 63\perpetua & Colleen\mail\Highway\Compliance\Bridgetown\Upgrade</p>	<p>DATE MAY 2019</p> <p>CONVENT BR/80CN</p>	<p>SCALE 1:500</p> <p>DATE MAY 2019</p>	<p>DRAWING TITLE LOCATION PLAN</p> <p>SCALE 1:500</p> <p>DATE MAY 2019</p>	<p>REV A01.00</p> <p>DRAWING A01.00</p> <p>REV B</p>	

HERITAGE PLACE
This property is an important heritage place included on the State Register of Heritage Places in Western Australia. It is a place of historical significance and is protected by the Heritage Act 1975. Any works to the place must be approved by the Heritage Council of Western Australia. All works must be done in accordance with the Heritage Act 1975 and the Heritage Act 1975 Regulations 1976. All works must be done in accordance with the Heritage Act 1975 and the Heritage Act 1975 Regulations 1976. All works must be done in accordance with the Heritage Act 1975 and the Heritage Act 1975 Regulations 1976.



PEDESTRIAN ACCESS FROM UNIVERSAL ACCESS PARKING BAY TO ENTRY ALONG COMPACTED GRAVEL PATH PEDESTRIAN AND LIMITED VEHICLE ACCESS ALONG COMPACTED GRAVEL FROM HAMPTON STREET PARKING TO UNIVERSAL ACCESS BAY

LOT 7

LOT 8

LOT 12
15.46m²
OPEN GRASS

HOMESTEAD
B-01

EXISTING BUILDING- PROPOSED CHANGE OF USE AND INTERNAL FIT OUT WORKS TO BRIDGEDALE HOMESTEAD B-01

SITE PLAN - BRIDGEDALE
SCALE 1:200

LOT 12 AREA 15.46m²

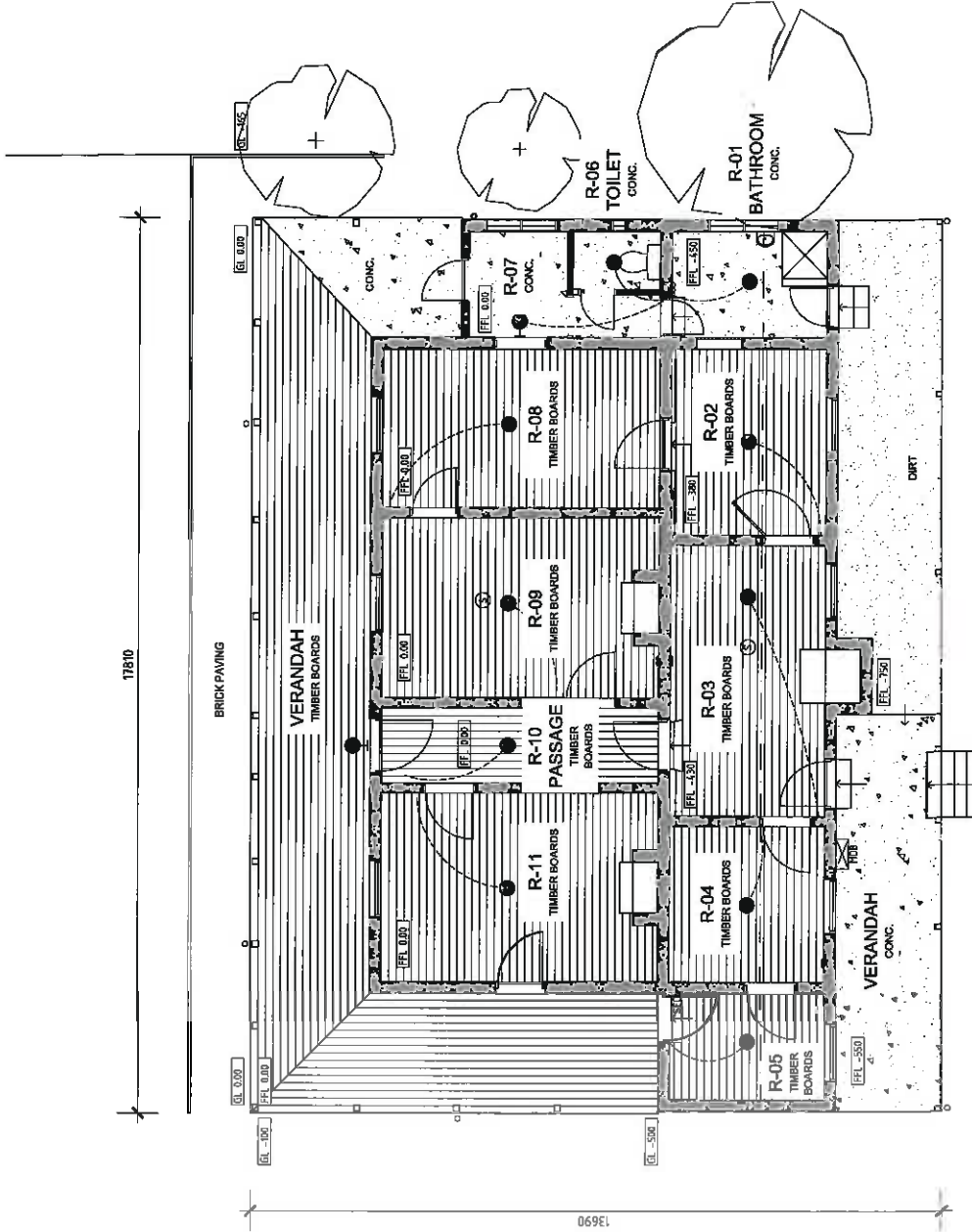


Gravel?

<p>PROJECT TITLE BRIDGEDALE</p> <p>PROJECT No PM19-0002</p> <p>PROJECT ADDRESS LOT 12 SOUTH WEST HIGHWAY, BRIDGETOWN WA</p>	<p>PROPOSED WORKS</p> <p>COMPLIANCE UPGRADE</p>	<p>PROJECT TITLE SITE PLAN</p> <p>SCALE 1:200</p> <p>DATE MAY 2019</p>	<p>REV</p> <p>DRAWING A01.01</p> <p>REV B</p>
	<p>PROPERTY ADDRESS</p> <p>LOT 12 SOUTH WEST HIGHWAY, BRIDGETOWN WA</p>	<p>PROPERTY ID</p> <p>PM19-0002</p>	<p>DATE</p> <p>MAY 2019</p>

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 Email: info@natwest.org.au
 Web: www.natwest.org.au

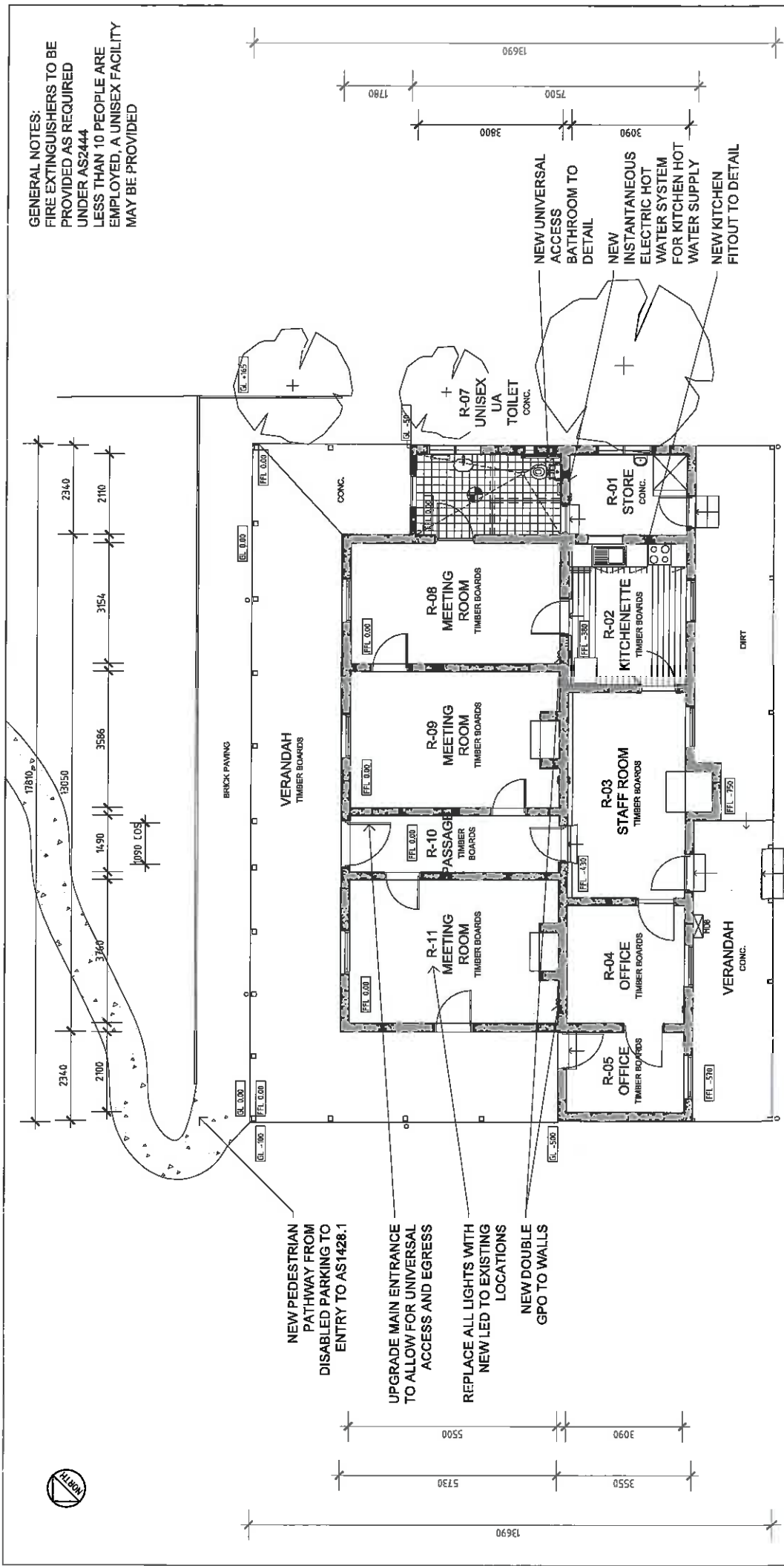
Heritage Place
 This work is undertaken under the Heritage Act 1974. It is a condition of approval that the contractor ensure that any work undertaken in the vicinity of the site does not impact on any heritage values. A condition of approval is that the contractor ensure that any work undertaken in the vicinity of the site does not impact on any heritage values. A condition of approval is that the contractor ensure that any work undertaken in the vicinity of the site does not impact on any heritage values.



B-01 BRIDGEDALE - EXISTING FLOOR PLAN
SCALE 1:100

The National Trust of Western Australia The Old Observatory 4 Halebrook Street, West Perth PO Box 1102, West Perth WA 6002 Phone: (08) 9321 6988 Fax: (08) 9324 1571 Email: trust@nwa.com.au Web: www.nationaltrust.org.au	HERITAGE PLACE COMPLIANCE UP-GRADE LOT 12 SOUTH WEST HIGHWAY, BRIDGETOWN WA	PROJECT TITLE BRIDGEDALE PROJECT No. PH19-0002 NTWA PLACE ID BRID FILE LOCATION: B:\Properties & Collections\Bridgedale\Bridgedale\Drawings	BOARDING TITLE B-01 FLOOR PLAN SCALE @A1 1:100 @A3 DATE MAY 2019 DRAWN BY KL	DRAWING REV A02.00 B
	HERITAGE PLACE COMPLIANCE UP-GRADE LOT 12 SOUTH WEST HIGHWAY, BRIDGETOWN WA	PROJECT TITLE BRIDGEDALE PROJECT No. PH19-0002 NTWA PLACE ID BRID FILE LOCATION: B:\Properties & Collections\Bridgedale\Bridgedale\Drawings	BOARDING TITLE B-01 FLOOR PLAN SCALE @A1 1:100 @A3 DATE MAY 2019 DRAWN BY KL	DRAWING REV A02.00 B

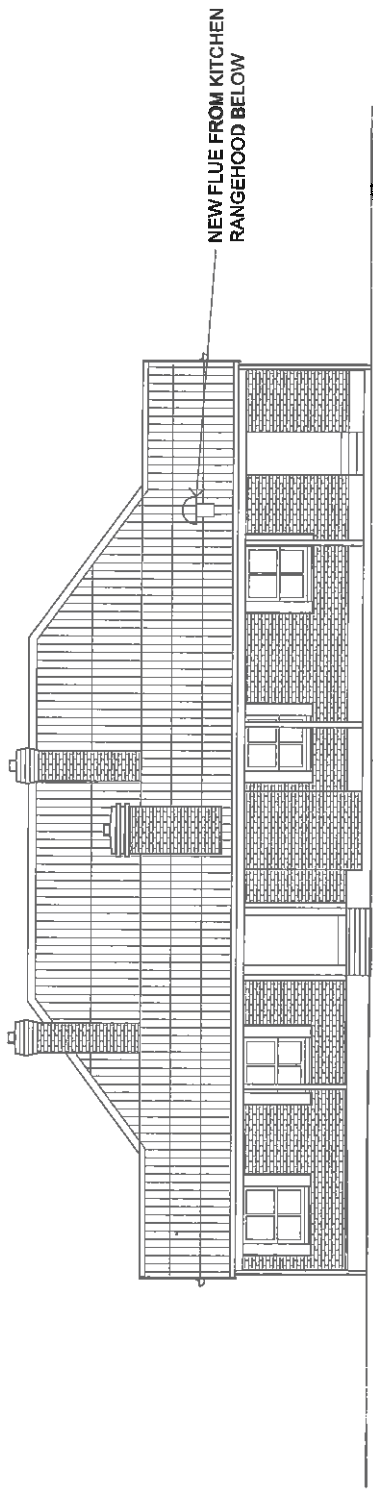
GENERAL NOTES:
 FIRE EXTINGUISHERS TO BE PROVIDED AS REQUIRED UNDER AS2444
 LESS THAN 10 PEOPLE ARE EMPLOYED, A UNISEX FACILITY MAY BE PROVIDED



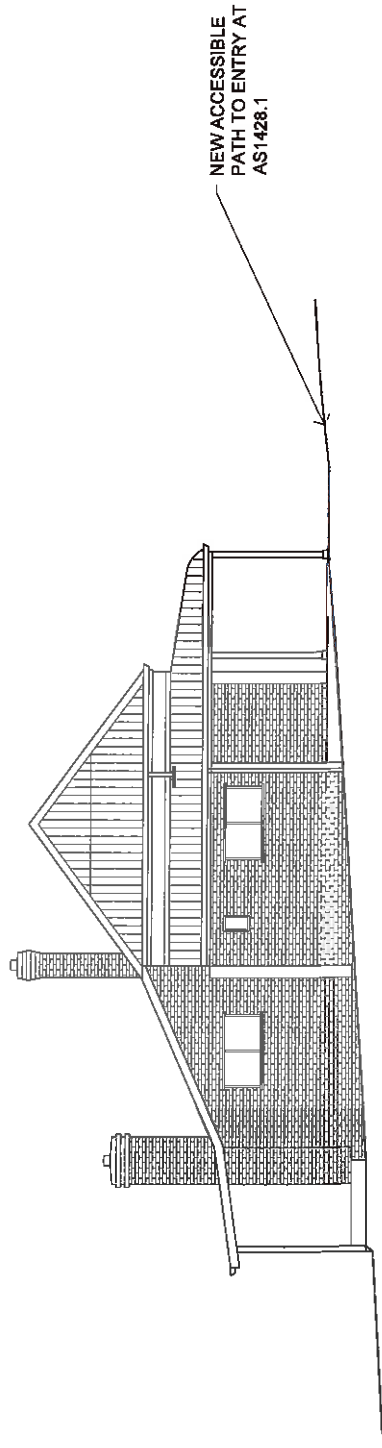
- NEW PEDESTRIAN PATHWAY FROM DISABLED PARKING TO ENTRY TO AS1428.1
- UPGRADE MAIN ENTRANCE TO ALLOW FOR UNIVERSAL ACCESS AND EGRESS
- REPLACE ALL LIGHTS WITH NEW LED TO EXISTING LOCATIONS
- NEW DOUBLE GPO TO WALLS

