

A Proposal  
For the Shire of  
Bridgetown-Greenbushes

**A STATUE OF DAVID  
STINTON TO  
ACKNOWLEDGE THE  
IMPORTANCE TO  
WESTERN AUSTRALIA  
OF THE DISCOVERY OF  
TIN AT GREENBUSHES**

## GROW GREENBUSHES COMMITTEE - STINTON STATUE PROPOSAL

### Executive Summary:

1. In August 2018, it was suggested (informally) at GG that whoever discovered tin in Greenbushes, leading to the mining of today, should be recognised by a statue. A subsequent study confirmed that David Stinton discovered tin at “the green bushes well site” in 1888. The 2-part study is Attached as Appendices 1 & 2.
2. Grow Greenbushes committee recognised that a public art work acknowledging David Stinton’s initial prospecting could be a major attraction to the Shire of Bridgetown-Greenbushes. Accordingly, a second investigation was carried out into a useful, local, contemporary example: a current, on-going public art work investment by the Busselton Shire.
3. The Busselton Shire has commissioned **6 bronze statues** of early settlers at approximately \$125,000-00 each. Four have already been installed with significant impact on tourism in the town. See the report at Appendix 3.
4. While that amount seems daunting, the funding is being financed by community backing and support with material contribution by the Shire, major commercial players, private donors and charity funding sources. As with the other public art works in WA, and elsewhere, the outlay is perceived as a positive investment.
5. Many shires, towns and cities throughout Western Australia, Australia and the world, acknowledge persons and events of great cultural and heritage significance with prominent public art works. Those precedents are important icons and attractions in their own right, bringing major publicity and tourism to the regions.
6. Recent publicity in *The Weekend West* (25-26 May 2019, page 28) announced that the town of Gnowangerup is embarking on a statue project of huge dimensions: a model of a Chamberlain tractor that will be 17 metres long, 10.2 metres wide and 10 metres high. The model, which is expected to take 2 years to build, will highlight and honour the significance of the Chamberlain tractor to farming in the Shire. The statue is expected to be a major magnet to the Shire (Appendix 4).
7. Other well-known examples are listed in Appendix 5.
8. The Stinton tin discovery has resulted in today’s Talison lithium mining enterprise in Greenbushes which is arguably the most significant and valuable lithium mine in the modern high-tech world; confirmed by the world’s two other major lithium

mining organisations, Tianqi of China and Albemarle of America, buying 51% and 49% respectively in the Greenbushes operation.

9. Like gold and iron and their relevance to our State, the importance of this proposal cannot be underestimated. The discovery of tin, hence lithium, will be synonymous with Greenbushes, our Shire and WA. The Shire of Bridgetown – Greenbushes will assume a new dynamic in the WA landscape.
10. This statue proposal will be a major project requiring the resources, protocols and contacts of the Shire. A Lotterywest consultant advised that any proposal of this nature from a town committee like Grow Greenbushes would limit support grants substantially. She advised that a proposal of such scale and significance should be managed by the Shire.
11. The proposal for a public art-work statue for David Stinton was passed unanimously by the Grow Greenbushes Committee at its May 2019 meeting with Shire Councillor Pat Scallan agreeing to take the matter to the Shire.
12. In discussion, it was also agreed that the statue should be a dynamic representation of Stinton exploring for, or sluicing for tin (as opposed to the older-style, formal, erect, standing statue).
13. And the placement of the public art work should ensure its attraction will complement the mine site and contribute significantly to potential Shire tourism benefits. ##

Report requested by GG, compiled by Trevor William Riley for the Grow Greenbushes  
June, 2019, meeting

## Solving a Puzzle

### Who discovered tin at “the green bush site?”

At the August meeting of the Tidy Towns and Grow Greenbushes committees, as usual, there was some informal chat on the sidelines. It was suggested that, just as Kalgoorlie has honoured Paddy Hannon for discovering gold, perhaps we could have a statue of David Stinton for his role in the discovery of tin in Greenbushes. What a good idea, but it raised the question of who did actually discover tin here: David Stinton or E.T. Hardman, a geologist/surveyor who had worked for the State government in the discovery of the gold fields in the Kimberley??

I could not let that question go unanswered and I soon learned that records of “history” can also be subject to “Chinese Whispers”, the game we played as kids that proved that all stories can be embellished by the teller. My interest however, soon sparked the attention of a prominent community member. Rob Hesketh is not only the Retrosonic drummer and saxophonist, he is also the great-grandson of David Stinton and we got talking in between dance numbers at the last “hop and bop” event at the Greenbushes District Hall. For the record: David Stinton → had a daughter Alice Jane Stinton. Alice married Harry Coleman, a miner from Victoria, who came to explore and mine the Greenbushes tin discovery. Harry and Alice Coleman → → had a daughter, Hilda Mary Coleman, who married Robert Hesketh, a Greenbushes miner. They had a son, → → → the great-grandson of David Stinton, whom they blessed with the family title of Robert Harry Coleman Hesketh. True to their family line, Rob and wife Gill worked in mining and their sons are still involved in the industry.

