


NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday, 25 February 2021** in Council Chambers commencing at 5.30pm

T Clynch, CEO	
Date:	19 February 2021

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AGENDA

For an Ordinary Meeting of Council to be held in Council Chambers on Thursday, 25 February 2021 commencing at 5.30pm

Opening of Meeting

Meeting to be opened by the Presiding Member.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President	- J Nicholas
Councillors	- J Bookless
	- J Boyle
	- B Johnson
	- J Moore
	- J Mountford
	- A Pratico
	- P Quinby
	- A Wilson
Officers	- T Clynch, Chief Executive Officer
	- E Denniss, Executive Manager Community Services
	- M Larkworthy, Executive Manager Corporate Services
	- G Arlandoo, Executive Manager Development & Infrastructure
	- K Dudley, Executive Assistant

Attendance of Gallery

Responses to Previous Questions Taken on Notice

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/0221 Ordinary Meeting held 28 January 2021

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 28 January 2021 as a true and correct record.

Announcements by the Presiding Member Without Discussion

Notification of Disclosure of Interest

Section 5.65 or 5.70 of the *Local Government Act 1995* requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.02/0221	FILE REF.	A34225
SUBJECT	Occupation of Transient Workers Accommodation		
PROPONENT	Talison Lithium Pty Ltd		
OFFICER	Chief Executive Officer		
DATE OF REPORT	12 February 2021		

Attachment 1 – Correspondence from Talison Lithium Pty Ltd

OFFICER RECOMMENDATION

That Council approves a temporary variation to the conditions applicable for the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes, to allow the accommodation of personnel in support of emergency containment and response activities in the district and surrounds. This variation is to apply on a trial basis until 22 January 2022, being the expiry date of the current development approval for the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes

Summary/Purpose

Talison Lithium Pty Ltd, the proponent of the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes is seeking a variation to the conditions of development approval granted in 2017 in order to allow State and local emergency services organisations to use the camp for accommodating personnel in support of emergency containment and response activities in the district and surrounds.

Council can amend the conditions of development approval to allow such accommodation.

It is recommended Council approve the request on a trial basis until no later than 22 January 2022 as that is the date that the current development approval allows the camp to operate until. It is anticipated that a new development application seeking continued use of the camp after 22 January 2022 will be lodged in 2021 and consideration of ongoing use of the camp by emergency services personnel can be considered at that time along with an extension to the timelines for continued operation of the camp.

Background

Talison Lithium Pty Ltd has submitted correspondence outlining the reasons for the request to vary the conditions of development approval granted in 2017 in order to allow State and local emergency services organisations to use the transient workers accommodation (camp) for accommodating personnel in support of emergency containment and response activities in the district and surrounds.

A summary of the processes associated with the current development approval for the transient workers accommodation (camp) is set out below:

- A report was presented to Council at the Ordinary Meeting on 27 July 2017 whereby Council resolved:

“C.07/0717 That Council:

1. *Pursuant to Clause 3.2.5 and Clause 4.3.3 of Town Planning Scheme No. 4, determines that the proposed ‘Use Not Listed – Transient Workforce Accommodation’ is consistent with the objectives and purposes of the ‘Rural 2 – General Agriculture’ zone and may be considered for development approval subject to public consultation and detailed assessment.*
 2. *Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above.”*
- The application was advertised for public comment pursuant in August 2017 however no submissions were received. The application was then presented to Council at a Special Meeting held on 14 September 2017, whereby Council resolved:

“SpC.01/0917 That Council:

1. *Noting that no submissions were received, and pursuant to Clause 3.2.5 and Clause 4.3.3 of Town Planning Scheme No. 4, gives support for the proposed temporary transient workforce accommodation as a Use Not Listed at Lot 3 (RSN 75) Old Mill Road, North Greenbushes, as per Attachments 2 and 3, and grants delegated authority to the Chief Executive Officer to determine the application subject to appropriate conditions including a maximum two year timeframe, subject to endorsement of the Bushfire Management Plan by the Department of Fire and Emergency Services.*
 2. *Further to Point 1 above, grants support for commencement of preliminary earthworks for the proposed transient worker’s camp, and grants delegated authority to the Chief Executive Officer to authorise the works subject to appropriate conditions. In the event that development approval is not granted for the overall development the land is to be returned to a neat and tidy condition commensurate with the current state within a three month period, at the direction of the Chief Executive Officer.”*
- Council is asked to note that a secondary Rural Street Address of RSN 103 Old Mill Road, North Greenbushes has been allocated for the camp site. The property address in the recommendation and report therefore differs from the earlier resolutions of Council and granted development approval.
 - In relation to Point 2 above, the Chief Executive Officer granted written approval on 22 September 2017 for commencement of preliminary site investigations; stripping and removal of rubbish; earthworks and drainage, trenching and installation of underground services; erection of temporary construction facilities, internal roads and car parking, and fencing and gates.
 - In relation to Point 1 above, the Department of Fire and Emergency Services forwarded correspondence to the Shire on 16 October 2017 supporting the proposed Bushfire Management Plan (BMP) and draft Emergency Evacuation Plan (EPP) subject to minor changes. The final BMP was received on 17 October 2017, with the EPP later finalised in early 2018.

- The report presented to Council in September 2017 included a list of 28 draft conditions, which then formed the development approval granted by the Chief Executive Officer, including Condition 2 that stated:
 - “2. *Approval is granted for accommodation of a maximum of 250 workers only at any one time, with these workers engaged specifically on the Talison Lithium mine expansion project. Use of the accommodation and any incidental amenities by the general public or guests is prohibited.*”
- In August 2018 Council resolved that in relation the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes, Council supports occupation of the camp by employees and contractors involved in overall expansion projects at the Greenbushes mine, specifically excluding occupation by any Talison Lithium mine operations staff. This resolution was in response to a request by the Proponent’s representative in which it clarified that the intention of the accommodation was to meet the needs of the overall mine expansion projects, and not just the CPG2 plant construction project as stated in the original application. The applicant claimed that limited information was available at the time of the original application (July 2017) and the full details of the staff intended to stay at the camp and their specific roles in the project was not provided. The applicant further stated at this time (August 2018) that while the intention of the camp was to primarily accommodate construction workers, the camp would also be utilised by workers associated with the overall mine expansion projects, including but not limited to workers involved with the following:
 - Chemical Grade Plant expansions (construction of process plants and crushing circuits);
 - Temporary crushing plant (construction and operation);
 - Exploration/resource drilling to underwrite the expansion projects;
 - Sterilisation drilling for the expansion plants and associated infrastructure locations;
 - Water treatment plant and Clear water dam construction project;
 - Tailings retreatment plant project;
 - Mining services expansions requirements; and
 - Infrastructure expansions requirements.
- In April 2020 Council approved a further amendment to the conditions applicable to the development approval for the transient workers accommodation to allow the accommodation of Talison’s operational staff for the duration of the Prohibition on Regional Travel Directions’ in Western Australia and one month following the cessation of those directions. This relaxation of conditions has since lapsed as the “travel directions” ended in 2020.
- The request from Talison Lithium Pty Ltd to allow State and local emergency services organisations to use the camp for accommodating personnel in support of emergency containment and response activities in the district and surrounds requires a Council decision as an amendment to an existing development approval.

- The current conditions of development approval provide for the operation of the transient workers accommodation (camp) up to 22 January 2022.

Officer Comment

In 2017 when the initial application for a temporary workers camp was received it was determined that the proposed development didn't reasonably fall within interpretation of any existing use classes listed in 'Table 1 – Zoning Table' under TPS4. The applicant therefore proposed that the proposed development was best defined as 'Transient Workforce Accommodation', which was taken from the Shire of Ashburton Local Planning Scheme No. 7, meaning *“dwellings intended for the temporary accommodation of transient workers and may be designed to allow transition to another use or may be designed as a permanent facility for transient workers and includes a contractors camp and dongas.”*

The term “transient worker” is deemed to mean someone who works away from their normal work base either for part or all of their work.

If Council is to approve the request from Talison Lithium Pty Ltd to use the transient workers accommodation (camp) for accommodating personnel in support of emergency containment and response activities in the district and surrounds it needs to be satisfied that such personnel fit within the meaning of “transient worker”.

By nature of their work, personnel in support of emergency containment and response activities are often required to work away from their normal work base and is the officer's opinion that they do meet the meaning of “transient worker” and therefore Council has the discretion to approve the request from Talison Lithium Pty Ltd.

If Council was to approve the request and allow the transient workers accommodation (camp) at Lot 3 (RSN 103) Old Mill Road, North Greenbushes to be used for the short term accommodation of personnel involved in support of emergency containment and response activities it is recommended that Council only allow this on a trial basis up to 22 January 2022.

If Talison Lithium Pty Ltd wishes to use the camp after 22 January 2022 it will be required to submit a new development application to extend the use. Such an application could include the short term accommodation of personnel involved in support of emergency containment and response activities. It is expected that if an application is received to extend use of the camp past 22 January 2022 that a full community consultation exercise will be enacted prior to the application being presented to Council. This consultation will provide an opportunity for members of the public and business proprietors (including accommodation providers) to provide feedback to Council on extended use of the camp including the easing of the limitations that only allow occupation by employees and contractors involved in the expansion projects at the Greenbushes mine and if approved the use by personnel involved in support of emergency containment and response activities.

Statutory Environment

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

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

As discussed elsewhere in this agenda item the use of the camp by personnel involved in support of emergency containment and response activities would fit under the “transient workers accommodation” land use previously approved.

Policy - Nil

Integrated Planning

- Strategic Community Plan
 - Key Goal 1: Our economy will be strong, diverse and resilient
 - Objective 2.1 A diverse economy that provides a range of business and employment opportunities
 - Strategy 1.1.1 Encourage long term growth in the district in order to retain and enhance services
 - Objective 2.1.2 A proactive approach to business development
 - Strategy 1.2.1 embrace a “can do” approach to development
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

The use of the camp by emergency services personnel is likely to be infrequent and isn’t considered to raise any additional risks. With the expiry date for the overall use of the camp being 22 January 2022 it is expected that a new application will be received later in 2021 to extend this timeframe. Council can consider ongoing approval for accommodation of emergency services personnel at that time.

Voting Requirements – Simple Majority

ITEM NO.	C.03/0221	FILE REF.	
SUBJECT	Proposed Extension of Dalgarp National Park		
PROPONENT	Department of Biodiversity, Conservation and Attractions (DBCA)		
OFFICER	Chief Executive Officer		
DATE OF REPORT	15 February 2021		

Attachment 2 – Location Plan Lot 2638 on P129236

OFFICER RECOMMENDATION

That Council advise the Department of Biodiversity, Conservation and Attractions it supports the extension of Dalgarp National Park to include Lot 2638 on Plan 129236.

Summary/Purpose

The Department of Biodiversity, Conservation and Attractions (DBCA) is seeking Shire comment on the proposed addition of Lot 2638 on Plan 129236 into Dalgarp National Park.

Background

DBCA purchased Lot 2638 in freehold from the National Trust in 2006, following strong community backing. In recognition of the high conservation values of the land, it has been DBCA's intent to add this property to the A Class Dalgarp National Park (Reserve No. 47885).

The 194.22 ha lot is bounded by Dalgarp National Park to the northwest, Donnelly State Forest to the south, and a freehold property harbouring a private Broadleaf (Eucalyptus Globulus) plantation to the east (refer attachment). Purchased from the National Trust in 2006 following strong community backing, DBCA advises that the lot contains stands of old-growth Jarrah, Marri and Blackbutt, with a pristine and diverse understorey. The lot is located within a botanical transition zone that represents the most northerly occurrence of Karri.

DBCA states that the proposed addition of the lot to Dalgarp National Park will offer necessary protections to the property's high conservation values. The addition will also realise long-standing community ambition to see the property protected as part of Western Australia's conservation estate.

As part of the process required for amendments to Crown reserves, DBCA is seeking the necessary approvals. Accordingly, DBCA has requested the Shire of Bridgetown-Greenbushes consider the proposed addition to Dalgarp National Park and provides comment by 31 March 2021.

DBCA notes that the Shire previously provided support for the proposed addition to Dalgarp National Park in 2006.

Officer Comment

The subject land is locally known as “Nunn Block” and was subject to the following Council resolution in October 2005:

C.4/1005 That, in reference to the Nunn Block, the Shire President write to the Premier Dr Gallop (copy to Hon Judy Edwards) in the following terms:

“In response to a request by the Shire of Bridgetown-Greenbushes in November 2004 an undertaking by The Hon Judy Edwards was given to amalgamate the Nunn Block, Dalgarrup Forest and the Bridgetown Jarrah Park into one National Park to give financial, social and ecological benefit to the Shire, thus compensating for loss of jobs and local economic impact from the reduction in timber extraction in the area. It seems that this undertaking has stalled and there are rumours that the Nunn Block may yet be offered for private sale with attendant loss of this important public amenity to posterity.

Would you, as Premier, investigate the situation to ensure that the development of this National Park in the Bridgetown Nannup area goes ahead?”

At the time the lot was owned by the National Trust of Australia (WA) and there was concern that the lot would be sold and the vegetation possibly considered for harvesting. A considerable amount of local community pressure was placed on the State Government to protect the vegetation and accordingly the Government purchased the land in 2006 with the ultimate intention being to amalgamate it into the adjoining Dalgarrup National Park.

It is recommended Council support the proposal as it will be the culmination of a lengthy campaign, both locally and wider, for the subject land to be afforded the protection of National Park status.

Statutory Environment

The Conservation and Land Management Act 1984 (CALM Act) is the State’s legislation dealing with the management of national parks, State forests and the conservation estate generally.

Integrated Planning

- Strategic Community Plan
 - Key Goal 2 - Our natural environment is valued, conserved and enjoyed
 - Objective 2.1 - Value, protect and enhance our natural environment
 - Strategy 2.1.1 – Support and promote sound environmental management practices
 - Strategy 2.1.2 - Support local and regional environmental initiatives
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications

There are no budget implications with this proposal. The land is currently non-rateable and will remain so if amalgamated into National Park.

Whole of Life Accounting - Nil

Risk Management

Risk rating is deemed to be low if the officer recommendation is endorsed. Providing support for the proposed expansion of the National Park poses a low risk to Shire as the subject land is already owned by the State and was purchased for the purpose of protecting its environmental values. The local community for a considerable number of years has actively campaigned for Lot 2638 to be included in the adjacent National Park. If Council was to oppose this proposal the risk rating would be moderate with potential impact on Council's reputational risk.

Voting Requirements – Simple Majority

ITEM NO.	C.04/0221	FILE REF.	A30326
SUBJECT	Proposed Lease of Shire Land – Lot 55 Rose Street, Bridgetown		
PROPONENT	P J Holroyd		
OFFICER	Chief Executive Officer		
DATE OF REPORT	11 February 2021		

Attachment 3 - Proposed Lease Agreement

OFFICER RECOMMENDATION that Council:

- 1. Note there were no submissions received on the proposed disposition (lease) of Lot 55 Rose Street, Bridgetown to Mr Phillip John Holroyd*
- 2. Determine that the use of Lot 55 Rose Street, Bridgetown as a storage yard for the adjacent business of 'Bridgetown Timber Sales' is appropriate for the land and therefore supports the leasing of the land for that purpose.*
- 3. Enter into a lease of Lot 55 Rose Street, Bridgetown to Mr Phillip John Holroyd in accordance with the terms of the draft lease (Attachment 3) with the new lease to commence on 1 April 2021 and run to 30 June 2026.*
- 4. Authorise the CEO to endorse the draft lease upon its endorsement by Mr Phillip John Holroyd.*

Summary/Purpose

Since 2007 Council has leased Lot 55 Rose Street to Mr P Holroyd, owner of adjacent 'Bridgetown Timber Sales'. Earlier this year Mr Holroyd advised he wishes to renew the lease. An updated valuation has been obtained. In accordance with the Local Government the proposal to lease the land and the terms of the draft lease have been advertised and no submissions have been received.

It is recommended that Council endorse the draft lease.

Background

Council, in 2007, 2010 and 2015 entered into leases with Mr P Holroyd, owner of adjacent 'Bridgetown Timber Sales' for lease of Lot 55 Rose Street, Bridgetown. Mr Holroyd has leased the land as a storage yard for his business.

The original approach from Mr Holroyd in 2007 was for purchase of the property. Due to the existence of a large culvert under the property and the strategic location of the property for any future heavy haulage deviation alignment sale of the property was not considered however a lease was approved as the Shire did not have any specific use for the land.

Previous leases haven't granted exclusive tenure of the land to Mr Holroyd as the Shire retained the right to access the property for maintenance of the adjacent creek and the culvert located below ground within the property. This arrangement is proposed to continue in the new lease.

Due to the location of the underground culvert no building works can occur on the land. This is reflected in the lease with Clause 4 stating:

The Lessee is to only use the demised premises for storage purposes only in association with the carrying out of the business on the adjacent land known as “Bridgetown Timber Sales”. No development of buildings or other permanent structures requiring a building licence from the Shire of Bridgetown-Greenbushes is permitted.

Selling the title of the property is not supported at this time as the land is potentially significant in the event of a future bypass/heavy haulage deviation in the vicinity of the railway line being reconsidered. For the last heavy haulage deviation proposal Lot 55 was the site of a proposed road connection between the heavy haulage deviation and Rose Street. However if the land was leased with suitable extinguishment clauses it would still be potentially available if future road planning required its use.

The latest lease expired during the negotiations with Mr Holroyd and subsequent disposition of property requirements of the Local Government Act. During this period Mr Holroyd has continued to occupy the land and has maintained his monthly lease payments at the amount specified in the expired lease.

The new lease is proposed to commence 1 April 2021 leaving one month to obtain endorsements and for Mr Holroyd to satisfy the public liability insurance requirements set out in Clause 11 of the new lease.

Officer Comment

Negotiations commenced earlier this year with Mr Holroyd at which point he advised he wishes to renew the lease.

A current valuation has determined the market value of the lease of Lot 55 Rose Street, Bridgetown as being \$3,000 net per annum (ex-GST), being \$250 per month. The proposed lease sets a lease payment of \$3,850 (ex-GST) per annum, being \$320.83 (ex-GST) per month. The reason for the lease payment being higher than valuation is for the Shire to recoup valuation and administration costs over the life of the lease.

The valuation is significantly less (\$5,760 per annum to \$3,850 per annum) than what was determined in 2015 when the lease was previously considered by Council.

In accordance with Section 3.58 of the Local Government Act advertising of the proposed disposition (lease) of Lot 55 Rose Street has occurred and no submissions were received by the closing date of 15 January 2021.

Lot 55 Rose Street, Bridgetown is zoned ‘Service Industry’ under Town Planning Scheme No. 3. The use of land as a depot for receiving goods (i.e. storage yard) fits within the definition of the land use of ‘service industry’ noting that the shop front normally associated with ‘service industry’ in this instance is on the adjacent lot (Bridgetown Timber Sales).

Statutory Environment

Section 3.58 of the Local Government Act sets out the process for disposing of property. Section 3.58 reads:

3.58. *Disposing of property*

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
 - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

Integrated Planning

➤ Strategic Community Plan

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

Objective 1.2 - A proactive approach to business development

Strategy 1.2.2 - Design and implement business retention strategies and initiatives for support of existing and potential new businesses

➤ Corporate Business Plan - Nil

➤ Long Term Financial Plan

Lease income will be reflected in the LTFP.

➤ Asset Management Plans - Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications

The cost of obtaining the valuation and advertising the proposed land disposition were expended from Account 1790820 – Sale of Land Expenses.

The 2020/21 budget provides for revenue from the lease payments at \$5,760 per annum or 480 per month. The new lease proposes a monthly lease payment of \$320.83 per month meaning that for April, May and June income will be reduced by \$477.51 (\$159.17 per month).

Whole of Life Accounting – Not Applicable

Risk Management

The Shire will retain access to the site for any maintenance or management of the adjoining creek or the culvert that is situated within the confines of Lot 55.

Voting Requirements – Simple Majority

ITEM NO.	C.05/0221	FILE REF.	
SUBJECT	Code of Conduct Complaints Officer		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	16 February 2021		

Attachment 4 - DLGSC Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

Attachment 5 - Complaint Form - Code of Conduct Breach of Council Members Committee Members and Candidates

OFFICER RECOMMENDATION

That Council:

- 1. Appoints the Chief Executive Officer as an Authorised Person, for the purposes of receiving complaints and complaint withdrawals in accordance with cl.11(3) of the Local Government (Model Code of Conduct) Regulations 2021.*
- 2. Approves the Complaint form as presented at Attachment 5 Complaint Form - Code of Conduct Breach of Council Members Committee Members and Candidates in accordance with cl.11(2)(a) of the Local Government (Model Code of Conduct) Regulations 2021.*

Summary/Purpose

The Local Government Regulations Amendment Regulations (No.2) were published in the Government Gazette 6 November 2020. The following Regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Amendment Act 2019:

- Local Government (Administration) Amendment Regulations (CEO Standards Regulations)
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021; and
- Local Government (Model Code of Conduct) Regulations 2021

As a result of the amendments there are two immediate actions required of local governments as soon as practicable and before the 24 February 2021. This includes appointing a person to receive Code of Conduct complaints by either affirming the current Complaints Officer, or appointing a new Code of Conduct Complaints Officer/s; and approving a form for complaints to be lodged in the prescribed way.

It is acknowledged that the Council decision to appoint a person to receive Code of Conduct complaints will occur on 25 February 2021, one day after the deadline. However this is the first available meeting date after notification of the new Regulations was received.

The Department of Local Government Sporting and Cultural Industries (DLGSC) recognises the speed with which these changes were made, providing an implementation timeframe of up to three months for local governments to operationalise the new regulations.

Background

The Local Government (Model Code of Conduct) Regulations 2021 (Model Code Regulations) bring into effect sections 48-51 of the Amendment Act by introducing a mandatory code of conduct for Council Members, Committee Members and Candidates.

The Model Code Regulations provide for:

- overarching principles to guide behaviour
- behaviours which are managed by local governments
- rules of conduct breaches which are considered by the Standards Panel.

The purpose of the Model Code is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code for Council Members, Committee Members and Candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments.

Each local government was previously required to develop their own Code of Conduct and manage behaviour in accordance with that code. These Regulations replace these individual codes by introducing a Model Code that applies to all members and candidates. It also provides for a high-level process to deal with complaints to ensure a more consistent approach between local governments and across the sector. The intent of the Model Code is to address behaviour through education rather than sanctions.

If a Council Member does not comply with any action required by the local government following a breach of the Model Code, the local government may refer the matter to the Standards Panel as an alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions to resolve minor breaches.

Local governments will be required to prepare and adopt the Model Code within three months of these regulations coming into effect (by 3 May 2021). In adopting the Model Code, local governments can include additional behaviours under Division 3 provided these are consistent with the Model Code.

A new Code of Conduct will be prepared prior to 3 May 2021 with discussion to initially occur at the March Concept Forum.

Until such time as a local government adopts the Code, the Model Code applies. To begin implementation of the Model Code, as soon as practical (by 24 February 2021), local governments must:

- appoint a person to receive complaints by either affirming the current complaint officers or appoint a new or additional officer(s), and
- approve a form for complaints to be lodged.

If action is not taken to affirm or appoint a complaints officer (by 24 February 2021) under the provisions of the regulations, a complaint made on or soon after the date of effect (3 February 2021) may lapse before it can be formally lodged. This would be considered inconsistent with the principles of procedural fairness and community expectations of local government.

Officer Comment

The CEO provided a briefing on the The Local Government Regulations Amendment Regulations (No.2) at the Concept Forum held on 11 February 2021.

The Local Government Regulations Amendment Regulations (No.2) also bring into effect section 22 of the Amendment Act by introducing mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers. The Model CEO Standards provide a framework for local governments to select a CEO in accordance with the principles of merit, probity, equity and transparency.

The Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 (Employee Code Regulations) bring into effect section 25 of the Amendment Act by prescribing the minimum requirements for an Employee Code of Conduct. A local government CEO is to prepare and implement a Code of Conduct to be observed by employees of the local government. The CEO may amend the Code of Conduct and is required to publish an up-to-date version of the code on the local government's website. Local governments must adopt the new regulations and any other procedures and processes required for implementation within three months from the regulations taking effect (by 3 May 2021). Reports will be presented to Council as required prior to this deadline.

The CEO is the designated complaints officer for the shire in accordance with section 5.120 of the Local Government Act 1995, to keep in line with this it is recommended Council appoint the CEO as the authorised person under the Local Government (Model Code of Conduct) Regulations 2021.

The draft complaint form (refer Attachment) is based on the template provided by the DLGSC along with the guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates.

Statutory Environment

Local Government Act 1995 and Local Government (Model Code of Conduct) Regulations 2021

Section 5.104 of the Act requires that local governments adopt the model Code as their Code of Conduct within three months of the *Local Government (Model Code of Conduct) Regulations 2021* coming into operation (by 3 May 2021).

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 – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

Council has a legislative requirement to appoint a new Code of Conduct Complaints Officer/s and approve a form for complaints to be lodged in the prescribed way. Failure to do so will make Council non-compliant with legislation and cause a high level of reputational risk to the organisation.