B-01 BRIDGEDALE - PROPOSED FLOOR PLAN
 SCALE 1:100


	The National Trust of Western Australia The Old Orlans Valley 4 Halebrook Street, West Perth PO Box 1132, West Perth WA 6002 Phone: (08) 9321 6088 Fax: (08) 9324 1571 Email: trust@nwa.com.au Web: www.nationaltrust.org.au		PROJECT TITLE COMPLIANCE UPGRADE PROPERTY ADDRESS LOT 12 SOUTH WEST HIGHWAY, BRIDGETOWN WA		PROJECT No PN19-0002 ITWA PROJECT ID BRID		DATE MAY 2019 COMMIT BRISCK		DRAWING TITLE B-01 FLOOR PLAN		SCALE @A1 1:100 @A3		DRAWING A02.01		REV B	
	FILE LOCATION G:\Proposals & Calculations\Bridgetown\Bridgetown\Measured Drawings		PROJECT No PN19-0002		ITWA PROJECT ID BRID		DATE MAY 2019		DRAWING TITLE B-01 FLOOR PLAN		SCALE @A1 1:100 @A3		DRAWING A02.01		REV B	



BRIDGEDALE - WEST ELEVATION
SCALE 1:100



BRIDGEDALE - SOUTH ELEVATION
SCALE 1:100

 <p>The National Trust of Western Australia The Old Observatory 4 Havelock Street, West Perth PO Box 1115, WA 6872 Phone: (08) 9321 8088 Fax: (08) 9324 1571 Email: info@nwa.org.au Web: www.nationaltrust.org.au</p>	<p>PROJECT TITLE COMPLIANCE UPGRADE PROPERTY ADDRESS SOUTH WEST HIGHWAY, BRIDGETOWN WA</p>	<p>PROJECT TITLE BRIDGEDALE PROJECT No PM19-002 FILE LOCATION S:\properties & compliance\bridgedale\compliance\Drawings</p>	<p>DATE 23/05/19 24/05/19</p>	<p>REVISION A B</p>	<p>DATE MAY 2019</p>	<p>SCALE 1:100</p>	<p>DRAWN BY KL</p>	<p>DRAWING A03.01</p>	<p>REV B</p>
	<p>COMPLIANCE UPGRADE LOT 12 SOUTH WEST HIGHWAY, BRIDGETOWN WA</p>	<p>BRIDGEDALE PROJECT No PM19-002 FILE LOCATION S:\properties & compliance\bridgedale\compliance\Drawings</p>	<p>DATE 23/05/19 24/05/19</p>	<p>REVISION A B</p>	<p>DATE MAY 2019</p>	<p>SCALE 1:100</p>	<p>DRAWN BY KL</p>	<p>DRAWING A03.01</p>	<p>REV B</p>
	<p>COMPLIANCE UPGRADE LOT 12 SOUTH WEST HIGHWAY, BRIDGETOWN WA</p>	<p>BRIDGEDALE PROJECT No PM19-002 FILE LOCATION S:\properties & compliance\bridgedale\compliance\Drawings</p>	<p>DATE 23/05/19 24/05/19</p>	<p>REVISION A B</p>	<p>DATE MAY 2019</p>	<p>SCALE 1:100</p>	<p>DRAWN BY KL</p>	<p>DRAWING A03.01</p>	<p>REV B</p>

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 12 South Western Highway and Lots 6 - 9 Hampton Street

Suburb: Bridgetown

State: WA

P/code: 6255

Local government area: Shire of Bridgetown-Greenbushes

Description of the planning proposal: Use of existing building for an office and educational establishment

BMP Plan / Reference Number: 19741

Version: D

Date of Issue: 9/12/2019

Client / Business Name: National Trust of Western Australia

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the proposal any of the following special development types (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Office and educational establishment

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name Gary McMahon	Accreditation Level Level 3	Accreditation No. 35078	Accreditation Expiry 11/2020
Company Ecosystem Solutions		Contact No. (08) 9759 1960	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner



Date 9/12/2019



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Bushfire Management Plan and Emergency Evacuation Plan

Lot 12 South Western Highway and Lots 6 to 9
Hampton Street, Bridgetown

9 December 2019

Prepared for:
National Trust of
Western Australia



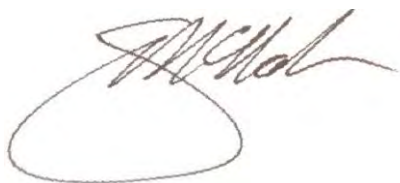
Limitations Statement

This report has been prepared for National Trust of Western Australia and remains the property of Ecosystem Solutions Pty Ltd. No express or implied warranties are made by Ecosystem Solutions Pty Ltd regarding the findings and data contained in this report. No new research or field studies were conducted other than those specifically outlined in this report. All of the information details included in this report are based upon the research provided and obtained at the time Ecosystem Solutions Pty Ltd conducted its analysis.

In undertaking this work the authors have made every effort to ensure the accuracy of the information used. Any conclusions drawn or recommendations made in the report are done in good faith and the consultants take no responsibility for how this information and the report are used subsequently by others.

Please note that the contents in this report may not be directly applicable towards another **organisation's needs. Ecosystem Solutions Pty Ltd accepts no liability whatsoever for a third party's use of, or reliance upon, this specific report.**

STATEMENT OF CONFORMITY - *PLANNING AND DEVELOPMENT ACT 2005*



Gary McMahon

B.Sc. M. Env Mgmt. PG Dip Bushfire Protection. C.EnvP, BPAD Level 3 (35078)

The signatory declares that this Bushfire Management Plan meets the requirements of State Planning Policy 3.7.

Document Control

Client - National Trust of Western Australia

Site - Lot 12 South Western Highway and Lots 6 to 9 Hampton Street, Bridgetown

Version	Revision	Purpose	Author	Reviewer	Submitted	
					Form	Date
Report	Rev A	Initial Report	DP (BPAD46554 Level 1)	GM (BPAD35078 Level 3)	Electronic (email)	22/07/2019
Report	Rev B	Amendments as per SD Feedback	DC (BPAD48409 Level 1)	GM (BPAD35078 Level 3)	Electronic (email)	17/09/2019
Report	Rev C	Amendments as per DFES feedback	KP (BPAD38253)	GM (BPAD35078 Level 3)	Electronic (email)	03/12/2019
Report	Rev D	Amendments as per Shire of Bridgetown feedback	KP (BPAD38253)	DC (BPAD48409 Level 1)	Electronic (email)	09/12/2019

Filename: Z:\PROJECTS\19741 Lot 12 South Western Highway, Bridgetown BMP BEEP\Reports\Lot 12 South Western Highway, Bridgetown BMP BEEP Rev D.docx

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Appendices

Appendix 1	Shire of Bridgetown-Greenbushes Firebreak Order
Appendix 2	BAL Assessment Report
Appendix 3	Risk Analysis
Appendix 4	Bushfire Emergency Evacuation Plan

SUMMARY

Site Details					
Address		Lot 12 South Western Highway and Lots 6 to 9 Hampton Street, Bridgetown			
Local Government Area		Shire of Bridgetown-Greenbushes			
Development Application					
Application	Information Requirements	Location	Occupants		
Office & Educational Establishment	Bushfire Management Plan	‘All Land under 5000m ² ’ under the Shire of Bridgetown-Greenbushes	TBC		
Vulnerable Land Use	Bushfire Emergency Evacuation Plan				
Determined BAL - Building within Lot 12 South Western Highway, Bridgetown					
AS3959 Assessment Procedure	Vegetation Classification	FDI	Effective Slope	Separation Distance to any building	BAL
Method 2	Class B Woodland	80	Downslope 27 degrees	37 m	BAL-29

1 PROPOSAL

1.1 Introduction

This Bushfire Management Plan (BMP) has been prepared in accordance with the procedure for a development application document. An assessment of the proposal against the requirements of *State Planning Policy (SPP) 3.7* and *Guidelines for Planning in Bushfire Prone Areas* (**'Guidelines'**, WAPC, V1.3 December 2017).

The Bushfire Emergency Evacuation Plan (Appendix 4) is preceded by a risk assessment (Appendix 3) to determine the best approach to be followed in the event of a bushfire. This includes considering the safety of the evacuation route and determined Bushfire Attack Level (BAL).

The purpose of this BMP and BEEP is to detail the fire management methods and requirements that will be implemented to reduce the threat to staff, customers and fire fighters in the event of a fire.

1.2 Background

The Site is an existing Class 1a building at Lot 12 South Western Highway, Bridgetown, within the Shire of Bridgetown-Greenbushes. The landowner proposes to utilise the Site for an office and educational facility. The maximum occupancy is yet to be determined.

The development application also includes Lots 6 to 9 Hampton Street, Bridgetown, consideration to these adjoining Lots has been given in this report as requested by the Shire of Bridgetown-Greenbushes. Lots 6 to 8 Hampton Street are vacant lots, and Lot 9 has a private residence, which will not be utilised as part of this development.

The building within Lot 12 South Western Highway has brick walls with a continuous sheet metal roof on a concrete slab. The site plan, current floor plan and proposed floor plan are provided in Figure 1, 2 & 3.

The Site is classified **'All Land Under 4 Hectares (10 Acres)'**, under the Shire of Bridgetown-Greenbushes Firebreak Order (Appendix 1).

The Site is declared bushfire prone (Figure 4). The nearest classified vegetation for the dwelling within Lot 12 South Western Highway, Bridgetown is Class B Woodland Downslope 27 degrees, resulting in a BAL rating of BAL-29 (Appendix 2).

Access to the Site is through adjoining Lots 7 & 8 to Hampton Street. Safe evacuation routes have been identified through wide, well-constructed public roads with a minimum 6 m trafficable surface.

The Fire Danger Index (FDI) for Western Australia is 80, and the fire season is between December and March each year. Extreme days mostly occur in January and February.

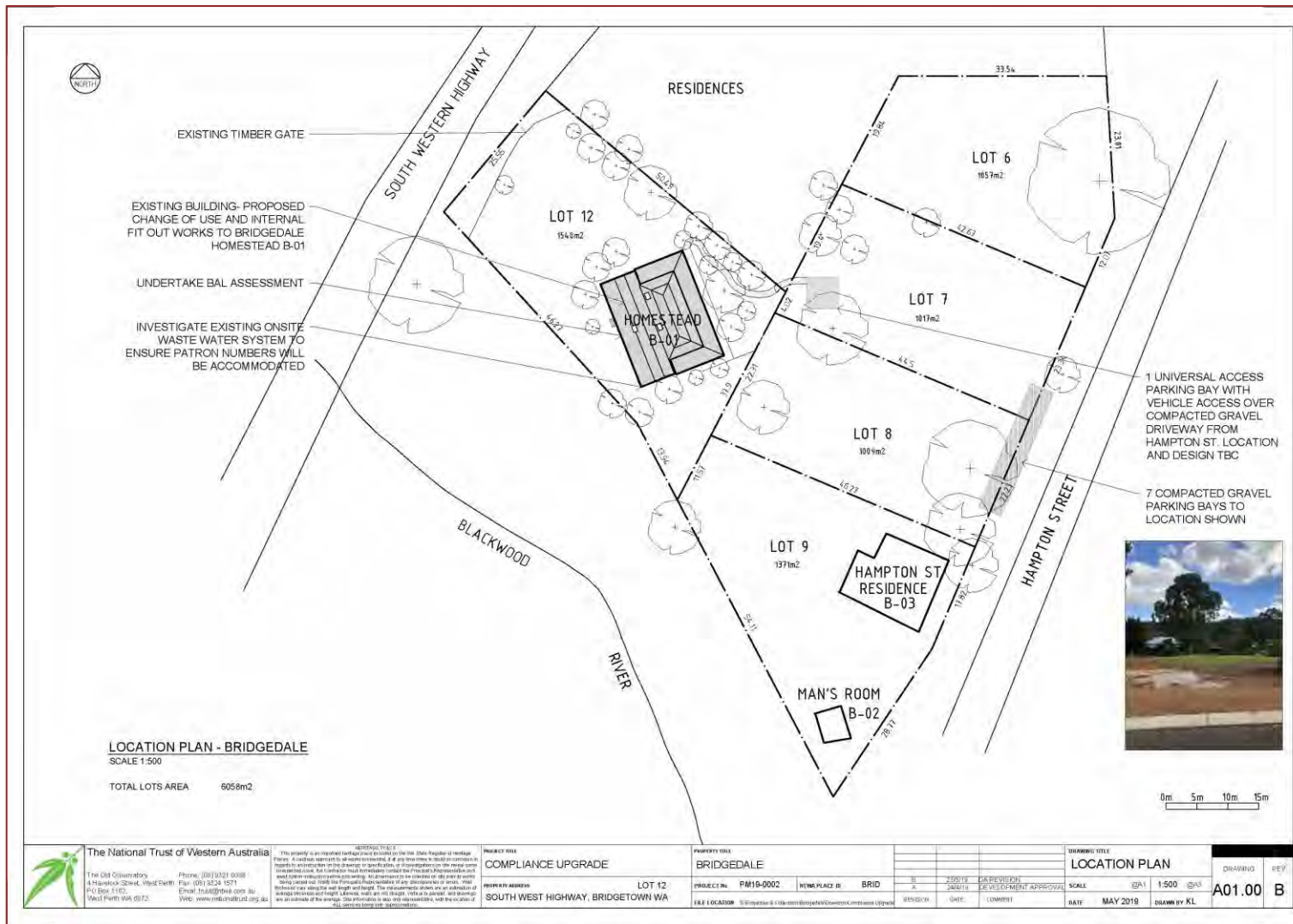


Figure 1 Site Plan for Lot 12 South Western Highway and Lots 6 to 9 Hampton Street, Bridgetown