I later met up with Rob and Gill Hesketh for the conversation that I needed to have to put our part of the world right. Given the significance of the Greenbushes mine as the oldest mine-site still operating in WA, and the world-wide importance of the mine today, I wanted to set the record straight.

My research confirmed that the “Chinese Whispers” about the discovery of tin here showed significant divergence of “facts”. In the quotes below, the bolding and underlining is mine.

One mining web-site, mindat.org, on the original tin discovery, recorded that “The deposit was discovered by government geologist E. T. Hardman **in 1881.**”

Okapi Resources Ltd, in an Operations Report, pointed out that “Gold was first discovered in the Kimberley region by E. T. Hardman **in 1884, ...**”

Geoscience Australia, an Australian Government body, stated in their report on mineral provinces in Australia: “**Upon recommendation** from Government Geologist

E. T. Hardman, tin was discovered at Greenbushes by prospector D. W. Stinton in 1886. Mining commenced in 1888 and the area has been mined more-or-less continuously since.”

R. Etheridge, an Australian Museum Curator, wrote in an official article in 1897 on the discovery of bones, about one particular discovery: “I propose to call this species *Actinoceras Hardmani*, in honour of the late Mr. E. T. Hardman, who acted as Geologist to” (Alexander) “Forrest’s Kimberley (N. W. Australia) Exploring Expedition in the years 1883-84, but who was perhaps better known through his connection with the Geological Survey of Ireland.”

The Australian Geological Survey Organisation summarized a report in 1993 that “The gold potential of the Kimberley Region was first highlighted in 1879 by the explorer Alexander Forrest and later by the government geologist E. T. Hardman. It was Hardman’s report of 1885, covering his second trip into the Kimberley, that sent prospectors Charles Hall and John Slattery on their way to the first discovery of payable gold in the vicinity of Old Halls Creek.”

E. T. (Edward Townley) Hardman’s role in WA’s mining history however, is perhaps best described by Wikipedia in a biographical summary: “In 1882, small gold finds in the Kimberley region of Western Australia prompted the Government of Western Australia to appoint a temporary Government Geologist to examine the area. **The British Colonial Office** chose Hardman for the position, and he arrived in Perth, Western Australia, in March 1883.” The summary outlines Hardman’s role in encouraging prospecting which resulted in gold discovery in the region but it goes on to say “Hardman hoped for his temporary appointment as Government Geologist to be made permanent, but the government would not approve the funding, and on the completion of his contract **in 1885 he returned to Ireland**, where he again worked on the Geological Survey of Ireland. In August 1886, the Government of Western Australia approved the funding for a permanent Government Geologist position, and Hardman submitted an application for the job.” **But**,... .. “In March 1887, Hardman began field work in the Wicklow Mountains of Ireland. He was in bad health and the weather was poor, with frequent snowstorms and rain. Early in April, he contracted typhoid fever, and died a few days later in a Dublin hospital on 6 April.” Because the WA Government had offered a reward for the discovery of the Kimberley gold field, “Hardman’s contribution was recognized, however, with a gift of £500 to his widow Louisa Hardman.”

The detail in this last record of the life of E. T. Hardman confirms that he came to WA in **1883**; he worked up North in the Kimberley Region **in 1883, ‘84 and ‘85**; he returned to Ireland **after his 1885 role; and he died there in 1887**.

As the great-grandson of David W. Stinton, Rob Hesketh and his wife Gill shared with me the history that has been handed down to them, and gave me access to

original records that they have inherited of Stinton's tin mining in "the green bush site". This included a hard-cover book which has the following detail on the cover:

1949

Western Australia

GEOLOGICAL SURVEY

Bulletin No. 102

## Greenbushes Mineral Field

by

R. A. Hobson B.Sc (Hons) & R. S. Matheson B.Sc.

*Issued under the authority of the Hon. W. M. Marshall,*

*Minister for Mines, Perth*

By Authority: William H. Wyatt, Government Printer

L22767

1949

On Page 16 of the book, the authors cite the following:

"Tin was discovered at Greenbushes in Bunbury Gully on what is now M.C.6, by D.W. Stinton **in 1888** - - - -"

**"It appears** that Stinton was told by E.T. Hardman (Government Geologist) in 1884 that the locality was **"likely to be tin bearing."** and also that ... ..

Hardman **"makes no mention in his report** of the possible tin bearing country in the vicinity of what is now Greenbushes."

From my reading and interpretation of the many references to the work of E. T. Hardman, I have no doubt that he was a brilliant geologist and surveyor. I am also certain that if he had formally discovered tin here in the South West, he would have

included it in his reports to the Government. There is evidence in his writings that he was determined to be accredited with his discoveries. There is no such report.