Voting Requirements – Simple Majority

ITEM NO.	C.06/0221	FILE REF.	
SUBJECT	Minor Amendments to Light Fleet Vehicle Purchasing Policy		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 February 2021		

Attachment 6 – Current ‘Light Fleet Vehicle Purchasing Policy’

OFFICER RECOMMENDATION

That Council amend Policy A14 “Light Fleet Vehicle Purchasing” to incorporate the changes shown in Attachment 6.

Summary/Purpose

A comprehensive review of Council’s Light Fleet Purchasing Policy occurred in February 2020. As the policy has been implemented some oversights in specifying non-standard inclusions have been identified and accordingly some amendments to the policy are proposed.

Background

Council, in February 2020 endorsed a revised Light Fleet Purchasing Policy which incorporated a number of significant changes from the previous policy of the same name.

Included in the current policy is a list of non-standard inclusions applicable to each fleet vehicle. Non-standard inclusions are specific items required for a particular vehicle and include canvas seat covers, external tool boxes, light bars, roof/bull bars and emergency striping.

Recently the process for changeover of a number of fleet vehicles has commenced and this identified that some previous non-standard inclusions had been omitted from the policy at its review in February 2020. These are:

- Canvas seat covers (approximate value \$600) for all works operational vehicles. The seat covers protect the seats from dirt, grease, etc. when transporting workers to and from job sites.
- Works Supervisor – External spotlight (approximate value \$225)
- Manager Building Assets and Projects – roof rack (approximate value \$500). This will enable the Manager to transport items such as ladders when performing building inspections. The roof rack would be of a non-commercial standard with load limitations hence its lower value than a commercial roof rack.

Officer Comment

The canvas seat covers for works operational fleet vehicles and the external spotlight for the Works Supervisor vehicle have historically been installed on these vehicles but due to an oversight weren’t specified in last year’s comprehensive review of the policy. Adding a roof rack as a non-standard inclusion for the Manager Building Assets and Projects vehicle will increase efficiencies when inspecting Shire buildings.

Statutory Environment - Nil

Integrated Planning

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

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

- Long Term Financial Plan
 - A light fleet replacement plan is included in the Long Term Financial Plan using the changeover intervals and values contained in the policy

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

Policy Implications

This item concerns the review of a current Council Policy.

Budget Implications

The Works Supervisor, Depot Store and Manager Building Assets and Projects vehicles are scheduled for changeover in the 2020/21 budget. The increased cost of the non-standard inclusions will be addressed at budget review.

Whole of Life Accounting

Canvas seat covers will protect the car seats which should be reflected in the trade in price offered at changeover of the relevant vehicle.

The policy states that at the time of seeking quotes for changeover of a vehicle an assessment will be made on whether any of the non-standard inclusions can be removed and reinstalled on the new vehicle. This is particularly relevant for a roof rack, external toolboxes, canvas seat covers, light bars, spotlights and sirens.

Risk Management

The inclusion of a light bar on the Works Supervisor vehicle will improve safety when responding to night time incidents.

Voting Requirements – Simple Majority

ITEM NO.	C.07/0221	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	17 February 2021		

Attachment 7 Rolling Action Sheet

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Integrated Planning

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Corporate Services

ITEM NO.	C.08/0221	FILE REF.	134
SUBJECT	Significant Matters Raised in 2019/20 Audit Report		
OFFICER	Executive Manger Corporate Services		
DATE OF REPORT	3 February 2021		

Attachment 8 – 2019/20 Report on Significant Adverse Trends

Attachment 9 – Minutes of the Audit Committee Meeting Held 26 January 2021

OFFICER RECOMMENDATION

That Council:

- 1. Receives the report on the significant matters raised in the 2019/20 Audit Report as presented in Attachment 8.*
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council's official website.*

Summary/Purpose

To provide Council with a report regarding the matters identified as “significant” in the 2019/20 Audit Report, pursuant to Section 7.12A of the Local Government Act 1995.

Background

Section 7.2 of the Local Government Act 1995 requires that the accounts and annual financial report of a local government for each financial year are to be audited by an auditor appointed by the local government.

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 Auditor's Report for the year ended 30 June 2020 includes significant adverse trends in relation to the Shire's Asset Sustainability Ratio and Operating Surplus Ratio. These ratios are below the Department's standard and have been for the last three consecutive years.

Officer Comment

Commencing in 2017/18 the Auditor General has included adverse trends in the Audit Report (rather than the Management Report as previously done) when Council does not meet Department ratio benchmarks for a period of three consecutive years.

The significant adverse trends contained in the 2019/20 Audit Report in relation to the financial position of the Shire of Bridgetown-Greenbushes are:

“In my opinion, the following matters indicate significant adverse trends in the financial position or the financial practices of the Shire of Bridgetown-Greenbushes:

- a. *Asset sustainability ratio as reported in Note 33 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three years (2018: 0.50, 2019: 0.71 and 2020: 0.30); and*
- b. *Operating surplus ratio as reported in Note 33 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of zero for the last three years (2018: -0.19, 2019; -0.35 and 2020; -0.31).”*

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. A brief description of the two ratios highlighted by the Auditor as not meeting the Department’s benchmark are as follows:

Asset Sustainability Ratio

The Asset Sustainability Ratio is calculated by measuring the capital expenditure on asset renewal or replacements during the year relative to depreciation expense. It provides an approximation of the extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives.

Operating Surplus Ratio

The Operating Surplus Ratio is a measure of a local government’s ability to cover its operational costs and have revenues available for capital funding or other purposes.

These ratios are discussed further in the attached report (Attachment 8).

The Local Government Act, Section 7.12A(4) requires local governments to examine the audit report it receives and implement appropriate actions in respect to the significant matters raised. A report addressing the significant matters identified in the audit report has been prepared in accordance with Section 7.12A(4) and was considered by the Audit Committee at its meeting held 28 January 2021 where the following recommendation was carried:

“Committee Recommendation *Moved Cr Moore, Seconded Cr Bookless*
That the Audit Committee recommends that Council:

1. *Receives the report on the significant matters raised in the 2019/20 Audit Report as presented in Attachment 2 subject to the inclusion of commentary regarding the significant negative impact on the Asset Sustainability Ratio of bridge asset renewal works undertaken by Main Roads WA when data is not provided to the Shire as to the scope and final cost of the works.*
2. *Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council’s official website.* *Carried 4/0”*

Statutory Environment

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports including an annual financial report. Regulation 50 of the Local Government (*Financial Management*) Regulations 1996 specifically requires the inclusion of seven financial ratios as developed by the Department to be included in the annual financial report. These statutory ratios are also included in Council’s long term financial plan and are key sustainability measures. The Department’s Integrated Planning and Reporting Advisory Standard includes benchmarks in relation to the ratios that sets minimum regulatory requirements that ensure an acceptable minimum standard of practice.

Section 7.12A(4) & (5) of the Local Government Act 1995 requires that a report addressing any matters identified as significant by the auditor in the audit report be prepared. Section 7.12A(5) requires a local government to forward any report prepared in accordance with Section 7.12A(4) being provided to the Minister and published on the local government’s official website.

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 5.2.6 – Ensure the future financial sustainability of the Organisation
- Corporate Business Plan
5.2.6.3 – Implement the Council endorsed action plan designed to achieve compliance to financial ratios
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management

Failure to meet the Department's financial ratio benchmarks will put the Council at risk of being classified as unsustainable particularly if it cannot demonstrate improvement in ratio performance over the medium to long term. Implementation of the actions contained within the Ratio Improvement Action Plan will aid Council in its endeavour to meet the Department's financial ratio benchmarks.

Voting Requirements – Simple Majority

ITEM NO.	C.09/0221	FILE REF.	131
SUBJECT	January 2021 Financial Activity Statements and List of Accounts Paid in January 2021		
OFFICER	Senior Finance Officer		
DATE OF REPORT	16 February 2021		

Attachment 10 – January 2021 Financial Activity Statements
Attachment 11 – List of Accounts Paid in January 2021

OFFICER RECOMMENDATIONS

1. *That Council receives the January 2021 Financial Activity Statements as presented in Attachment 10.*
2. *That Council receives the List of Accounts Paid in January 2021 as presented in Attachment 11.*

Summary/Purpose

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

Background

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

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

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

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

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

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

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

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

Statutory Environment

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

Integrated Planning

- Strategic Community Plan

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

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

Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met

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

Policy

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

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

Budget Implications

Expenditure incurred in January 2021 and presented in the list of accounts paid, was allocated in the 2020/21 Budget as amended.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

Development & Infrastructure – Nil

Community Services - Nil

Receival of Minutes from Management Committees – Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting


Matters Behind Closed Doors (Confidential Items)

Closure

The Presiding Member to close the meeting.

List of Attachments

Attachment	Item No.	Details
1	C.02/0221	Correspondence from Talison Lithium Pty Ltd
2	C.03/0221	Location Plan Lot 2638 on P129236
3	C.04/0221	Proposed Lease Agreement
4	C.05/0221	DLGSC Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates
5	C.05/0221	Complaint Form - Code of Conduct Breach of Council Members Committee Members and Candidates
6	C.06/0221	Current 'Light Fleet Vehicle Purchasing Policy'
7	C.07/0221	Rolling Action Sheet
8	C.08/0221	2019/20 Report on Significant Adverse Trends
9	C.08/0221	Minutes of the Audit Committee Meeting Held 26 January 2021
10	C.09/0221	January 2021 Financial Activity Statements
11	C.09/0221	List of Accounts Paid in January 2021

Agenda Papers checked and authorised by T Clynch, CEO		19 February 2021
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**Talison Lithium Pty Ltd**

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PO Box 31, Greenbushes WA 6254
T +61 8 9782 5700 F +61 8 9761 2322
www.talisonlithium.com

REF: L01CD10AD 2021
LJL

Enquiries:

27 January 2021

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

Dear Tim,

Re: Use of North Greenbushes Construction Camp

Talison Lithium Pty Ltd (**Talison**) has been approached on a number of occasions in the past and in recent times by both State and local emergency services organisations (e.g. Department of Fire and Emergency Services (**FESA**), Volunteer Fire and Emergency Services (**VFES**) and Department of Biodiversity, Conservation and Attractions (**DBCA**)) seeking to utilise the North Greenbushes Construction Camp (**Camp**) operated by Talison for the housing of their personnel in support of emergency containment and response activities in the Shire of Bridgetown-Greenbushes (**Shire**) and surrounds.

Approval for the construction and continued use of the Camp by the Shire was previously granted by the Shire in support of construction activities at the Greenbushes Lithium Operation (**Site, Mine**). Talison has no desire to change the usage conditions of the camp for its own purposes but formally requests that the Shire give consideration to the Camp being able to be utilised by emergency services organisations during the course of emergency containment and response activities. This request is made on behalf of emergency services organisations who have approached Talison seeking use of the Camp.




Approval by the Shire, if given, will not provide any direct benefit to Talison but may certainly provide a benefit to Shire, and surrounding community residents during critical times. Talison is more than willing to work with the Shire in relation to an approval process on a case by case basis if required.

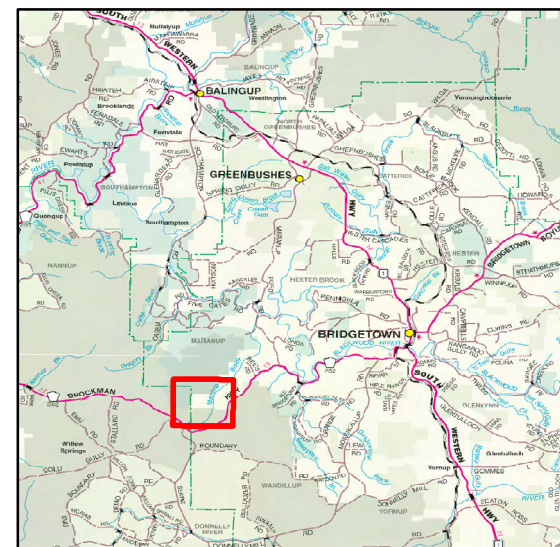
Yours Sincerely
Talison Lithium Pty Ltd

Craig Dawson
General Manager – Operations
Greenbushes Lithium Operation

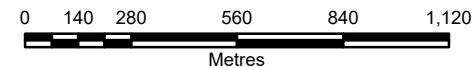
Proposed Reservation of Lot 2638 on P129236 Shire of Bridgetown-Greenbushes

Legend

-  Lot 2638 on Plan 129236
-  National Park
-  State Forest



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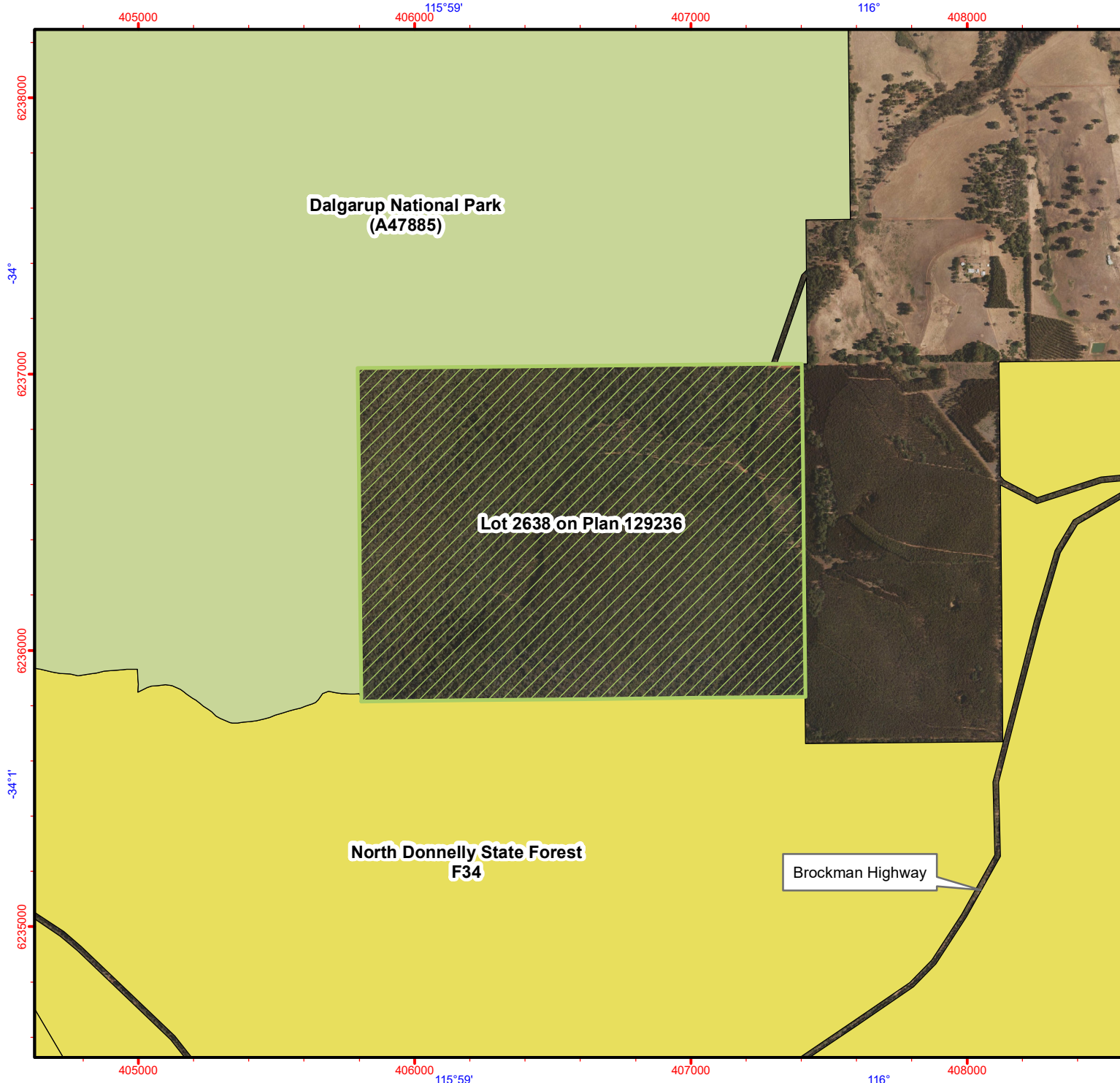


GDA2020 MGA Zone 50

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Graticule shown at 1 minute intervals
Grid shown at 1000 metre intervals

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Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

LEASE AGREEMENT

**LOT 55 ROSE STREET,
BRIDGETOWN**

**SHIRE OF BRIDGETOWN-
GREENBUSHES**

AND

PHILLIP JOHN HOLROYD

THE LEASE is made the day of2021.

BETWEEN:

THE SHIRE OF BRIDGETOWN-GREENBUSHES (hereinafter called “the Lessor”)

AND:

PHILLIP JOHN HOLROYD (hereinafter called “the Lessee”).

WHEREAS:

1. The parties hereto have agreed that the Lessor shall lease to the Lessee Lot 55 Rose Street, Bridgetown (which is hereinafter referred to as “the demised premises”).

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

2. The Lessor leases unto the Lessee all the demised area to hold the same unto the Lessee for a term commencing on the 1st day of March 2021 and concluding on the 30th day of June 2026, yielding and paying therefore a nett GST exclusive monthly rental of three hundred and twenty dollars and eighty three cents (\$320.83) payable monthly in advance on the first day of each month during the term hereby created, the first of which payments shall be paid on the date of the commencement of the term hereby created and subject however to the covenants terms, provisions, stipulations and provisos hereinafter contained.
3. This lease can be extinguished prior to its expiry date by either party subject to a minimum three months written notice being provided to the other party.
4. The Lessee is to only use the demised premises for storage purposes only in association with the carrying out of the business on the adjacent land known as “Bridgetown Timber Sales”. No development of buildings or other permanent structures requiring a building licence from the Shire of Bridgetown-Greenbushes is permitted.
5. Maintenance and Repair
Without affecting the generality of the foregoing at the Lessee’s cost:
 - 5.1 Keep the whole of the demised premises in good and substantial repair, order and condition having regard to its condition at the

commencement of this Lease. However the Lessee shall not be liable for any damage by fire, flood, lightning, earthquake, storm, tempest, fair wear and tear, Act of God and war damage only excepted; and

5.2 Comply with all statutes, acts, ordinances, by-laws, proclamations, orders or regulations present or future affecting or relating to the demised premises and the lessee's use thereof and with all requirements which may be made or notices or orders which may be given in respect of the use of the demised premises and to keep the Lessor indemnified in respect of all such matters as are in this paragraph set forth.

6. Garbage and Waste

To store and keep all waste materials and garbage in proper receptacles therefore and to arrange at its cost and expense in all things for the regular removal thereof from the demised premises.

7. Vermin

To take all responsible precautions to keep the demised premises free of rodents, vermin, insects, pests, birds and animals and if reasonably required by the Lessor but at the cost of the Lessee to employ from time to time pest exterminators approved by the Lessor which approval shall not be unreasonably withheld.

8. Disease

In the event of any infectious illness occurring in the demised premises to give notice thereof to the Lessor and to the proper public authorities and disinfect the demised premises to the reasonable satisfaction of the Lessor and such public authorities and otherwise comply with their reasonable and lawful requirements in regard to the same.

9. Fire Precautions

To take such precautions against fire on and in respect of the demised premises as are or may from time to time be required under or in pursuance of any statute, act, by-law, order, proclamation or regulation now or hereafter in force or which may be required by any authority (whether governmental,

municipal, civic or other authority) having jurisdiction in relation thereto and at the Lessee's own cost and expense in all things to do such other acts, matters and things in relation to fire safety as are or may from time to time be directed or required to be done or executed (whether by the owner or occupier of the demised premises) by any authority (whether governmental, municipal, civic or other authority) having jurisdiction in relation thereto PROVIDED THAT this covenant shall not impose upon the Lessee any obligation in respect of any structural maintenance or works except where the same is rendered necessary as a consequence of any act or omission on the part of the Lessee or any servant, agent, contractor or sub-tenant of the Lessee or any person on the demised premises by lawful license of the Lessee.

10. Lessor's Access

To permit the Lessor and the Lessor's agents at all reasonable times and so often as shall reasonably be required upon giving to the Lessee forty eight (48) hours prior notice (except in the case of inspection of the drainage within the demised premises or in the case of emergency when no notice shall be required) to enter upon the demised premises and view the state of repair thereof and the Lessor may thereupon serve upon the Lessee a notice in writing of any defect the repair of which is within the Lessee's obligations hereunder requiring the Lessee forthwith to repair the same within a reasonable time and in default of the Lessee so doing it shall be lawful for the Lessor (without any obligation on the part of the Lessor so to do) for the time being to enter and execute the required repairs and for that purpose the Lessor, the Lessor's architects, contractors, workmen and agents may enter upon the whole or any part of the demised premises and there remain for the purpose of doing, erecting or affecting any such thing and any reasonable expenses and costs of carrying out such work shall forthwith on demand be payable by the Lessee to the Lessor PROVIDED THAT in executing any such works and/or repairs the Lessor shall cause as little disturbance to the Lessee as practicable and in that regard shall comply with the reasonable requests of the Lessee as to the programming and manner of execution of such repairs and works.

11. Public Liability Insurance

Forthwith to effect and keep current at all times with an Insurance company reasonably approved by the Lessor:

11.1 A public risk policy for an amount of not less than FIVE MILLION DOLLARS (\$5,000,000);
and on demand to deliver to the Lessor such policy and/or policies and/or the certificate of currently in respect thereof and/or the receipt in respect of the current premium therefore.

12. Not to Commit any Offence

Not to do or commit or cause permit or suffer to be done or committed on or about the demised premises any act, matter or thing whatsoever which is or may in the reasonable opinion of the Lessor be or become an offence under any Act of the State of Western Australia or the Commonwealth of Australia or regulation or by-law thereunder for the time being in force.

13. Security

To keep all doors and other means of access to the demised premises securely fastened on all occasions when the demised premises are left unoccupied.

14. Assignment and Sub-letting

Not to assign, transfer, demise, sub-let, mortgage or otherwise part with possession of the demised premises or any part thereof or by any act or deed procure the demised premises or any part thereof to be assigned, transferred, sub-let, mortgaged or put into possession of any person or persons nor to vacate the demised premises nor permit the same to be vacated during the term hereof without the prior consent in writing of the Lessor which consent shall not be unreasonable or capriciously withheld.

15. The Lessee to Pay:

15.1 All reasonable legal costs, charges and expenses incurred by the Lessor as a result of or attributable to any default or alleged default by the Lessee in observing without limitation all costs, charges, expenses

and fees relating to the preparation and service of a notice under Section 81 of the Property Law Act 1969 requiring the Lessee to remedy any breach of any of the Lessee's covenants notwithstanding that forfeiture for the breach shall be avoided otherwise than by relief granted by the Court; and

15.2 Interest at the Prescribed Rate on all rent and other moneys payable by the Lessee to the Lessor under this Lease but unpaid for more than seven (7) days from the respective due date computed on a daily basis on the amount from the time remaining owing from and including the due date until the date of payment.

16. Cleaning

The Lessee shall at the Lessee's expense keep the demised premises and its entrances and surrounds in a thorough state of cleanliness and not allow to accumulate or remain therein or thereabouts any discarded rubbish, papers, cartons, boxes, containers or other waste products and shall leave rubbish containers outside the demised premises only in those areas and at those times and for those periods from time to time prescribed for that purpose by the Lessor.

17. MUTUAL COVENANTS

It is hereby expressly covenanted agreed and declared by and between the Lessor and the Lessee as follows:

17.1 Re-entry (Default)

That if the rental hereby reserved or any part thereof shall be in arrears and unpaid for the space of fourteen (14) days next after any or either of the days hereinbefore appointed for payment thereof and the Lessor shall have given the Lessee notice thereof requiring the payment of such moneys within forty eight (48) hours which notice shall not have been complied with or if the Lessee shall be in breach or default of any of the covenants, conditions, agreement and restrictions herein contained and on the part of the Lessee to be observed performed and kept and such breach or default shall not have been remedied within fourteen (14) days of written notice of same being provided by the

Lessor to the Lessee or if the Lessee or other person in whom for the time being the term hereby created shall be vested shall being a corporation go into liquidation or be wound up or be dissolved (or than for the purpose of reconstruction or amalgamation) or enter into a scheme of arrangement for creditors or any class thereof or be placed under official management or a receiver or manager or receiver and manager of any of its assets be appointed or execution be levied against any of its assets, or being a natural person shall become insolvent under administration as defined in the Bankruptcy Act 1966 as amended or shall become insolvent either on his own petition or on the petition of any one or more of his creditors or shall permit or suffer any warrant of execution to be levied against goods of the Lessee or permit any person or persons holding a Bill of sale or other security over goods of the Lessee to repossess the same for non-payment of any sum or sums of money due thereon or for any other reason whatsoever than and in any or either of cases it shall be lawful for the Lessor upon provision to the Lessee of forty eight (48) hours notice to re-enter into and upon the demised premises of any part thereof in the name of the whole and to have again repossess and enjoy the same as of the Lessor's former estate and upon such re-entry the term hereby granted and this tenancy shall cease and determine but without prejudice to any right of action or remedy of the Lessor in respect of any antecedent breach of any of the covenants by the Lessee herein contained or hereby implied.