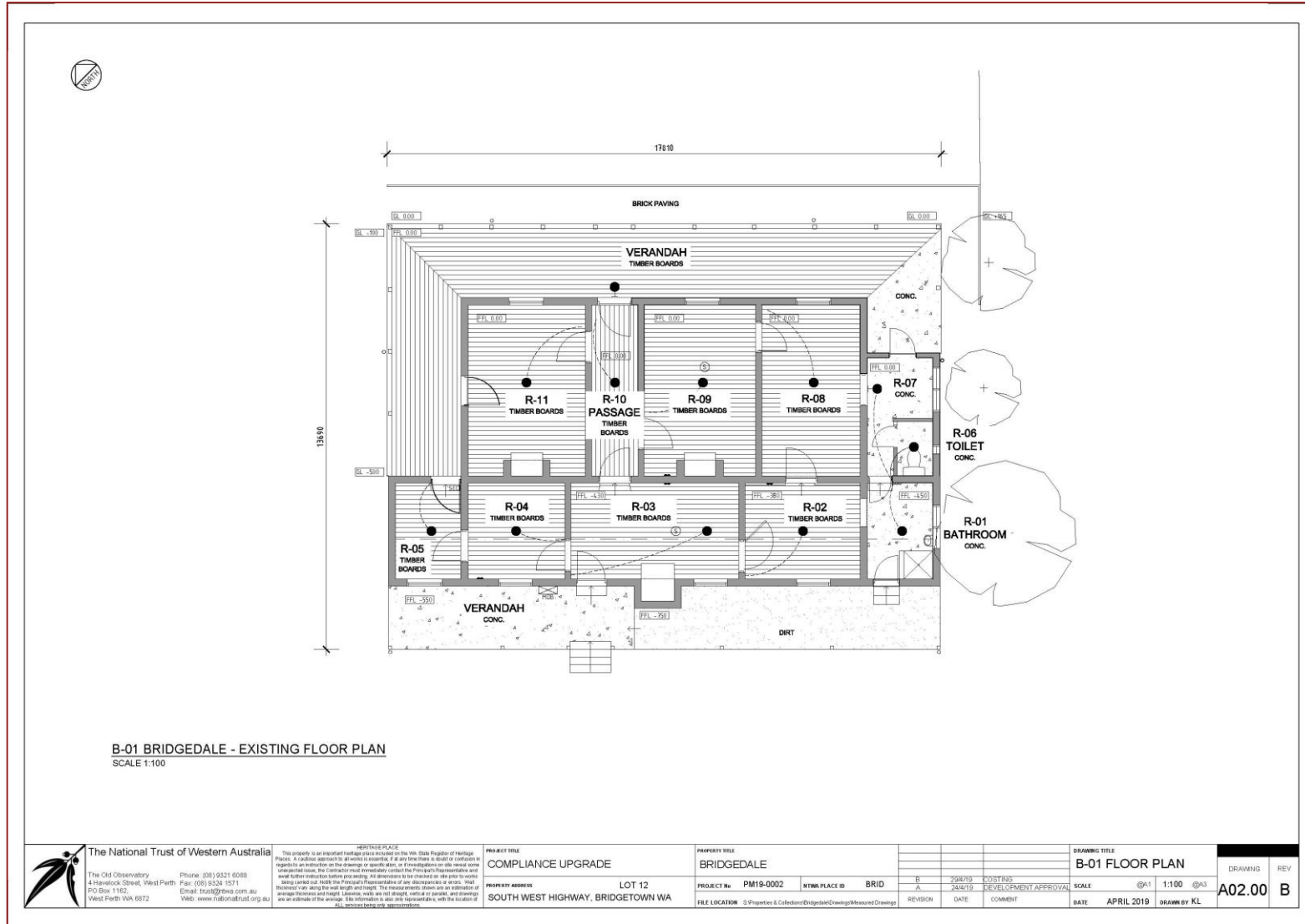


Figure 2 Existing Floor plan for Lot 12 South Western Highway, Bridgetown

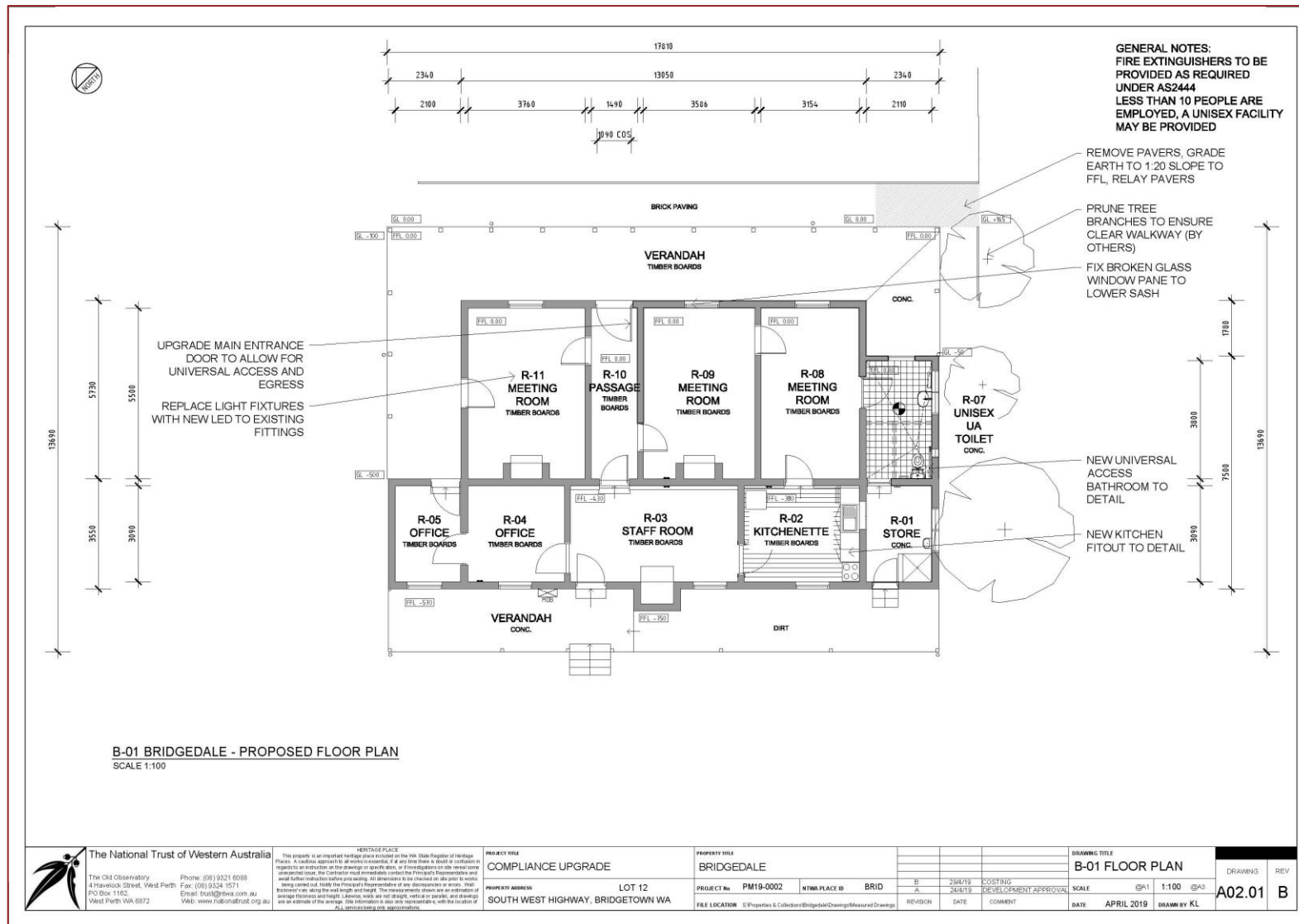


Figure 3 Proposed Floor Plan for Lot 12 South Western Highway, Bridgetown



Figure 4 Map of Bushfire Prone Areas, with Lot 12 South Western Highway, Bridgetown, shown in the blue polygon and adjoining Lots 6 to 9 Hampton Street shown within the green polygon.

1.3 Regulatory Compliance Requirements

1.3.1 Planning and Development Act 2005

On 7 December 2015 the State Government introduced by Gazette, a state map of Bushfire Prone Areas by order under the *Fire and Emergency Services Act 1998* and introduced development controls in bushfire prone areas through the *Planning and Development Act 2005*. These controls were in turn guided by The State Planning Policy (SPP) 3.7 Planning in Bushfire Prone Areas and Guidelines for Planning in Bushfire Prone Areas.

The State Planning Policy (SPP) 3.7 and Guidelines now form the foundation for fire risk management planning in WA at a community and land development level.

The SPP 3.7 recognises that whilst bushfire is now an important consideration in subdivision design and protecting the community, there are many lots not yet developed and many buildings that do not comply with contemporary construction requirements for bushfire prone areas.

Vulnerable Land Uses

Vulnerable land uses according to the *Guidelines for Planning in Bushfire Prone Areas* are those where persons may be less able to respond in a bushfire emergency. These include the following:

“Land use and associated infrastructure that are designated to accommodate groups of people with reduced physical or mental ability such as the elderly, children (under 18 years of age), and the sick or injured in dedicated facilities such as aged or assisted care, nursing homes, education centres, family day care centres, hospitals and rehabilitation centres .”

Consideration should be given to an Emergency Evacuation Plan and included within the statement against the bushfire protection criteria.

The proposed development should address the bushfire protection criteria with the aim of achieving BAL-29 or less for the Site. If BAL-29 cannot be achieved, the proposed development should be assessed against clause 6.7.1 of SPP 3.7 and any other planning matters as appropriate.

1.3.2 Building Act 2011

The *Building Act 2011* applies the construction standards of the *Building Code of Australia* which refers to *AS3959-2018 Construction of Buildings in Bushfire Prone Areas*. AS3959 includes the deemed to satisfy solutions which demonstrates compliance with the bushfire performance requirements. AS3959 applies to the construction of Class 1, 2, 3 buildings and associated 10a buildings and decks.

Exemptions for minor work and minor alterations from AS3959-2018 requirements are provided. AS3959 does not operate retrospectively to existing buildings, if the use does not change.

The Site is currently an existing Class 1a building, with the change of use to an office and educational facility the building will become Class 5, and as such is not required to comply with the construction requirements of AS3959-2018.

2 Environmental Considerations

2.1 Native vegetation - modification and clearing

The proposal is to allow the use of the existing house located within Lot 12 South Western Highway for an office and educational establishment, carparking for this Site is located on the eastern boundaries of Lots 7 & 8 Hampton Street. There is no vegetation modification required.

A basic desktop survey of the Site and 150 m Assessment Area was conducted. The Protected Matters Search Tool (PMST), accessed 15th July 2019, identified a number of threatened flora that may occur in the area (Table 1). There is minimal impact anticipated to any native vegetation as a result of this proposal.

Table 1 Significant Environmental Values

Significant Environmental Values	Yes / No	If Yes, describe
Conservation Covenant	No	Nil
Bushforever	No	Nil
Conservation Wetland or Buffer	No	Nil
Threatened Ecological Communities	No	Nil
Declared Rare Flora	Yes	There are a number of declared rare flora species or species habitat that may occur within the area.
Environmentally Sensitive Area	No	Nil
Significant for Conservation Strategy	No	Nil

2.2 Re-vegetation / Landscape Plans

No active revegetation is required. Any future planting of vegetation, or a failure to maintain the Asset Protection Zone as detailed in this BMP, can and will change the BAL rating significantly.

3 BUSHFIRE ASSESSMENT

3.1 Bushfire Attack Level Assessment

See Appendix 2.

3.2 Determined Bushfire Attack Level

The Determined Bushfire Attack Level (highest BAL) for the Site has been determined in accordance with clause 2.2.6 of AS3959-2018.

Determined Bushfire Attack Level	BAL-29
----------------------------------	--------

4 BUSHFIRE RISK CONTROLS

4.1 Element 1: Location

ELEMENT 1: LOCATION

Intent: To ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property and infrastructure.

Acceptable Solution

A1.1 Development location
The strategic planning proposal, subdivision and development application is located in an area that is or will, on completion, be subject to either a moderate or low bushfire hazard level, or BAL-29 or below.

Compliance

Yes, the BAL Assessment has determined building within Lot 12 South Western Highway to be BAL-29 (Appendix 2).

Lots 6 to 9 are not included in the BAL Assessment as they are not the focus of this proposal.

Further justification against SPP 3.7 clause 6.7 is not required.

4.2 Element 2: Siting and Design

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

Intent: To ensure that the siting and design of development minimises the level of bushfire impact

Acceptable Solution

Compliance

A2.1 Asset Protection Zone

Every habitable building is surrounded by, and every proposed lot can achieve, an APZ depicted on submitted plans, which meets the following requirements:

Width: Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a bushfire does not exceed 29kW/m² (BAL-29) in all circumstances.

Location: the APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.

Management: the APZ is managed in accordance with the requirements of 'Standards for Asset Protection Zones'. (see Figure 5)

Yes, an Asset Protection Zone (APZ) can be maintained to the standard in the *Guidelines for Planning in Bushfire Prone Areas* (Figure 5). The APZ to achieve BAL-29 extends outside the Lot boundary however the vegetation outside the Lot is excluded under S. 2.2.3.2 (f) with grass maintained under 10 cm and is excluded under S. 2.2.3.2 (f) with non-vegetated areas including roads. The Landowner of Lot 12 is required to maintain an APZ only within their Lot boundary. This is illustrated spatially in Figure 7.

As requested by the Shire of Bridgetown, a portion of Lots 7, 8 and 9 will be maintained in perpetuity to APZ standards (Neighbouring APZ area, Figure 5) to ensure that future planting of vegetation within these lots does not expose the existing building within Lot 12 to a BAL rating above BAL-29. This neighbouring APZ area achieves a 21-metre setback from all areas of the land within Lots 7, 8 and 9 that are Upslope / Flat in relation to the Site, and 33 metre with all portions of land that are Downslope in relation to the Site. Management will be the responsibility of the respective landowner. It is noted that there are existing gardens within the neighbouring APZ area and that these gardens can be retained in their current extent, however any future plantings of vegetation within the neighbouring APZ area must be established and maintained in perpetuity to

APZ standards. The neighbouring APZ area is illustrated in Figure 7.

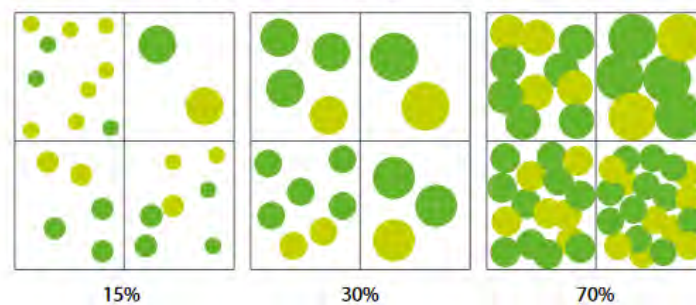
Lots 6 to 8 Hampton Street are currently vacant lots with no assets located within the lots, and as such, do not require an Asset Protection Zone.

Lot 9 Hampton Street includes an existing private dwelling, there are no alterations, additions, or change of use for this dwelling. This site is not the subject of this proposal however it must comply with the requirements of the Shire of Bridgetown-Greenbushes Fire Break Order.

These Lots **are zoned 'All Land under 5,000m²'** are required to comply with the Shire of Bridgetown-Greenbushes Fire Break Order, which includes the removal all flammable material from the property, except living trees, and shrubbery and to maintain grasses under 100mm in height.

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Figure 18: Tree canopy cover – ranging from 15 to 70 per cent at maturity



- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

Figure 5 Asset Protection Zone Requirements from Guidelines for Planning in Bushfire Prone Areas (WAPC, Dec 2017)

4.3 Element 3: Vehicular Access

ELEMENT 3: VEHICULAR ACCESS

Intent: To ensure that the vehicular access serving a subdivision/development is available and safe during a bushfire event.

Acceptable Solution

Compliance

A3.1 Two access routes

Two different vehicular access routes are provided, both of which connect to the public road network, provide safe access and egress to two different destinations and are available to all residents/the public at all times and under all weather conditions.

Taking Hampton Street to the north provided access to the Bridgetown township via South Western Highway.

Taking Hampton Street to the south connects to the Manjimup township via Walter Street, Coronation Street, Carey Street, South Western Highway and Brockman Highway.

Alternatively, a public road network can be taken to other destinations, as directed by fire services in the event of a bushfire.

A3.2 Public road

Requirements in Table 6, Column 1 of the Guidelines.

All roads listed are public roads, well-constructed and meet the standards of clear shoulders and good vision.

A3.3 Cul-de-sac (including a dead-end road)

Not applicable to this Site.

A3.4 Battle-axe

Not applicable to this Site.

A3.5 Private driveways >50m

Not applicable to this Site.

A3.6 Emergency access way

Not applicable to this Site.

A3.7 Fire service access routes

Not applicable to this Site.

A3.8 Firebreak width

Lots greater than 0.5 hectares (5,000 m²) must have internal perimeter firebreak of a minimum width of three metres or to the level as prescribed in the local firebreak notice issued by the local government.

The Lot is classified '**All Land Under 5000m²**', on the Shire of Bridgetown-Greenbushes Firebreak Order. The Lot is 1,549 m², and firebreaks are not required.

4.4 Element 4: Water

ELEMENT 4: WATER

Intent: To ensure that water is available to the subdivision, development or land use to enable people, property and infrastructure to be defended from bushfire.

Acceptable Solution

Compliance

A4.1 Reticulated Areas

The subdivision, development or land use is provided with a reticulated water supply in accordance with the specifications of the relevant water supply authority and Department of Fire and Emergency Services.

The Site has a reticulated water supply with a fire hydrant located on Hampton Street, immediately behind the property (Figure 6).

A4.2 Non-reticulated Areas

Not Applicable

A4.3 Non-Reticulated Areas

Not Applicable

Spatial representation of the proposed risk management measures



NOTES

The minimum width for the Asset Protection Zone (APZ) for the building within Lot 12 South Western Hwy is the distance required to meet the BAL-29 setback. The distance between the building and the classified vegetation is to be maintained as an APZ. As the vegetation outside the lot is excluded the requirements for the Landowner is to manage within the lot only.

Vegetation within the APZ is to comply with Schedule 1 Element 2 of the Guidelines noting that:

- Trees >5m in height are to be setback a minimum distance of 6m from the building with no branches overhanging the roof.
- Shrubs <5m in height are to be setback a minimum distance of 3m from the building, and not planted in clumps greater than 5 sqm
- Grass is to be maintained at less than 100mm in height.

To ensure a BAL-29 rating in perpetuity, the portion of land identified as Neighbouring APZ area will also be maintained to APZ standards in perpetuity by the respective landowners, excluding existing gardens which will be retained in their current extent.

Reticulated water will be maintained in accordance with Water Corporation's No.63 Water Reticulation Standard.

Compliance with the Shire of Bridgetown-Greenbushes Firebreak Order for 'All land under 5000m²' will be maintained.