Rob and Gill Hesketh confirm the Stinton claims





Stinton was evidently an explorer, a water-diviner and a prospector, with connections to miners in Bunbury, and Hardman had evidently worked across the South West. It is plausible that Stinton could have had a conversation with the skilled and insightful Hardman about mineral indicators here in the South West, but I am convinced now that:

- it was definitely Stinton who discovered alluvial tin and its commercial potential at the well site;
- it was Stinton who convinced the Bunbury entrepreneurs to invest, and,
- it was Stinton who mined the vision into reality.

“The Prospectus of the Bunbury Tin Mining Company to be registered as a No-Liability Company under the Mining Companies Act, 1888” lists the “Provisional Directors” as: “Dr. Harvey

E. Holiday

O.W. Hough

Jas. Moore

H.E. Reading

D.W. Stinton”

It mentions that “A bonus is to be paid to Mr. D.W. Stinton, the original discoverer,....” Also the Prospectus advises that “Forms of application for the shares may be obtained from the Secretary, *pro tem*, or Dr. Hope. FREMANTLE.” I note that the surnames of Moore and Hope are listed on claim titles adjacent to the claims of D.W. Stinton on the site map.

So, in concluding, I AGREE: a prominent statue of David Stinton in Greenbushes would be a very appropriate acknowledgement to a prospector who not only shaped the history and economy of our State but indirectly influenced the technology of the future of the planet as the site has evolved into lithium mining.

Puzzle solved !

*Special Thanks to Rob and Gill Hesketh and to our Greenbushes community who are all helping me learn about our home town. Thanks everyone. Trevor William Riley August 2018*

## Greenbushes Tin Record part 2.

I have reviewed this subject as a result of information shown to me, being extracts from a publication by J.G. Blockley dated 1 January 1980 and allied geological references.

I am still of the opinion that D.W. Stinton should be acknowledged as the discoverer of tin at a site he named Bunbury Gully in what is now known as Greenbushes. And I am also of the view that he could have been prompted to search in the site by government Geologist/Surveyor E.T. Hardman. The **evidence** of Stinton's discovery is, in my opinion, undeniable, whereas the possibility of Hardman's prompting Stinton's search is, at best, speculative and as far as I can ascertain, based mostly now, on "oral history".

If we do get a statue to honour the discoverer of tin whose initiative led to the development of WA's oldest continuously working mine, the sculpted image of the discoverer is important, but I suggest that the accompanying inscription is more important. We have to get that right.

The following factors influence my opinion:

1. the Blockley information is included in a segment of his report entitled "The Tin Deposits of Western Australia". The comments follow a heading "**TIN MINING IN WESTERN AUSTRALIA  
Discovery of Tin**".
2. Blockley states his conclusion as follows: "The earliest commercial tin deposits were found at Greenbushes in 1888 by Mr. D.W. Stinton, possibly as the result of a suggestion by the then Government Geologist, E.T. Hardman."
3. Blockley then refers to 2 articles by different authors on this subject whose accounts vary.
4. The first of these (by Maitland, 1900) acknowledges that Stinton discovered tin following a suggestion by Hardman of "the probable occurrence of tin-bearing deposits".
5. Blockley's second reference is to an account "given by Woodward (1908)." Woodward wrote "It appears that Mr. Hardman advised Mr. Stinton to prospect for tin in this locality, which he did, with the result that in the latter part of 1888 his labours were rewarded by the discovery of what was afterwards known as the Bunbury Lease."
6. The choice of words by Maitland that Hardman "**suggested**" a "**probable**" occurrence and the use by Woodward of the term that

Stinton could have been advised to “**prospect**” all point to a possible *implication* by Hardman and a possible *inference* by Stinton that he **might** get a positive result from efforts in the area.

7. It is significant that both of these records suggest the potential of tin, without pointing precisely to its existence and whereabouts. That is consistent with Hardman **suggesting** to Stinton that exploration for tin in the Greenbushes area **might be** rewarding.
8. That version, I believe is consistent with Blockley’s later concerns that “No contemporary records supporting Woodward’s version have been found; the press report referred to **could not be traced** and Hardman’s own account (1884) of this trip **makes no mention of the Greenbushes area**, although he did report finding metallic tin at Nannup.”
9. In my opinion, these two concerns by Blockley add weight to the likelihood that any mention of tin mining potential by Hardman to Stinton was probably in the form of informal observations. State Archives place great importance on records of news about mining potential and outcomes. Blockley points out that **no such records exist for Greenbushes**. Blockley also points to the fact that **Hardman did not mention a possible Greenbushes mineral field in his reports as Government Geologist**, despite having noted the potential of a site in Nannup.
10. This latter point is consistent with comments made in the book entitled Geological Survey Bulletin, “Greenbushes Mineral Field” in the possession of Rob Hesketh (cited in my submitted article). The two authors, scientists Hobson and Matheson, compiled the account “**under the authority of the Minister for Mines, Perth**”. Documents compiled for and on behalf of a Minister of State are subject to rigorous scrutiny and protocol which almost invariably requires confirmation by the highest levels of the bureaucracy in the Minister’s portfolio. The authors state in the bulletin that Hardman “**makes no mention in his report of the possible tin bearing country in the vicinity of what is now Greenbushes.**”
11. Wikipedia notes how Hardman defended his record of discovery of gold in the Kimberleys when a possible reward was on offer. And Brockley points to the inconsistency of Hardman reporting a site in Nannup but failing to report a site in Greenbushes. Given Hardman’s record as a respected geologist, and that his job, his professional

role, was to find and report on mineral sites, it is **highly unlikely** that he would have overlooked reporting a find.