17.2 Removal of Lessee's Fittings and Fixtures

That prior to the expiration or sooner determination of the term hereby granted the Lessee shall remove all fixtures, fittings, plant, machinery and other materials and articles brought onto the demised premises by the Lessee which shall be in the nature of trade or Lessee's fittings AND the Lessee shall not in so doing damage or deface the demised premises or the said land or any part thereof and shall forthwith make good any such damage PROVIDED THAT should the Lessee fail to remove such fixtures, fittings, plant and machinery as aforesaid (or within such further time as may be agreed in writing) the same shall be

deemed to have been abandoned and shall become the absolute property of the Lessor.

17.3 Service of Notices

Any notice demands or requests required to be made or given pursuant to this Lease shall be in writing signed by the party giving the notice or its agent or Solicitors and may be served personally or may be served by being delivered or by being sent by prepaid certified post:

17.3.1 to the address specified herein of the party unless that party has given notice of an address; or

17.3.2 in the case of a person to the usual place of abode or business of the person; or

17.3.3 in the case of a corporation to its registered office principal place of business or principal office;

and shall be deemed to have been served:

17.3.4 on the day of delivery if delivered before 5.00pm on a business day, and otherwise on the business day next following; or

17.3.5 on the business day next following the day of posting.

17.4 Liability of Parties

Where any party hereto is comprised of two or more persons the liability of those persons for the performance and observation of the terms covenants agreements and restrictions herein contained on that party's part to be observed and performed shall be joint and several.

17.5 Goods and Services Tax (GST)

The rental amount does not include GST. The applicable GST rate will be added to the abovementioned rental rate.

IN WITNESS whereof the parties hereto have executed this agreement on the day and year hereinbefore written.

THE COMMON SEAL of the SHIRE OF)
BRIDGETOWN-GREENBUSHES was hereunto)
Affixed in the presence of:)

Shire President

Chief Executive Officer

SIGNED

Phillip John Holroyd

SIGNED

Witness

Witness Name



Department of
Local Government, Sport
and Cultural Industries



*Local Government
Act 1995 Review*
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LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

February 2021

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Model Code of Conduct

Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

Candidate: an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

Council member: references to ‘council member’ in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

Committee member: under the Regulations, a ‘committee member’ includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

Evidence: references to ‘evidence’ in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.

Local government(s): per the approach in the Act, references to ‘local government’ in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

Purpose

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an

alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

Adoption

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021). Note: The operational requirements of Division 3 require local governments to take certain initial actions within three weeks (by 24 February 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

Division 2 – General Principles

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

Integrity and conflicts of interest

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.

It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

Avoidance of reputational damage

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

Decision-making and accountability

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

Division 3 – Behaviour

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments. The division also provides a process for responding to alleged breaches. The emphasis is on

education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

A local government may wish to develop further guidance on dealing with complaints through the introduction of a complementary policy and/or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at www.ombudsman.wa.gov.au.

Complaints

Process for making a complaint

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 2 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

To account for any breaches occurring on the first day that the Regulations take effect, local governments must authorise at least one person within three weeks of the Regulations taking effect (by 24 February 2021).

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare a complaint form to allow the complainant.
- engaged an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at www.dlgsc.wa.gov.au.

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy where available.

Dealing with a complaint

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Options could include:

- The President/Mayor or Deputy consider all complaints
- Delegation of complaints to the CEO to prepare a report for the council
- Appointment of an independent/external consultant to review complaints and provide a report to the council
- Establish a committee to review complaints and report to the council. The committee may include independent members.

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received.

Action required

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

Making a finding

Clause 12(1) requires the local council to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The local council should use the same approach as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

Information provided by the complainant and information provided by the person to whom the complaint relates will assist the council to make a finding.

Action Plans

Clause 12(4) provides that if the local council makes a finding that a breach of the Code of Conduct did occur, the council may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the

action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

Dismissal of complaints

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

Where agreement cannot be reached

Circumstances may arise when a local council cannot agree on the resolution of a complaint or whether the complaint can be dismissed under clause 13.

In these situations, the local government may decide to engage an independent person to review the complaint and make recommendations on appropriate actions.

Withdrawal of a complaint

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

Division 4 – Rules of Conduct

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.

The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

Further information

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: actreview@dlgsc.wa.gov.au

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

Date of alleged breach:

_____ / _____ / 20_____

SIGNED:

Complainant's signature:

Date of signing: _____ / _____ / 20_____

Received by Authorised Officer

Authorised Officer's Name:

Authorised Officer's Signature:

Date received: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271 Bridgetown WA 6255 or via email to btshire@bridgetown.wa.gov.au

POLICY NO.	A.14
POLICY SUBJECT	Light Fleet Vehicle Purchasing
ADOPTED	25 May 2017 (C.09/0517)
LAST VARIATION DATE	27 February 2020 (C.04/0220)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

The purpose of this policy is to provide details of the Councils requirements when providing vehicles for use by employees for both business and private use. The policy ensures that the Shire's fleet meets the highest standards practicable in relation to safety, the environment, cost and position requirements.

Vehicle Selection

Vehicle selection shall be based on 5 criteria:

No.	Criteria	Description
1	Fit for Purpose	The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required.
2	Service Support	The vehicle must have a minimum 5 year/120,000km standard or extended warranty and service support must be available within the South-West Region.
3	Safety	Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility. Safety is assessed by Australian New Car Assessment Program (ANCAP) ratings on a scale of 1-5. These ratings are a guide of the potential injury risk if involved in an accident. All vehicles within the light vehicle fleet should have a minimum Australian New Car Assessment Program (ANCAP) rating of four stars.
4	Environment	In Australia all new vehicles are required to comply with ADR 79/04 - Emission Control for Light Vehicles, which adopts the full requirements of the international standard developed through the United Nations World Forum for the Harmonisation of Vehicle Regulations (UN Regulation 83/06), commonly known as Euro 5. Diesel vehicles are required to meet a particle number limit to comply with this standard. Under this Council Policy light fleet vehicles are also required to meet a specified emission target as recommended by the Western Australian

		<p>Government's Motor Vehicles Buyers Guide. The emissions target is expressed in grams of CO2 per kilometre (g/km) and is based on the fuel consumption ratings that manufacturers are required to provide for their vehicles.</p> <p>The g/km measure is used because the g/km figure is applicable regardless of fuel type. The calculation takes account of the different emission characteristics of petrol, LPG and diesel.</p> <p>The National Greenhouse and Energy Reporting System's measurement technique of CO2 emissions from the Australian Greenhouse Office is used to calculate the g/km emissions. Vehicles beyond the specified targets may only be selected where there is a clear operational requirement.</p> <p>The CO2 threshold is <u>185g/km</u> for passenger vehicles and <u>195g/km</u> for SUV's.</p> <p>The CO2 measurements of each vehicle being considered for purchase are to be assessed as part of the weighted assessment process outlined elsewhere in this Policy.</p> <p>Light Commercial vehicles have no specific benchmark cap due to the many different categories of vehicles. However, when purchasing such vehicles consideration is to be given to an appropriately fuel-efficient vehicle subject to Fit for Purpose, Safety and Whole-Of-Life-Cost factors.</p>
5	Economic	Average annual whole of life costs based on 20,000km shall be used to provide a cost comparison between vehicles that meet the fit for purpose requirements for the position.

Purchasing Process

The purchasing process is to be guided by a weighted assessment of all quotes, taking into account safety, environment and economic criteria. The weightings are:

Criteria	Weighting (%)
Annual Whole of Life Costs (including fuel consumption and FBT)	70
Safety	15
Environment	15

Optimum Replacement/Changeover Timing

The optimum replacement timing for light fleet changeover is **5 years/120,000km** whichever occurs first.

Vehicle Disposal

Options for disposal include:

- Trade-in to dealer supplying the new vehicle
- Disposal by public auction through a reputable auction facility; or
- Tender

The most cost effective method of disposal for each vehicle shall be based on the trade offer compared to the likely return at public auction or tender.

Specific Requirements for Vehicles and Maximum Capital Outlay

The vehicle requirements of staff are based on their work duties including types of areas and terrain to be accessed, passenger requirements, type of driving (frequency, darkness, etc.).

Maximum capital outlay is to include the purchase of the vehicle and all standard inclusions but doesn't include licensing and/or stamp duty.

The following table briefly summarises the requirements for specific positions or levels of position:

Vehicle/Position	General Requirements	Maximum Capital Outlay (Ex-GST)	Non Standard Inclusions
CEO	Luxury sedan or 4WD/AWD SUV suitable for accommodating minimum 5 persons to attend meetings. Significant night time driving, including long journeys, required for meeting attendance	\$56,000	Roo/Bull Bar with spotlights (\$3,000)
EMDI	Executive 4WD/AWD SUV suitable to access works sites. Vehicle to accommodate minimum 5 persons to attend meetings.	\$42,000	Roo/Bull Bar with spotlights (\$3,000)
EMCOR, EMCS	Executive 2WD/AWD sedan or	\$36,000	

	SUV suitable for accommodating 5 persons.		
MP, MEH, PBS, MTS,MBAP	Standard 2WD sedan or SUV suitable for accommodating 5 persons.	\$26,000	Roof Rack for MBAP (\$500)
Works Supervisor	4WD utility suitable to access works sites. Crew Cab preferred to enable transport of other workers to job sites	\$38,000	Roo/Bull Bar with spotlights (\$3,000) External Toolboxes (\$2,000) Canvas Seat Covers (\$600) External Spotlight (\$225)
Parks Supervisor	4WD utility suitable to access works sites and/or reserves. Crew Cab preferred to enable transport of other workers	\$38,000	Canvas Seat Covers (\$600)
Other Parks	2WD utility (no space or crew cab)	\$26,000	Canvas Seat Covers (\$600)
Mechanic	2WD utility (no space or crew cab).	\$26,000	Canvas Seat Covers (\$600)
Rangers	4WD utility due to need to access fire grounds. Space cab preferred to allow for storage of administrative items	\$34,000	Roo/Bull Bar with spotlights (\$3,000) Emergency Light Bar

			(\$1,300) External Toolboxes (\$2,000) Canvas Seat Covers (\$600) Emergency Striping and Logos (\$2,000)
Depot Store	2WD utility (no space or crew cab).	\$26,000	Canvas Seat Covers (\$600)
Building Maintenance	2WD utility (no space or crew cab)	\$26,000	External Toolboxes (\$2,000) Roof Rack (\$2,500) Canvas Seat Covers (\$600)
Grader	2WD utility (no space or crew cab)	\$26,000	Canvas Seat Covers (\$600)
Fast Attack Fire Fighting	4WD utility (space cab preferred)	\$34,000	Roo/Bull Bar with spotlights (\$3,000) Emergency Light Bar (\$1,300)

			<p>Canvas Seat Covers (\$600)</p> <p>Emergency Striping and Logos (\$2,000)</p> <p>Siren (\$1,000)</p>
Bushfire Support	4WD/AWD SUV or Station Wagon suitable for transporting up to 7 persons on long journeys for fire attendance, crew changeover	\$38,000	<p>Roo/Bull Bar with spotlights (\$3,000)</p> <p>Emergency Light Bar (\$1,300)</p> <p>Canvas Seat Covers (\$600)</p> <p>Emergency Striping and Logos (\$2,000)</p> <p>External Spotlight (\$225)</p>
Bushfire Logistics	2WD utility (no space or crew cab)	\$26,000	<p>Roo/Bull Bar with spotlights (\$3,000)</p> <p>Emergency Light Bar (\$1,300)</p> <p>Canvas Seat Covers</p>

			(\$600) Emergency Striping and Logos (\$2,000)
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Where a current contract of employment (including a renewal of an existing contract) stipulates a specific type of vehicle the terms of the contract are to have priority over the terms of this policy. In circumstances where contract staff departs the organisation the CEO is to ensure that any new contract factors in the contents of this policy.

Standard Inclusions

Laminated tinted windows, factory air conditioning, mud flaps, lockable fuel cap, electric windows, cruise control, floor mats, tow bar and ball with electrical plug, logo decals for operational vehicles

Non-Standard Inclusions

Lockable canopy covers for a tray back utility can be included as a standard inclusion where large size work tools need to be securely stored.

The cost of non-standard inclusions is not included in the maximum capital outlay ceiling specified elsewhere in this policy. The amounts specified in the applicable column of the vehicle specification table are estimates only.

At the time of seeking quotes for changeover of a vehicle an assessment will be made on whether any of the non-standard inclusions can be removed and reinstalled on the new vehicle. This is particularly relevant for a roof rack, external toolboxes, canvas seat covers, light bars, spotlights and sirens. It is noted that it is unlikely to be cost efficient to remove and reinstall a roo/bull bar.

Novated Leases

Novated and Operating Leases – These modes of fleet management will only be considered when and if they offer proven financial advantage to the Shire.

Fringe Benefit Tax

Council is responsible for all fringe benefit tax associated with private use of the Council vehicle and these costs are reflected in the value placed on private use of the vehicle in the remuneration packages of relevant officers.

The Chief Executive Officer reserves the right to rotate vehicles to ensure maximum utilisation and a reduction of Fringe Benefit Tax liability to the Council.

Value of Vehicle Private Use component in Employee Remuneration Package

The value of the private use component of the vehicle is as shown in individual contracts of employment or in the case of uncontracted staff in specific agreements or letters of appointment.



ROLLING ACTION SHEET

ROLLING ACTION SHEET
December 2020 (encompassing Council Resolutions up to Council Meeting held 17 December 2020)

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

Council Decision No.	Wording of Decision	Responsible Officer	Past comments	Progress since last report	✓
C.14/0310 Preliminary Report – Plantation Exclusion Zones	<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. 	L Guthridge	<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 	<p>February 2021 No progress since last update</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>resolved not to progress. See Point 6 below.</p> <p>5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017).</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>		
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		<p>March 2019 Final Bushfire Hazard Level Assessment received for staff review then to be presented to Council in April 2019. Research commenced for Plantation Applications Policy Review.</p> <p>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 DLPH 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> <p>December 2019 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>January 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p>		
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		<p>February 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>March 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>April 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>May 2020 Preliminary response received from DFES on draft BHL. Contact with DPLH made in May 2020 for pending feedback. Meeting to be scheduled shortly.</p> <p>June 2020 Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment.</p> <p>July 2020 Meeting with DPLH scheduled held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment. Councillor Briefing to be held on 23 July 2020 regarding draft Bushfire Hazard Level Assessment and other bushfire issues.</p> <p>August 2020 Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption.</p> <p>September 2020 Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning Strategy progressing. Plantation Applications Policy still to be reviewed.</p>		
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			<p>October 2020 Plantation Applications Policy still to be reviewed.</p>	
<p>C.16/0513 Greenbushes Overnight Stay Facility</p>	<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 bunkhouse 4. Consider allocation of a sum of \$6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse. 	<p>T Clynych</p>	<p>An application has been submitted to the Department of Local Government (October 2013).</p> <p>Approval for the use of the land as a transient caravan park has been granted (subject to conditions) by the Department of Lands. The approval of the Minister for Local Government is now required and an application is being submitted (September 2014).</p> <p>Concerns have been raised by Water Corporation due to proximity to Greenbushes water supply and it appears that until such time as the water supply dam is discontinued (as proposed under new integrated water supply project) the transit 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</p>	<p>February 2021 No progress since last update</p>

		<p>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 Dumping 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 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> <p>December 2019 Update Plan has been completed. Next round of community consultation to commence in January.</p> <p>February 2020 Community consultation currently occurring.</p> <p>March 2020 Awaiting completion of community engagement period before any submissions will be assessed.</p> <p>April 2020</p>		
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			<p>Submissions currently being assessed.</p> <p>May 2020 Update provided to May Concept Forum. Intending to present findings of community consultation to the Greenbushes community prior to matter being presented to Council. Timing of community presentation subject to further easing of COVID-19 public gathering restrictions.</p> <p>July 2020 Staff to attend next Grow Greenbushes meeting to provide feedback on community consultation for the project.</p> <p>September 2020 Community briefing on outcomes of community consultation scheduled for 30 September 2020 in Greenbushes.</p> <p>October 2020 Community briefing on outcomes of community consultation held on 30 September 2020 in Greenbushes. It is now intended to proceed with the development of detailed plans and costings in order to make the project 'shovel ready' for future grant opportunities.</p> <p>January 2021 Preparation of a scope of works for consultants to progress the conceptual design of the Greenbushes Sportsground and Tourism Precinct project is being prepared in house for review by ELT and issue in February 2021</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 Clynych	<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</p>	February 2021	Directional signage to dump point, electric vehicle recharge station, caravan parking, etc. installed.

		<p>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>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</p>		
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		<p>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 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> <p>February 2020 Dump point application for Bridgetown has been submitted and installation is expected by June 2020. Signage to incorporate dump point insignia will be required and this will be an opportunity to review advance warning</p>		
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			<p>signage on entrance to Bridgetown.</p> <p>Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p>May 2020 Installation of the dump point in railway car park has been deferred as trenching of Spencer Street is required for sewer connection and plumber raised concerns about trenching in Winter. Works have been rescheduled for Spring.</p> <p>Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p>January 2021 Preparation of a scope of works for consultants to progress the conceptual design of the Greenbushes Sportsground and Tourism Precinct project is being prepared in house for review by ELT and issue in February 2021.</p> <p>The Bridgetown dump point has been installed and is now operational. Directional street signage has been ordered and awaiting supply.</p>		
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynych	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p>	February 2021 No progress since last update	

		<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>January 2019 Refer item in January agenda.</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> <p>March 2020 The Shire President and CEO had a meeting with the Minister for Environment about</p>		
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			<p>growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p>May 2020 A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p> <p>July 2020 A meeting with DBCA is being arranged for August.</p> <p>August 2020 A meeting was held with DBCA to discuss a number of matters including the dumping gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p>September 2020 A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.</p> <p>January 2021 No further progress.</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 	T Clynh	<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</p>	February 2021 Subdivision application to excise land being prepared.	

	<p>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.</p> <p>3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways.</p> <p>4. Requests the CEO to identify suitable funding opportunities for the project.</p>	<p>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>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</p>		
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		<p>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 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> <p>February 2020 Meeting held with Talison Lithium to discuss project. Board approval to meet land acquisition costs is currently being obtained.</p>		
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			<p>Talison Lithium is also reviewing construction cost estimates.</p> <p>March 2020 Updated land acquisition costs provided to Talison to enable its Board to consider funding allocation to the project.</p> <p>June 2020 Land acquisition is to be funded by Talison as part of the Greenbushes CBD Parking & Safety Enhancement Project in the Growth Strategy. Advice was received from Talison in June that due to economic factors the funding of the land acquisition had to be deferred until 2021/22.</p> <p>January 2021 Talison Mine Manager Craig Dawson advised on 24 December that the Board of Directors have approved funding to facilitate the purchase of the land. CEO is liaising with landowners to confirm intent to sell remains. Business Plan for this project is complete including project plan and costings. One identified funding source is Round 2 of LRCIP and this is currently being investigated further.</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>February 2021 Service levels to be workshopped at March Concept Forum.</p>

		<p>Investigation into processes and specifications for calling tenders for selected 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>		
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		<p>November 2019 Discussion occurred at November Concept Forum with workshop scheduled for approximately February 2020.</p> <p>December 2019 Update Discussion occurred at November Concept Forum. Council workshop to be held in February 2020.</p> <p>March 2020 Due to other urgent matters arising the scheduling of the workshop in March didn't occur. A date in April is to be sought.</p> <p>June 2020 At the June 2020 Concept Forum staff and councillors workshopped the hierarchical classifications and the setting of hierarchies for each park and reserve. This information feeds into the next workshop planned for the August Concept Forum which will be for the identification of specific service levels for each hierarchy.</p> <p>September 2020 A second workshop was held with councillors at the September Concept Forum.</p> <p>October 2020 A workshop session was held at the September Concept Forum. Councillors expressed support for the Levels of Service noting that it is a live document. The next step is for Shire staff to plan, implement and control technical service levels to influence the community service levels including the allocation of resources to service activities that the organisation undertakes to best achieve the desired service levels in this document and any other essential activities. These will be linked to the asset</p>		
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			<p>management plan and the annual budgets covering operations and maintenance. Assessment of costs and risks within resources available in the long-term financial plan may result in trade-off of service levels performance and/or an improvement plan to achieve a sustainable position. The financial implications will be discussed in the next 6 months.</p> <p>January 2021 Development & Infrastructure Services and Corporate Services are currently assessing the financial implications to best achieve the desired service levels and any other essential activities.</p>		
<p>C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local Planning Scheme No 6</p>	<p>That Council:</p> <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 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>L Guthridge</p>	<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 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). Noted. 	<p>February 2021 No progress since last update</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>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>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. 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>		
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	<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>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 DLPH 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> <p>December 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>January 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>February 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>March 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>April 2020</p>		
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		<p>Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>May 2020 Contact made with DPLH for pending feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.. Meeting to be held as soon as possible. Feedback</p> <p>June 2020 Preliminary feedback from DPLH received on draft Local Planning Strategy. Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy.</p> <p>July 2020 Meeting with DPLH held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy. Follow up meeting with DPLH scheduled for 27 July 2020 to discuss draft Local Planning Strategy, with further work continuing.</p> <p>August 2020 Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption. Work on draft Local Planning Strategy continuing.</p> <p>September 2020 Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning Strategy progressing.</p> <p>January 2021 Geoff Lush from Lush Fire and Planning Consultants have been appointed to assess (and provide an estimate for same) for what work is required to progress and complete the Local Planning Strategy.</p>		
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			Once an estimate is received it will be determined if the Shire appoints Lush Fire and Planning in line with budget constraints.	
C.06/0418 Proposed Road Closure for Amalgamation – Adjoining Roe Street, Bridgetown	That Council, in relation to the proposed closure for amalgamation of the road adjoining Roe Street, Bridgetown, as per Attachment 8: 1. Notes the public submissions received, as per Attachment 10, and the Shire staff responses in the Schedule of Submissions, as per Attachment 11. 2. 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. 3. Directs the Chief Executive Officer to forward relevant information to the Department of Planning, Lands and Heritage seeking approval from the Minister for Lands in relation to Point 2.	L Guthridge	1. Noted. 2. Noted. 3. Referred to DPLH on 2 May 2018, response pending. November 2018 A list of all outstanding actions referred to the Department Planning, Lands and Heritage (as listed in this Rolling Action Sheet) is to be compiled and a meeting requested with relevant staff of that department in order to progress them to conclusion. December 2018 No progress since November update. January 2019 Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters not progressed. March 2019 Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters commenced and liaison continuing with DLPH staff. May 2019 DPLH response still pending. June 2019	February 2021 No progress since last update

			<p>Response from DPLH still pending. July 2019 Response from DPLH still pending. August 2019 Response from DPLH still pending. September 2019 Liaison continuing with DPLH regarding land distribution. October 2019 Liaison continuing with DPLH regarding land distribution. November 2019 Pending final response from DPLH. November 2019 Pending final response from DPLH. January 2020 DPLH response still pending. Contact made January 2020. February 2020 DPLH response still pending. March 2020 DPLH response still pending. April 2020 DPLH response still pending. May 2020 DPLH response still pending. June 2020 DPLH response still pending. July 2020 DPLH response still pending. August 2020 DPLH response still pending. September 2020 DPLH response still pending. October 2020 DPLH response still pending. January 2021 DPLH response still pending</p>		
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<p>C.08/0718 Licence to Occupy – Greenbushes Railway Station</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Writes to Arc Infrastructure advising the Greenbushes Discovery Centre Incorporated has expressed a long- term goal to relocate the Greenbushes Railway Station Building to the Greenbushes Discovery Centre, 38 Blackwood Road, Greenbushes as an extension to that facility. 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>T Clynych</p>	<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 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> <p>March 2020 No progress since last update. Note this project is not a ‘Shire’ project but a ‘Grow Greenbushes’ project so Shire involvement is minimal.</p> <p>July 2020 Council has earmarked the funding of this project in 2020/21 via grant opportunities. A business case is currently being developed with the majority of information being provided by Grow Greenbushes.</p> <p>October 2020 Discussions have been initiated with Arc Infrastructure and Public Transport Authority to determine any outstanding matters that require attention or approval for the Greenbushes Railway Station relocation to proceed.</p> <p>January 2021 This project has been included in the Shire’s Growth Strategy with funding sources</p>	<p>February 2021 No progress since last update</p>	
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			identified in line with the CBP. The preparation of a tender for required works to relocate and fit out the building is currently being prepared.	
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>February 2020 A meeting with interested consultants is being scheduled.</p> <p>March 2020 Five consultants were invited to attend a site visit to discuss the project. The aim of the site visit was to invite interested consultants to quote on the preparation of a detailed project brief and tender document to support the Project. One consultant accepted the</p>	<p>February 2021 No progress since last update</p>