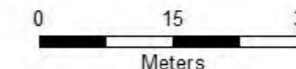
Installation and upkeep of the APZ, water supply and the Firebreak Order is the responsibility of the Landowner. The measures listed above shall be implemented prior to the occupation of the building and shall continue to be maintained in perpetuity.

LEGEND

- Lot 12 SW Hwy Boundary
- Site Building
- Asset Protection Zone
- Lots 6 to 9 Hampton Street
- Hydrant
- Private Residence
- Neighbouring APZ area
- Management As Per Firebreak Order
- Parking Bays

PROPERTY / ASSESSMENT DETAILS

Landowner: National Trust of Western Australia
 Property Address: Lot 12 South Western Highway & Lots 6 to 9 Hampton Street, Bridgetown
 Project No: 19741
 Prepared by: D Plowman
 Accreditation Level: Level 1
 Accreditation Number: 46554



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 (08) 9759 1960

Figure 7 Bushfire Management Strategies

4.5 Vulnerable Development Emergency Evacuation (cl6.6)

The Bushfire Emergency Evacuation Plan, Appendix 4, has followed the State Government of Victoria CFA Guide to Developing a Bushfire Emergency Plan to determine whether evacuation or shelter presents the safest option. It has followed the NSW Rural Fire Service - Guide to Developing a Bush Fire Emergency Management Plan, the Bushfire Protection Guidelines WA, and AS 3745-2010 to identify the triggers for Evacuation.

The following assumptions have been made:

- The Office and Educational Establishment will be hosted.
- The staff supervising the facility are able bodied.
- The staff supervising the facility can see and smell smoke and can see a fire.
- The staff supervising the facility can read and understand the English language.
- A vehicle/s with capacity for all guests and licenced driver will be available at all times in case evacuation is required.

The primary and best course of action is to evacuate early in the event of a bushfire. Any evacuation from the Site should be by vehicle, because a vehicle will provide a level of protection and minimise the time exposed to extreme conditions compared to travel as a pedestrian. While evacuation is preferred, the building should be able to provide adequate protection during a bushfire if no alternative exists.

Key feature to achieve occupant life safety include:

- Establishing alert triggers for evacuation and shelter;
- Establishing an evacuation and shelter procedure; and
- A clear display of evacuation and shelter in place locations.

Note: the fire front will be preceded by an ember attack for a period longer than the passage of the fire front itself, with a relatively quick decay after its passage. Secondary fires in structures can pose a longer duration of hazard. The building used to shelter within may be ignited, although it is expected that sufficient time is provided after the fire front has passed to safely escape the building. Importantly, any guests taking shelter must monitor conditions and be prepared to evacuate the building when safest to do so - after the fire front has passed.

5 Responsibilities for Implementation and Management of the Required Bushfire Measures

The responsibilities for the Landowner and Shire of Bridgetown-Greenbushes are outlined in Table 2 and Table 3 respectively

Table 2 Landowner Responsibilities

Number	Action	Due
1	Establish and maintain the Asset Protection Zone (APZ) to the dimensions and standard stated in the Bushfire Management Plan, specified in Section 4.1 Native Vegetation - modification and Clearing and Section 5.2 Element 2: Siting and design of development.	Prior to use as an Office & Educational Establishment and Ongoing
2	Maintain compliance with the Shire of Bridgetown-Greenbushes Firebreak Order, for 'All land under 5000 m²', including managing grasses to a height of no greater than 100 mm.	Ongoing
3	Maintain reticulated water in accordance with the requirements of Water Corporation's No.63 Water Reticulation Standard.	Ongoing
4	Ensure that any builders and occupiers (of future structures on the Lot) are aware of the existence of this Bushfire Management Plan and the responsibilities it contains regarding the application of construction standards corresponding to the determined BAL rating.	Ongoing
5	Ensure all future buildings the Landowner has responsibility for, are designed and constructed in full compliance with: (a) the requirements of the <i>WA Building Act 2011</i> and the bushfire provisions of the Building Code of Australia (BCA) as applicable to WA; and (b) with any identified additional requirements established by this BMP or the relevant local government.	Ongoing

6	Be aware updating the Bushfire Management Plan may be required to ensure that the bushfire risk management measures remain effective. Bushfire plans do not expire and are a ‘living document’ . Updating is required in certain circumstances, including (but not limited to) if site conditions change, if further details are required at subsequent development stages or to reflect new technologies or methodologies in best practice bushfire risk management (‘Guidelines’ s4.6.4) .	Ongoing
7	Be familiar with this BMP and in particular the Bushfire Emergency Evacuation Plan (Appendix 4) and ensure that appropriate arrangements are in place at all times for the BMP and the Bushfire Emergency Evacuation Plan to be complied with.	Ongoing
8	Review the Bushfire Emergency Evacuation Plan	Annually
9	Install the Emergency Evacuation Diagram on the inside face of all external doors, ensuring it is clearly visible to guests.	Ongoing
10	Install firefighting equipment, conduct Seasonal and Daily (during the fire season) preparations (refer to Appendix 4).	Prior to use as an office & educational establishment Annually / Daily
11	A section 70A Notice will be required on title to provide succession of the responsibilities outlined in this report, including the requirements of the Bushfire Emergency Evacuation Plan. This Notice should read: “ The building at Lot 12 South Western Highway and Lots 6 to 9 Hampton Street, Bridgetown are in a bushfire prone area. The use of the building on Lot 12 South Western Highway as an Office and Educational Establishment, is classified as a vulnerable development. The approval of the building at Lot 12 South Western Highway for a vulnerable development is conditional to the details contained within the Bushfire Management Plan (BMP) dated 9 December 2019 and the accompanying Bushfire Emergency Evacuation Plan (BEEP). The building and the surrounds will be maintained as such that they provide resistance to a radiant heat flux of 29 kW/m ² (BAL-29).”	Prior to use as an Office and Educational Establishment

Table 3 Shire of Bridgetown-Greenbushes Responsibilities

Number	Action	Due
1	Monitor landowner compliance with the annual Firebreak Order.	Ongoing
2	Develop and maintain district bushfire fighting services and facilities.	Ongoing
3	Promote education and awareness of bushfire prevention and preparation measures through the community.	Ongoing
4	Administer the requirements of the <i>Bush Fire Act 1954, Planning and Development Act 2005</i> and the <i>Building Act 2011</i> .	Ongoing
5	Maintain public roads in proximity to the Site according to the Guidelines.	Ongoing

6 Conclusion

The qualitative assessment comparing the proposal with the bushfire threat against the Bushfire Protection Criteria has identified practical solutions to achieve occupant life safety and minimise the damage to buildings.

This justification is based upon:

- The Building at Lot 12 South Western Highway, Bridgetown being able to achieve BAL-29, with public road exit routes and with suitable water supply in the form of hydrants.
- The building can be used to shelter within, as a last resort.
- Landowners implementing their ongoing management responsibilities outlined in this BMP and BEEP and to assist guests in preparing for and responding to a bushfire event as may be made by the Shire or the Department Fire and Emergency Services.

The Landowner acknowledges that:

- BAL-29 is a high radiant heat rating, with an increased risk of ember attack and a likelihood of exposure to an increased level of radiant heat;
- Bushfire protection is their responsibility, assistance from emergency services in an event should not be relied upon;
- Early evacuation is the primary and best option in the event of a bushfire.
- Superficial damage to buildings and grounds will occur during a bushfire event.

Appendix 1 Shire of Bridgetown-
Greenbushes Firebreak
Order



2019/2020 FIREBREAK AND FUEL HAZARD REDUCTION NOTICE

**NOTICE TO ALL OWNERS AND OCCUPIERS OF LAND IN THE SHIRE OF
BRIDGETOWN- GREENBUSHES**

FOR ALL FIRES PHONE 000

DATES YOU MUST REMEMMBER		
RESTRICTED BURNING TIME	PROHIBITED BURNING TIME	RESTRICTED BURNING TIME
1 NOVEMBER to 14 DECEMBER	15 DECEMBER to 14 MARCH	15 MARCH to 26 APRIL
FIRE RESTRICTIONS CAN START EARLIER AND FINISH LATER THAN THE DATES INDICATED DEPENDANT ON CONDITIONS. IF YOU ARE PLANNING TO BURN OFF IN OCTOBER OR AFTER 26 APRIL, CHECK WITH YOUR FIRE CONTROL OFFICER OR THE SHIRE OFFICE FOR ANY VARIATION TO THE FIRE RESTRICTION DATES		

BUSH FIRE NOTICE AND REQUIREMENTS

In accordance with Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you as set out in this Notice by the date specified.

If the requirements of this notice are not done by the due date, or not done to the satisfaction of an inspecting officer, an on the spot fine of **\$250** will be issued. The maximum fine for failure to carry out the work is **\$5000**. Council can also enter upon the land and carry out required works at the owner/ occupier's expense.

1. DEFINITIONS

Firebreak means ground from which all flammable material has been removed and on which no flammable material is permitted to accumulate during the period specified in this notice.

Flammable Materials means accumulated fuel such as leaf litter, twigs, bark, grass over 100mm in height, timber boxes, cartons, paper and any combustible material, capable of carrying a running fire but excludes living standing trees and shrubs.

Fuel Hazard has the same meaning as flammable material.

Flammable Fuel Storage includes all petroleum based liquids, Liquefied Petroleum Gas, Liquefied Natural Gas any other combustible liquid or gaseous fuel.

Harvested Plantation means a plantation that has been clear felled but evidence of the former use of the plantation remains in the form of tree stumps, pruning, limbs and/or other accumulated tree refuse and logging residue.

Hay Stack means a collection of hay including fodder rolls placed or stacked together.

Managed Land means land over 4 hectares that is being *actively* used for agriculture, viticulture, horticulture etc and that such use is clearly evident, but excludes plantations.

Plantation means any area planted in pine, eucalypt or other commercial value trees (excluding orchards and vineyards) which have been planted for commercial gain, and requires approval under the Town Planning Scheme.

2. ALL LAND UNDER 5000 SQ METRES (1/2 HECTARE OR LESS)

BY 15 NOVEMBER 2019 UNTIL 26 APRIL 2020

Remove all flammable material from the property except living trees and shrubbery and maintain throughout the required period. Height of grass not to exceed 100mm.

3. ALL LAND OVER 5000 SQUARE METRES AND UNDER 4 HECTARES (10 ACRES)

BY 15 NOVEMBER 2019 UNTIL 26 APRIL 2020

(a) Remove all flammable material from the property except living trees and shrubbery and maintain throughout the required period, **unless used for cropping or pasture**. Height of grass not to exceed 100mm.

(b) If the land is used for cropping or pasture, you are required to construct and maintain a 3 metre wide firebreak with a minimum 4 metre vertical clearance to overhanging vegetation as near as practical to the perimeter of the property.

All buildings must have an access track not less than 3 metres in width and a minimum 4 metre vertical clearance to overhanging vegetation.

Around all buildings, haystacks and fuel storage areas, slash and remove all flammable materials likely to create a fire hazard, except living trees and shrubbery for at least 20 metres around the building, haystack and fuel storage area. Height of grass not to exceed 100mm.

If choosing to forego firebreaks and instead remove flammable materials from the property it is the responsibility of the property owner for active fuel reduction to be completed on the property by 15 November and maintained throughout the period of this notice by means such as slashing, baling and grazing by an appropriate number of livestock. If choosing to carry out fuel reduction by grazing of stock it is the responsibility of the property owner to ensure that sufficient stock is used to ensure that all grass is reduced to a maximum height of 100mm by 15 November and maintained at that height until 26 April.

4. ALL LAND OVER 4 HECTARES (10 ACRES)

BY 15 NOVEMBER 2019 UNTIL 26 APRIL 2020

Around all buildings, haystacks and fuel storage areas, slash and remove all flammable materials likely to create a fire hazard, except living trees and shrubbery for at least 20 metres around the building, haystack and fuel storage area. Height of grass not to exceed 100mm.

All building must have an access track not less than 3 metres in width and a minimum 4 metre vertical clearance to overhanging vegetation.

In addition to above, the following requirements also apply:

4.1 MANAGED LAND

Managed land is not required to have firebreaks, although land owners and occupiers are encouraged to install them in strategic places to protect their property in the event of a fire.

There must be **active** fuel reduction done on the property throughout the period of this notice, by means such as grazing by an appropriate number of livestock, slashing and baling etc.

4.2 UNMANAGED LAND

Remove all flammable materials from the entire property except living trees and shrubbery and maintain throughout the required period. Height of grass not to exceed 100mm.

OR ALTERNATIVELY

Construct and maintain a 3 metre wide firebreak with a minimum 4 metre vertical clearance to overhanging vegetation as **near as practical** to the perimeter of the property.

5. PLANTATIONS

BY 1 NOVEMBER 2019 UNTIL 26 APRIL 2020

The first row of trees must be a minimum of 15 metres from all formed public roads.

A 10 metre wide firebreak shall be constructed along the internal boundaries of the Plantation, along the boundaries of separate ownership, and all formed public roads.

A firebreak 6 metres wide shall be provided in such a position that no compartment of a plantation exceeds 30 hectares.

Where power lines pass through the plantation the clearing of vegetation must be in accordance with power supplier's specifications.

Trees adjoining the firebreak must be progressively pruned to a minimum height of 4 metres to maintain an effective width of firebreak.

6. HARVESTED PLANTATIONS

Firebreak requirements for harvested plantations are the same as for plantations.

7. TIMBER MILLS

BY 1 NOVEMBER 2019 UNTIL 26 APRIL 2020

Construct and maintain a **3 metre** firebreak with a minimum **4 metre** vertical clearance inside and along the boundary of the property as well as a **10 metre** firebreak around all piles of sawdust, woodchips, bark and waste material.

8. HARVESTING OPERATIONS

In addition to the above requirements, any crop or plantation harvesting must have a drivable fire unit (not a trailer fire unit) of at least 400 litres in operational condition (full of water and in good working order) per harvesting machine within the compartment being harvested.

9. STUMP GRINDING

The use of a stump grinder during Restricted and Prohibited Burning Periods is only permitted if a drivable fire unit of at least 400 litres in operational condition (full of water and in good working order) be within 200 metres of the stump grinder in the same compartment.

10. SLASHING DURING THE RESTRICTED AND PROHIBITED BURNING PERIODS

This clause does not apply to the mowing of residential lawns.

During the **Restricted Burning Period**, any person conducting slashing must have available a fire extinguisher of not less than 7.5 litre capacity either attached to the machine or within 200 metres of where the machine is operating.

During the **Prohibited Burning Period**, any person conducting slashing must have available a fighting unit (full of water and in good working order) of not less than 400 litre capacity within 200 metres of where the machine is operating.

11. ALTERNATIVES

If you consider it impracticable or environmentally damaging to carry out the requirements set out above, you can apply to Council by **1 October** for permission to provide alternative firebreaks or other fire prevention measures.

In the absence of written approval for alternative measures, the requirements of this Order must be adhered to.

12. BURNING OF GARDEN REFUSE AND RUBBISH

Prior to the burning of garden refuse and rubbish a 3 metre radius perimeter around the waste heap is to be cleared of all flammable material. Burning of garden refuse and rubbish is not permitted during the Prohibited Burning Period and during the Restricted Burning Period requires a permit from a Fire Control Officer.

13. CAMP FIRES

During the restricted burning period, a permit is required for any cooking and camping fire. Cooking and Camp fires are not permitted throughout the Prohibited Burning Period. Gas barbeques can still be used during this period.

14. SPECIAL REQUIREMENTS

The requirements of this Order are considered the **minimum** standard of fire protection required to protect not only the individual property but the community as a whole. Council can impose additional requirements to remove or abate hazards if it considers it necessary.