12. All of the above points to conclusion that Hardman **might** have given Stinton some general suggestions about tin mining potential in a site such as “the green bush well site”. He definitely did NOT discover tin there. That was unquestionably the subsequent result of the efforts of D. W. Stinton.
13. My attempts to access an 1884 Geological Survey of WA report by E.T. Hardman identified **only** his report of his survey of the Kimberley Region. That is consistent with the other references I have noted about Hardman’s time in the northern gold fields area. Despite the Brockley mention of the Nannup site, I found no references which showed reports of an 1884 survey by Hardman in the South West.
14. It seems/appears that Stinton might have acted/could have acted on advice from a respected geologist but the outcome was undeniably that Stinton explored the Bunbury Gully and Stinton discovered the tin load at Greenbushes.       ##

**Trevor William Riley**

## Preliminary examination notes for a statue proposal

Hi Chairperson Leanne,

A few months ago, Lyn Perks proposed a statue of David Stinton for his role in discovering tin at the green bush well site which evolved to become the mining industry which is still running today. She used the precedent of the statue of Paddy Hannan in Kalgoorlie as her example of an iconic public work of art which is a major attraction in the town. That provoked a side-line debate about who actually discovered tin here in Greenbushes and I got the job of verifying the original finder who was in fact David Stinton.

Subsequently there was some general "off-the-record" consensus that a statue would be appropriate but Pat Scallan, with Steve present, had a private conversation with me about the proposal. In principle, he supported a statue for David Stinton but he expressed concern that such proposals can get outrageously expensive if they are not contained within sensible limits. He recommended that I see some Busselton examples as suitable prototypes as I have no current knowledge or experience with that type of public works of art.

Anne and I visited Busselton on Monday 19th November. The City of Busselton has undertaken a project to enhance their Cultural Precinct with 6 life-size statues of images of people who were instrumental in the city's history. I took some photos (3 Attached) and had a chat with Jacquie Happ, Cultural Development Officer at the City of Busselton office. The 4 existing Busselton statues are part of a series of 6 which will be finished probably by end 2019.

My conclusions arising from our experience and Jacquie Happ's advice were:

1. The life-size bronze statues are brilliant; ideal for the memorial proposed for David Stinton. The best/most-representative photos are Attached. I noted that the siting of each statue had been very carefully selected for relativity and optimal impact.
2. The realism and detail was superb and the bronze metal is the best weather-resistant material for such an out-door work of art. Detail such as facial hair, clothing style and fabric creases was an integral part of the works.
3. As the Busselton statues are being installed at costs of around \$100,000-00 to \$120,000-00 + GST each, the likely cost of such a statue for Greenbushes in the foreseeable future (allowing for some inflation) could be somewhere around \$110,000-00 to \$130,000-00 + GST.
4. Funding is a complex issue with any community initiative being dependent upon backing and support for the proposed icon as well as material contribution from bodies like the Shire, major commercial players, private donors and charity funding sources.
5. Initially, such a project requires the preparation of an accepted, official, detailed, documented brief which would comprise specifications of dimensions and style and as much detailed, photographic information and history of the subject as possible.