			<p>invitation (the others declined or did not respond). The consultant has provided a quote which will be reviewed by the Executive Leadership Team on 24 March 2020.</p> <p>April 2020 Consultant selected to prepare scope of works.</p> <p>May 2020 Scope of works completed. Next step is to seek quotes/proposals from consultants (landscape designers/engineers) for the project.</p> <p>January 2021 The Development Infrastructure Group (internal) has reviewed the draft scope/tender documents and they are now waiting review by ELT (expected to occur in February).</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 for the proposal. 	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 Representatives and Ms Trudy Clothier will attend a meeting of Blackwood Valley Arts</p>	February 2021 No progress since last update	

		<p>Alliance (Blackwood Creative) on 5 November to formally identify roles, responsibilities and progress of project planning and grant funding.</p> <p>November 2019 EMCS attending a meeting of Blackwood Creative Inc on Tuesday 5 November, along with representatives from Grow Greenbushes. Discussion on potential funding bodies and the need for the development of a business plan, including full budget (income and expenditure) and concept designs/artist selection process/community engagement ensued. Inform agreement to progress stage 3 to include Greenbushes statue, revision of art trail booklet to include existing and proposed public art in Greenbushes and to identify key future public art proposals in Bridgetown. Formal acknowledgement of establishment of working partnership with Grown Greenbushes, Shire and Blackwood Creative to be documented and issued to all parties via correspondence by 30 November 2019.</p> <p>December 2019 No responses from stakeholders received as yet. Informal discussions with Grow Greenbushes and Blackwood Creatives continuing.</p> <p>January 2020 Review of Council's Public Art Strategy is scheduled for February 2020 to include preliminary feedback from discussions with Grow Greenbushes and Blackwood Creatives. Council endorsement of this document will be sought in due course.</p> <p>February 2020 EMCS meeting with Blackwood Creatives and Grow Greenbushes on 10 March to</p>		
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		<p>discuss public art and progress of project planning for relevant projects.</p> <p>March 2020 Blackwood Creatives have provided written confirmation to support the collaborative approach to public art in Bridgetown and Greenbushes. Grow Greenbushes written confirmation pending. EMCS attended March meeting of Blackwood Creatives and preliminary discussions regarding how to proceed were held (pending correspondence from Grow Greenbushes confirming involvement). Suggested start points include review of Public Art Strategy and the Art Trail Booklet (to include Water Corp funded art and all existing public art in Greenbushes). Focus would then shift to the overall proposal to develop additional public art in both towns.</p> <p>April 2020 Letter of response from Grow Greenbushes still pending. Verbal advice is that the Committee support the collaborative approach. No meetings held to progress collaboration due to COVID19. EMCS to commence review of Public Art Strategy in May 2020.</p> <p>July 2020 Preliminary review completed for ELT consideration – to be followed by consultation with Blackwood Creatives and wider community.</p> <p>October 2020 Written confirmation received from Grow Greenbushes officially confirming commitment to work collaboratively with BC and Shire on public art projects. Invite also issued to the Greenbushes Art Trail organizing committee. Response pending. BC has had a number of changes to</p>		
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			committee roles/vacancies. EMCS will need to meet with new committee to ensure ongoing participation in public art projects as previously endorsed in BC meetings. January 2021 No further progress.		
C.13/0619 Community Engagement Outcomes – Visitor Information Management Model and Visitor Information Services Location	That Council: <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. 3. Determines to finalize the management model of the Visitor Centre prior to further investigations into potential location changes to the delivery of services. 	E Denniss	<p>July 2019 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>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</p>		

		<p>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>December 2019 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>January 2020 Response from Bridgetown CRC has been received indicating interest in exploring the management model and opportunities to outsource service delivery of the Visitor Centre received. CEO and EMCS to meet with CRC Board on 11 February 2020.</p> <p>February 2020 CEO and EMCS met with Bridgetown CRC to discuss relevant issues. Meeting with BGBTA to be scheduled.</p> <p>March 2020 Bridgetown CRC board have submitted an overview as to how this organization could foresee the delivery of visitor information services within their auspice. BGBTA have not yet responded to an invitation to meet. A follow up letter will be issued inviting them to progress their interest via submission of an overview as to how it sees the delivery of visitor information services within their auspice. Depending on the response to this request, the business case development aspect of the review can begin with either or both overviews as the starting point (via appointed consultant to work with either or both groups).</p> <p>April 2020 A follow up letter was issued to BGBTA.</p>		
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		<p>EMCS advised verbally on 22 April BBTA are considering the preparation of a framework of how/what services they see aligning with their operations. Anticipate this will be received in May.</p> <p>May 2020 Update provided to the May Concept Forum where it was noted that the business case will be based on 2 options, one being the Bridgetown CRC managing the visitor centre and jigsaw gallery and the other option being the Bridgetown CRC managing the visitor centre and the BGBTA managing the jigsaw gallery.</p> <p>July 2020 CEO and EMCS met with a suitable consultant on 22 July 2020. Priority for business case development is the 3 Growth Strategy projects identified by SWDC as 'shovel ready' (due by 30 August). Once these are completed Visitor Centre business cases can commence (in consultation with key stakeholders).</p> <p>September 2020 Focus remains on finalizing the 5 growth strategy projects with 3 draft business cases completed to date.</p> <p>October 2020 Due to workload identified consultant is not able to progress the VC business cases. Investigation of other consultants currently underway.</p> <p>January 2021 Consultant has been appointed and first meeting with Shire reps (EMCS) will occur in January. Once project timeline is finalized at that meeting key stakeholders (Bridgetown CRC and BGBTA) will be advised and project commenced. Anticipated timeline is for a completed business case and report to</p>		
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			Council by May.		
C.07/1119 Proposal to Remove Two Parking Bays in Steere Street	That Council: <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. 	T Clynh	<p>March 2020 No progress since last update</p> <p>April 2020 Work has commenced on preparing plans for possible redesign of car park as well as investigations into Stewart Street design and traffic flow.</p> <p>May 2020 Plans completed and will be presented to June Concept Forum.</p> <p>June 2020 Awaiting feedback from MRWA before tabling plans at Concept Forum.</p> <p>July 2020 A report will be presented to the August Concept Forum</p> <p>August 2020 Revised plans were presented to the August Concept Forum for discussion and will shortly be subject to a community consultation exercise.</p> <p>September 2020 Community consultation to commence shortly.</p> <p>January 2021 The consultation period had been extended and submissions will be received until 4pm on Friday 22 January 2021.</p>	<p>February 2021 Submissions being assessed.</p>	

<p>C.03/0320 Request for Pathway connecting Highland Estate to Town Centre</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the correspondence noting the request by residents of Highland Estate for construction of a pathway for pedestrian and cycling between the Estate and town centre. 2. Request the CEO to investigate the potential alignment of a pathway connecting Highland Estate to the existing Nelson Street pathway. The results of this investigation, including cost estimates and potential funding sources, is to be presented back to Council for the 2020/21 review of the 10 Year Strategic Works Program. 	<p>T Clynych</p>	<p>April 2020 Response has been sent to proponent of the petition. September 2020 No progress since last update. This proposal will be raised for consideration by councillors at next review of 10 year strategic works plan. October 2020 At the October Concept Forum there was discussion about the parameters guiding the next review of the 10 Year Strategic Works Program. Included in this discussion was the question of whether councillors wished to consider allocating more funding for construction of dual use paths and the feedback provided was that no changes to current funding parameters was supported. Nevertheless the possible scheduling of planning and/or construction of a pathway to Highland Estate will be included for discussion at the next review of the 10 Year Strategic Works Program January 2021 No further progress</p>	<p>February 2021 No progress since last update</p>	
<p>C.04/0320 Order to Take Measures to Prevent Straying Stock</p>	<ol style="list-style-type: none"> 1. That Council withdraw the order placed on the owner of the property at RSN 298 Connell Road, Catterick requiring the owner to make necessary arrangements to ensure that stock is contained within that property and to remove any existing cattle grids within the road reserve of Connell Road. 2. That the CEO report back to Council on the need for determining a position or policy on the use of cattle grids on public roads. 	<p>T Clynych</p>	<p>April 2020 Order has been withdrawn. Work yet to be commenced on cattle grids position/policy. August 2020 An audit of gates and cattle grids within road reserves is currently being undertaken in order to inform preparation of a draft policy January 2021 No further progress</p>	<p>February 2021 No progress since last update</p>	

<p>C.05/0320 Statement of Local Environmental Risks and their Mitigation</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the 'Statement of Local Environmental Risks and their Mitigation' prepared by Sustainability Advisory Committee. 2. Consider in the upcoming review of the Corporate Business Plan the bringing forward the preparation of a climate change strategy to 2020/21. 3. Direct the CEO to prepare a scope for preparation of a climate change strategy and present back to Council by July 2020. 	<p>T Clynych</p>	<p>April 2020 Work on scope yet to commence.</p> <p>June 2020 At the June Concept Forum discussion occurred on a recent initiative put forward at a meeting of the Warren Blackwood Alliance of Councils which proposes the member local governments joining together to prepare a sub-regional climate change strategy. Further investigations into this initiative will occur in early 2020/21 and if a sub-regional approach is agreed the preparation of a local climate change strategy would be deferred until after the sub-regional strategy is completed.</p> <p>July 2020 The CEO attended the SAC meeting of 15 July to discuss the sub-regional climate change strategy proposal. Further discussion with other local governments is to occur at next Warren Blackwood Alliance of Councils meeting on 4 August</p> <p>August 2020 Some preliminary discussion about a possible sub-regional climate change strategy occurred at a meeting of the Warren Blackwood Alliance of Councils held on 4 August 2020. Some of the other councils were yet to form a position on the proposal so discussion was deferred until the next meeting to be held in November.</p> <p>January 2021 Council appointed Cr Boyle and Cr Quinby and the CEO appointed the Waste Environmental Officer to the Warren Blackwood Alliance of Councils Climate Change Working Group. The develop a climate change declaration for each Council will be considered at their meeting on 15 February 2021</p>	<p>February 2021 First meeting of sub-regional climate change group held on 15 February 2021.</p>	<p>✓</p>
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C.14/0520 Proposed Reserve Rationalisation	That Council noting that no public submissions were received, and pursuant to Section 51, 56 and 58 of the Land Administration Act 1997, supports the proposed change in purpose from Public Recreation to Public Purpose and rationalisation of Reserve 48886, Lot 1 Balmoral Drive, Bridgetown, facilitated through partial road widening and closure of Balmoral Drive, as shown on Attachment 13, and directs the Chief Executive Officer to seek approval from the Minister for Lands.	L Guthridge	<p>June 2020 Written request forwarded to DLPH for Minister's approval.</p> <p>July 2020 DPLH acknowledgement received 7 July 2020. Pending formal response.</p> <p>August 2020 DPLH acknowledgement received 7 July 2020. Pending formal response.</p> <p>September 2020 DPLH acknowledgement received 7 July 2020. Pending formal response.</p> <p>January 2021 No further progress</p>	<p>February 2021 No progress since last update</p>	
C.05/0620 Review of Local Laws	<p>That Council resolves to undertake a review of the following Local Laws in accordance with section 3.16 of the Local Government Act and to give local public notice of its intent to undertake the review:</p> <ul style="list-style-type: none"> • Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law; • Bush Fire Brigades Local Law; • Cats; • Cemeteries; • Dogs; • Fencing; • Health; • Local Government Property; • Parking & Parking Facilities; • Pest Plants; and • Standing Orders. 	T Clynych	<p>August 2020 Statutory advertising inviting submissions on review of Council Local Laws was published in Manjimup Bridgetown News on 12 August. Notice was also placed on Shire website and a "news" story uploaded on website and Facebook. Closing date for submissions is 25 September 2020.</p> <p>September 2020 Awaiting conclusion of statutory community consultation period.</p> <p>January 2021 Council received one submission on the review of Council Local Laws. 28 January 2021 council agenda includes a report with recommendations from the Sustainability Advisory Committee in regards to the review.</p>	<p>February 2021 Submissions being assessed.</p>	
C.14/0620 Bridgetown Railway Station – Detailed Design	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the detailed designs and costings for the Bridgetown Railway Station – 2020 Update – Conservation and Reuse as Office (Attachment 17). 2. Direct the CEO to commence discussions with the Blackwood Environment Society 	E Denniss	<p>August 2020 Business Case currently being developed which will assist in securing outstanding grant funding to enable the project to proceed. Discussions with Blues at Bridgetown and Bridgetown-Greenbushes Community Landcare yet to commence.</p> <p>September 2020</p>	<p>February 2021 No progress since last update</p>	

	and Blues at Bridgetown regarding potential relocation from their current offices in the Visitor Centre Building to the (redeveloped) Bridgetown Railway Station.		<p>Federal funding secured for 50% of this project value via Drought Funding. Business case being developed along with 4 other growth strategy projects each as an individual business case. Discussions with Blues at Bridgetown and Bridgetown-Greenbushes Community Landcare yet to commence.</p> <p>October 2020 EOI submitted to Lotterywest under COVID-19 funding streams to determine if the project aligned with community connection stream. EOI successful. Invitation to submit a full application seeking \$282,500 funding for this project submitted. Business case completed.</p> <p>January 2021 Advice from Lotterywest still pending. Business case completed. Tender specifications currently being prepared.</p>	
C.05/0720 Trial of Condom Dispensing Machine	<p>That Council:</p> <ol style="list-style-type: none"> Notes the feedback from the trial of having free condom vending machines in the library toilets. Approves the installation of coin operated condom dispensing machines in the male and female change rooms at the Bridgetown Leisure Centre. Funds the purchase and installation of the vending machines at an approximate cost of \$1,800 with these funds to be included in the 2020/21 budget. Acknowledges that Blackwood Youth Action will be responsible for management of the vending machines, including purchase of stock and receipt of income from sale of the products. 	T Clynh	<p>August 2020 Awaiting adoption of 2020/21 budget before purchasing vending machines.</p> <p>October 2020 Vending machines have been ordered.</p> <p>January 2021 No further progress.</p>	<p>February 2021 Communication occurring with machine distributor about sourcing suitable coin mechanism machines.</p>

	<ol style="list-style-type: none"> 5. Notes that signage (posters) will be displayed in the change rooms explaining the importance of having condom dispensing machines in our community and requesting respect for the initiative. 6. Advises Blackwood Youth Action that in the event of damage occurring to the vending machines it shouldn't be assumed that the Shire will fund replacement machines. 7. Reviews the suitability of the leisure centre as the location for condom vending machines at such time as the proposed Blackwood Youth Action youth facility is developed and operational. 				
C.03/1120 South West Regional Councils Designated Area Migration Agreement (DAMA) Memorandum of Understanding	<p>That Council:</p> <ol style="list-style-type: none"> 1. Instructs the Chief Executive Officer to execute the South West Regional Councils Designated Area Migration Agreement (DAMA) Memorandum of Understanding as per Attachment A. 2. Approves in-principle the allocation of a maximum \$5,000 in the 2021/22 budget as its contribution towards the DAMA initiative. 3. Requests that further consideration be given to a scale of contributions by South West Councils based on population, current ABS job statistics or other appropriate comparative tool. 	T Clynh	<p>December 2020 Memorandum of Understanding yet to be circulated for endorsement. January 2021 No further progress.</p>	<p>February 2021 No progress since last update</p>	
C.07/1120 Proposed New Borrowing for Growth Strategy Projects Redevelopment of the Greenbushes and Bridgetown	<p>That Council:</p> <ol style="list-style-type: none"> 1. Exercise its power to borrow by establishing a new loan in the amount of \$532,000 for a term of twenty (20) years. The purpose of the facility being to assist with funding the Growth Strategy Projects – Redevelopment of the Greenbushes and Bridgetown Railway Stations. 	M Larkworthy	<p>December 2020 Local Public Notice was given in the Manjimup Bridgetown Times edition of 9.12.20 January 2021 Local public notice period has ended, no submissions were received. Once the grant funding submission outcome is known the</p>	<p>February 2021 No progress since last update</p>	

Railway Stations Heritage Project	<ol style="list-style-type: none"> 2. Gives one month's local public notice of the proposal. 3. Makes application to the Western Australian Treasury Corporation (WATC) to establish a new Term Fixed Rate Loan with a limit of \$532,000 for a term of twenty (20) years. 4. Following the required local public notice period authorises the CEO to complete all necessary documents required to effect the new loan in accordance with Council's WATC Master Lending Agreement. 5. Amends its 2020/21 Budget to include receipt of new loan funds totalling \$532,000 and a corresponding reduction in 'unconfirmed grant funding' for the identified projects. 6. Notes that a grant funding submission is still pending. Should the grant funding be approved the loan amount and term will be reduced to a lesser amount and a shorter term of ten (10) years. 		loan amount will be determined and application made to WATC for the loan funding.		
C.04/1220 Speed Limit Greenbushes Grimwade Road	That Main Roads Western Australia be requested to review the current open speed limit on Greenbushes Grimwade Road between the timber mill and intersection with Forest View Court with specific consideration to be given to making this section of road a 60km/h speed limit.	G Arlandoo	January 2021 Correct signage has been installed by Main Roads WA to formalise the official speed zoning on this road. However, there is a case to be made that it could be 60-80kph given that the section is a partially built-up area on a local distributor road. The necessary forms will be submitted to Main Roads WA for a reduced speed limit once more traffic data is obtained.	February 2021 No progress since last update	

C.12/1220 Proposed Memorandum of Understanding (MOU) for Maintenance of the Greenbushes Town Square	That Council: 1. Endorses the draft revised Memorandum of Understanding (MOU) for maintenance of the Greenbushes Town Square as per Attachment 15. 2. Instructs the Chief Executive Officer to execute the MOU on behalf of the Council with the Greenbushes Community Garden Committee. 3. Continues allocating \$1,000 per annum towards the Greenbushes Community Garden Committee to assist with the purchase of reticulation, plants and seedlings.	G Arlandoo	January 2021 MOU sent to Greenbushes Community Garden Committee for review and/or execution.	February 2021 MOU endorsed.	√
C.13/1220 Greenbushes Community Resource Centre (CRC) Memorandum of Understanding (MOU) – Service Delivery	That Council approve the updated Memorandum of Understanding outlining service delivery expectations, roles, responsibilities and payments, with the Greenbushes CRC and delegate the CEO to liaise with the Greenbushes CRC to finalize and sign the agreement.	E Denniss	January 2021 MOU sent to CRC for CRC Board review	February 2021 MOU endorsed.	√
C.04/0121 Local Government Elections 2021	That Council: 1. Declare, in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary election, together with any other elections or polls which may also be required, and 2. Declare, in accordance with Section 4.61(2) of the Local Government Act 1995 that the election is conducted as a postal election.	T Clynych		February 2021 Letter was sent to the Electoral Commission on 02/02/2021 confirming that the election will be conducted as a postal; election and would be the responsibility of the Electoral Commission	√
C.07/0121 Proposed Removal of Light Poles at the Greenbushes Sportsground	That Council approve the removal of all lighting poles from the Greenbushes sportsground hardcourts and approve unbudgeted expenditure of up to \$14,000 for this to be undertaken.	G Arlandoo		February 2021 Contractor booked in to undertake work.	

(hardcourt)				
C.09/0121 Application for Planning Approval for Use Not Listed – Reception Centre	That Council: 1. Pursuant to Clause 3.2.5 and 4.3.3 of Town Planning Scheme No. 4, determines that the proposed Use Not Listed – Reception Centre on Lot 142 (RSN 767) Pensinsula Road Hester Brook is consistent with the objective of the Rural Zone 3 – Blackwood Valley and may be considered for development approval subject to public consultation and detailed assessment. 2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above, and grants delegated authority to the Chief Executive Officer to determine the development application, where no objections are received, subject to appropriate conditions.	L Guthridge		February 2021 The proposed Use Not Listed – Reception Centre is currently out for public comment.
C.08/0121 RFT02 – 2021 Blackwood River Foreshore Project	C.08/0121 That Council: 1. Accept Tender from LD Total for RFT 02-20/21 – Blackwood River Foreshore Project at a price of \$1,146,082.91 (EX-GST); 2. Authorise the Chief Executive Officer to enter into a Contract with LD Total once the negotiated value of the Contract is within Budget inclusive of the revised capital works, 5% contingency and Superintendence/Contract Administration costs; 3. Delegate to the Chief Executive Officer to negotiate minor variations to the Contract and remove the following scope of works in the following order of priority to reduce the Contract price within budget: • River Walk Trail – Retaining Walls and associated Balustrading; • Pedestrian Bridge Trail – Path and associated infrastructure to connect to the Caravan	L Guthridge		February 2021 LD Total has been provided with letter of intent to enter into contract. A reduction in scope of works is currently being negotiated in line with Council resolution.

	<p>Park;</p> <ul style="list-style-type: none"> • Rectory Trail - Second feature Bridge Crossing; • River Walk Trail – 3 carpark bays at Layman Street; • Rectory Trail – Picnic Shelter and associated access path; <p>4. Delegate to the Chief Executive Officer to negotiate further reduction in the Contract Price by looking for opportunities to reduce the level of quality control in respect to geotechnical testing requirements and 'as constructed' documentation for the Project;</p> <p>5. Delegate to the Chief Executive Officer to accept a Tender from the second preferred Tenderer as per Section 20 of the Local Government (Functions and General) Regulations 1996 in the event that the Shire of Bridgetown-Greenbushes is unable to enter into Contract with LD Total because negotiations to reduce the Contract price is not successful;</p> <p>6. Reject the tender from Dronow Contracting Pty Ltd as its tender was non-compliant;</p>				
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SHIRE OF BRIDGETOWN-GREENBUSHES

2019/20 REPORT ON SIGNIFICANT ADVERSE TRENDS

JANUARY 2021

1. Background

Under the Local Government Act 1995 the Shire of Bridgetown-Greenbushes is required to prepare an audited Annual Financial Report each financial year.

The Shire's 2019/20 audit report was received from the Auditor General on 7 December 2020 and is attached at appendix 1 of this document.

A key audit requirement requires the auditor to identify any financial trends which it considers adverse and of concern. For the 30 June 2020 year, the Auditor General has identified two significant adverse trends in relation to the financial position of the Shire. The Shire of Bridgetown-Greenbushes has not met the minimum standard as set by the Department of Local Government, Sport and Cultural Industries (the Department) for the Asset Sustainability Ratio and Operating Surplus Ratio for the last three financial years.

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.”

2. Report Detail

A series of performance indicators in the form of financial ratios are utilised to assess the financial performance of the Shire.

To maintain comparability across the Industry, these ratios and their respective target ranges have been derived from the Department of Local Government, Sport and Cultural Industries Operational Guideline Number 18 - Financial Ratios and Regulation 50 of Local Government (*Financial Management*) Regulations 1996.

The Audit Report includes adverse trends in the Shire's financial performance for two of the ratios that do not meet these target levels.

Asset Sustainability Ratio

The Asset Sustainability Ratio is an approximation of the extent to which assets managed by a local government are being replaced as they reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense. Expenditure on new or additional assets is excluded. Depreciation expense represents an estimate of the extent to which the assets have been consumed during the accounting period.

The ratio is calculated using the following equation:

$$\frac{\text{Capital renewal and replacement expenditure}}{\text{Depreciation expense}}$$

The Department's minimum benchmarks for this ratio are as follows:

Advanced Standard – 110% or greater

An advanced standard is met when ratio is greater than 110%. It indicates the Shire is investing in asset renewal/replacement to the degree that offsets the current consumption of its assets and provides for the effect of inflation.

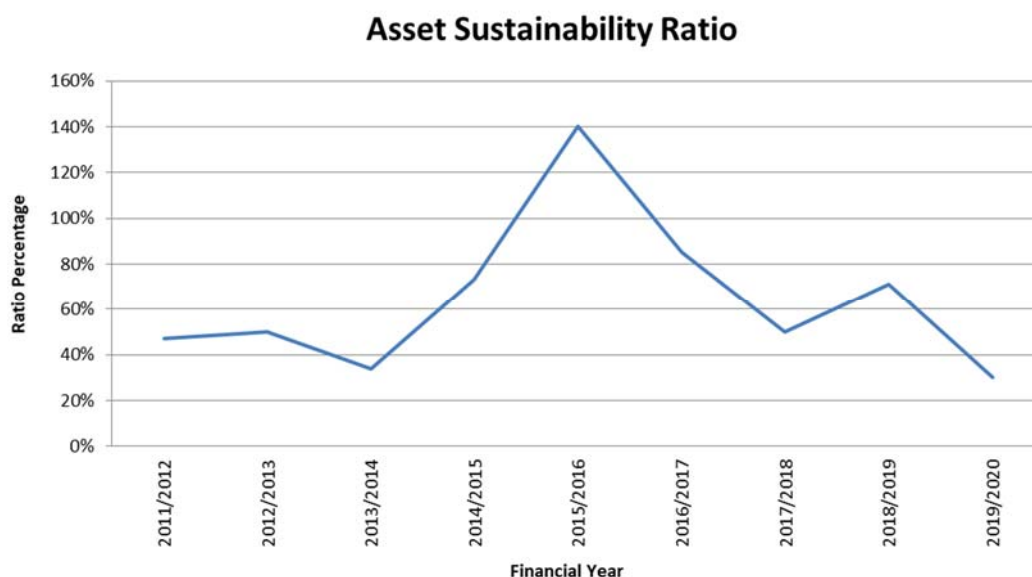
Basic Standard – between 90% and 110%

Basic Standard is met if asset sustainability ratio is between 90% and 110%.