Any property subject to a Bush Fire Management Plan, or conditions imposed as a result of development approval must comply with the approved conditions in addition to the requirements of the Notice

By Order of the Council
T P CLYNCH
CHIEF EXECUTIVE OFFICER
30 May 2019

IMPORTANT INFORMATION - PERMIT TO BURN

1. **PERMITS** to burn are required for the whole of the restricted periods and can only be obtained from the Fire Control Officers listed overleaf.
2. **CAREFULLY READ** and adhere to all of the conditions of the permit as any breach or negligence could make you liable for any damage to neighbouring properties and/or infringements/penalties.
3. **ANY SPECIAL CONDITIONS** imposed by the Fire Control Officer when issuing permits must be strictly adhered to. Rangers will check that permit conditions are being complied with during the restricted burning season.
4. **INFRINGEMENTS / ON THE SPOT FINES** of \$250 AND UPWARDS apply to any breaches of the permit conditions/special conditions. Contact your FCO or local Rangers if in doubt.
5. **THE PERMIT HOLDER** shall give notice of their intention to burn to the following:
 - (a) The Shire Office no later than on the day when burning is to take place. Weekend burning must be notified by 4.00pm of the preceding Friday.
 - (b) The owner or occupier of adjoining land.
 - (c) The nearest Parks and Wildlife Service of the Department of Biodiversity, Conservation and Attractions, if the land is situated within 3 km of State Forest (phone Kirup 9731 6232; Pemberton 9776 1207). This notice should be given even when burning is in the open burning period.
6. **PERIOD OF NOTICE** to neighbours prior to burning cannot be more than 28 days or less than 4 days although lesser notice may be determined by mutual agreement of all neighbours.
7. **NO PERMITS** will be issued for burning on PUBLIC HOLIDAYS during the Restricted and Prohibited burning periods.
8. **GARDEN REFUSE AND RUBBISH** prior to the burning of garden refuse and rubbish a 3 metre radius perimeter around the waste heap is to be cleared of all flammable material. Burning of garden refuse and rubbish is not permitted during the Prohibited Burning Period and during the Restricted Burning Periods it will require a permit from a Fire Control Officer.

BUSH FIRE CONTROL OFFICERS		
Chief Fire Control Officer	Michael Campbell	(08) 9761 9002
Deputy Chief FCO & Greenbushes FCO	Greg Kennedy	0427 577 821
Deputy Chief FCO & Yornup FCO	Lyndon Pearce	0427 962 386
Shire	Chris Sousa	0428 611 125
Bridgetown Townsite (Permits)	Ranger	0428 911 847
Winnejup	Hugh Wheatley	(08) 9761 7054
Wandillup	Robert Moyes	(08) 9761 2482
Hester Brook	Keith Clothier	0428 611 787
Kangaroo Gully	Chris Doherty	0438 952 202
Maranup	Hal Reid	(08) 9761 1675
Catterlck	Santo Pratico	(08) 9764 4057
Sunnyside	Stuart Waters	(08) 9761 9227
Bridgetown Bush Fire Brigade	Ed Bland	(08) 9761 4546

CONTRACTORS - A list of contractors available to assist with fire prevention work is available by calling the Shire on 9761 0800. Council does not recommend or endorse any particular contractor.

RADIO STATIONS DURING A FIRE EMERGENCY – During a fire emergency all landowners and occupiers are encouraged to listen to ABC Radio as they are the official emergency broadcast radio station. Local frequencies are 1044, 684 and 558.

FIRE REPORTS – All landowners and occupiers who incur a bushfire have an obligation to assist the Fire Control Officer to compile a Fire Report form.

LANDOWNERS AND OCCUPIERS RESPONSIBILITIES – The Bush Fires Act requires the occupiers of the land to take all reasonable measures to control fires on their land, at their expense, regardless of how the fire started. Whilst local volunteer fire fighters will come out and assist in the control of the fire, landowners and occupiers are reminded that they are ultimately responsible for fires on their property, including monitoring the fire after fire crews have left. Penalties apply and recovery of costs can be made by Council for those who do not comply with these provisions.

INCINERATORS - used to burn rubbish must be properly constructed – an open drum with or without a lid is not an authorised incinerator.

BRIGADE MEMBERSHIP – If you are interested in joining your local Volunteer Bush Fire Brigade, please contact the Fire Control Officer for your area or the Shire's Community Emergency Services Manager on 0428 611 125.

FIREFIGHTING EQUIPMENT – Residents are strongly encouraged to have and maintain firefighting equipment for protection of their own property.

VOLUNTEERS ATTENDING A FIRE IN THEIR OWN VEHICLE – Must immediately report to the Fire Control Officer for safety and insurance purposes.

TOTAL FIRE BAN – A Total Fire Ban (TFB) is declared by the Department of Fire and Emergency Services (DFES) following consultation with Local Governments because of extreme weather conditions or when widespread fires are seriously stretching firefighting resources. During a TFB the lighting of any fires in the open air and any other activities that may start a fire, are prohibited, this includes:

- All open air fires for the purpose of cooking or camping i.e. wood fuel barbeques, candles and pizza ovens.
- Incinerators, welding, grinding, soldering or gas cutting, angle grinders and lawnmowers.

Penalty: Up to \$25,000 fine and/or a 12 month jail term. Exemptions may be granted by DFES and must be requested in writing.

HARVEST & VEHICLE MOVEMENT BAN – Harvest and Vehicle Movement Bans (HVMB) are imposed by Local Government under the *Bush Fires Regulations 1954* Section 38A, and/or Section 24C, when prevailing and/or anticipated weather conditions and/or when availability and/or response capacity of the local firefighting resources are reduced.

A HVMB may be imposed for any length of time but is generally imposed for 'heat of the day' periods and may be extended or revoked as weather conditions change.

During a HVMB the use of engines, vehicles, plant and machinery is prohibited in order to mitigate the associated risk of causing or contributing to the spread of a bushfire.

Enquiries relating to this Firebreak Order or fire prevention in general should be directed to the Shire Ranger Services on (08)9761 0800 or 0428 911 847

Appendix 2 BAL Assessment Report

Bushfire Attack Level Assessment Report

Prepared by a BPAD Accredited Practitioner

Fire Protection Association Australia Life Property Environment



AS 3959 BAL Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 - 2018. FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.


Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference	
			12	South Western Highway	
Local government area	Suburb			State	Postcode
	Bridgetown			WA	6255
Main BCA class of the building	Class 5	Use(s) of the building	Office and Educational Establishment		
Description of the building or works	Change of Use to Office and Educational Establishment				

Report Details

Report / Job Number	Report Version	Assessment Date	Report Date
19741	B	16 July 2019	9 December 2019

BPAD Accredited Practitioner Details

Name	Danae Plowman & Gary McMahon
Company Details	 www.ecosystemsolutions.com.au ph: (08) 9759 1960

Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.

SITE ASSESSMENT

The assessment of the Site was undertaken on 16 July 2019, by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959-2018 Simple Procedure (Method 1) and Detailed Method (Method 2). This report was amended on 9 December 2019, to correct Figure 1 to illustrate the separation distances detailed in the report.

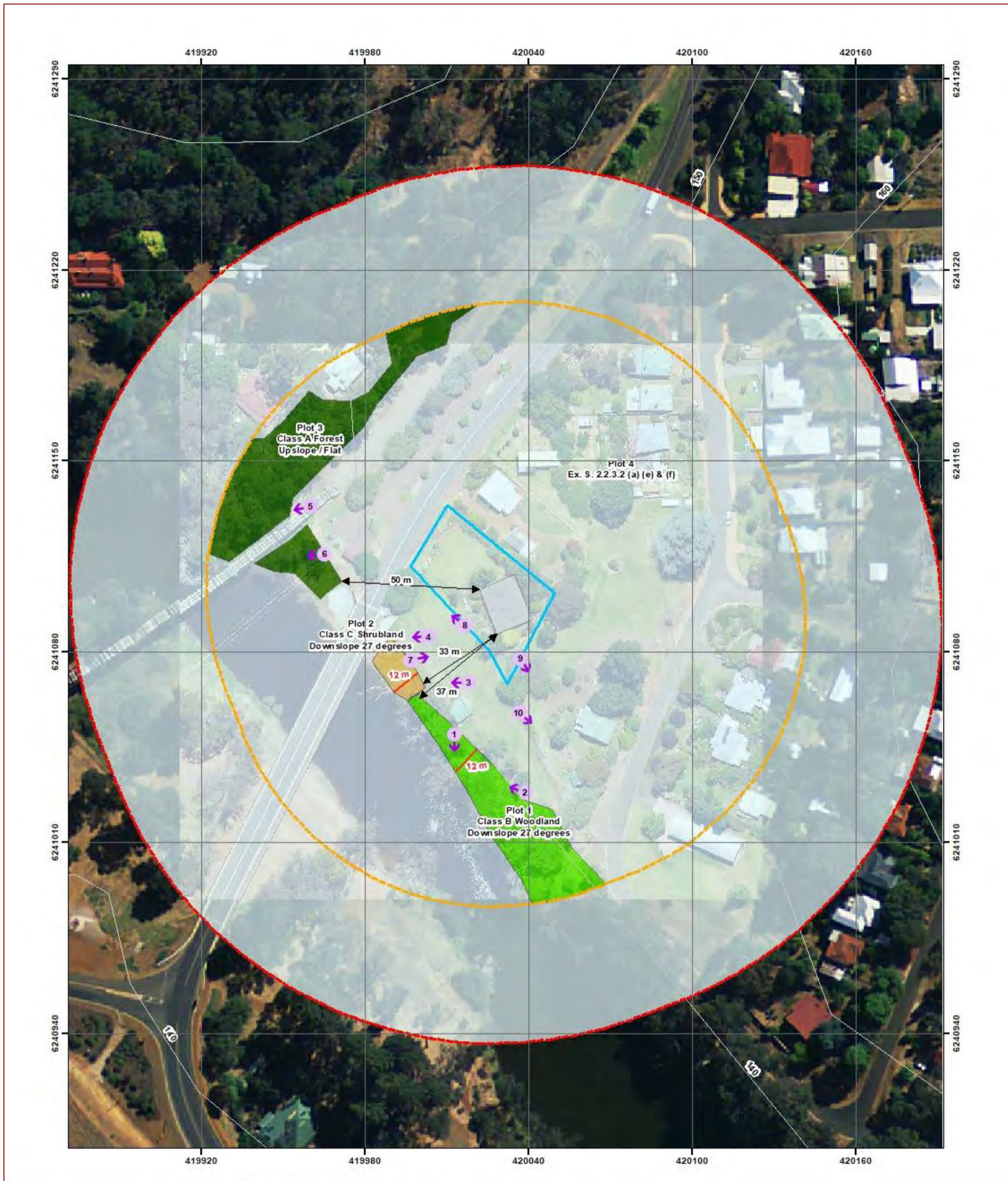
A Method 1 approach has been used for:

- Plot 3 - Class A Forest Upslope / Flat

A Method 2 approach has been used for:

- Plot 1 - Class B Woodland Downslope 27 degrees
- Plot 2 - Class C Shrubland Downslope 27 degrees

The BAL assessment is provided in Figure 1.





<p>Location details: Lot 12 South Westem Hwy, Bridgetown Project: 19741 Assessment date: 16/07/2019 Revision: RevB Amended by: K Paterson Accreditation level: Level 2 Accreditation number: 38253 Accrediation expiry date: Aug 19 Date aerial photo: Aug 2018</p>	<p>BAL Assessment</p>	<p>Legend</p> <table border="0"> <tr> <td> 150m Assessment Area</td> <td>Vegetation Classification</td> <td> Elevation (m AHD)</td> </tr> <tr> <td> 100m Vegetation Classification Area</td> <td> Class A Forest</td> <td> Distance</td> </tr> <tr> <td> Lot Boundary</td> <td> Class B Woodland</td> <td> Transect</td> </tr> <tr> <td> Existing Building</td> <td> Class C Shrubland</td> <td></td> </tr> <tr> <td> Photo</td> <td> Ex. S. 2.2.3.2 (a), (e) & (f)</td> <td></td> </tr> </table> <p style="text-align: right;"> www.ecosystemsolutions.com.au (08) 9759 1960 </p>	150m Assessment Area	Vegetation Classification	Elevation (m AHD)	100m Vegetation Classification Area	Class A Forest	Distance	Lot Boundary	Class B Woodland	Transect	Existing Building	Class C Shrubland		Photo	Ex. S. 2.2.3.2 (a), (e) & (f)	
150m Assessment Area	Vegetation Classification	Elevation (m AHD)															
100m Vegetation Classification Area	Class A Forest	Distance															
Lot Boundary	Class B Woodland	Transect															
Existing Building	Class C Shrubland																
Photo	Ex. S. 2.2.3.2 (a), (e) & (f)																

Figure 1: BAL Assessment

VEGETATION CLASSIFICATION

All vegetation within 150 m of the Site was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Plot	1	Classification or Exclusion Clause	Class B Woodland Downslope 27 degrees Method 2
			
		Photo ID: 1	Photo ID: 2
<p><i>Eucalyptus rudis</i> trees 10-30 m high with canopy cover 10-30% over introduced grass species. Includes transect 12 m long and maximum slope of 27 degrees. Notice that the Class C - Shrubland in the background of Photo 2 extends significantly closer to the building than the edge of the unmanaged understorey (the tree trunks) of the Class B - Woodland vegetation.</p>			

Plot	2	Classification or Exclusion Clause	Class C Shrubland Downslope 27 degrees Method 2
			
		Photo ID: 3	Photo ID: 4
<p>Mixed grass species and groundcovers with a maximum height not exceeding 2 m. Maximum slope of 27 degrees.</p>			

Plot	3	Classification or Exclusion Clause	Class A Forest Upslope / Flat Method 1	
<div style="display: flex; justify-content: space-between; font-size: 8px;"> DIRECTION 259 deg(T) 33.96725°S 116.13369°E ACCURACY 5 m DATUM WGS84 </div>  <div style="display: flex; justify-content: space-between; font-size: 8px;"> Lot 12 South West Highway, Bridgetown 2019-07-16 13:59:23+08:00 </div>			<div style="display: flex; justify-content: space-between; font-size: 8px;"> DIRECTION 260 deg(T) 33.96735°S 116.13370°E ACCURACY 5 m DATUM WGS84 </div>  <div style="display: flex; justify-content: space-between; font-size: 8px;"> Lot 12 South West Highway, Bridgetown 2019-07-16 13:59:59+08:00 </div>	
<i>Photo ID: 5</i>			<i>Photo ID: 6</i>	
<p>Trees 30 m high with canopy cover 30-70% over introduced grass species.</p>				

Plot	4	Classification or Exclusion Clause	Excluded Clause 2.2.3.2 (a), (e) or (f)
			
		<i>Photo ID: 7</i>	<i>Photo ID: 8</i>
			
		<i>Photo ID: 9</i>	<i>Photo ID: 10</i>
<p>Vegetation further than 100 m from the Site is excluded under S 2.2.3.2 (a). Non-vegetated areas including access ways, water bodies and existing buildings are excluded under S 2.2.3.2 (e). Low threat vegetation including managed gardens and grasses, and areas managed to Asset Protection Zone Standards, are excluded under clause S 2.2.3.2 (f).</p>			

METHOD 2 CALCULATION

A Method 2 calculation has been used for Plots 1 and 2 as the slope for these plots is greater than the 20 degrees maximum applicable for Method 1. The distances between the vegetation and the structure were calculated as outlined in AS 3959-2018 using the horizontal plain. The woodland in the river system is downslope at a maximum of 27 degrees for the 12m of the vegetation plot (horizontal measurement), however the excluded area (grassed area), from the riparian zone to the structure is flat. The vegetation was measured by the horizontal distance to the unmanaged part of the understory, rather than the dripline of the canopy, as stated in C 2.2.5 of AS 3959-2018. A short fire run calculation has also been applied to Plot 1 due to the reduced fire width achievable within the Site, instead of the default 100 m used for Method 1. A transect of 12m has been used, which is an over estimate of the possible fire run through the closest Class B - Woodland vegetation, which actually has a fire run of less than 7 metres. The DFES short fire run spreadsheet was used to determine the head fire width, this can only be used for Class B Woodland, and not Class C Shrubland, therefore default values have been used for Plot 2. The inputs used for the Method 2 calculations are summarised in Table 1 with the short fire run calculation provided in Figure 2 and Flamesol Minimum Distance Calculator provided in Figure 4 and Figure 5 for Plot 1 and Plot 2 respectively. Note that the Fuel Load defaults have been used in the Method 2 calculation, however, as can be seen in Photograph 1, the fuel present is significantly less than 25t/ha and given the vegetation dynamics of *E. rudis* in this landscape, it is unlikely to reach the default. Therefore the calculations are conservative in their output.