6. That brief would be used to obtain estimates of likely total cost from reliable sources including Shires and other public bodies that have undertaken similar public works. The West Australian newspaper of 19 November published a photo of a war service ceremony in Geraldton which featured a public art-work bronze statue (scan copy Attached). Jacquie pointed out that a statue of the legendary "Red Dog" was erected in Dampier as a result of a project promotion by a local Memorial Fund Committee. An example of a different precedent is a Rio Tinto sponsored sculpture in Paraburdoo. Called "Resilience" it is a collaborative work by local workers promoting mental health (can be seen on <https://vimeo.com/134379069> ).
7. Once a realistic *estimate* amount is accepted by the proposing body, discussions are commenced with likely funding sources so that each invited source is aware of the scale and reality of the proposal.
8. As positive funding offers/pledges to donate come in and the total likely funding outlay is assured, then and only then can invitations be published for tenders to be submitted for the statue. For their Cultural Precinct project, the City of Busselton ran a pledge campaign prior to the second sculpture being commissioned. When the target amount of funding was reached, the City then commissioned the second sculpture. It included an amount of \$50,000 + GST as an annual contribution by the City. This was increased to \$85,000 after the third sculpture was commissioned in order to move the project forward. The pledges for one sculpture that was named John Garrett Bussell, were specifically targeted to family members and about \$25,000 was raised in this way.
9. The tenders would need to include the artist's CV with documented evidence of work completed and detailed description and imagery of the artist's proposed statue with the quote. Using the Busselton experience, if there were a large number of artists applying, normal process is to choose the most favourable. This would involve a selection panel including perhaps a member of the family, and an artist/curator with knowledge about sculpture and pay them to submit a detailed concept design with quote. Subsequently they might be interviewed to present their concept to the deciding authority. They would receive a financial honorarium of between \$900-\$1200 as these documents take time to put together.
10. Jacquie Happ stressed that the process could be lengthy, with each step complying with the purchasing requirements of the Shire if they are funding it or managing the contract. We could expect the total duration, start to finish, to be a minimum of at least 2 years.
11. The artist responsible for the Busselton works is well-known and respected artist Greg James, contactable at email address [greg@gregjamessculpture.com.au](mailto:greg@gregjamessculpture.com.au) and by phone at his studio phone number **9335 5857**.
12. Jacquie Happ also advised that a helpful aid to fund-raising is James Boyd of Creative Partnerships who specialises in Fundraising. One useful avenue can be the Australian Cultural Fund which is a body whereby if donations are accepted, they can be given tax deductible status. The City of Busselton ran an appeal through the National Trust for the same benefit. James can be contacted on personal phone **0417 977 022** or on his email address [james.boyd@creativepartnershipsaustralia.org.au](mailto:james.boyd@creativepartnershipsaustralia.org.au)
13. Obviously due diligence must be applied throughout the process and the final, formal acquittal has to satisfy all parties with an interest. And Jacquie reminded me:

“Remember to celebrate with an unveiling for all to attend!” To which I would add that the project would benefit from as much positive publicity as could be arranged.

14. I know that we do have some expertise in local-project grant applications but I appreciated the advice from Jacquie in her Cultural Development role at the City of Busselton and her perspective of the task. In my opinion, the Stinton statue proposal is bigger than a Greenbushes project. The importance of lithium mining in Greenbushes today has enormous implications for the Shire, the State and our Nation. Given the precedent of the City of Busselton example, I would propose that this project should be undertaken by the experienced resources of the Shire of Bridgetown-Greenbushes with input from Greenbushes sources as appropriate.

I Thank Pat for suggesting the exemplary Busselton model. A life-size statue of mining explorer David Stinton, in a relevant setting, like the Busselton examples, would be a well-deserved tribute and a magnet to our town and Shire.

I hope this information and perspective is helpful to our Committee.

Best Wishes,  
Trevor



# Corporate Business Plan

## 2019-2023

2017-2021 Corporate Business Plan adopted by Council 29 June 2017

1<sup>st</sup> Annual Review – June 2018.

2<sup>nd</sup> Annual Review – June 2019



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## Introduction

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Thank you for reading our Corporate Business Plan 2019/23.

Section 5.56 of the *Local Government Act 1995*, requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the *Local Government (Administration) Regulations 1996* state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a district.

Under *Local Government (Administration) Regulations 1996* regulation 19C (3), a Corporate Business Plan for a district is to:

- a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
- b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

In the preparation of the annual budget the Local Government is to have regard to the contents of the plan for the future in terms of Section 6.2(2) of the *Local Government Act 1995*.

The Shire of Bridgetown-Greenbushes Corporate Business Plan 2019-2023 is a rolling four year service and project delivery plan. It has been developed to align with the Shire's 10 Year + Strategic Community Plan and provides the various actions to implement the outcomes and strategies articulated in the Strategic Community Plan. The Corporate Business Plan demonstrates how the aspirations that the community articulated in the Strategic Community Plan will be delivered within the operational capacity of the Shire.

The Corporate Business Plan is reviewed annually. Every two years, the review will be in conjunction with a minor or major review of our Strategic Community Plan.



## Our Vision

***‘A beautiful place to live’  
Working together with the community to  
achieve our shared objectives.***

# Integrated Planning Framework

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

## 1. Strategic Community Plan

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

## 2. Corporate Business Plan

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

## 3. Annual Budget

- Financial statements and policies for one year

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

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

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

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

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

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

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

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



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

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

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

Integrated Planning provides for:

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

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

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

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



An 'Integrated Planning Review Cycle' has been endorsed by Council and sets review intervals for all documents contained in the Shire of Bridgetown-Greenbushes Integrated Planning Framework.

### Shire of Bridgetown-Greenbushes Integrated Planning Review Cycle

<b>Strategic Community Plan (SCP)</b>	Desktop Review every 2 years (includes community survey) Full Review every 4 years (includes community survey and workshops)
<b>Corporate Business Plan</b>	Annual Desktop Review Full Review every 4 years (following SCP full review)
<b>Long Term Financial Plan</b>	Annual Desktop Review Full Review every 4 years (following SCP full review)
<b>Asset Management Plans</b>	Annual
<b>Capital Works Plans</b>	Annual
<b>Plant &amp; Fleet Replacement Plans</b>	Annual
<b>Workforce Plan</b>	Every 4 years (following SCP full review)
<b>Sport and Recreation Strategic Plan</b>	Desktop Review every 5 years Full Review every 10 years
<b>Public Art Strategy</b>	Desktop Review every 10 years
<b>Trails Masterplans</b>	Desktop Review every 5 years
<b>Aged Community Plan</b>	Desktop Review every 4 years
<b>Youth Community Plan</b>	Desktop Review every 4 years
<b>Access and Inclusion Plan</b>	Desktop Review every 4 years

The annual review of the Corporate Business Plan would consider any updates to informing strategies that had occurred via reviews in the previous 12 months. The preparation of the annual budget would be structured around the Corporate Business Plan after each annual review.