Below Standard – lower than 90%

Standard is not met, when a ratio is less than 90% a higher risk is evident and indicates the Shire is having difficulty undertaking a sustained capital investment program sufficient to renew/replace assets.

The graph below tracks the performance of Council's Asset Sustainability Ratio since 2012. The ratio result varies from year to year depending on the capital works program delivered.



Further work is being planned in respect to the current assessment of asset remaining useful lives and residual values. These assessments will ensure Council is depreciating its assets at an appropriate rate. Any change in depreciation expense will directly impact the results of this ratio.

Apart from ensuring Council is depreciating its assets appropriately it is critical that all renewal and replacement expenditure for Council's assets is captured. Council has a number of bridges recognised in its asset register. The replacement value of these bridges is \$10,669,359 with an annual depreciation expense of \$178,596 (as reported in the 2019/20 financial statements). The majority of bridge renewal works are undertaken by Main Roads WA on behalf of the Shire. These works are generally funded via grant allocations from the Federal and State governments. Data regarding the scope and final value of works undertaken by Main Roads WA is generally not received for the portion of works funded by the State government. The result being Council may not be recognising the full value of renewal works being undertaken on its bridge assets resulting in a significant negative impact to the Asset Sustainability Ratio. This issue is currently being investigated by Administration to determine if this is a wide spread issue in the sector prior to identifying the need for any action to raise the issue with relevant state government ministers and departments.

Operating Surplus Ratio

A key indicator of a local government's financial performance is measured by the 'Operating Surplus Ratio'. If a local government consistently achieves a positive operating surplus ratio and has soundly based long term financial plans showing that it can continue to do so in the future, having regard to asset management and the community's service level needs, then it is considered financially sustainable.

The ratio is calculated using the following equation:

$$\frac{\text{Operating revenue minus operating expense}}{\text{Own source operating revenue}}$$

A positive ratio indicates the percentage of total own source revenue available to help fund proposed capital expenditure, transfer to cash reserves or to reduce debt. When the ratio starts to drift into negative territory it indicates a deficit and higher risk.

The Department's minimum benchmarks for this ratio are as follows:

Advanced Standard – 15% or greater

A ratio of greater than 15% indicates the Shire is providing a strong operating surplus which will give flexibility in the future in relation to operational service levels and asset base.

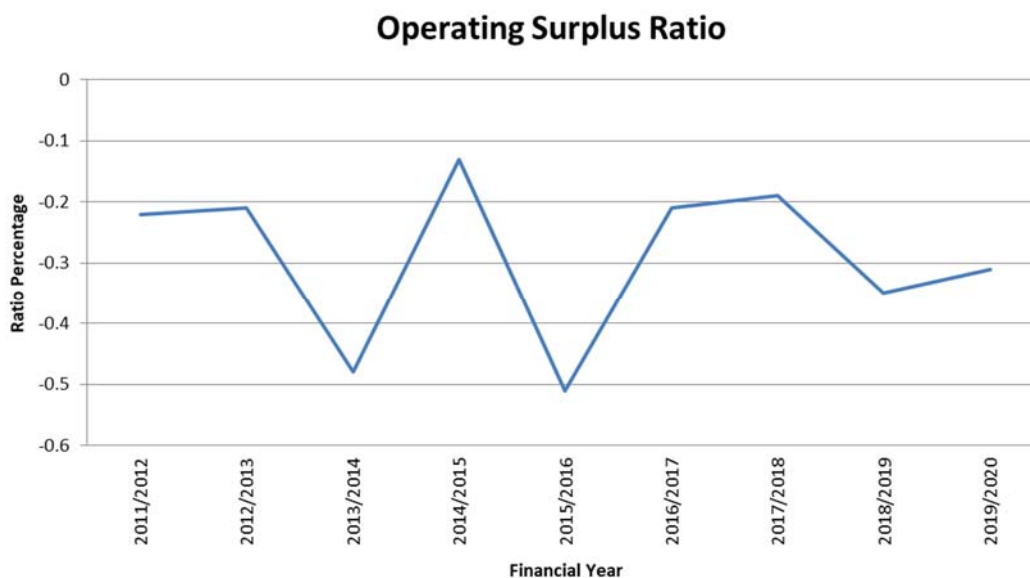
Basic Standard – between 1% and 15%

Basic Standard is met if the operating surplus ratio is between 0% and 15%.

Below Standard – 0% or less

The operating surplus ratio calculation excludes grants received to assist with capital works but includes depreciation expense. It has long been argued by the local government sector that these grants are an integral component of revenue for local government and long term financial plans are predicted on receiving these funds. Removing this key source of revenue from the ratio calculation has a negative impact on the ratio and skews the result.

It is typical of a local government similar to the Shire of Bridgetown-Greenbushes to have an operating surplus ratio that does not meet the minimum requirements. This result reflects a reliance on sources of funding other than Council's own source funds such as rates for renewal of its assets. As seen in the graph below the operating surplus ratio has traditionally had a negative result.



A number of additional major items also directly influence the results of the Operating Surplus Ratio, such as:

- The timing of operating grant funds being received in one financial year and expenditure being incurred in another e.g. pre-payment of the Federal Government Financial Assistance Grants.
- One off operating projects when the expenditure allocation has been carried over to the next financial year in part or in full.
- The funding of operating projects from reserve funds. All operating expenditure must be included in the ratio calculations, however the income from reserve must be excluded, resulting in an apparent lower ability to fund operating expenditure.

In order to improve the Operating Surplus Ratio, the Council has limited options available to it. The measure could be improved by increasing rates substantially however this must be balanced with the community's capacity to pay, particularly considering the current economic circumstances. The measure could also be improved by Council reviewing its major operating cost centres, including employment costs, materials and contracts however this will almost certainly adversely impact the level of service which Council is able to deliver to the community.

3. Conclusion

The Asset Sustainability Ratio provides an indication from year to year on the level of expenditure being allocated to renewal of Council's existing assets. The Asset Sustainability Ratio is significantly affected by the amount of depreciation expense in each year. The accuracy of the amount of depreciation calculated continues to improve as the Shire's Asset Management Team refines the Shire asset database information on condition, remaining useful life and replacement dates. Council in common with most country local governments is reliant on grant funding to assist with asset renewals. The level of funding provided from one year to the next will vary and this directly impacts on the ratio's result.

The Operating Surplus Ratio requires Council to ensure that its own revenue sources grow at the same or a greater rate than its operating expenses, including depreciation. It is well known that most country local governments struggle to fully fund asset depreciation via its own revenue sources and there is a reliance on grant funding such as Regional Road Group and Roads to Recovery to assist with asset renewal expenditure.

Actions to be taken

There can be no short term actions taken without incurring significant negative impacts to the community through either unreasonable rate increases or a decrease in levels of service.

Council is very aware of its ratio performance in relation to benchmarks set by the Department. In December 2017 Council adopted the following 'Ratio Improvement Action Plan':

- 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 neighboring and similar sized Shires in relation to the level of own source revenue (i.e. rates, fees and charges) compared to expenditure.
- 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.

Items contained in the above plan are still being progressed and it has previously been acknowledged by Council and its Auditor that improving the performance of some ratios to meet the Department's benchmark is unlikely to occur in the short to medium term but Council should still demonstrate improvement towards achieving the benchmark through its integrated planning processes.

Council adopted a new Long Term Financial Plan (LTFP) in December 2020. During development of the plan consideration was given to ratio performance. The adopted LTFP demonstrates a steady improvement over the life of the plan in both the Asset Sustainability Ratio and Operating Surplus Ratio.

While an improvement in ratio performance is expected as actions contained in the Ratio Action Improvement Plan are progressed, it is expected that the Operating Surplus Ratio will remain at levels below the "standard" in the long term due to cost pressures and limited revenue sources.

The requirement to produce this report as an outcome of identified adverse trends in relation to ratio performance is likely, at least in the short to medium term, to be an annual process for the Shire of Bridgetown-Greenbushes.



Minutes of the meeting of the Audit Committee held in the Committee Room on Thursday, 28 January 2021.

The Presiding Member opened the Meeting at 4:30pm.

Attendance, Apologies and Leave of Absence

Presiding Member - Cr J Nicholas

Councillors - J Bookless

- J Moore

- P Quinby

In Attendance - E Denniss, Acting CEO

- M Larkworthy, Executive Manager Corporate Services

AC.01/0121 Confirmation of Previous Minutes

A motion is required to confirm the Minutes of the Meeting held 7 December 2020 as a true and correct record (Attachment 1).

Committee Decision

Moved Cr Bookless, Seconded Cr Moore

AC.01/0121 That the Minutes of the Meeting held 7 December 2020 are confirmed as a true and correct record.

Carried 4/0

Notification of Disclosure of Interest

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

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

Nil

Reports of Officers

ITEM NO.	AC.02/0121	FILE REF.	134
SUBJECT	Significant Matters Raised in 2019/20 Audit Report		
OFFICER	Executive Manger Corporate Services		
DATE OF REPORT	20 January 2021		

Attachment 2 – 2019/20 Report on Significant Adverse Trends

OFFICER RECOMMENDATION That the Audit Committee recommends that Council:

- 1. Receives the report on the significant matters raised in the 2019/20 Audit Report as presented in Attachment 2;*
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council's official website.*

Summary/Purpose

To provide the Audit Committee with a report regarding the matters identified as "significant" in the 2019/20 Audit Report, pursuant to Section 7.12A of the Local Government Act 1995.

Background

Section 7.2 of the Local Government Act 1995 requires that the accounts and annual financial report of a local government for each financial year are to be audited by an auditor appointed by the local government.

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 Auditor's Report for the year ended 30 June 2020 includes significant adverse trends in relation to the Shire's Asset Sustainability Ratio and Operating Surplus Ratio. These ratios are below the Department's standard and have been for the last three consecutive years.

Officer Comment

Commencing in 2017/18 the Auditor General has included adverse trends in the Audit Report (rather than the Management Report as previously done) when Council does not meet Department ratio benchmarks for a period of three consecutive years.

The significant adverse trends contained in the 2019/20 Audit Report in relation to the financial position of the Shire of Bridgetown-Greenbushes are:

“In my opinion, the following matters indicate significant adverse trends in the financial position or the financial practices of the Shire of Bridgetown-Greenbushes:

- a. Asset sustainability ratio as reported in Note 33 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three years (2018: 0.50, 2019: 0.71 and 2020: 0.30); and*
- b. Operating surplus ratio as reported in Note 33 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of zero for the last three years (2018: -0.19, 2019; -0.35 and 2020; -0.31).”*

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. A brief description of the two ratios highlighted by the Auditor as not meeting the Department’s benchmark are as follows:

Asset Sustainability Ratio

The Asset Sustainability Ratio is calculated by measuring the capital expenditure on asset renewal or replacements during the year relative to depreciation expense. It provides an approximation of the extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives.

Operating Surplus Ratio

The Operating Surplus Ratio is a measure of a local government’s ability to cover its operational costs and have revenues available for capital funding or other purposes.

These ratios are discussed further in the attached report (Attachment 2).

The Local Government Act, Section 7.12A(4) requires local governments to examine the audit report it receives and implement appropriate actions in respect to the significant matters raised. A report addressing the significant matters identified in the audit report has been prepared in accordance with Section 7.12A(4) and is presented to the Audit Committee for consideration before being adopted by Council.

Statutory Environment

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports including an annual financial report. Regulation 50 of the Local Government (*Financial Management*) Regulations 1996 specifically requires the inclusion of seven financial ratios as developed by the Department to be included in the annual financial report. These statutory ratios are also included in Council’s long term financial plan and are key sustainability measures. The Department’s Integrated Planning and Reporting Advisory Standard includes benchmarks in relation to the ratios that sets minimum regulatory requirements that ensure an acceptable minimum standard of practice.

Section 7.12A(4) & (5) of the Local Government Act 1995 requires that a report addressing any matters identified as significant by the auditor in the audit report be prepared. Section 7.12A(5) requires a local government to forward any report

prepared in accordance with Section 7.12A(4) being provided to the Minister and published on the local government's official website.

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 5.2.6 – Ensure the future financial sustainability of the Organisation
- Corporate Business Plan
5.2.6.3 – Implement the Council endorsed action plan designed to achieve compliance to financial ratios
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management

Failure to meet the Department's financial ratio benchmarks will put the Council at risk of being classified as unsustainable particularly if it cannot demonstrate improvement in ratio performance over the medium to long term. Implementation of the actions contained within the Ratio Improvement Action Plan will aid Council in its endeavour to meet the Department's financial ratio benchmarks.

Voting Requirements – Simple Majority

Moved Cr Moore, Seconded Cr Bookless
That the Audit Committee recommends that Council:

1. Receives the report on the significant matters raised in the 2019/20 Audit Report as presented in Attachment 2;
2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council's official website.

Amendment Cr Moore, Seconded Cr Bookless

Amend point 1 of the recommendation to read "Receives the report on the significant matters raised in the 2019/20 Audit Report as presented in Attachment 2 subject to the inclusion of commentary regarding the significant negative impact on the Asset Sustainability Ratio of bridge asset renewal works undertaken by Main Roads WA when data is not provided to the Shire as to the scope and final cost of the works."

Carried 4/0

The Amended Motion becomes the Substantive Motion – the Motion was put

**Committee Recommendation Moved Cr Moore, Seconded Cr Bookless
That the Audit Committee recommends that Council:**

- 1. Receives the report on the significant matters raised in the 2019/20 Audit Report as presented in Attachment 2 subject to the inclusion of commentary regarding the significant negative impact on the Asset Sustainability Ratio of bridge asset renewal works undertaken by Main Roads WA when data is not provided to the Shire as to the scope and final cost of the works.**
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council's official website. Carried 4/0**

Reason for amending the motion


To raise awareness of the negative impact on the Shire's Asset Sustainability Ratio performance when adequate data is not received in relation to bridge renewal works undertaken by Main Roads WA.

Closure

The Presiding Member closed the meeting at 4:46pm.

List of Attachments

Attachment	Item No.	Details
1	AC.01/0121	Minutes of the Meeting Held 7 December 2020
2	AC.02/0121	2019/20 Report on Significant Adverse Trends

Minutes checked and authorised by Acting CEO E Denniss		02.02.21
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SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 January 2021

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 2020

February 2021 (Budget Review)

April 2021

July 2021

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 January 2021

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
Operating Revenues					
Governance	369	156	104	(52)	(33.22%)
General Purpose Funding - Rates	4,736,413	4,709,975	4,730,650	20,675	0.44%
General Purpose Funding - Other	933,580	467,958	470,077	2,119	0.45%
Law, Order and Public Safety	1,245,646	321,763	324,147	2,384	0.74%
Health	7,130	86	33	(53)	(61.63%)
Education and Welfare	5,859	433	396	(37)	(8.44%)
Housing	24,045	13,931	12,848	(1,083)	(7.77%)
Community Amenities	1,050,920	995,808	988,224	(7,584)	(0.76%)
Recreation and Culture	3,361,455	176,893	187,424	10,531	5.95%
Transport	1,950,001	378,605	389,049	10,444	2.76%
Economic Services	153,874	116,323	115,808	(515)	(0.44%)
Other Property and Services	144,926	87,671	150,891	63,220	72.11%
Total Operating Revenue	13,614,218	7,269,602	7,369,651	100,049	
Operating Expenses					
Governance	(1,157,838)	(634,219)	(630,900)	3,319	0.52%
General Purpose Funding	(123,757)	(64,523)	(63,242)	1,281	1.99%
Law, Order and Public Safety	(1,201,782)	(691,734)	(622,886)	68,848	9.95%
Health	(163,837)	(89,767)	(46,172)	43,595	48.56%
Education and Welfare	(195,474)	(141,579)	(136,861)	4,718	3.33%
Housing	(21,939)	(19,004)	(23,148)	(4,144)	(21.81%)
Community Amenities	(1,839,597)	(967,093)	(1,021,204)	(54,111)	(5.60%)
Recreation and Culture	(3,180,098)	(1,559,357)	(1,484,648)	74,709	4.79%
Transport	(4,043,433)	(2,418,844)	(2,293,783)	125,061	5.17%
Economic Services	(808,393)	(459,265)	(445,748)	13,517	2.94%
Other Property and Services	(88,803)	(99,416)	(154,866)	(55,450)	(55.78%)
Total Operating Expenditure	(12,824,951)	(7,144,801)	(6,923,457)	221,344	
Funding Balance Adjustments					
Add back Depreciation	3,752,464	2,257,358	2,225,603	(31,755)	
Adjust (Profit)/Loss on Asset Disposal	7,140	6,353	7,669	1,316	
Less Grants Recognised in Prior Year	(1,080,648)	(987,598)	(987,598)	0	
Adjust Provisions and Accruals	1,442	0	534	534	
Net Cash from Operations	3,469,665	1,400,914	1,692,401	291,487	
Capital Revenues					
Proceeds from Disposal of Assets	329,760	158,114	165,202	7,088	4.48%
Total Capital Revenues	329,760	158,114	165,202	7,088	
Capital Expenses					
Land and Buildings	(2,455,391)	(125,974)	(114,056)	11,918	9.46%
Infrastructure - Roads	(852,780)	(535,572)	(343,467)	192,105	35.87%
Infrastructure - Footpaths	(10,000)	0	0	0	
Infrastructure - Drainage	(40,374)	(13,836)	(7,450)	6,386	46.15%
Infrastructure - Parks and Ovals	(13,103)	(13,103)	0	13,103	100.00%
Infrastructure - Bridges	(1,094,582)	(630,258)	(631,198)	(940)	(0.15%)
Infrastructure - Other	(1,854,653)	(55,888)	(47,376)	8,512	15.23%
Plant and Equipment	(1,440,595)	(731,518)	(727,137)	4,381	0.60%

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 January 2021

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Note	\$	\$	\$	\$	%
Capital Expenses (Continued)					
Furniture and Equipment	(37,864)	0	0	0	
Total Capital Expenditure	(7,799,342)	(2,106,149)	(1,870,684)	235,465	
Net Cash from Capital Activities	(7,469,582)	(1,948,035)	(1,705,482)	242,553	
Financing					
Proceeds from New Debentures	312,500	0	0	0	
Self-Supporting Loan Principal	8,976	4,447	4,447	0	0.00%
Transfer from Reserves	2,317,272	1,476,496	1,476,496	0	0.00%
Repayment of Debentures	(260,734)	(129,412)	(129,412)	0	0.00%
Principal of Lease payments	(37,933)	(28,874)	(28,874)	0	0.00%
Transfer to Reserves	(541,529)	(8,384)	(8,384)	0	0.00%
Net Cash from Financing Activities	1,798,552	1,314,273	1,314,273	0	
Net Operations, Capital and Financing	(2,201,365)	767,151	1,301,191	534,040	
Opening Funding Surplus(Deficit)	2,187,365	2,187,365	2,238,421	51,056	
Closing Funding Surplus(Deficit)	(14,000)	2,954,516	3,539,613	585,096	

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

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 January 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Operating Revenues						
Rates	11	4,672,388	4,668,979	4,674,302	5,323	0.11%
Operating Grants, Subsidies and Contributions		2,097,704	953,017	957,630	4,613	0.48%
Grants, Subsidies and Contributions for the Development of Assets		5,065,687	203,229	205,372	2,143	1.05%
Fees and Charges		1,535,718	1,304,137	1,324,420	20,283	1.56%
Interest Earnings		83,027	53,660	46,936	(6,724)	(12.53%)
Other Revenue		151,594	81,693	154,931	73,238	89.65%
Profit on Disposal of Assets	8	8,100	4,887	6,061	1,174	24.02%
Total Operating Revenue		13,614,218	7,269,602	7,369,651	100,049	
Operating Expenses						
Employee Costs		(4,722,949)	(2,693,640)	(2,699,237)	(5,597)	(0.21%)
Materials and Contracts		(3,306,024)	(1,478,350)	(1,306,235)	172,115	11.64%
Utility Charges		(303,741)	(155,048)	(132,202)	22,846	14.73%
Depreciation on Non-Current Assets		(3,752,464)	(2,257,358)	(2,225,603)	31,755	1.41%
Interest Expenses		(68,819)	(34,695)	(35,612)	(917)	(2.64%)
Insurance Expenses		(264,564)	(261,549)	(262,062)	(513)	(0.20%)
Other Expenditure		(391,150)	(252,921)	(248,777)	4,144	1.64%
Loss on Disposal of Assets	8	(15,240)	(11,240)	(13,730)	(2,490)	(22.16%)
Total Operating Expenditure		(12,824,951)	(7,144,801)	(6,923,457)	221,344	
Funding Balance Adjustments						
Add back Depreciation		3,752,464	2,257,358	2,225,603	(31,755)	
Adjust (Profit)/Loss on Asset Disposal	8	7,140	6,353	7,669	1,316	
Less Grants Recognised in Prior Year		(1,080,648)	(987,598)	(987,598)	0	
Adjust Provisions and Accruals		1,442	0	534	534	
Net Cash from Operations		3,469,665	1,400,914	1,692,401	291,487	
Capital Revenues						
Proceeds from Disposal of Assets	8	329,760	158,114	165,202	7,088	4.48%
Total Capital Revenues		329,760	158,114	165,202	7,088	
Capital Expenses						
Land and Buildings		(2,455,391)	(125,974)	(114,056)	11,918	9.46%
Infrastructure - Roads		(852,780)	(535,572)	(343,467)	192,105	35.87%
Infrastructure - Footpaths		(10,000)	0	0	0	
Infrastructure - Drainage		(40,374)	(13,836)	(7,450)	6,386	46.15%
Infrastructure - Parks and Ovals		(13,103)	(13,103)	0	13,103	100.00%
Infrastructure - Bridges		(1,094,582)	(630,258)	(631,198)	(940)	(0.15%)
Infrastructure - Other		(1,854,653)	(55,888)	(47,376)	8,512	15.23%
Plant and Equipment		(1,440,595)	(731,518)	(727,137)	4,381	0.60%
Furniture and Equipment		(37,864)	0	0	0	
Total Capital Expenditure	9	(7,799,342)	(2,106,149)	(1,870,684)	235,465	
Net Cash from Capital Activities		(7,469,582)	(1,948,035)	(1,705,482)	242,553	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 January 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Financing						
Proceeds from New Debentures	10	312,500	0	0	0	
Self-Supporting Loan Principal	10	8,976	4,447	4,447	0	0.00%
Transfer from Reserves	7	2,317,272	1,476,496	1,476,496	0	0.00%
Repayment of Debentures	10	(260,734)	(129,412)	(129,412)	0	0.00%
Principal of Lease payments	10	(37,933)	(28,874)	(28,874)	0	0.00%
Transfer to Reserves	7	(541,529)	(8,384)	(8,384)	0	0.00%
Net Cash from Financing Activities		1,798,552	1,314,273	1,314,273	0	
Net Operations, Capital and Financing		(2,201,365)	767,151	1,301,191	534,040	
Opening Funding Surplus(Deficit)	2	2,187,365	2,187,365	2,238,421	51,056	
Closing Funding Surplus(Deficit)	2	(14,000)	2,954,516	3,539,613	585,096	

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

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 January 2021

	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	50	0	0	0		
Other Governance	319	156	104	(52)	(33.22%)	
General Purpose Funding - Rates						
Rates	4,736,413	4,709,975	4,730,650	20,675	0.44%	
Other General Purpose Funding	933,580	467,958	470,077	2,119	0.45%	
Law, Order and Public Safety						
Fire Prevention	1,101,589	297,675	298,351	676	0.23%	
Animal Control	21,750	17,916	19,071	1,155	6.45%	
Other Law, Order and Public Safety	122,307	6,172	6,725	553	8.95%	
Health						
Prev Services - Inspection and Admin	7,130	86	33	(53)	(61.63%)	
Education and Welfare						
Other Education	859	433	396	(37)	(8.44%)	
Aged and Disabled - Other	5,000	0	0	0		
Housing						
Staff Housing	24,045	13,931	12,848	(1,083)	(7.77%)	
Community Amenities						
Sanitation - General Refuse	967,106	946,018	946,111	93	0.01%	
Sanitation - Other	200	0	0	0		
Sewerage	24,500	14,287	6,968	(7,319)	(51.23%)	▼
Urban Stormwater Drainage	11,364	0	0	0		
Town Planning and Regional Develop	31,000	25,752	26,548	796	3.09%	
Other Community Amenities	16,750	9,751	8,597	(1,154)	(11.84%)	▼
Recreation and Culture						
Public Halls and Civic Centres	443,157	4,671	4,408	(263)	(5.62%)	
Other Recreation and Sport	1,848,276	156,872	168,343	11,471	7.31%	▲
Libraries	28,850	6,355	5,567	(788)	(12.40%)	
Heritage	1,032,609	432	639	207	47.88%	
Other Culture	8,563	8,563	8,468	(95)	(1.11%)	
Transport						
Streets and Road Construction	1,768,286	203,229	203,229	(0)	(0.00%)	
Streets and Road Maintenance	181,565	175,376	185,755	10,379	5.92%	▲
Parking Facilities	50	0	65	65		
Traffic Control	100	0	0	0		
Economic Services						
Tourism and Area Promotion	37,953	25,268	26,247	979	3.88%	
Building Control	39,521	34,954	37,954	3,000	8.58%	
Economic Development	40,400	40,231	36,564	(3,667)	(9.11%)	
Other Economic Services	36,000	15,870	15,043	(828)	(5.21%)	
Other Property and Services						
Private Works	64,400	29,278	29,396	118	0.40%	
Plant Operation Costs	29,000	16,912	13,620	(3,292)	(19.46%)	▼
Salaries and Wages	5,000	5,000	67,359	62,359	1247.18%	▲
Corporate Services Department	4,000	4,000	5,538	1,538	38.45%	▲
Admin and Finance Activity Units	100	56	239	183	326.73%	
Planning and Environment Department	0	0	0	0		
Chief Executive Office Department	0	0	269	269		