Table 1: Method 2 Inputs

INPUTS	PLOT 1 - CLASS B WOODLAND DOWNSLOPE 27 DEGREES	PLOT 2 - CLASS C SHRUBLAND DOWNSLOPE 27 DEGREES
CLIMATE DATA	FDI 80 (Default)	FDI 80 (Default)
SURFACE FUEL LOAD	15 t/ha (Default)	15 t/ha (Default)
OVERALL FUEL LOAD	25 t/ha (Default)	15 t/ha (Default)
EFFECTIVE SLOPE	27 degrees	27 degrees
FIRE RUN	12 m (Transect length)	100 m (Default)
HEAD FIRE WIDTH	5 m (Figure 2)	100 m (Default)
FLAME TEMPERATURE	1,090 K (Default)	1,090 K (Default)
RATE OF SPREAD	9.27 km/h (Figure 3)	18.46 km/h (Figure 4)
MINIMUM DISTANCE TO <40 KW/M ²	34.5 m (Figure 3)	15 m (Figure 4)
MINIMUM DISTANCE TO <29 KW/M ²	36 m (Figure 3)	20 m (Figure 4)
MINIMUM DISTANCE TO <19 KW/M ²	38 m (Figure 3)	28.5 m (Figure 4)
MINIMUM DISTANCE TO <12.5 KW/M ²	40.5 m (Figure 3)	39.5 m (Figure 4)

Short Fire Run Head Fire Width Calculation					
Inputs				Outputs	
Fire Run Meters	FDI	Surface Fuel Load	slope	Total Fire length	Head Fire Width
12	80	15	27	12.40	4.39
0	80	5	0	0.00	0.00
0	80	5	0	0.00	0.00
0	80	5	0	0.00	0.00
0	80	5	0	0.00	0.00

Equation derived from :
Alexander, M. E. (1985, April). Estimating the length-to-breadth ratio of elliptical forest fire patterns. In Proc. 8th Conf. Fire and Forest Meteorology (pp. 287-304).

NOTE: Draft Only - to be used for A-Forest, B-Woodland and D-Scrub Vegetation Classifications and only for fire runs up to 100m (max)

Disclaimer: DFES will accept the use of the outputs from this draft calculator but reserve the right to withdraw its use at any time.

Figure 2: Short Fire Run Calculation - Plot 1



Calculated July 18, 2019, 2:47 pm (MDC v.4.8)

Minimum Distance Calculator - AS3959-2009 (Method 2)			
Inputs		Outputs	
Fire Danger Index	80	Rate of spread	9.27 km/h
Vegetation classification	Woodland	Flame length	63.3 m
Surface fuel load	15 t/ha	Flame angle	9 °, 11 °, 14 °, 18 °, 20 ° & 37 °
Overall fuel load	25 t/ha	Elevation of receiver	4.95 m, 6.03 m, 7.65 m, 9.779999999999999 m, 10.82 m & 19.04 m
Vegetation height	n/a	Fire intensity	119,840 kW/m
Effective slope	27 °	Transmissivity	0.891, 0.885, 0.875, 0.862, 0.855 & 0.793
Site slope	0 °	Viewfactor	0.5845, 0.4283, 0.2831, 0.1883, 0.1529 & 0.0413
Flame width	5 m	Minimum distance to < 40 kW/m ²	34.30000000000022 m
Windspeed	n/a	Minimum distance to < 29 kW/m ²	35.60000000000024 m
Heat of combustion	18,600 kJ/kg	Minimum distance to < 19 kW/m ²	37.70000000000027 m
Flame temperature	1,090 K	Minimum distance to < 12.5 kW/m ²	40.40000000000003 m
		Minimum distance to < 10 kW/m ²	42.10000000000033 m

Rate of Spread - McArthur, 1973 & Noble et al., 1980

Flame length - NSW Rural Fire Service, 2001 & Noble et al., 1980

Elevation of receiver - Douglas & Tan, 2005

Flame angle - Douglas & Tan, 2005

Radiant heat flux - Drysdale, 1999, Sullivan et al., 2003, Douglas & Tan, 2005

Figure 3: Flamesol Minimum Distance Calculator - Plot 1



Calculated July 18, 2019, 3:26 pm (MDc v.4.8)

Minimum Distance Calculator - AS3959-2009 (Method 2)			
Inputs		Outputs	
Fire Danger Index	80	Rate of spread	18.46 km/h
Vegetation classification	Shrubland	Flame length	18.23 m
Surface fuel load	15 t/ha	Flame angle	52 °, 62 °, 69 °, 73 °, 75 ° & 81 °
Overall fuel load	15 t/ha	Elevation of receiver	7.18 m, 8.039999999999999 m, 8.51 m, 8.710000000000001 m, 8.800000000000001 m & 9 m
Vegetation height	m	Fire intensity	143,085 kW/m
Effective slope	27 °	Transmissivity	0.866, 0.844, 0.8159999999999999, 0.79, 0.777 & 0.719
Site slope	0 °	Viewfactor	0.6057, 0.4498, 0.3057, 0.2074, 0.1689 & 0.0456
Flame width	100 m	Minimum distance to < 40 kW/m ²	14.99999999999996 m
Windspeed	45 km/h	Minimum distance to < 29 kW/m ²	20.00000000000001 m
Heat of combustion	18,600 kJ/kg	Minimum distance to < 19 kW/m ²	28.50000000000014 m
Flame temperature	1,090 K	Minimum distance to < 12.5 kW/m ²	39.40000000000029 m
		Minimum distance to < 10 kW/m ²	46.10000000000039 m

Rate of Spread - Catchpole et al. 1998

Flame length - Byram, 1959

Elevation of receiver - Douglas & Tan, 2005

Flame angle - Douglas & Tan, 2005

Radiant heat flux - Drysdale, 1999, Sullivan et al., 2003, Douglas & Tan, 2005

Figure 4: Flamesol Minimum Distance Calculator - Plot 2

RELEVANT FIRE DANGER INDEX

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index			
FDI 40 <input type="checkbox"/>	FDI 50 <input type="checkbox"/>	FDI 80 <input checked="" type="checkbox"/>	FDI 100 <input type="checkbox"/>
<i>Table 2.7</i>	<i>Table 2.6</i>	<i>Table 2.5</i>	<i>Table 2.4</i>

POTENTIAL BUSHFIRE IMPACTS

The potential bushfire impact to the site from each of the identified vegetation plots are identified below.

The Determined Bushfire Attack Level (highest BAL) for the building has been determined in accordance with clause 2.2.6 of AS3959-2018.

Table 2: BAL Analysis

Plot	Vegetation Classification	Effective Slope	Method	Separation (m)	BAL
1	Class B Woodland	Downslope 27 degrees	Method 2	37 m	BAL-29
2	Class C Shrubland	Downslope 27 degrees	Method 2	33 m	BAL-19
3	Class A Forest	Upslope/Flat	Method 1	50 m	BAL-12.5
4	Excluded Cl. 2.2.3.2 (a), (e) or (f)	N/A	N/A	N/A	BAL-LOW

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level - Dwelling	BAL - 29
---	----------

Appendix 3 Risk Analysis

RISK ANALYSIS

NSW Rural Fire Service, 2014, *Development Planning: A guide to developing a Bushfire Emergency Management and Evacuation Plan*

Site Information		
Type of premise	Office and Educational Facility	
Occupants	Adults / youth/ children	
Needs	Unfamiliar with locality and may be unfamiliar with English language.	
Special health considerations	Occupants will be adequately supervised, but some may suffer asthma/breathing difficulty in the presence of smoke.	
Facility is in a bushfire prone area	Yes	
Evacuation		
How accessible is the premise	Hampton Street provides access from the Site to two different destinations in two different directions.	Suitable ✓
Quality of roads	Hampton Street and nearby roads have a minimum 6 m wide horizontal and 6 m vertical clearance.	Suitable ✓
Does the transport route go through a bush fire prone area	Yes, the Site and surrounding area is bushfire prone. However as two access routes are available to two different destinations, it is unlikely all routes will be blocked in the event of a bushfire.	Suitable ✓
Shelter		
Building conditions	The existing building within Lot 12 South Western Highway is brick, with metal roof on a concrete pad. The current building within the Site was constructed prior to the requirements of <i>Guidelines for Planning in Bushfire Prone Areas</i> with the application of AS3959-2018.	Limited !

Is the premise likely to be affected by significant radiant heat	The Building within Lot 12 South Western Highway is rated as BAL-29, which is a high level of radiant heat.	Limited !
Is a defensible space available	Yes, Asset Protection Zones will continue to be maintained in a low fuel state.	Suitable ✓
Is there a designated assembly point	Yes, at the carpark, located at Lots 7 & 8 Hampton Street Bridgetown.	Suitable ✓
Are ground conditions maintained	Yes, Asset Protection Zone is being maintained in a low fuel state according to the <i>Guidelines for Planning in Bushfire Prone Areas</i> .	Suitable ✓
Are there amenities provided	Yes, the building within Lot 12 South Western Highway Bridgetown will be used as an Office and Educational Facility.	Suitable ✓
Is there disabled access to the area	Yes	Suitable ✓
Is there sufficient supervision of occupants	The Office and Educational Establishment will be hosted. Occupants will be unfamiliar with bushfire and may become distressed. Clear explanation and instruction is required.	Limited !

CONCLUSION

Early Evacuation - Summary	
Are occupants needs better suited to evacuation	It is not a primary or essential place of residence. Evacuation early in the development of the fire is the best course of action. In the event that early evacuation to a townsite has failed or is not possible, the Landowner/Manager will direct visitors and staff to Shelter-within-building as a last resort.
Destination	Bridgetown township. The closest emergency evacuation centre approved by the Shire of Bridgetown-Greenbushes is the Bridgetown Leisure Centre, 95 Steere Street, Bridgetown.
Transport	Private vehicle

Early Evacuation - Summary

Are special needs addressed	A vehicle/s with capacity for all guests and licenced driver will be available at all times in case evacuation is required. Individual care and supervision
-----------------------------	---

Shelter-within-building - Summary

Is the area fit for purpose	<p>Subject to the implementation of the Bushfire Management Plan the building within Lot 12 South Western Highway, Bridgetown, has been calculated to experience a BAL-29 (radiant heat of less than 29 kW/m²) in a bushfire event.</p> <p>However, as the building was not constructed to AS3959 standards, shelter-within-building should be used as a last resort only, when evacuation is unsafe.</p>
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Appendix 4 Bushfire Emergency Evacuation Plan

BUSHFIRE EMERGENCY EVACUATION PLAN

This Plan has been designed to assist in the protection of life and property in the event of a bushfire. This plan outlines procedures for both evacuation and shelter-within-building to enhance the protection of occupants from the threat of a bushfire. The Landowner is to review this Plan on an annual basis.

The primary action to follow in a bushfire emergency is to:

EVACUATE SHELTER-WITHIN-BUILDING

FACILITY DETAILS

Location: Lot 12 South Western Highway, and Lots 6 to 9 Hampton Street, Bridgetown
Contact Person: Cameron Lawton
Position: Maintenance Officer - National Trust of Western Australia
Phone: 0437 151 942
Type of facility: Office and Educational Establishment
Occupants: TBC
Shelter capacity: TBC

Table 1 Emergency Contact Details

Name of Organisation	Service Provided	Phone Number/Website
Fire Brigade	Report a fire/receive assistance	000
Department of Fire & Emergency Services (DFES)	Alerts and Warnings Fire Danger Ratings Total Fire Bans	13 3337 www.dfes.wa.gov.au twitter.com/dfes.wa
Bureau of Meteorology	Fire Danger Ratings Weather Seasonal Forecast	bom.gov.au/weather/wa http://www.bom.gov.au/climate/outlooks/#/overview/video
ABC Local Radio South West WA	News and Updates	Radio frequency 684 AM http://www.abc.net.au/southwestwa/
Emergency WA	Alerts and Warnings	https://www.emergency.wa.gov.au/
Bridgetown Hospital	Emergency Medical Service	Peninsula Road, Bridgetown 9782 1222

PREPARATION

Equipment

Install and/or maintain the following firefighting equipment (Landowner):

1. Fire Extinguishers with instructions of use displayed as required under AS2444.
2. Hard wired smoke detectors are installed within the building.
3. External water (standard garden hoses), capable of applying water to each part of the buildings.
4. Emergency Evacuation Diagram on the internal face of all external doors.

Seasonal preparation

Prior to each bushfire season, approximately November to May each year, it is important to become ready for an evacuation in the event of a bushfire and understand the potential bushfire climate.

The Bureau of Meteorology produces a quarterly climate outlook video which includes an assessment on the potential for a bushfire. It is recommended to watch the BOM video prior to each bushfire season which provides a seasonal forecast, provided in Table 1.

Conduct seasonal works, to be undertaken at the commencement of the Bushfire Season (Landowner):

1. Ensure all access ways have the appropriate vertical and horizontal clearances in good traversable condition.
2. Ensure all roof and building junctions are clear of litter.
3. Ensure all Asset Protection Zones are maintained in a low-fuel state.
4. Ensure all buildings are free of flammable materials, none located within 5 m.
5. Ensure all objects attached to the buildings are non-combustible or easily removable, and the removing mechanism is in working order.
6. Ensure all gas cylinders are positioned with pressure relief valve facing away from the building and not within 6m of a flammable material.
7. Ensure fire hoses and firefighting equipment is in working order. Check the charge level on all fire extinguishers is adequate.
8. Ensure the plan and evacuation details are clearly displayed and conveniently located in all buildings.
9. Verify contacts.

Daily preparation during the fire season

Conduct daily preparation during the fire season (Landowner):

1. Check the DFES website for any alerts.
2. Ensure guests upon arrival are bushfire aware and familiar with the importance of early evacuation to a townsite and that the use of buildings as a Shelter is a last resort only, as well as being aware of the evacuation procedures.
3. Ensure evacuation logistics and resourcing are fully provided for and immediately accessible, including a suitable vehicle immediately accessible to evacuate all guests.
4. Ensure guests upon arrival are bushfire aware and familiar with the evacuation and shelter procedures.
5. Inspect grounds to:
 - a. Ensure flammable materials are not stored adjacent to buildings.
 - b. Ensure firefighting equipment and access-ways are clear of any obstructions.
6. Ensure shelter areas are in a ready state.

CARING FOR VULNERABLE PEOPLE

The Bushfire Attack Level that will be experienced at the peak of the fire is high (BAL-29). This is well above the level of human tolerance (BAL-3).

Fire typically has a progressive build up to a peak followed by a progressive decay; the peak (fire front) lasting between two to five minutes. People at the Site will need to evacuate early or take shelter in a bushfire event.

Conditions during a fire can be hazardous and frightening. Ignited embers and heavy smoke can be expected, visibility can be significantly reduced, and it can be extremely windy and noisy. Unless prepared, and as may be expected of vulnerable guests - people can become frightened and make dangerous choices. For this reason, early evacuation to a townsite is the best option.

Shelter-within-building is a last resort option as there is no guarantee a building will withstand a bushfire attack. Construction to BAL standards is also no guarantee that a building will not be lost to a bushfire. Importantly though, the construction measures improve resistance, to provide an important delay between the fire front passing and internal conditions becoming untenable, that can enable a safe evacuation. Assembly at a quick exit point whilst the fire front passes is therefore essential.

FIRE DANGER RATING

The Department of Fire and Emergency Services (DFES) provides community and emergency advice about predicted and current conditions that advise about the level of bushfire threat.

The Fire Danger Rating (FDR) is based on the forecast weather conditions, the higher the rating the higher the threat (Figure 1).

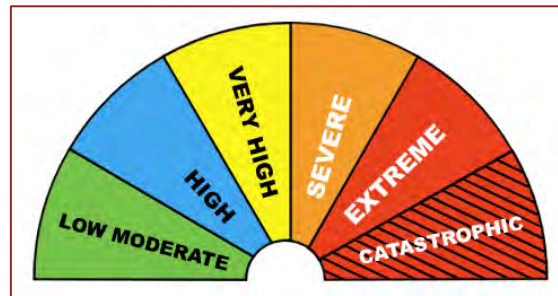


Figure 1 Fire Danger Ratings (DFES website)

‘Catastrophic’ ratings are the highest level and represent unsafe conditions. On days where these FDR levels are achieved (or if known the day prior) guests will be advised by the Landowner of the heightened risk of a bushfire event that could occur at any time and that as a minimum they should vacate the building and stay within a lower bushfire risk area (for example within Bridgetown town Centre) during the hottest part of the day (for example 10 am to 4 pm). Due to the heightened risk of a bushfire event on these Catastrophic days that could occur at any time, including night, guests will be informed by the Landowner of the evacuation procedure and be prepared to evacuate should a bushfire event arise (Table 2).