## Our Council

The Shire of Bridgetown-Greenbushes has a structure of 9 councillors, 7 representing the South Ward and 2 representing the North Ward. Local government elections are held every 2 years with the next ordinary election scheduled for October 2019. After each ordinary election the councillors elect a President and Deputy President.

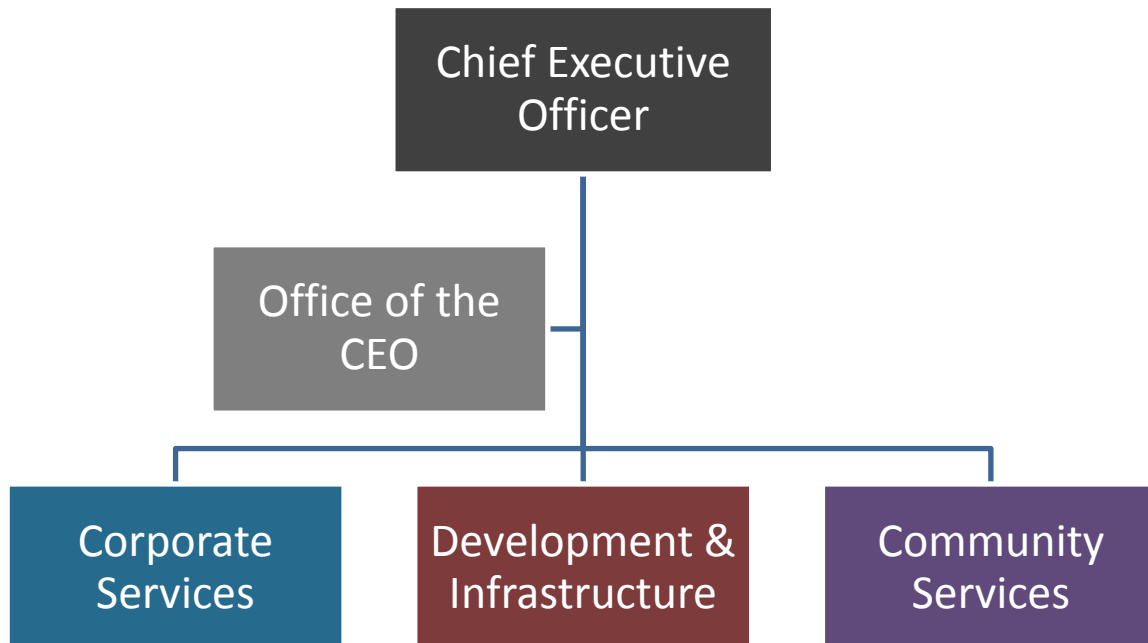
The councillors are committed in serving our community. Although each councillor represents one of two wards they do represent all electors of the district and make decisions in the overall best interests of the community.

Councillor	Address	Contact	Ward	Current Term Expires
<b>Tony Pratico</b> <b>Shire President</b>	PO Box 13 Greenbushes 6254	Ph: 9761 1616 (w) Ph: 9764 4010 (h) Fax: 9764 4011 Mobile: 0409 764 401 <a href="mailto:tonypratico@bigpond.com">tonypratico@bigpond.com</a>	North	2019
<b>Alan Wilson</b> <b>Deputy President</b>	PO Box 560 Bridgetown 6255	Ph/Fax: 9761 2214 Mobile: 0428 612 214 <a href="mailto:aandgwilson@bigpond.com">aandgwilson@bigpond.com</a>	South	2021
John Bookless	PO Box 1007 Bridgetown 6255	9761 4452 (h) 0409 682 722 <a href="mailto:bookless2@bigpond.com">bookless2@bigpond.com</a>	South	2021
Julia Boyle	PO Box 793 Bridgetown 6255	Ph: 9761 4550 Mobile: 0428 244 760 <a href="mailto:juliaannboyle16@westnet.com.au">juliaannboyle16@westnet.com.au</a>	South	2021
Doreen Mackman	PO Box 539 Bridgetown 6255	Ph: 0437 700 872 <a href="mailto:dorsmud1@bigpond.com">dorsmud1@bigpond.com</a>	South	2019
Joann Moore	PO Box 668 Bridgetown 6255	Ph: 0412 420 044 <a href="mailto:jomoore@jobry.com.au">jomoore@jobry.com.au</a>	South	2019
John Nicholas	PO Box 584 Bridgetown 6255	Ph: 9761 2712(w) Ph: 9761 4189 (h) Mobile: 0409 619 753 <a href="mailto:john@bridgetowncrc.net.au">john@bridgetowncrc.net.au</a>	South	2019
Pat Scallan	33 Diorite Street Greenbushes 6254	Ph: 9782 5700 (w) Ph: 9764 3508 (h) <a href="mailto:gwalia1@iinet.net.au">gwalia1@iinet.net.au</a>	North	2021
Vacant until next Elections in October 2019			South	2021