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 January 2021

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Revenues (Continued)						
Community Services Department	1,169	1,169	1,063	(107)	(9.11%)	
Unclassified	41,257	31,256	33,406	2,150	6.88%	
Total Operating Revenue	13,614,218	7,269,602	7,369,651	100,049		
Operating Expenses						
Governance						
Members of Council	(378,286)	(215,373)	(214,950)	423	0.20%	
Other Governance	(779,552)	(418,846)	(415,951)	2,895	0.69%	
General Purpose Funding						
Rates	(122,821)	(64,335)	(63,039)	1,296	2.01%	
Other General Purpose Funding	(936)	(188)	(203)	(15)	(7.74%)	
Law, Order and Public Safety						
Fire Prevention	(1,060,282)	(609,966)	(589,402)	20,564	3.37%	
Animal Control	(84,193)	(48,408)	(16,614)	31,794	65.68%	▲
Other Law, Order and Public Safety	(57,307)	(33,360)	(16,870)	16,490	49.43%	▲
Health						
Maternal and Infant Health	(6,000)	0	0	0		
Prev Services - Inspection and Admin	(148,438)	(85,055)	(45,571)	39,484	46.42%	▲
Preventative Services - Pest Control	(608)	(226)	0	226	100.00%	
Preventative Services - Other	(8,791)	(4,486)	(601)	3,885	86.60%	▲
Education and Welfare						
Other Education	(25,995)	(16,053)	(16,238)	(185)	(1.16%)	
Care of Families and Children	(57,118)	(40,560)	(42,078)	(1,518)	(3.74%)	
Aged and Disabled - Other	(75,983)	(55,753)	(50,946)	4,807	8.62%	▲
Other Welfare	(36,378)	(29,213)	(27,599)	1,614	5.53%	
Housing						
Staff Housing	(21,939)	(19,004)	(23,148)	(4,144)	(21.81%)	▼
Community Amenities						
Sanitation - General Refuse	(858,439)	(469,830)	(491,506)	(21,676)	(4.61%)	
Sanitation - Other	(44,753)	(20,361)	(18,760)	1,601	7.86%	
Sewerage	(46,107)	(19,307)	(21,297)	(1,990)	(10.31%)	▼
Urban Stormwater Drainage	(294,102)	(138,604)	(186,890)	(48,286)	(34.84%)	▼
Protection of Environment	(73,743)	(35,446)	(34,996)	450	1.27%	
Town Planning and Regional Develop	(283,925)	(147,428)	(145,680)	1,748	1.19%	
Other Community Amenities	(238,528)	(136,117)	(122,075)	14,042	10.32%	▲
Recreation and Culture						
Public Halls and Civic Centres	(136,205)	(83,483)	(69,979)	13,504	16.18%	▲
Swimming Areas and Beaches	(11,503)	(7,061)	(3,211)	3,850	54.52%	▲
Other Recreation and Sport	(2,173,759)	(1,161,211)	(1,117,576)	43,635	3.76%	
Television and Radio Re-Broadcasting	(4,617)	(3,328)	(3,369)	(41)	(1.23%)	
Libraries	(397,836)	(234,805)	(224,353)	10,452	4.45%	
Heritage	(408,340)	(41,204)	(38,800)	2,404	5.83%	▲
Other Culture	(47,838)	(28,265)	(27,360)	905	3.20%	
Transport						
Streets and Road Maintenance	(3,995,178)	(2,410,760)	(2,290,818)	119,942	4.98%	
Parking Facilities	(43,007)	(6,793)	(1,663)	5,130	75.52%	▲

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 January 2021

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Expenses (Continued)						
	(4,248)	(1,291)	(1,301)	(10)	(0.79%)	
	(1,000)	0	0	0		
Economic Services						
	(396,956)	(222,018)	(217,793)	4,225	1.90%	
	(210,965)	(111,967)	(106,810)	5,157	4.61%	
	(165,734)	(116,432)	(113,877)	2,555	2.19%	
	(34,738)	(8,848)	(7,268)	1,580	17.86%	▲
Other Property and Services						
	(61,818)	(35,775)	(35,723)	52	0.14%	
	0	4,504	(10,595)	(15,099)	(335.23%)	▼
	0	1,669	6,677	5,008	300.08%	▲
	0	(4,347)	(19,156)	(14,809)	(340.68%)	▼
	0	(16,935)	(16,333)	602	3.56%	
	0	(18,644)	38,969	57,613	309.02%	▲
	(5,000)	(5,000)	(71,824)	(66,824)	(1336.47%)	▼
	(4,000)	(15,397)	(24,162)	(8,765)	(56.93%)	▼
	0	5,118	(4,252)	(9,370)	(183.09%)	▼
	0	1,836	7,598	5,762	313.82%	▲
	0	(1,076)	(1,076)	(0)		
	0	(7,519)	(10,499)	(2,980)	(39.63%)	▼
	0	455	(7,277)	(7,732)	(1699.25%)	▼
	(17,985)	(8,305)	(7,213)	1,092	13.15%	▲
Total Operating Expenditure	(12,824,951)	(7,144,801)	(6,923,457)	221,344		
Funding Balance Adjustments						
	3,752,464	2,257,358	2,225,603	(31,755)		
8	7,140	6,353	7,669	1,316		
	(1,080,648)	(987,598)	(987,598)	0		
	1,442	0	534	534		
Net Cash from Operations	3,469,665	1,400,914	1,692,401	291,487		
Capital Revenues						
8						
	13,000	13,000	15,455	2,455	18.88%	▲
	4,810	0	0	0		
	30,000	0	0	0		
	5,000	3,396	3,396	0	0.01%	
	2,500	0	0	0		
	261,450	128,718	128,773	55	0.04%	
	13,000	13,000	17,578	4,578	35.22%	▲
Total Capital Revenues	329,760	158,114	165,202	7,088		

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 January 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Capital Expenses							
Governance							
Other Governance		(253,200)	(59,766)	(58,166)	1,600	2.68%	
Law, Order and Public Safety							
Fire Prevention		(615,382)	(3,600)	(3,600)	0	0.00%	
Other Law, Order and Public Safety		(125,244)	0	0	0		
Housing							
Staff Housing		(15,000)	(15,000)	(15,989)	(989)	(6.60%)	
Community Amenities							
Sanitation - General Refuse		(50,000)	0	0	0		
Urban Stormwater Drainage		(40,374)	(13,836)	(7,450)	6,386	46.15%	▲
Other Community Amenities		(6,500)	0	0	0		
Recreation and Culture							
Public Halls and Civic Centres		(687,226)	(7,888)	(6,948)	940	11.91%	
Other Recreation and Sport		(1,990,726)	(50,247)	(19,211)	31,036	61.77%	▲
Libraries		(6,000)	(5,000)	(5,000)	0	0.00%	
Heritage		(722,000)	0	0	0		
Transport							
Streets and Road Construction		(1,974,623)	(1,171,871)	(978,382)	193,489	16.51%	▲
Road Plant Purchases		(1,177,590)	(683,368)	(679,072)	4,296	0.63%	
Parking Facilities		0	0	0	0		
Economic Services							
Tourism and Area Promotion		(47,686)	(41,673)	(42,123)	(450)	(1.08%)	
Other Property and Services							
Unclassified		(87,791)	(53,900)	(54,742)	(842)	(1.56%)	
Total Capital Expenditure	9	(7,799,342)	(2,106,149)	(1,870,684)	235,465		
Net Cash from Capital Activities		(7,469,582)	(1,948,035)	(1,705,482)	242,553		
Financing							
Proceeds from New Debentures	10	312,500	0	0	0		
Self-Supporting Loan Principal	10	8,976	4,447	4,447	0	0.00%	
Transfer from Reserves	7	2,317,272	1,476,496	1,476,496	0	0.00%	
Repayment of Debentures	10	(260,734)	(129,412)	(129,412)	0	0.00%	
Principal of Lease payments	10	(37,933)	(28,874)	(28,874)	0	0.00%	
Transfer to Reserves	7	(541,529)	(8,384)	(8,384)	0	0.00%	
Net Cash from Financing Activities		1,798,552	1,314,273	1,314,273	0		
Net Operations, Capital and Financing		(2,201,365)	767,151	1,301,191	534,040		
Opening Funding Surplus(Deficit)	2	2,187,365	2,187,365	2,238,421	51,056		
Closing Funding Surplus(Deficit)	2	(14,000)	2,954,516	3,539,612.67	585,096		

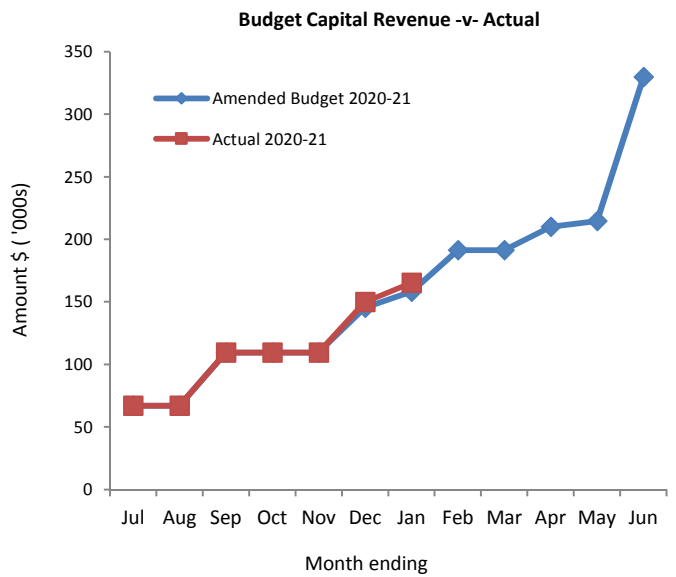
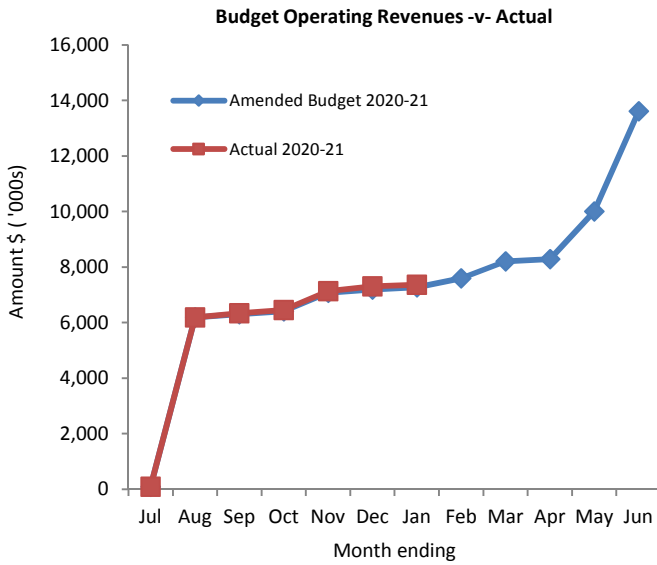
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 3 for an explanation of the reasons for the variance.

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

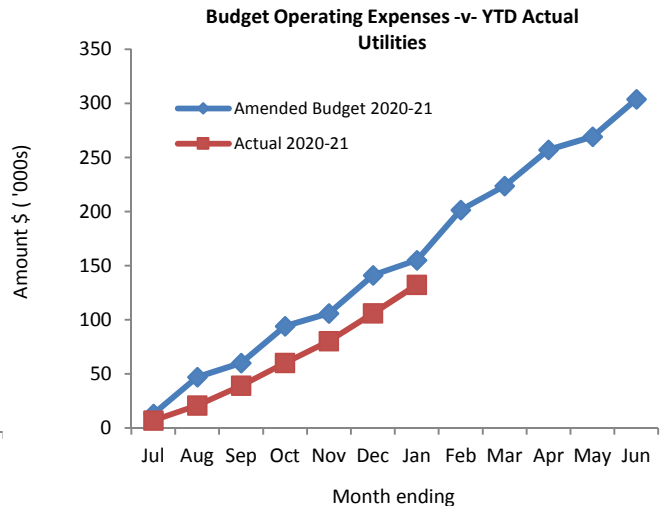
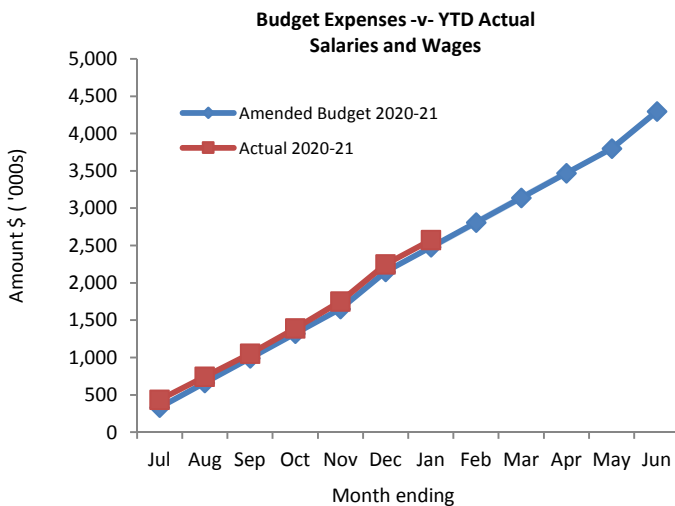
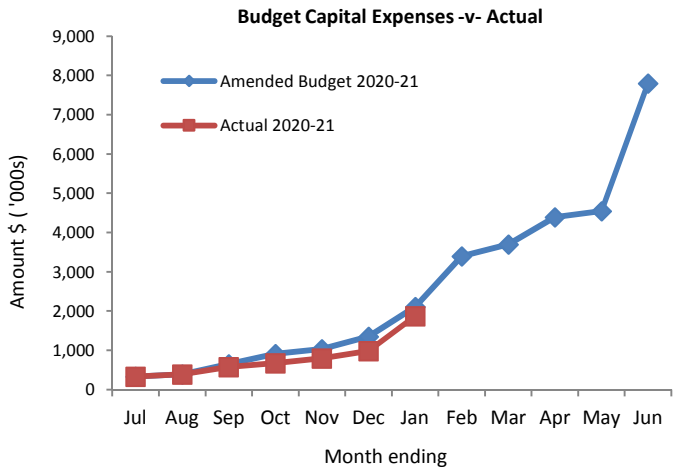
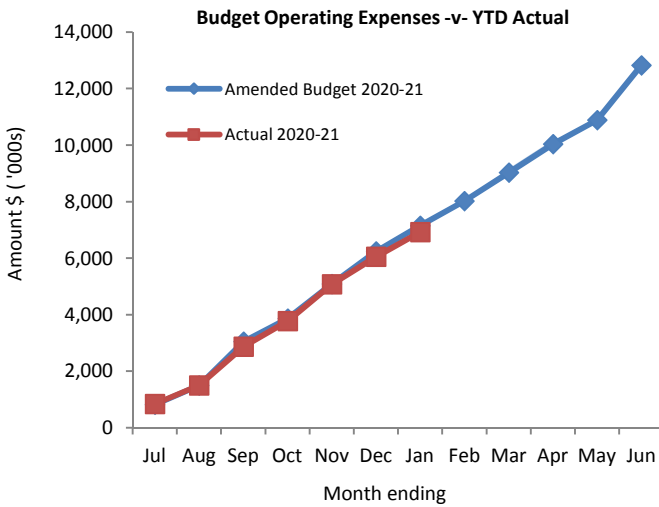
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

Revenues



Expenditure

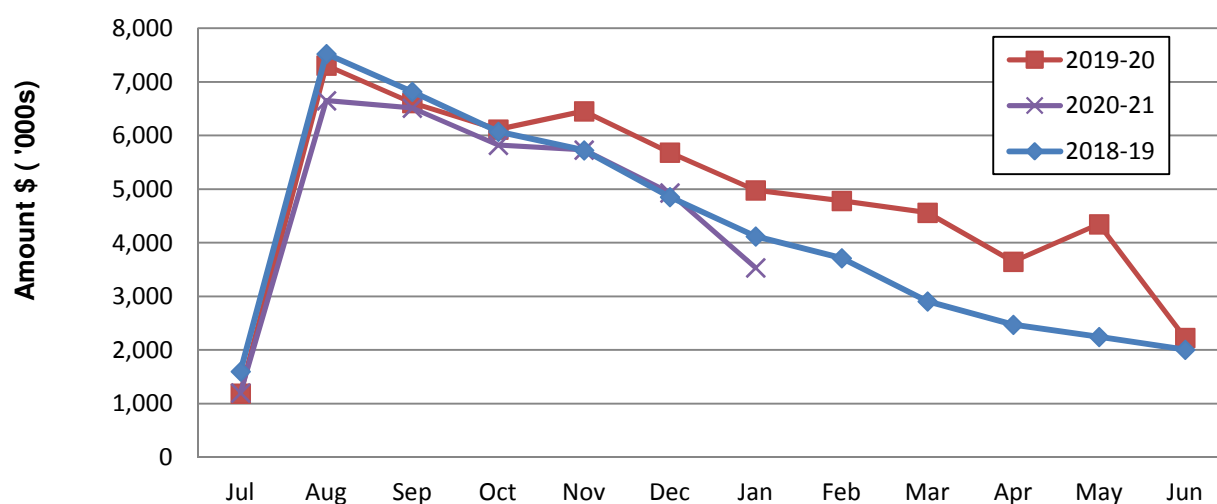


SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Jan 2021	Last Period	Est Actual 30 June 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	5	5,598,297	6,559,319	3,053,827
Cash Restricted	5	2,822,263	2,817,417	4,290,376
Receivables - Rates	6	1,137,519	1,653,174	166,687
Receivables - Sundry Debtors	6	689,646	86,808	171,978
Receivables - Other		314,954	303,222	167,037
Inventories		29,701	24,033	12,406
		10,592,379	11,443,971	7,862,312
Less: Current Liabilities				
Payables		(3,838,569)	(2,632,264)	(2,082,486)
Provisions		(806,443)	(806,443)	(806,443)
		(4,645,013)	(3,438,708)	(2,888,929)
Less: Cash Reserves	7	(2,822,263)	(2,817,417)	(4,290,376)
Less: Loans - Clubs/Institutions		(4,530)	(8,976)	(8,976)
Add: Current Leave Provision Cash Backed		185,614	185,284	185,080
Add: Current Contract Liabilities Cash Backed		93,050	93,050	1,080,648
Add: Current Loan Liability		140,375	279,559	298,662
Net Current Funding Position		3,539,613	5,736,764	2,238,421

Note 3 - Liquidity Over the Year



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Operating Revenues					
Community Amenities					
Sewerage	(7,319)	(51.23%)	▼	Permanent	Income received for waste disposal fees less than estimated due to septage pond being full.
Other Community Amenities	(1,154)	(11.84%)	▼	Timing	Income for Community bus \$925 less than estimated at this time.
Recreation and Culture					
Other Recreation and Sport	11,471	7.31%	▲	Permanent	Various income for Bridgetown Leisure Centre greater than estimated. Some adjustments to be included at budget review
Transport					
Streets and Road Maintenance	10,379	5.92%	▲	Permanent	Sale of vehicle \$3,079 and Engineering supervision fees greater than estimated. Adjustment to be made at budget review.
Other Property and Services					
Plant Operation Costs	(3,292)	(19.46%)	▼	Timing	Fuel rebate for January not yet received.
Salaries and Wages	62,359	1247.18%	▲	Permanent	Reimbursement for workers compensation claims greater than estimated, offset by increased expenditure.
Corporate Services Department	1,538	38.45%	▲	Permanent	Extra traineeship incentive received. Adjustment to be included at budget review.
Operating Expenses					
Law, Order and Public Safety					
Animal Control	31,794	65.68%	▲	Timing	Wage allocation to this program less than estimated due to staff leave.
Other Law, Order and Public Safety	16,490	49.43%	▲	Timing	SES expenditure \$6,648 less than estimated at this time. Balance relates to wages allocations less than estimated due to staff leave.
Health					
Prev Services - Inspection and Admin	39,484	46.42%	▲	Permanent	Wage allocations to this program less than estimated due to staff vacancy.
Preventative Services - Other	3,885	86.60%	▲	Permanent	Wage allocations to this program less than estimated due to staff vacancy.
Education and Welfare					
Aged and Disabled - Other	4,807	8.62%	▲	Timing	Seniors program expenditure less than estimated offset by reduced grant income.
Housing					
Staff Housing	(4,144)	(21.81%)	▼	Timing/ Permanent	Expenditure on staff housing greater than estimated. Some adjustment to be included at budget review.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Community Amenities					
Sewerage	(1,990)	(10.31%)	▼	Permanent	Wage allocations to this program less than estimated due to staff vacancy.
Urban Stormwater Drainage	(48,286)	(34.84%)	▼	Timing	Drainage maintenance works greater than estimated at this time.
Other Community Amenities	14,042	10.32%	▲	Timing	Public conveniences building operation, maintenance \$2,323 and community bus \$5,306 less than estimated at this time. Balance relates to expenditure on Cemeteries less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	13,504	16.18%	▲	Timing	Expenditure on public halls building operations and maintenance less than estimated at this time.
Swimming Areas and Beaches	3,850	54.52%	▲	Timing	Building operations and maintenance of Greenbushes swimming pool less than estimated.
Heritage	2,404	5.83%	▲	Timing	Heritage building operations and maintenance expenditure less than estimated at this time.
Transport					
Parking Facilities	5,130	75.52%	▲	Timing	Wage allocation to this program less than estimated due to staff leave.
Economic Services					
Other Economic Services	1,580	17.86%	▲	Timing	Water consumption for stand pipes less than estimated at this time.
Other Property and Services					
Develop & Infrastructure Management	(15,099)	(335.23%)	▼	Timing	Overhead recovery less than estimated at this time due to timing of leave and staff vacancy. Overhead percentage rates to be monitored.
Waste Activity Unit	5,008	300.08%	▲	Timing	Variance due to timing of leave being taken.
Works Activity Unit	(14,809)	(340.68%)	▼	Timing	Overhead recovery less than estimated at this time due to timing of leave and staff vacancy. Overhead percentage rates to be monitored.
Plant Operation Costs	57,613	309.02%	▲	Timing	Plant fuels, parts and repairs expenditure \$49,376 less than estimated at this time. Balance relates to plant depreciation less than estimated due to timing of vehicle changeovers. Some adjustments to be included in budget review.
Salaries and Wages	(66,824)	(1336.47%)	▼	Permanent	Workers compensation greater than estimated, to be offset by increased income.
Corporate Services Department	(8,765)	(56.93%)	▼	Timing	Variance due to timing of training and leave being taken.
Chief Executive Office Department	(9,370)	(183.09%)	▼	Permanent/ Timing	Long service leave paid out \$12,230 to be adjusted at budget review. Balance relates to timing of leave being taken and staff vacancy.
Building Assets Department	5,762	313.82%	▲	Timing	Variance due to plant operation costs less than estimated at this time.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Development Services Department	(2,980)	(39.63%)	▼	Timing	Variance due to leave payout on employee termination and overhead recovery less due to staff vacancies.
Community Services Department	(7,732)	(1699.25%)	▼	Timing	Variance due to motor vehicle expenses \$4,051 less than estimated. Balance relates to timing of leave being taken. Overhead percentage rates to be monitored
Unclassified	1,092	13.15%	▲	Timing	CEO donations less than estimated at this time.
Capital Revenues					
Governance					
Other Governance	2,455	18.88%	▲	Permanent	Sale of EMCS vehicle greater than estimated.
Economic Services					
Building Control	4,578	35.22%	▲	Permanent	Sale of vehicle greater than estimated. Adjustment to be included at budget review.
Capital Expenses					
Community Amenities					
Urban Stormwater Drainage	6,386	46.15%	▲	Timing	Drainage jobs less than estimated at this time.
Recreation and Culture					
Other Recreation and Sport	31,036	61.77%	▲	Timing/ Permanent	Somme Park Fitness equipment \$13,103 not yet purchased. Bridgetown Leisure centre \$18,110 expenditure less than estimated. Balance relate to some savings made.
Transport					
Streets and Road Construction	193,489	16.51%	▲	Timing	Shire depot renewals works \$2,324 and road construction program \$192,105 less than estimated at this time.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