It is recommended that people use a range of sources to be prepared for and stay up to date about a bushfire. This includes using the sources listed in Table 1, being alert and aware of your surroundings and talking with neighbours and guests about your actions.

Table 2 Summary of actions according to Fire Danger Rating

Fire Danger Rating	Action	Responsible Person
Days of Catastrophic	<ol style="list-style-type: none"> 1. When warning has been issued advise guests of the heightened risk and as a minimum, they should stay within low bushfire risk areas (e.g. a town center) during the hottest part of the day (e.g. 10 am to 4pm). Guests will be reminded by the Landowner of the evacuation procedure and be prepared to evacuate should a bushfire event arise. 2. Stay vigilant, check warnings regularly and be aware of your surroundings to determine if an Evacuation should be issued. 3. Conduct daily preparations 	Landowner
Days of Very High, Severe or Extreme.	<ol style="list-style-type: none"> 1. Stay vigilant, check warnings regularly and be aware of your surroundings to determine if an Evacuation should be issued. 2. Conduct daily preparations 	Landowner
Days of Low / Moderate or High <i>(It is likely some of these days are outside the bushfire season)</i>	<ol style="list-style-type: none"> 1. Conduct seasonal preparations, prior to bushfire season. 2. Conduct daily preparations when days are during the bushfire season only. 	Landowner

EVACUATION PROCEDURE

Primary evacuation location:

Location:	Bridgetown Town Centre or appropriate evacuation centre when declared by DFES
Bridgetown Emergency Evacuation Centre:	Bridgetown Leisure Centre, or other evacuation centre as advised by emergency services 95 Steere Street, Bridgetown
Primary route to location:	North on Hampton Street and then north onto South Western Highway.
Secondary route to location:	South on Hampton Street, east on Walter street, north on Coronation Street, east on Carey Street, north on Spencer Street, west on Steere Street.
Transportation:	A vehicle/s with capacity for all guests and licenced driver will be available at all times in case evacuation is required.
Estimated travel time:	5 minutes (when there is a lot of smoke and conditions are hazardous drive slower and expect greater travelling time)

Secondary evacuation location:

Location:	Manjimup Town centre ¹
Primary route to location:	South on Hampton Street, east on Walter Street, north on Coronation Street, west on Carey Street, and then south on South Western Highway.
Transportation:	A vehicle/s with capacity for all guests and licenced driver will be available at all times in case evacuation is required.
Estimated travel time:	40 minutes (when there is a lot of smoke and conditions are hazardous drive slower and expect greater travelling time)

The primary action to follow with an imminent bushfire threat is EVACUATE.

A Controlled Evacuation is defined as an evacuation of all personnel and guests where there is adequate time to allow guests to pack up and leave with their belongings. An evacuation can trigger an emotive response and allowing enough time for guests to gather their belongings and evacuate to

¹ Note that Greenbushes to the north of Bridgetown is a closer town centre, however it is in the same directional path as Bridgetown. Manjimup is used as an alternative evacuation as it is in a different direction of travel to Bridgetown or Greenbushes. The best evacuation route/alternative will be determined by Emergency Services and will depend on fire rates of spread, direction, behaviour and predictions of weather conditions. Advice from Emergency Services in a bushfire event should be heeded in any evacuation.

a secure location, away from the risk of fire is the preferred course of action. It should be noted that a bushfire situation can change rapidly, and an emergency evacuation, where guests need to leave immediately without their belongings, may need to be triggered during a controlled evacuation. Regular communication to guests should be maintained at all times to ensure the evacuation type is adequately communicated.

Shelter-within-building

Shelter-within-building should only be used as a last resort, when when evacuation during a bushfire event becomes unsafe.

Designated building: Building used for Office and Educational Facility

Table 3 Evacuation and shelter-within-building actions according to triggers

Trigger	Action	Responsible Person
<ul style="list-style-type: none"> • Direct advice or Watch and Act warning from Emergency services (DFES, Police); • Signs of smoke arising from the south west; or • Bushfire within 3 km or 3 hrs of the Site. 	<ol style="list-style-type: none"> 1. Upon a direct instruction from Emergency Personnel aware of your circumstance, follow their evacuation instructions. 2. Initiate a Controlled Evacuation to the Primary Evacuation Location, via the primary route. <ol style="list-style-type: none"> a. Notify all personnel and guests, ask guests to quickly gather their belongings; b. Account for all persons; c. Advise for all windows and doors to be closed; d. Determine if the Welfare Centres are open, if they are not, travel to the town centre. 3. Drive to the Primary Evacuation Location, if the roads are blocked utilize the secondary route or Secondary Evacuation Location. Drive slowly as there could be people, excessive vehicles, fire appliances and livestock on the road. Turn your car headlights and hazard lights on. Close windows and outside vents. If you can't see clearly, pull over and wait until the smoke clears. 4. If you become trapped by a fire, park the vehicle off the road where there is little vegetation, with the vehicle facing towards the oncoming fire. Turn the engine off. Call 000 and stay covered with blankets until the fire front has passed. 	<p>Landowner</p>

Trigger	Action	Responsible Person
<ul style="list-style-type: none"> • Direct advice from Emergency services (DFES, Police); • Signs of smoke arising from the immediate surrounds; or • Bushfire within 1 km or 1 hr of the Site. 	<ol style="list-style-type: none"> 1. Upon a direct instruction from Emergency Personnel aware of your circumstance, follow their evacuation instructions. 2. Initiate an Emergency Evacuation to the Primary Evacuation Location via the primary route. <ol style="list-style-type: none"> a. Notify all personnel and guests that an Emergency Evacuation has been initiated and that there is insufficient time to collect belongings; b. Account for all persons; c. Advise for all windows and doors to be closed; d. Determine if the Welfare Centres are open, if they are not, travel to the town centre. 3. Drive to the Primary Evacuation Location, if the roads are blocked utilise the secondary route or Secondary Evacuation Location. Drive slowly as there could be people, excessive vehicles and livestock on the road. Turn your car headlights and hazard lights on. Close windows and outside vents. If you can't see clearly, pull over and wait until the smoke clears. 4. If you become trapped by a fire, park the vehicle off the road where there is little vegetation, with the vehicle facing towards the oncoming fire. Turn the engine off. Call 000 and stay covered with blankets until the fire front has passed. 	Landowner

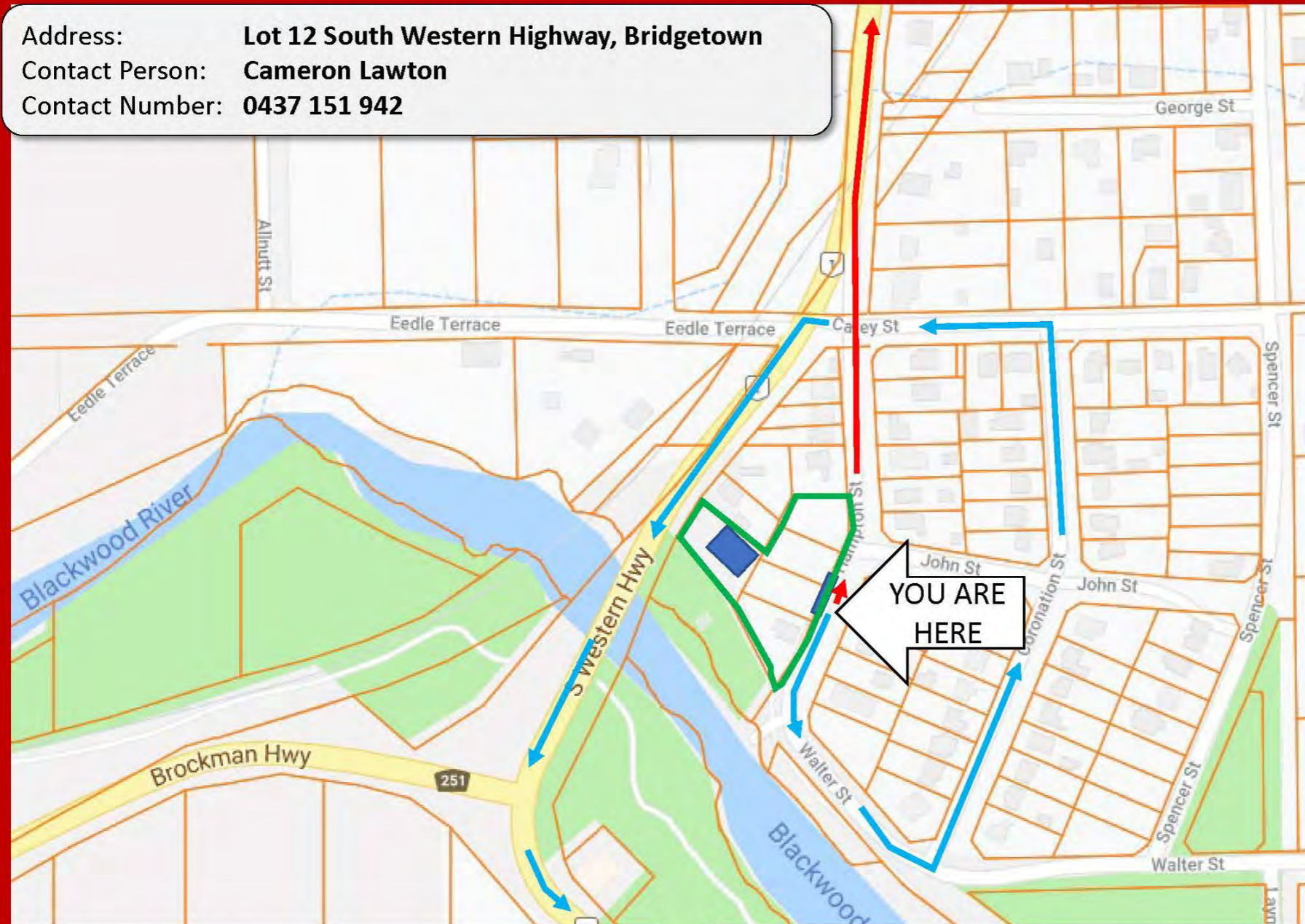
Trigger	Action	Responsible Person
Uncontrolled fire observed in or adjacent to the Site, or a DFES Emergency Warning to Stay in Place has been issued.	<ol style="list-style-type: none"> 1. Initiate Shelter-within-building 2. Call - 000 - DFES and notify them of your actions. 2. Notify all personnel and guests. 3. Account for all persons. 4. Close all windows and doors and turn any air conditioners off. 5. Take shelter, within the building, next to an exit 6. Wet towels and place at the foot of doors to stop smoke ingress. 7. Monitor the condition of the building; 8. When safe to do so inspect around the building for spot fires and put them out (there is no obligation upon any guest to take action to defend the building from bushfire attack); and 9. Be alert to fire for up to 24 hours after the fire event. <p>If shelter catches fire:</p> <ol style="list-style-type: none"> 1. Keep out of smoke and stay low. 2. Evacuate towards Primary Evacuation Location or away from the bushfire threat, after the fire front has passed. <p>There is no obligation upon any guest to take action to defend the building from bushfire attack.</p>	Landowner

RECOVERY

Emergency Services will need to ensure conditions within the Site and surrounding area are safe and all services including power, water and access can be guaranteed prior to allowing the use of the building as an office and educational establishment to resume. Landowner/manager will take directions from Emergency Services personnel with regards to any activity on the site post bushfire event. This may require future bookings to be cancelled until all services have been resumed.

EVACUATION DIAGRAM

Address: **Lot 12 South Western Highway, Bridgetown**
 Contact Person: **Cameron Lawton**
 Contact Number: **0437 151 942**



Primary evacuation:

Bridgetown Town Centre or evacuation centre as designated by DFES, via north on Hampton Street, west on Carey Street and north on South Western Highway.

Secondary evacuation:

Manjimup Town Centre via south on Hampton Street, east on Walter Street, north on Coronation Street, west on Carey Street and south on South Western Highway.

On Catastrophic Fire Danger Rating days, it is recommended that guests should vacate the building and stay within a lower bushfire risk area (Bridgetown town centre) during the hottest part of the day (10 am to 4 pm) . Monitor the ABC Local Radio, 684 AM, or the DFES website for updates.

The primary action to follow in a bushfire event is to EVACUATE

Controlled Evacuation – Early evacuation to allow Guests to gather their belongings prior to evacuating. Enact if bushfire is within 3 km or 3 hrs, DFES Watch & Act Warning or Signs of smoke from the nearby area.

Emergency Evacuation – Account for all Guests and immediately evacuate.

Enact if bushfire is within 1 km or 1 hr or signs of smoke arising from the immediate surrounds.

Shelter-within-building

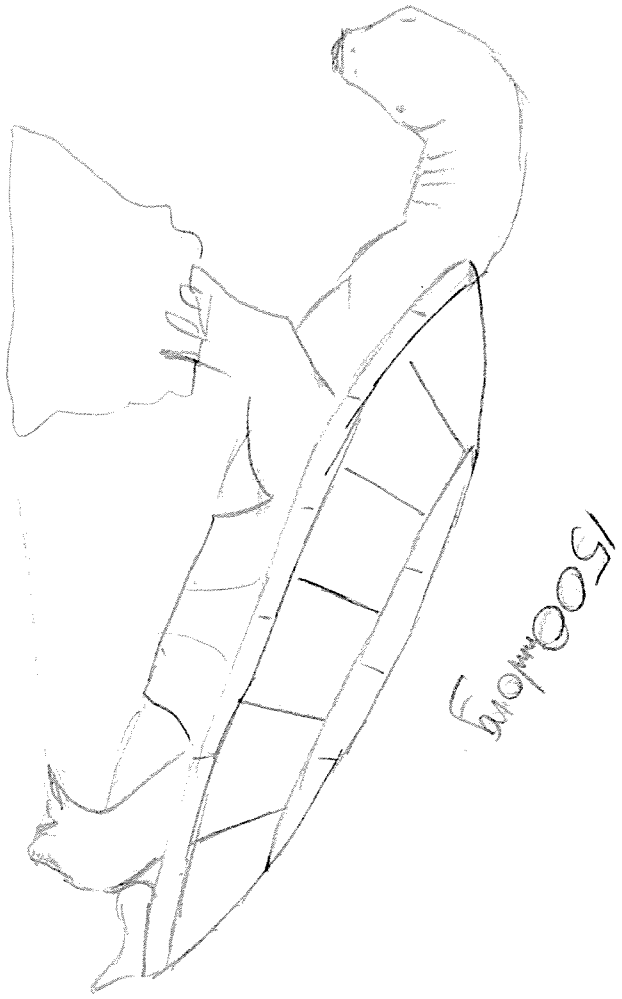
Last resort option only, close all windows/doors and turn off air conditioner. Account for all guests and remain within the building, away from doors and windows. Evacuate when safe to do so or if Shelter catches fire.

Enact if uncontrolled fire observed in or adjacent to the Site or DFES Emergency Warning to Stay in Place.