## Organisational Structure

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



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

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

The Shire employs a workforce of 100, however due to a high numbers of part-time and casual staff this equates to 53.5 FTE (full time equivalents). Following is a list of the functions/services which each Department is responsible for:

### CEO's Office

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

### Corporate Services

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

### Development & Infrastructure

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

### Community Services

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

## Overview - Strategic Community Plan's Key Goals and Objectives

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

## How to Read our Corporate Business Plan

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The layout of our Corporate Business Plan reflects the same five key goal areas as identified by our 10+ Year Strategic Community Plan 2018. Each Key Goal is broken down into objectives and strategies, defined as:

### Objectives:

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

### Strategies

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

### Actions

How each strategy is to be achieved.

The Corporate Business Plan lists actions against each of the strategies, detailing how each strategy will be delivered. Although the Corporate Business Plan is a 4 year timeframe it is a rolling document subject to annual review, hence a 5<sup>th</sup> year column (2021 onwards) has been included so that projects or services not expected to be delivered for at least 4 years are not overlooked in future reviews of the Corporate Business Plan and can also be factored into the financial projections in the Long Term Financial Plan.

Each action is also supported with the following information:

- The year upon which the action is to be delivered – either in the form of an 'X' or by an expenditure amount. If expenditure is shown this is the cost of delivering the action. All capital expenditure is shown as well as any new operating expenditure required to deliver a new service. Where the action requires the continuation of existing expenditure it hasn't been listed. For example Action 2.1.2.1 states that Council will maintain financial support of the community landcare service. As this is service is already being funded it is not shown as additional expenditure in the yearly column.
- Is the delivery of the action dependent upon external funding? If so, this is marked in that column. Note if the revenue isn't received it is to be assumed that the action can't be achieved.
- Responsible officer – this is the officer tasked with ensuring the action is delivered – not necessarily the officer that will actually deliver it as that may be a joint responsibility of more than one officer. Note typically the responsible officer is the senior officer with managerial oversight of the subject area however for actions in the Planning & Environmental Services Department the assignment has gone to a more specific level.

The Responsible Officer acronyms listed represent:

<b>CEO</b>	Chief Executive Officer
<b>EMCOR</b>	Executive Manager Corporate Services
<b>EMCS</b>	Executive Manager Community Services
<b>EMDI</b>	Executive Manager Development & Infrastructure
<b>MP</b>	Manager Planning
<b>MEH</b>	Manager Environmental Health
<b>CESM</b>	Community Emergency Services Manager
<b>BAC</b>	Building Assets Coordinator

## Actioning the Strategic Community Plan – Corporate Business Plan Actions 2019/20 to 2022/23

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

#### Objectives:

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

1.2 A proactive approach to business development

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
1.1.1	Encourage long term growth in the district in order to retain and enhance services	1.1.1.1	Prepare and implement a plan/proposal to present to Government on the infrastructure requirements of the mine expansion project	\$55,000	X	X	X	X		CEO
1.1.2	Develop and implement strategic plans and actions that attract economic development	1.1.2.1	Review visitor centre/information service delivery including management model and location	\$20,000						EMCS

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		1.1.2.2	Engage the community on meeting the requirements to achieve RV friendly town/s status for both Bridgetown and Greenbushes	X						EMCS
		1.1.2.3	Install a septage dump point facility in Bridgetown	\$60,000	\$4,000	\$4,000	\$4,000	\$4,000 per annum		MEH
		1.1.2.4	Contribute to the Busselton Margaret River Regional Airport Marketing Fund to assist in the attraction and retention of airlines to service the “East Coast to South west” route	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000 2023/24		CEO
1.1.3	Plan for expansion of the commercial area	1.1.3.1	Ensure the local planning strategy allows for growth of commercial development	X						MP
1.1.4	Develop industrial and light industrial areas	1.1.4.1	Partner Landcorp in developing land for light industry	X	X					CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
1.1.5	Pursue improvements to infrastructure and services, including utilities	1.1.5.1	Prepare an Action Plan to present to State Government to progress additional infill sewerage in Bridgetown			X				CEO
		1.1.5.2	Lobby State Government to review onsite wastewater disposal density restrictions for non-sewered residential land	X	X					CEO
1.1.6	Work with key partners (business and government) to improve telecommunications within the Shire	1.1.6.1	Work with regional partners (Local and State Governments) to seek greater investment in telecommunications within the Region	X	X	X	X	X	X	CEO
1.1.7	Improve tourist facilities	1.1.7.1	Upgrade northern information bay at Bridgetown	X						EMCS
		1.1.7.2	Investigate establishment of a free Wi-Fi hotspot location/s	X						EMCS