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						
03BN	Hester brook Satellite Station	C.04/0920	Capital Expenses			(20,000)	(20,000)
06017	Fire prevention Non-recurrent grants	C.04/0920	Operating Revenue		20,000		0
20IN	Bridgetown Tennis Club water bore	C.04/1020	Capital Expenses			(30,053)	(30,053)
34423	Other Rec & Culture grants	C.04/1020	Operating Revenue		30,053		0
PL18	Articulated boom machine	C.04/1020	Capital Expenses			(145,000)	(145,000)
40045	Disposal Crendon squirrel machine	C.04/1020	Capital Revenue		15,000		(130,000)
07BU	Shire Administration Building	C.04/1020	Capital Expenses		40,000		(90,000)
Reserve 102	Plant Reserve	C.04/1020	Reserve Transfer		90,000		0
16BU	Bridgetown Leisure Centre new primary door access	C.06/1020	Capital Expenses			(9,750)	(9,750)
Reserve 131	Bridgetown Leisure Centre Reserve	C.06/1020	Reserve Transfer		9,750		0
11BN	Hester Brook Fire Station water tank	C.03/0121	Capital Expenses			(9,291)	(9,291)
12BN	Kangaroo Gully Fire Station water tank	C.03/0121	Capital Expenses			(9,291)	(18,582)
06017	Fire prevention Non-recurrent grants	C.03/0121	Operating Revenue		18,582		0
14MA	Greenbushes Sprotsground light pole removal	C.07/0121	Operating Expenses			(14,000)	(14,000)
				0	223,385	(237,385)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Various	389,865				389,865	CBA/Westpac	At Call
Municipal Funds On Call	0.05%	250,218				250,218	WATC	At Call
Trust Bank Account	Various			955		955	CBA/Westpac	At Call
Visitor Centre Trust Account	Nil			17,222		17,222	CBA/Westpac	At Call
Cash On Hand	Nil	1,950				1,950	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
Municipal Funds	0.05%	500,857				500,857	Westpac	08-Feb-21
Municipal Funds	0.45%	400,690				400,690	NAB	22-Feb-21
Municipal Funds	0.10%	650,619				650,619	NAB	02-Mar-21
Municipal Funds	0.45%	500,435				500,435	NAB	02-Mar-21
Municipal Funds	0.45%	500,425				500,425	NAB	14-Mar-21
Municipal Funds	0.42%	400,661				400,661	NAB	17-Mar-21
Municipal Funds	0.35%	500,860				500,860	Westpac	18-Mar-21
Municipal Funds	0.41%	500,860				500,860	Westpac	30-Mar-21
Municipal Funds	0.42%	500,000				500,000	Westpac	06-Apr-21
Municipal Funds	0.41%	500,857				500,857	Westpac	13-Apr-21
Reserve Funds	0.69%		2,822,263			2,822,263	Westpac	30-Dec-20
Total		5,598,297	2,822,263	18,177	0	8,438,738		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 6: RECEIVABLES

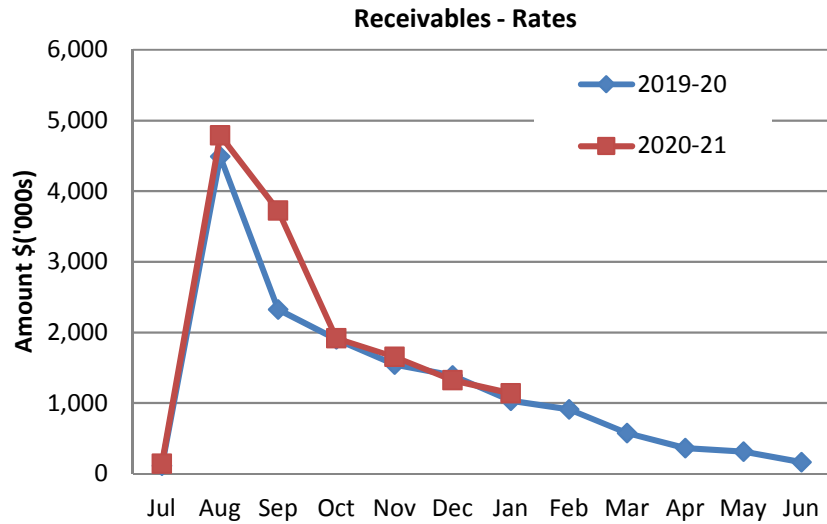
Receivables - Rates

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

	YTD 31 Jan 2021	30 June 2019
	\$	\$
Opening Arrears Previous Years	166,687	126,308
Levied this year	4,683,736	4,538,968
Less Collections to date	(3,712,904)	(4,523,923)
Equals Current Outstanding	1,137,519	141,352
Net Rates Collectable	1,137,519	141,352
% Collected	76.55%	96.97%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

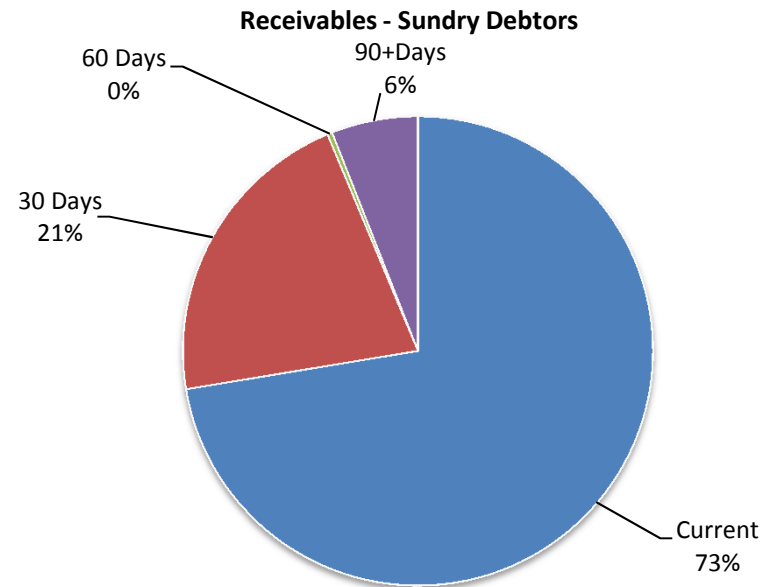
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	499,222	147,053	2,293	41,079

Total Sundry Debtor Receivables Outstanding

689,646

Amounts shown above include GST (where applicable)



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 7: CASH BACKED RESERVE

2020-21										
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	185,080	1,442	534	0		0		186,522	185,614
102	Plant Reserve	681,975	5,312	1,279	283,159		(775,500)	(386,000)	194,946	297,255
103	Land and Building Reserve	574,343	4,473	1,625	0		(23,417)	(17,417)	555,399	558,550
104	Bush Fire Reserve	18,284	142	53	10,000		(7,500)		20,926	18,336
105	Maranup Ford Road Maintenance Reserve	5,341	42	15	0		0		5,383	5,356
106	Subdivision Reserve	250,238	1,949	721	10,000		(24,286)		237,901	250,959
107	Sanitation Reserve	100,131	780	289	0		(50,000)		50,911	100,420
109	Recreation Centre Floor and Solar Reserve	203,391	1,584	586	10,000		0		214,975	203,978
112	Refuse Site Post Closure Reserve	227,558	1,772	603	5,000		(43,000)	(30,000)	191,330	198,161
113	Drainage Reserve	61,023	475	176	10,000		(8,850)		62,648	61,199
114	Community Bus Reserve	56,189	438	162	5,000		0		61,627	56,351
115	SBS Tower and Infrastructure Reserve	32,100	250	93	0		0		32,350	32,192
118	Playground Equipment Reserve	34,126	266	98	3,850		0		38,242	34,225
119	Swimming Pool Reserve	4,500	35	13	0		0		4,535	4,513
121	Car Park Reserve	963	8	3	0		0		971	966
125	Building Maintenance Reserve	225,833	1,759	651	0		0		227,592	226,484
126	Strategic Projects Reserve	135,970	1,059	293	10,000		(64,481)	(55,481)	82,548	80,782
127	Matched Grants Reserve	51,697	403	149	10,000		(12,000)		50,100	51,846
128	Aged Care Infrastructure Reserve	56,928	443	164	0		0		57,371	57,092
129	Equipment Reserve	6,107	48	18	0		0		6,155	6,125
130	Assets and GRV Valuation Reserve	99,253	773	286	32,000		(80,000)		52,026	99,539
131	Bridgetown Leisure Centre Reserve	60,724	473	175	0		(29,750)		31,447	60,899
132	Trails Reserve	26,630	207	77	5,000		0		31,837	26,706
133	Light Fleet Vehicle Reserve	91,150	710	263	112,520		(117,840)		86,540	91,413
135	Blackspot Reserve	20,194	157	58	10,000		0		30,351	20,253
201	Unspent Grans Reserve	1,080,648	0	0	0		(1,080,648)	(987,598)	0	93,050
		4,290,376	25,000	8,384	516,529	0	(2,317,272)	(1,476,496)	2,514,633	2,822,263

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

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				
17,000	15,455	(1,545)	P3085 2014 Holden Colorado (EMCS)	17,000	13,000	(4,000)	2,455
			P4010 2009 Toyota landcruiser (SES)	27,000	30,000	3,000	(3,000)
			P4145 2010 Ford Ranger (Mitigation)	8,000	4,810	(3,190)	3,190
2,415	3,396	982	P2225 2007 Ford Ranger (Landfill site)	2,400	5,000	2,600	(1,618)
			P2101 2015 John Deere ride on mower	2,000	2,500	500	(500)
32,455	30,000	(2,455)	P2126 2009 Ammann Multi Tyre Roller	30,000	30,000	0	(2,455)
44,341	36,500	(7,841)	P2133 2008 Caterpillar Multi Tyre Roller	36,500	36,500	0	(7,841)
			P2280 2008 Ford Ranger (General Hand)	6,000	6,000	0	0
8,000	7,273	(727)	P2165 2009 Ford Ranger (BMO)	5,000	5,000	0	(727)
44,162	43,000	(1,162)	P2026 2007 Hino Tip Truck with crane	43,000	43,000	0	(1,162)
			P2006 2008 Caterpillar grader	87,000	87,000	0	0
			P2111 2013 Tennant footpath sweeper	8,000	10,000	2,000	(2,000)
			P3075 2015 Holden Colorado (MBA)	19,000	14,545	(4,455)	4,455
			P2060 2015 Holden Colorado (Works co-ord)	18,000	14,405	(3,595)	0
12,702	17,578	4,876	P3090 2014 Holden Colorado (PBS)	13,000	13,000	0	4,876
11,797	12,000	203	P2230 2005 Crendon Squirrel	15,000	15,000	0	203
172,871	165,202	(7,669)		336,900	329,760	(7,140)	(4,124)

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Other Governance						
Shire Administration Building	07BU	146,953	22,316	20,909	(1,407)	Works continuing
		146,953	22,316	20,909	(1,407)	
Fire Prevention						
Hester Brook Satellite Station	03BN	20,000	0	0	0	
Greenbushes Bushfire Brigade	09BN	251,300	2,000	2,000	0	
Wandillup Bushfire Brigade	10BN	278,600	1,600	1,600	0	
Hester Brook Bushfire Station	11BN	9,291	0	0	0	
Kangaroo Gully Bushfire Station	12BN	9,291	0	0	0	
		568,482	3,600	3,600	0	
Other Law, Order and Public Safety						
SES Building	1080140	5,222	0	0	0	
		5,222	0	0	0	
Staff Housing						
31 Gifford Road	28BU	15,000	15,000	15,989	989	
		15,000	15,000	15,989	989	
Public Halls and Civic Centres						
Bridgetown Civic Centre Growth Strategy Project	02BU	679,338	0	0	0	
Greenbushes Hall	20BU	7,888	7,888	6,948	(940)	
		687,226	7,888	6,948	(940)	
Other Recreation and Sport						
Bridgetown Tennis Club	06BU	36,000	0	0	0	
Bridgetown Leisure Centre Renewals	16BU	19,250	9,500	420	(9,080)	Works continuing
Greenbushes Golf Club	39BU	133,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	11,206	2,729	2,729	0	
		199,456	12,229	3,149	(9,080)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Libraries						
Bridgetown Regional Library	36554	6,000	5,000	5,000	0	
		6,000	5,000	5,000	0	
Heritage						
Bridgetown Railway Station restoration	57BU	722,000	0	0	0	
		722,000	0	0	0	
Streets and Road Construction						
Shire Depot	08BU	17,261	6,041	3,717	(2,324)	Works continuing
		17,261	6,041	3,717	(2,324)	
Unclassified						
Geegelup Brook Land	1790040	87,791	53,900	54,742	842	
		87,791	53,900	54,742	842	
Land and Buildings Total		2,455,391	125,974	114,056	(11,918)	
Roads						
Streets and Road Construction						
Winnejup Road Regional Road Group 20/21	RR25	357,000	356,997	242,733	(114,264)	Works continuing
Winnejup Road Regional Road Group 19/20	RR22	18,000	0	1,896	1,896	Works continuing
Kerbing	KB01	8,000	0	0	0	
Peninsula Road Roads to Recovery	RT26	205,000	3,795	4,577	782	
Glentulloch Road 2nd coat Roads to Recovery	RT82	20,000	0	0	0	
Tweed Road Roads to Recovery	RT52	100,000	100,000	94,260	(5,740)	Works continuing
Verge treatments Roads to Recovery	RT86	50,000	0	0	0	
Hester Cascades Road Roads to Recovery	RT87	30,000	30,000	0	(30,000)	Works not yet commenced
Ethel Street Roads to Recovery	RT88	44,780	44,780	0	(44,780)	Works not yet commenced
Steere Street & Stewart Street	RC52	20,000	0	0	0	
		852,780	535,572	343,467	(192,105)	
Roads Total		852,780	535,572	343,467	(192,105)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Footpaths						
Streets and Road Construction						
Footpaths accessibility access	FP28	5,000	0	0	0	
Spring Gully Road	FP44	5,000	0	0	0	
		10,000	0	0	0	
Footpaths Total		10,000	0	0	0	
Drainage						
Urban Stormwater Drainage						
Peninsula Road (Showgrounds drainage)	DR25	8,850	0	0	0	
Lockley Avenue (Memorial Park Drainage)	DR37	5,160	5,158	0	(5,158)	Job not yet commenced
Claret Ash Rise	DR31	15,000	8,678	7,450	(1,228)	Job continuing
Four Season Estate	DR24	11,364	0	0	0	
		40,374	13,836	7,450	(6,386)	
Drainage Total		40,374	13,836	7,450	(6,386)	
Parks and Ovals						
Other Recreation and Sport						
Somme Park (Fitness Trail Equipment)	05IU	13,103	13,103	0	(13,103)	Job not yet commenced
		13,103	13,103	0	(13,103)	
Parks and Ovals Total		13,103	13,103	0	(13,103)	
Bridges						
Streets and Road Construction						
Winnejup Road Bridge 3315	BR03	345,000	230,000	230,000	0	
Donnelly Mill Road Bridge 3337	BR19	660,321	366,758	366,758	0	
Brockman Highway Bridge 0266A	BR20	10,100	5,500	5,500	0	
Winnejup Road Bridge 3315	BR21	11,000	0	0	0	
Winnejup Road Bridge 3316	BR22	28,000	28,000	28,940	940	
Slades Road Bridge 3331A	BR23	14,161	0	0	0	
Donnelly Mill Road Bridge 3337	BR24	11,000	0	0	0	
Catterick Road Bridge 3703A	BR25	7,500	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Bridges (Continued)						
McKelvie Road Bridge 3705	BR26	7,500	0	0	0	
		1,094,582	630,258	631,198	940	
Bridges Total		1,094,582	630,258	631,198	940	
Infrastructure Other						
Sanitation - General Refuse						
Bridgetown Landfill - Reticulation	WA01	50,000	0	0	0	
		50,000	0	0	0	
Other Community Amenities						
Hampton Street Community Notice Board	13IU	6,500	0	0	0	
		6,500	0	0	0	
Other Recreation and Sport						
Lighting improvements to facility parking area	19IN	20,000	0	0	0	
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Greenbushes Recreation Centre Growth Strategy	15IN	35,000	0	68	68	
Bridgetown Youth Precinct Growth Strategy	16IN	650,021	0	0	0	
Blackwood River Park Foreshore Development	17IN	941,947	4,405	4,405	0	
Bridgetown Tennis Club Growth Strategy	20IN	30,053	0	0	0	
Bridgetown Leisure Centre	18IN	9,810	9,810	780	(9,030)	Works continuing
		1,750,467	14,215	5,253	(8,962)	
Tourism and Area Promotion						
Bridgetown Information Bays	11IN	25,000	25,000	25,278	278	
Septage dump point	13IN	22,686	16,673	16,845	172	
		47,686	41,673	42,123	450	
Infrastructure Other Total		1,854,653	55,888	47,376	(8,512)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Plant and Equipment						
Other Governance						
Generator - Shire Admin	07EQ	45,000	1,450	1,450	0	
Light Fleet Vehicles	1055440	36,000	36,000	35,807	(193)	
		81,000	37,450	37,257	(193)	
Fire Prevention						
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	41,900	0	0	0	
		46,900	0	0	0	
Other Law, Order and Public Safety						
SES Equipment	1080340	5,305	0	0	0	
SES Vehicle	1080240	102,100	0	0	0	
		107,405	0	0	0	
Other Recreation and Sport						
Air conditioning unit & PLC program	06EQ	9,000	0	0	0	
Ride on mower	PL17	8,000	0	0	0	
Automated pool cleaner	08EQ	10,700	10,700	10,809	109	Purchase complete
		27,700	10,700	10,809	109	
Road Plant Purchases						
Multi tyre road roller	PL15	164,380	164,380	164,782	402	Purchase complete
Tip truck	PL04	182,330	182,330	182,330	0	Purchase complete
Multi tyre road roller	PL16	164,380	164,380	164,782	402	Purchase complete
Road grader	PL09	326,000	0	0	0	
Footpath sweeper	PL06	65,000	0	0	0	
Articulated boom machine	PL18	145,000	145,000	139,900	(5,100)	Purchase complete . Some savings made
Works and Services Fleet	1405040	125,500	27,278	27,278	(0)	
Sundry Equipment	1403740	5,000	0	0	0	
		1,177,590	683,368	679,072	(4,296)	
Plant and Equipment Total		1,440,595	731,518	727,137	(4,381)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Furniture and Equipment</i>						
Other Governance						
IT Communications Equipment and Software	1055140	25,247	0	0	0	
		25,247	0	0	0	
Other Law, Order and Public Safety						
SES Furniture & Equipment	1080040	12,617	0	0	0	
		12,617	0	0	0	
Furniture and Equipment Total		37,864	0	0	0	
Capital Expenditure Total		7,799,342	2,106,149	1,870,684	(235,465)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2020	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
Community Amenities								
Loan 108 Landfill Plant	50,302		12,193	24,637	38,109	25,665	1,039	1,826
Loan 113 Landfill Site New Cell	104,585		51,996	104,585	52,589	0	1,192	1,792
Loan 114 Liquid & Inert Waste Sites	73,943		11,910	23,982	62,033	49,961	1,009	1,856
Loan 115 Landfill Cell Extension	80,636		9,799	19,677	70,837	60,959	649	1,219
Loan 116 Liquid Waste Facility	90,855		4,640	9,325	86,215	81,530	890	1,735
Recreation and Culture								
Loan 110 Bridgetown Bowling Club - SSL	8,976		4,447	8,976	4,530	0	167	252
Loan 112 Bridgetown Swimming Pool	1,401,069		34,428	69,552	1,366,641	1,331,517	28,302	55,908
Loan 117 Youth Precinct Redevelopment	0		0			189,500		
Loan 118 Bridgetown Civic Centre revitalisation	0		0			123,000		
	1,810,366	0	129,412	260,734	1,680,953	1,862,132	33,249	64,588

(b) New Debentures

Particulars	Amount to be Borrowed Budget	Institution	Loan Type	Term Years	Amount Borrowed Actual
	\$				\$
Other Recreation and Culture					
Loan 117 Youth Precinct Redevelopment	189,500	WATC	Debenture	10	0
Loan 118 Bridgetown Civic Centre revitalisation	123,000	WATC	Debenture	10	0
	312,500				0

No new debentures were raised during the reporting period.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 10: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2020	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
Recreation and Culture								
003 Gym Equipment	95,161		18,969	24,211	76,192	70,950	1,744	2,780
Other Property and Services								
001 CESM Vehicle	5,327		2,655	4,564	2,672	763	27	36
002 Photocopies and printers	35,168		7,250	9,158	27,918	26,010	826	1,315
	135,656	0	28,874	37,933	106,782	97,723	2,597	4,131

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

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	1,760	28,233,720	2,457,605	10,484	1,037	2,469,125	2,457,604	10,000	1,000	2,468,604
UV Shire Rural	0.006220	480	186,915,000	1,162,611	(2,635)		1,159,976	1,162,611			1,162,611
UV Bridgetown Urban Farmland	0.000000	0	0	0			0	0			0
UV Mining	0.071478	12	994,855	71,110	2,195		73,305	71,110			71,110
Sub-Totals		2,252	216,143,575	3,691,326	10,044	1,037	3,702,407	3,691,325	10,000	1,000	3,702,325
Minimum Payment	Minimum \$										
GRV Shire	942.00	720	3,914,589	678,240	1,832		680,072	678,240			678,240
UV Shire Rural	1,168.00	253	33,962,000	295,504			295,504	295,504			295,504
UV Bridgetown Urban Farmland	0.00	0	0	0			0	0			0
UV Mining	523.00	11	31,574	5,753	0		5,753	5,753			5,753
Sub-Totals		984	37,908,163	979,497	1,832	0	981,329	979,497	0	0	979,497
Rates Paid in Advance							4,683,736				4,681,822
Amount from General Rates							0				0
Discounts/concessions							4,683,736				4,681,822
Totals							(9,434)				(9,434)
							4,674,302				4,672,388

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

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-20	Amount Received	Amount Paid	Closing Balance 31-Jan-21
	\$	\$	\$	\$
Accommodation - Visitor Centre	24,724	70,309	(78,963)	16,070
South West Coach Lines	102	858	(806)	154
Other Visitor Centre	76	1,358	(1,237)	198
TransWA	149	4,731	(4,079)	800
Unclaimed Monies				
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	231			231
Frank Draper Cemetery Fees	703			703
Interest to be Distributed	0			0
	26,007	77,255	(85,085)	18,177

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
<u>DIRECT DEBITS</u>				
22012021	22/01/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	843.84
DD15016.1	02/01/2021	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE	75.90
DD15016.2	02/01/2021	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS	136.88
DD15016.3	01/01/2021	MAIA FINANCIAL PTY LTD	QUARTERLY PHOTOCOPIER LEASE PAYMENT FOR PERIOD 01/01/2021 - 31/03/2021	2,879.96
DD15029.1	07/01/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF DECEMBER	4,921.25
DD15042.1	13/01/2021	AWARE SUPER	PAYROLL DEDUCTIONS	16,709.72
DD15042.2	13/01/2021	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	108.92
DD15042.3	13/01/2021	VERVE SUPER	SUPERANNUATION CONTRIBUTIONS	177.02
DD15042.4	13/01/2021	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	224.09
DD15042.5	13/01/2021	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	247.52
DD15042.6	13/01/2021	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	102.77
DD15042.7	13/01/2021	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	689.30
DD15042.8	13/01/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD15042.9	13/01/2021	WEALTH PERSONAL SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	159.63
DD15050.1	20/01/2021	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	154.00
DD15067.1	25/01/2021	WESTERN AUSTRALIAN TREASURY CORP	LOAN REPAYMENTS	6,419.67
DD15071.1	27/01/2021	AWARE SUPER	PAYROLL DEDUCTIONS	17,030.58
DD15071.2	27/01/2021	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	108.92
DD15071.3	27/01/2021	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	383.01
DD15071.4	27/01/2021	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	247.52
DD15071.5	27/01/2021	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	70.87
DD15071.6	27/01/2021	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	111.89
DD15071.7	27/01/2021	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	689.30
DD15071.8	27/01/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD15071.9	27/01/2021	WEALTH PERSONAL SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	240.24
DD15073.1	29/01/2021	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	77.00
DD15042.10	13/01/2021	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	451.26
DD15042.11	13/01/2021	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	230.60
DD15042.12	13/01/2021	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	149.63
DD15042.13	13/01/2021	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	88.75
DD15042.14	13/01/2021	COLONIAL FIRST STATE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	228.38
DD15042.15	13/01/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	761.74
DD15042.16	13/01/2021	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	135.70
DD15042.17	13/01/2021	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	355.87
DD15071.10	27/01/2021	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	436.91
DD15071.11	27/01/2021	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	275.69
DD15071.12	27/01/2021	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	141.17
DD15071.13	27/01/2021	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	87.02
DD15071.14	27/01/2021	VERVE SUPER	SUPERANNUATION CONTRIBUTIONS	390.46
DD15071.15	27/01/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	603.89
DD15071.16	27/01/2021	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	161.48
DD15071.17	27/01/2021	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	280.78
B/S	04/01/2021	WESTPAC BANK	MERCHANT FEES	1,002.93
B/S	04/01/2021	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	587.33
B/S	13/01/2021	WESTPAC BANK	TOTAL WAGES FOR 31.12.2020 - 13.01.2021	125,161.79