Side view



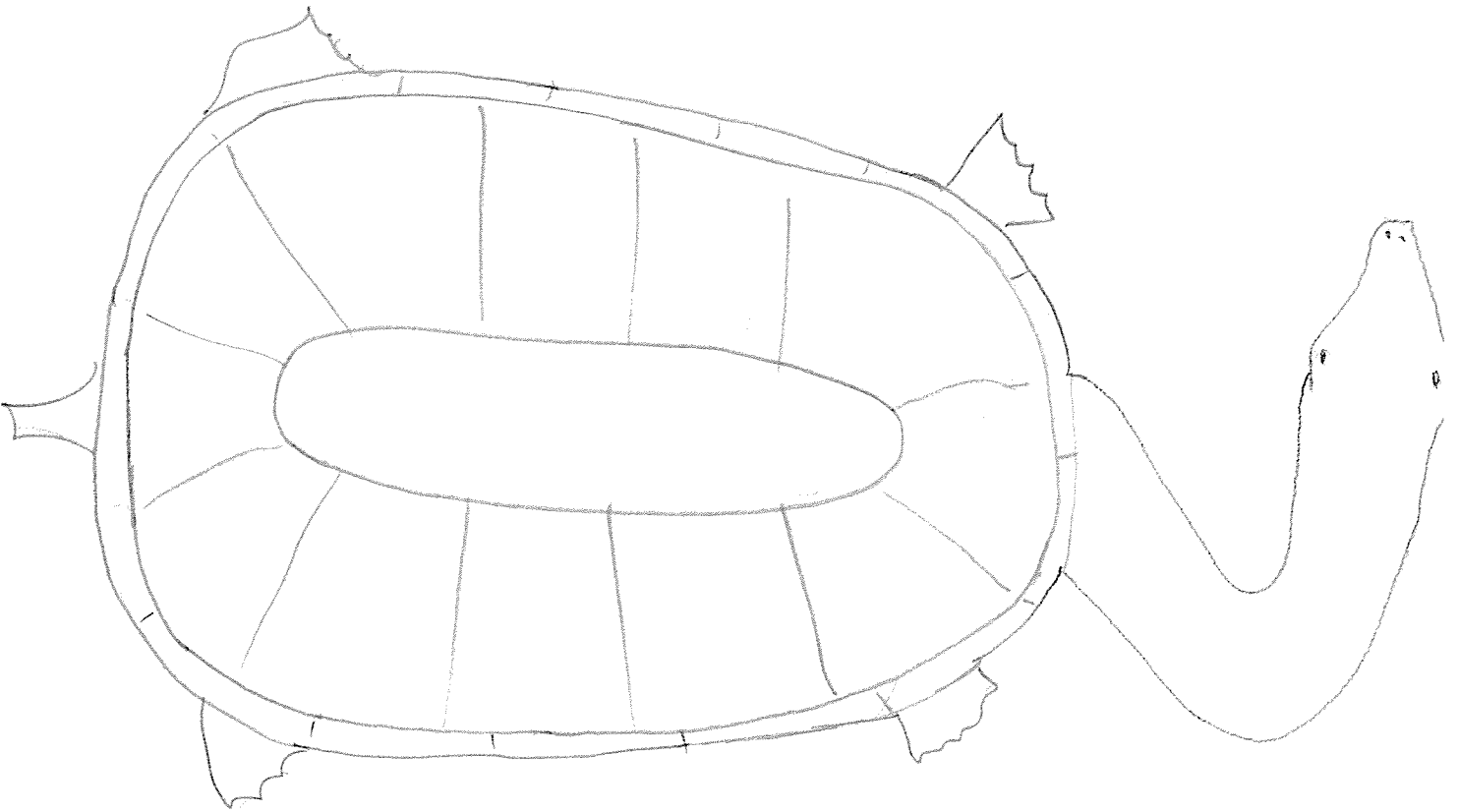
Front View



1m wide

Feet on Rock
about 300mm
high

Top View



Shell 3 to 63mm Flat Plate
Legs 150mm Pipe
Neck 700mm Pipe

Megan Richards

From: Kylie Olney <Kylie.Olney@watercorporation.com.au>
Sent: Tuesday, 11 June 2019 9:05 AM
To: Megan Richards
Subject: RE: Invoice

Morning.

As the site is a Water Corporation site, we are responsible/ liable for anything related to this project. As for work in to the future- we'd need to sanction any future work by volunteers or contractors that are related to this project. Water Corporation are doing projects like this all over the state so there's no issue from our end that we need to maintain them in a safe manner and are responsible for work done at our sites.

If say for example some plants needed to be replaced in to the future- either Water Corporation staff could do this, or via yourself or Trudy let us know what needs to be done and we'd approve volunteers doing that work. This is considered a low risk site for us and no one is using chemicals or chain saws and the like and there is general public access anyway so subject to all our usual liability.

In regards to damage at the site Water Corporation will maintain the site in to the future. I envisage this will be normal tidy up type work regularly and at any point if there is significant work needing to be done we could contract someone locally to do this.

Let me know if you need further information.

Thanks Megan

Kylie

Kylie Olney

Senior Advisor Customer & Stakeholder Relations

South West Region

E: kylie.olney@watercorporation.com.au

T: (08) 9791 0412 M: 0428 938 847



Keep in touch     W: watercorporation.com.au

28 May 2019

Megan Richards
Grants and Services Manager
Shire of Bridgetown- Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Dear Megan,

RE: Community Art Trail- Waterwise project

In regards to Water Corporations contribution toward a community project aligned with the Bridgetown Art Trail, the towns' riverside enhancement project and waterwise theme, I am pleased to confirm Water Corporation has allocated \$15,000 toward this project.

The project includes:

- A 'splash of colour' art work commission by a local artist to be located at our pump station near the intersection on Hampton and Loftie Street in Bridgetown.
- A sculpture piece commissioned by a local artist, to be located at the above location and form part of the waterwise garden to be located at site.
- Water wise garden to be located at the site (Map attached)

As the location of the site belongs to Water Corporation, the Corporation will maintain the amenity of site including weed control, mowing and mulching of the garden as required, maintenance due to vandalism, and other reasonable maintenance as to ensure the site is able to be enjoyed by the community.

Please continue to liaise with our staff in the district and our senior advisor- Stakeholder and Community Kylie Olney in regards to the progress of the project.

I look forward to seeing the completed work and making a contribution to the amenity of the town.

Yours sincerely,



John Janssen
Regional Manager – South West

Attachment 1

Location of pump station in Bridgetown.



- The green section is Water Corporation property where the project will be located.

**Please quote**

Our ref: BP 11002572/Approval

28 November 2019

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

Shire of Bridgetown-Greenbushes	
File No:	123-293
Document No:	1-00201954654
- 4 DEC 2019	
Officer	CEO
Copy	MCS

Dear Mr Clynch

YOUR APPROVED LOTTERYWEST GRANT, APPLICATION: 420172786

Congratulations!

Your application for a grant has been recommended by the Lotterywest Board and approved by the Premier of Western Australia, the Hon. Mark McGowan MLA.

The enclosed information provides important details regarding the management, payment, acquittal and acknowledgement of your grant.

Share the news

Getting the word out about your grant, and saying thanks to our retailers and players, is a great way to let people know how playing Lotterywest games helps organisations like yours build a better WA.

Visit the Sharing the News section of our website for tips when engaging with media and the community, including key messages to include in your speeches, social media and Media Statements.

Let us know when there are events related to your grant so a Lotterywest representative and local retailer can attend, where possible, to celebrate with you.

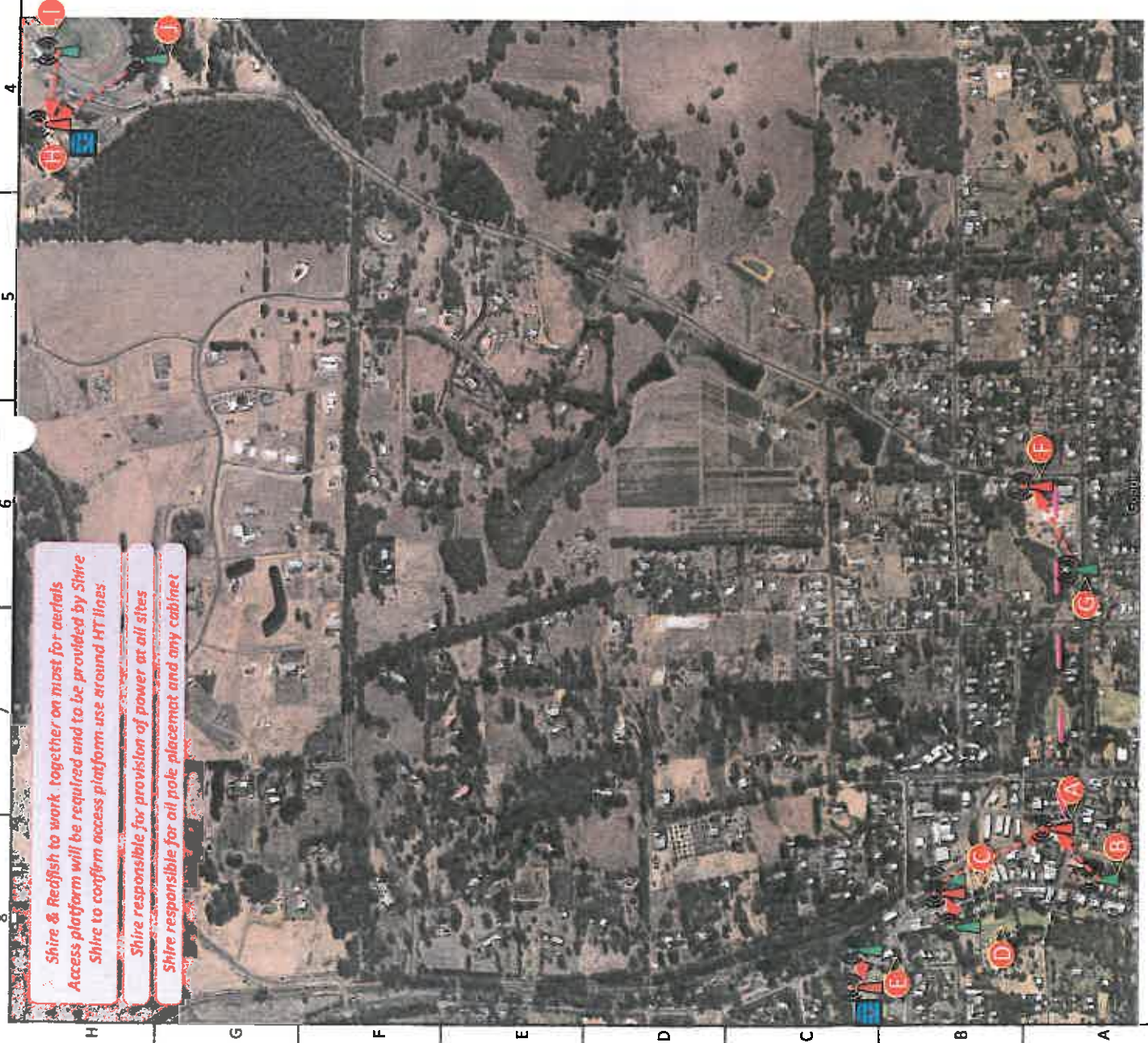
Don't forget to tag us with @Lotterywest and #lotterywest on Facebook, Twitter and Instagram.

Once again, congratulations on your successful application.

Yours sincerely

Susan Hunt PSM
 Chief Executive Officer

End



*Shire & Redfish to work together on mast for aerals
 Access platform will be required and to be provided by Shire
 Shire to confirm access platform use around HT lines
 Shire responsible for provision of power at all sites
 Shire responsible for oil pole placement and any cabinet*

- A** Shire Main Office
- B** Under-croft Toilets wireless to Main Building
- C** Memorial Playpark wireless monitoring to main building
- D** Memorial Park – wireless to playpark system
- E** Tennis and Theatre – connected together via wireless link
- F** Recreation Centre connected to main building for monitoring via LAN
- G** Library – connected to Rec centre wireless
- H** Depot – standalone
- I** Football – connected to Dept wireless
- J** Fire Station – connected to Depot wireless



Wireless Receiver – located on mast for line of sight to all locations

Wireless Transmitter – located on mast for line of sight to Main office receiver

Standalone System – not connected to network

Wireless Links

Shire Network Connectivity

COMMERCIAL IN CONFIDENCE
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 SYMBOLS & INFORMATION

ASIAL
 Project Management & Consulting

WA Security Agent: 41326
 WA Security Consultant: 61326
 WA Security Installer: 41326

SHIRE OF BRIDGETOWN GREENBUSHES
 PROJECT NUMBER: **Townsite CCTV**

TITLE
 CCTV System
 Overview - Locations

DESCRIPTION
 Roll design for the nine sites within the townsite

PROJECT STATUS QUOTE
DRAWN BY
DATE STUART HERRING

ORIGINAL DRAWN ON 26/11/2019
REVISED ON 26/11/2019

DWG NUMBER 001
REV NUMBER A
SHEET SIZE A3
FILENAME

SCALE
 NOT TO SCALE

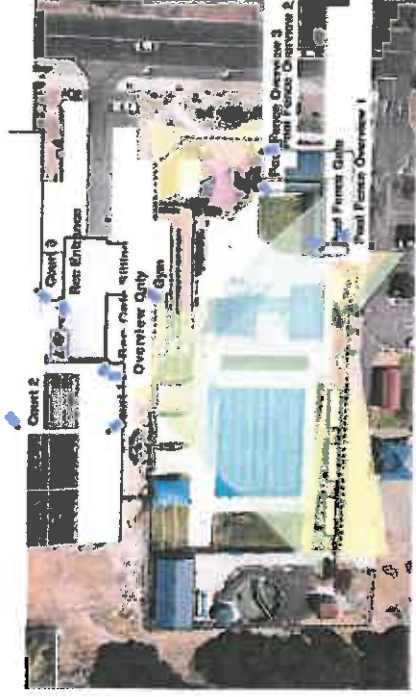
PAGE
 1 OF 8

REDFISH TECHNOLOGIES
 PTY LTD
 1429-221st George Terrace, Perth, WA, 6122
 Phone: 95 908 205 913
 Email: sales@redfish.com.au
 Website: www.redfish.com.au

Site Plan. Shire of Bridgetown-Greenbushes



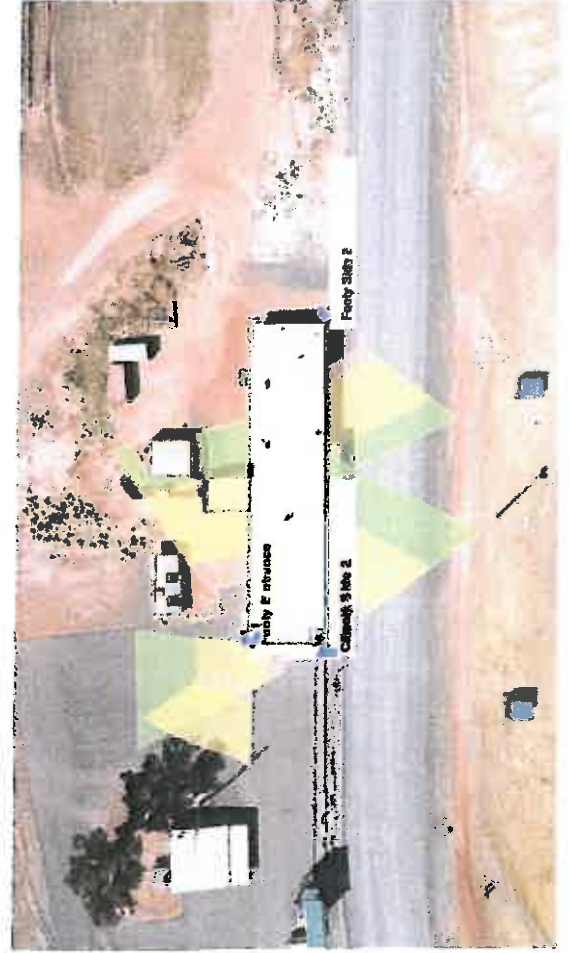
Site Plan. Shire of Bridgetown-Greenbushes



Colour	Planning Modification	Yield (ppm)
Red	Residential	250 ppm
Orange	Reception	125 ppm
Yellow	Construction	62 ppm
Green	Recreation	25 ppm
Blue	Monitoring	12 ppm



Site Plan. Shire of Bridgetown-Greenbushes



Site Plan. Shire of Bridgetown-Greenbushes





**BRIDGETOWN-GREENBUSHES ACCESS AND INCLUSION ADVISORY COMMITTEE
(2019-2021)**

INSTRUMENT OF APPOINTMENT & DELEGATION

1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes Access and Inclusion Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2. Name

The name of the Committee shall be the *Bridgetown-Greenbushes Access and Inclusion Advisory Committee*.

3. Objectives

The objectives and role of the Committee are:

- 3.1 To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.2 To formally report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.3 To carry out consultation with the community as part of the annual review of the Disability Access and Inclusion Plan and Age Friendly Communities Plan.
- 3.4 To recommend to Council any changes to the priorities identified in the Disability Access and Inclusion Plan and Age Friendly Communities Plan either as part of the annual review process, or if necessary at other times of the year.

4. Membership

- 4.1 Council will appoint a minimum of one (1) elected member as Council's representative(s) on the Committee.
- 4.2 Council will appoint a maximum of Eleven (11) community and service agency representatives.

4.3 One CEO appointed shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5. Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6. Meetings

The Committee shall meet on at least four occasions per year.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7. Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8. Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019); or
- b) At the direction of Council

10. Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11. Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.