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN JANUARY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	27/01/2021	WESTPAC BANK	TOTAL WAGES FOR 14.01.2021 - 27.01.2021	124,076.59
B/S	07/01/2021	WESTPAC - CORPORATE CREDIT CARD	5000 SMS CREDITS FOR VEHICLE MOVEMENT BANS	577.50
B/S	07/01/2021	WESTPAC - CORPORATE CREDIT CARD	FX FEE AUD FOR VEHICLE MOVEMENT BANS	17.32
B/S	19/01/2021	WESTPAC - CORPORATE CREDIT CARD	2 X 150L ESKIES FOR AUSTRALIA DAY BREAKFAST	658.00
B/S	02/02/2021	WESTPAC - CORPORATE CREDIT CARD	CARD FEE	10.00
B/S	13/01/2021	WESTPAC - CORPORATE CREDIT CARD	ADVERTISEMENT FOR FINANCE ADMIN OFFICER POSITION	302.50
B/S	20/01/2021	WESTPAC - CORPORATE CREDIT CARD	REFRESHMENTS FOR COUNCIL BAR	101.94
B/S	29/01/2021	WESTPAC - CORPORATE CREDIT CARD	LUNCH MEETING WITH SHIRE OF BOYUP BROOK	32.10
B/S	02/02/2021	WESTPAC - CORPORATE CREDIT CARD	CARD FEE	10.00
BPAY				
7012021	07/01/2021	TELSTRA	TELEPHONE & INTERNET CHARGES	3,104.50
250120211	25/01/2021	PIVOTEL SATELLITE PTY LTD	MONTHLY SPOT TRACKING OF SPOT TRACKERS FOR JANUARY	155.00
250120212	25/01/2021	TELSTRA	TELEPHONE & INTERNET CHARGES	1,019.33
ELECTRONIC PAYMENTS				
EFT31852	07/01/2021	AMITY SIGNS	3 X STREET SIGNS AND LETTERING STICKERS FOR AMENDMENT TO SIGN	304.81
EFT31853	07/01/2021	AUSTRALIA POST	MONTHLY POSTAGE CHARGES FOR DECEMBER	150.86
EFT31854	07/01/2021	B & B STREET SWEEPING PTY LTD	MONTHLY STREET SWEEPING FOR BRIDGETOWN	1,716.00
EFT31855	07/01/2021	BLISS FOR DESIGN	SUPPLY CHAIN AND BAR FOR TOP HANDLE SAW & FUEL LINE FOR POLE SAW	80.41
EFT31856	07/01/2021	BRIDGETOWN POTTERY RESTAURANT	MEALS FOR SPECIAL COUNCIL MEETING	260.00
EFT31857	07/01/2021	BRIDGETOWN MEAT SUPPLY	SUPPLY OF MEAT FOR STAFF & COUNCILLOR CHRISTMAS PARTY & FOR DEPOT CHRISTMAS WINDUP	568.10
EFT31858	07/01/2021	BRIDGETOWN TIMBER SALES	TIMBER FOR TROTTING CLUB STALLS, 50 X WHITE CEILING PANELS, SECURITY PADBOLTS & DEADBOLTS	1,855.29
EFT31859	07/01/2021	BRIDGETOWN CRC	2 X COMMUNITY CASH VOUCHERS	100.00
EFT31860	07/01/2021	BRIDGETOWN GOLF CLUB	HIRE AND REFRESHMENTS SHIRE STAFF & COUNCILLOR CHRISTMAS PARTY	1,200.00
EFT31861	07/01/2021	BTOWN BOARDING KENNELS & CATTERY	ANIMAL IMPOUND FEES FOR NOVEMBER 2020	495.00
EFT31862	07/01/2021	BRIDGETOWN MITRE 10 & RETRAVISION	GEELONG 1200MM UPRIGHT UTE BOX, 5 X DVDS FOR SUMER FILM FESTIVAL & VARIOUS MINOR ITEMS	569.33
EFT31863	07/01/2021	BRIDGETOWN PAINT SALES	DECKING APPLICATOR, MASKING TAPE & PAINT BRUSH SET FOR BLACKWOOD RIVER PARK	58.35
EFT31864	07/01/2021	BRIDGETOWN TYRES	4 X NEW TYRES & WHEEL ALIGNMENT FOR PARKS AND GARDENS UTE	840.00
EFT31865	07/01/2021	BUNBURY PRINT	30 X T-SHIRTS FOR KANGAROO GULLY BFB	900.00
EFT31866	07/01/2021	BUNBURY BATTERIES & RADIATORS	2 X 1000CCA TRUCK BATTERIES FOR TIP TRUCK B182	606.10
EFT31867	07/01/2021	CAKES BY TASTY EDIBLES	CATERING FOR GREENBUSHES COUNCIL MEETING	250.00
EFT31868	07/01/2021	CANNINGS PURPLE	GOVERNMENT RELATIONS CONTRACT FOR DECEMBER 2020	4,400.00
EFT31869	07/01/2021	CLAW ENVIRONMENTAL	RECYCLING OF DRUMMUSTER CONTAINERS FROM BRIDGETOWN WASTE FACILITY	1,932.70
EFT31870	07/01/2021	COMBINED TEAM SERVICES	OCCUPATIONAL HEALTH & SAFETY TRAINING FOR EMPLOYEE	995.00
EFT31871	07/01/2021	CUSTOM SERVICE LEASING LTD	VEHICLE LEASING FOR MONTH OF JANUARY	420.65
EFT31872	07/01/2021	EARTHMAC	TRAFFIC CONTROL FOR WINNEJUP ROAD RECONSTRUCTION WORKS	36,528.00
EFT31873	07/01/2021	DEAN GUJA	HEALTH OFFICER CONSULTING HOURS FOR DECEMBER 2020	2,040.00
EFT31874	07/01/2021	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED IT SERVICES - DECEMBER	2,222.00
EFT31875	07/01/2021	HEATLEY SALES PTY LTD	VARIOUS PPE FOR WORKS & FLEET STAFF	384.87
EFT31876	07/01/2021	IEQUIP	HIRE OF SKID STEER LOADER/MULCHER FOR MITIGATION WORKS	6,617.60
EFT31877	07/01/2021	ILLION TENDERLINK	FACILITATE RFT 02-2021 BLACKWOOD RIVER FORESHORE PROJECT	181.50
EFT31878	07/01/2021	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - JANUARY	130.90
EFT31879	07/01/2021	INTERFIRE AGENCIES PTY LTD	VARIOUS GLOVES, HELMETS, TORCHES & FACE SHIELDS FOR BUSH FIRE BRIGADE PPE	5,187.58
EFT31880	07/01/2021	ADAM JENKINS TREE SERVICES	HARD PRUNING OF BOX TREES ON MACALINDEN STREET	1,100.00
EFT31881	07/01/2021	JOHNSON'S FOOD SERVICES	VARIOUS ICECREAMS FOR THE BLC CAFE	1,305.84
EFT31882	07/01/2021	LANDGATE	ANNUAL CHARGE FOR SLIP SUBSCRIPTION SERVICES & LAND VALUATION ENQUIRY CHARGES	2,879.18
EFT31883	07/01/2021	NAOMI JANE LOWE	SHIRES CONTRIBUTION TOWARDS CROSSOVER	882.20
EFT31884	07/01/2021	BARBARA JUNE MAHER	REFUND OF COMMUNITY STALL BOND	50.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN JANUARY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT31885	07/01/2021	METAL ARTWORK CREATIONS	EMPLOYEE NAME BADGES	86.90
EFT31886	07/01/2021	GENE MAREE MOSCA	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL	130.00
EFT31887	07/01/2021	NJ MECHANICAL	REPAIRS TO CESM VEHICLE	114.40
EFT31888	07/01/2021	OFFICEWORKS LTD	ACER PROJECTOR FOR DFES, 2021 DIARIES AND PLANNERS & STATIONERY SUPPLIES	312.53
EFT31889	07/01/2021	TONY CHRISTOPHER OLSEN	PAINTING OF MEMORIAL PARK TOILET BLOCK	2,400.00
EFT31890	07/01/2021	P.A. DOUST & CO.	CONCRETE FOR RECONSTRUCTION OF STABLES AT BRIDGETOWN SPORTSGROUND	1,755.60
EFT31891	07/01/2021	PHARMACY 777 BRIDGETOWN	BLUE BAND AIDS & BLUE GLOVES FOR FOOD PREPARATION FOR BUSH FIRE INCIDENTS	40.76
EFT31892	07/01/2021	QUALITY SHOP	PRINTING OF 3,000 RATE NOTICES, 30 X A3 2021 CALENDARS & MINOR STATIONERY SUPPLIES	337.98
EFT31893	07/01/2021	REPCO	ASSORTED SPARK PLUGS FOR FLEET SERVICING	54.10
EFT31894	07/01/2021	RETRA GROUP PTY LTD	SUPPLY 25M SPRING REWIND HOSE REEL WITHOUT HOSE FOR MAINTENANCE TRUCK	877.80
EFT31895	07/01/2021	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES	390.67
EFT31896	07/01/2021	SHIRE OF KELLERBERRIN	REIMBURSEMENT FOR 1 STAFF ATTENDANCE AT LG CONFERENCE 2020	44.42
EFT31897	07/01/2021	SOUTHERN LOCK & SECURITY	KEYS CUT FOR OLD RESTRICTED SYSTEM FOR EMERGENCY SERVICES BUILDING	66.00
EFT31898	07/01/2021	SOUTH WEST FIRE UNITS	REPAIRS TO BRIDGETOWN 12.2 WATER TANKER	1,761.01
EFT31899	07/01/2021	SOUTH WEST ISUZU	REPAIRS TO ISUZU WATER TANKER 12.2 AND BACK WINDOW GLASS FOR TRUCK WITH CRANE	790.37
EFT31900	07/01/2021	SYNERGY	ELECTRICITY CHARGES	7,200.44
EFT31901	07/01/2021	TRUCKLINE	4 X BRAKE SHOE SETS AND 4 X BRAKE DRUMS FOR ISUZU TIP TRUCK	1,730.78
EFT31902	07/01/2021	VEND LTD	ANNUAL MEMBERSHIP TO VEND LITE 7.0 POS FOR VISITOR CENTRE (27/11/2020 - 27/11/2021)	999.60
EFT31903	07/01/2021	WATTLEBROOK CONTRACTING PTY LTD	9 DAYS OF TRUCK HIRE FOR GRAVEL SHEETING ON TWEED ROAD	4,950.00
EFT31904	07/01/2021	WING AUSTRALIA PTY LTD	2 X LOCKABLE STAINLESS STEEL TOWEL DISPENSERS & 15 X 5L BOTTLES OF TOILET CLEANER	909.24
EFT31905	07/01/2021	ZOOTOPIA ENVIRONMENTAL SERVICES	FAUNA SURVEY FOR PENINSULA & WINNEJUP ROADS	1,298.00
EFT31906	13/01/2021	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING DEDUCTIONS	837.41
EFT31917	21/01/2021	ARROW BRONZE	2 X CEMETERY PLAQUES	607.64
EFT31918	21/01/2021	AUSTRALIAN TAXATION OFFICE	BAS FOR DECEMBER 2020	107,594.00
EFT31919	21/01/2021	TRACEY BARNETT	NEW YEAR'S EVE MUSIC IN THE PARK PERFORMANCE	650.00
EFT31920	21/01/2021	BLACKWOOD RURAL SERVICES	STAND ALONE PUMP FOR DFES SERVICES, HOSE REEL & MINOR ITEMS	1,341.30
EFT31921	21/01/2021	BLACKWOOD DARTS ASSOCIATION	REFUND OF HALL HIRE BOND FOR CANCELLED EVENT	200.00
EFT31922	21/01/2021	BLISS FOR DESIGN	12 X CHAINSAW CHAINS, 2 X CHAINSAW BARS & 1 X AIR FILTER	603.15
EFT31923	21/01/2021	BRIDGETOWN CRC	SES POWER CONSUMPTION FOR PERIOD 28/10/2020 - 24/12/2020	257.18
EFT31924	21/01/2021	BRIDGETOWN COMPUTERS	5 X IPHONE COVERS & 2 X SCREEN PROTECTORS TO SUIT IPHONE 6, 7 & 8	159.90
EFT31925	21/01/2021	BRIDGETOWN MITRE 10 & RETRAVISION	3 X TUBES OF BLACK SIKAFLEX SEALANT & 20L HYDROCHLORIC ACID	112.77
EFT31926	21/01/2021	BRIDGETOWN PAINT SALES	PAINTING SUPPLIES FOR BRIDGETOWN SPORTSGROUND HORSE STALLS	62.90
EFT31927	21/01/2021	BRIDGETOWN TYRES	NEW BATTERY FOR MITIGATION VEHICLE	237.00
EFT31928	21/01/2021	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES, A3 PAPER & VARIOUS 2021 DIARIES	260.32
EFT31929	21/01/2021	BRIDGETOWN LAWN MOWING	MOW/SLASH PRIVATE LAND TO MEET FIREBREAK COMPLIANCE	300.00
EFT31930	21/01/2021	BROOKS HIRE SERVICE PTY LTD	HIRE OF MACHINERY FOR MITIGATION WORK	7,967.33
EFT31931	21/01/2021	BUNBURY TOYOTA	NEW 2021 HYBRID AWD TOYOTA RAV4, LESS TRADE-IN	22,663.65
EFT31932	21/01/2021	BUNBURY CEMETERY BOARD	1 X BLUE PEARL GRANITE PLINTH & 5 X CONCRETE BASES	352.00
EFT31933	21/01/2021	BUNBURY BATTERIES & RADIATORS	12V18 FORCE SLA BATTERY FOR TARP CONTROL ON FUSO TIP TRUCK	99.00
EFT31934	21/01/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	228.83
EFT31935	21/01/2021	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR DECEMBER, FUEL DURING FIRE INCIDENT & REFRESHMENTS FOR FIRE CREWS	6,465.68
EFT31936	21/01/2021	CLEANAWAY PTY LTD	WASTE COLLECTION CHARGES FOR DECEMBER	35,554.54
EFT31937	21/01/2021	COLOUR ME FACE PAINTING	FACE PAINTING PROVIDED FOR COMMUNITY CHRISTMAS PARTY	230.00
EFT31938	21/01/2021	DAVMECH	SERVICE AND REPAIRS TO WASTE FACILITY BOMAG WASTE COMPACTOR	9,332.01
EFT31939	21/01/2021	CAROLYN DAWS	REIMBURSEMENT FOR PRE-PLACEMENT MEDICAL	130.00
EFT31940	21/01/2021	DOMESTIC MAINTENANCE SW	REPAIR BRICKWORK, STORM WATER GRATE AND PAVING FOR MEMORIAL PARK GATEHOUSE	277.00
EFT31941	21/01/2021	DR & ML CONTRACTORS	SUPPLY TRUCK AND OPERATOR FOR GRAVEL CARTING TO WINNEJUP RD	4,800.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN JANUARY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT31942	21/01/2021	FAST FINISHING SERVICES	REPAIR BOOK BINDING FOR COUNCIL MINUTES FROM SEPTEMBER 2018	132.00
EFT31943	21/01/2021	SAGE FIORENZA	REIMBURSEMENT FOR PRE-PLACEMENT MEDICAL	115.00
EFT31944	21/01/2021	FISHERS TYRE CENTRE	2 X BATTERIES FOR SHIRE COMMUNITY BUS	350.00
EFT31945	21/01/2021	FORTUS	10 X 16MM GRADER BLADES FOR VOLVO GRADER	1,290.85
EFT31946	21/01/2021	HANSEN'S HOT BREAD SHOP	VARIOUS SUPPLIES FOR STAFF & COUNCILLOR CHRISTMAS PARTY & 264 X FLAT ROLLS FOR FIRE INCIDENT	347.10
EFT31947	21/01/2021	HYWOOD SIGNS	PRODUCE STICKERS TO UPDATE THE SHIRE FIRE BAN SIGNAGE	170.00
EFT31948	21/01/2021	INDEPENDENT WINDSCREENS	REPLACEMENT DRIVER SIDE WINDOW FOR MITIGATION UTE B7930	385.00
EFT31949	21/01/2021	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE GAS CYLINDER FOR DECEMBER	174.25
EFT31950	21/01/2021	JOHNSON'S FOOD SERVICES	VARIOUS ICE CREAMS AND FROZEN SNACKS FOR THE BLC CAFE	1,188.34
EFT31951	21/01/2021	JONATHON MICHAEL & ANNE NELLI JONES	LANDSCAPING BOND REFUND, LESS ADMIN FEE, PLUS INTEREST	1,161.44
EFT31952	21/01/2021	LANDGATE	LAND VALUATION ENQUIRY CHARGES	26.70
EFT31953	21/01/2021	LG PROFESSIONALS AUSTRALIA	REGISTRATION TO LOCAL GOVERNMENT MEETING - DIGITAL EVENT	495.00
EFT31954	21/01/2021	MARKETFORCE	VARIOUS SHIRE ADVERTISEMENTS FOR DECEMBER	1,127.38
EFT31955	21/01/2021	MOVAT PTY LTD	MOVAT SOFTWARE HOSTING FOR 2021	150.00
EFT31956	21/01/2021	NJ MECHANICAL	SERVICE/REPAIRS TO MARANUP 2.4, ISUZU MUX, GREENBUSHES 3.4, SUNNYSIDE LT & LOGISTICS UTE	1,044.43
EFT31957	21/01/2021	JACQUELINE CAROL OXTOBY	REIMBURSEMENT FOR EXPENSES WHILST ATTENDING OSH TRAINING	151.45
EFT31958	21/01/2021	PHARMACY 777 BRIDGETOWN	200 X AQUELYTE ELECTROLYTE SACHETS & FIRST AID SUPPLIES	323.96
EFT31959	21/01/2021	QUALITY HOTEL LIGHTHOUSE	4 NIGHTS ACCOMMODATION FOR EMPLOYEE ATTENDING TRAINING COURSE 26/10/2020 - 29/10/2020	558.60
EFT31960	21/01/2021	REPCO	VARIOUS PARTS FOR SERVICING OF GRADER DRIVERS UTE	100.37
EFT31961	21/01/2021	RICHFEEDS AND RURAL SUPPLIERS	VARIOUS PPE, 3 X BUNDLES OF FENCE DROPPERS, 2 X 7L HANDHELD SPRAYERS & P&G CHEMICALS	1,468.00
EFT31962	21/01/2021	ZARA JAYNE RICHELIEU	REIMBURSEMENT FOR PRE-PLACEMENT MEDICAL	115.00
EFT31963	21/01/2021	RS COMPONENTS PTY LTD	2 X RS PRO DS 1 DIGITAL THERMOMETERS	42.70
EFT31964	21/01/2021	SANDS FRIDGE LINES	FREIGHT CHARGES	48.53
EFT31965	21/01/2021	SCHWEPES AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFE	444.32
EFT31966	21/01/2021	SCOTT'S TAVERN	REFRESHMENTS AND ICE FOR OUTSIDE CREW XMAS WINDUP	327.43
EFT31967	21/01/2021	SOUTHERN LOCK & SECURITY	VARIOUS KEYS, BARRELS & CYLINDERS FOR NEW SHIRE RESTRICTED KEY SYSTEM	498.14
EFT31968	21/01/2021	SPRINT EXPRESS	FREIGHT CHARGES	146.30
EFT31969	21/01/2021	STATEWIDE CLEANING SUPPLIES PTY LTD	2 X CARTONS OF GYM MAXX WIPES FOR BLC	393.80
EFT31970	21/01/2021	SYNERGY	ELECTRICITY CHARGES	17,196.70
EFT31971	21/01/2021	THREAT PROTECT AUSTRALIA LIMITED	QUARTERLY SECURITY ALARM MONITORING FOR SHIRE BUILDINGS	693.00
EFT31972	21/01/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	605.61
EFT31973	21/01/2021	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY	159.50
EFT31974	21/01/2021	WATTLEBROOK CONTRACTING PTY LTD	DRY HIRE OF TANDEM TIPPER FOR GRAVEL CARTING FOR WINNEJUP RD RECONSTRUCTION	5,500.00
EFT31975	21/01/2021	WINC AUSTRALIA PTY LTD	LOCKABLE STAINLESS STEEL TOWEL DISPENSERS	520.83
EFT31976	28/01/2021	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31977	28/01/2021	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31978	28/01/2021	CONSTRUCTION TRAINING FUND	CTF LEVIES COLLECTED FOR DECEMBER	486.50
EFT31979	28/01/2021	DEPT OF MINES, INDUSTRY REGS & SAFETY	BSL LEVIES COLLECTED FOR DECEMBER	2,594.58
EFT31980	28/01/2021	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	963.83
EFT31981	28/01/2021	MONITOR INDUSTRIES PTY LTD	PURCHASE OF 2020 ATN ZEBRA 16 RT JACK BOOM ELEVATED WORK PLATFORM	153,890.00
EFT31982	28/01/2021	JOANN ROBERTA MOORE	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31983	28/01/2021	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31984	28/01/2021	JOHN DIGBY NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	1,577.33
EFT31985	28/01/2021	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31986	28/01/2021	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31987	28/01/2021	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING DEDUCTIONS	837.41
EFT31988	28/01/2021	ALAN JOSEPH WILSON	MONTHLY COUNCILLOR ALLOWANCE	802.33

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN JANUARY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DIRECT DEBITS - LICENSING				
23084	04/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/01/2021	12,712.25
23085	05/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/01/2021	3,575.95
23086	06/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/01/2021	3,291.85
23087	07/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/01/2021	4,754.10
23088	08/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/01/2021	1,908.60
23089	11/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/01/2021	3,563.15
23090	12/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/01/2021	1,184.85
23091	13/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/01/2021	2,555.00
23092	14/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/01/2021	8,179.10
23093	15/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/01/2021	3,212.75
23094	18/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/01/2021	7,128.75
23095	19/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/01/2021	3,610.35
23096	20/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/01/2021	2,689.30
23097	21/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/01/2021	4,814.75
23098	22/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/01/2021	5,527.95
23099	25/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/01/2021	6,455.90
23100	27/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/01/2021	6,243.75
23101	28/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/01/2021	3,481.70
23102	29/01/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/01/2021	4,382.90
CHEQUES				
300078	07/01/2021	GAIL HAY	REFUND OF COMMUNITY STALL BOND LESS CLEANING CHARGES	24.55
300079	07/01/2021	NATIONAL GEOGRAPHIC SOCIETY	ANNUAL SUBSCRIPTION FOR NATIONAL GEOGRAPHIC MAGAZINE	75.00
300080	07/01/2021	WATER CORPORATION	TRADE WASTE PERMIT FOR RAILWAY RESERVE SPENCER ST	239.51
300081	21/01/2021	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATIONS	773.40
300082	21/01/2021	MAGSHOP	ANNUAL SUBSCRIPTION TO MONEY MAGAZINE	59.99
300083	21/01/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE FEES AND COMMISSIONS RETAINED	85.45
300084	28/01/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	PAYMENT TO VISITOR CENTRE FOR ACCOMMODATION BOOKED FOR WRITERS FESTIVAL PRESENTERS	675.00
300085	28/01/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE FEES AND COMMISSIONS RETAINED	106.50
300086	29/01/2021	WATER CORPORATION	WATER USAGE CHARGES	2,304.97
				<u>916,676.83</u>
CHEQUES - VISITOR CENTRE TRUST				
200013	15/01/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS FOR DECEMBER	928.71
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT31907	15/01/2021	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR DECEMBER	48.71
EFT31908	15/01/2021	BGBTA	CONSIGNMENT STOCK SOLD FOR DECEMBER	22.50
EFT31909	15/01/2021	CHRISTINE COLLINS	ACCOMMODATION REFUND	460.00
EFT31910	15/01/2021	ANNE HARSE	CONSIGNMENT STOCK SOLD FOR DECEMBER	33.75
EFT31911	15/01/2021	JOHN MASLIN	CONSIGNMENT STOCK SOLD FOR DECEMBER	60.75
EFT31912	15/01/2021	MCSWEENEY PUBLISHING	CONSIGNMENT STOCK SOLD FOR DECEMBER	18.75
EFT31913	15/01/2021	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR DECEMBER	575.45
EFT31914	15/01/2021	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR DECEMBER	242.78
EFT31915	15/01/2021	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS MADE FOR DECEMBER	46.38
EFT31916	15/01/2021	WUD	CONSIGNMENT STOCK SOLD FOR DECEMBER	20.92
V300196	06/01/2021	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF DECEMBER	4,716.85
				<u>7,175.55</u>

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN JANUARY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
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This schedule of accounts paid for the Municipal Fund totalling **\$916,676.83** and for the Trust Fund totalling **\$7,175.55** which was submitted to each member of the Council on 25th February 2021 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/01/2021 is \$946,643.27



CHIEF EXECUTIVE OFFICER

25 February 2021