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		1.1.7.3	Develop a stage at Memorial Park	\$150,000					\$100,000	BAC
1.1.8	Develop trails – culinary, art, walk, mountain bike, canoe and bridle	1.1.8.1	Complete the Warren Blackwood Stock Route (Trail)	X						EMCS
		1.1.8.2	Complete detailed planning and costing for the Old Rectory Loop Trail	X						EMCS
1.1.9	Support tourism activities that focus on events, adventure, agriculture, food, heritage and the natural environment	1.1.9.1	Fund the Southern Forest Blackwood Valley Tourism Association	\$45,320	\$52,819	\$39,852	\$26,914			EMCOR
		1.1.9.2	Provide a proportion of Visitor Centre membership fees to the BGBTA to enable it to progress business and tourism initiatives	X						EMCS
1.1.10	Deliver or support a range of events where a demonstrable community benefit can be shown	1.1.10.1	Prepare an Events Policy/Procedure	X						EMCS



Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
1.2.1	Embrace a “can do” approach to development	1.2.1.1	Develop a new Local Planning Scheme	X	\$15,000					MP
		1.2.1.2	Develop a policy to clarify and simplify compliance to bush fire guidelines for minor levels of development	X						MP
1.2.2	Design and implement business retention strategies and initiatives for support of existing and potential new businesses	1.2.2.1	Develop a Shire of Bridgetown-Greenbushes Economic Development Strategy				X			EMCS
1.2.3	Communicate and engage with the business community		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		CEO
1.2.4	Ensure the Shire’s procurement policies support local business and local employment	1.2.4.1	Identify opportunities and mechanisms for establishment of local supplier panels	X	X					EMCOR

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

### Objectives:

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

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
2.1.1	Support and promote sound environmental management practices	2.1.1.1	Prepare stormwater management plans for Bridgetown and Greenbushes					X		EMDI
2.1.2	Support local and regional environmental initiatives		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		CEO
2.1.3	Identify opportunities for protecting and enhancing the health of the Blackwood River and tributaries	2.1.3.1	Prepare a Geegelup Brook beautification and flood management plan	X						CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
2.1.4	Consider opportunities for greater recreational and commercial use of the Blackwood River	2.1.4.1	Prepare detailed design plans for the Blackwood River Foreshore Project	X						EMCS
		2.1.4.2	Implement the River Park and Surrounds Development Plan			\$250,000			\$225,000	EMCS
		2.1.4.3	Redesign and reconstruct the river boardwalk			\$250,000			\$225,000	EMDI
2.1.5	Improve public access to natural waterways		No specific actions have been identified							
2.1.6	Recognise and respond to the impacts of climate change	2.1.6.1	Prepare a climate change strategy			X				CEO
2.2.1	Prepare and implement strategies for development and maintenance of parklands and reserves	2.2.1.1	Establish a hierarchy of park maintenance and associated service levels for all parks and reserves	X						EMDI

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		2.2.1.2	Prepare a parkland renewal and improvement strategy	X						EMDI
2.2.2	Manage the Shire's parks on a waterwise basis	2.2.2.1	Develop a waterwise action plan	X						CEO
2.2.3	Prepare and implement management or conservation plans for bushland reserves	2.2.3.1	Work with Bridgetown-Greenbushes Community Landcare to prepare management or conservation plans for high environmental value reserves			X	X			CEO
2.2.4	Develop the Dumpling Gully waterbodies at Greenbushes	2.2.4.1	Acquire vesting of the Dumpling Gully waterbodies from the Water Corporation	X						CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		2.2.4.2	Develop a plan for future community recreational use of the Dumpling Gully waterbodies in conjunction with Greenbushes Sportsground Precinct Improvement Plan	X						CEO
		2.2.4.3	Implement the Greenbushes Sportsground Precinct Improvement Plan			\$250,000			\$225,000	CEO
2.2.5	Develop and maintain playgrounds that cater for a range of age groups and activities	2.2.5.1	Prepare a conceptual design plan and preliminary cost estimates for development of the public open space area in the Highland Estate	X						EMCS
		2.2.5.2	Develop the public open space area in the Highland Estate			\$150,000			\$75,000	EMCS

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		2.2.5.3	Work with surrounding residents to prepare a concept development plan for the public open space at Four Seasons Estate	X						CEO
2.3.1	Explore and implement renewable energy options for Shire buildings	2.3.1.1	Prepare a business plan to guide Implementation of the 2018 Shire Energy Audit	X						EMCS
2.3.2	New Shire buildings to incorporate environmentally sustainable design principles	2.3.2.1	Photovoltaic systems to be installed in gym as part of expansion project	X						EMCS
2.4.1	Improve provision and distribution of land management information		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
2.4.2	Encourage the community to have sustainable lifestyles and inform the community on ways to use our environment sustainably		No specific actions have been identified							
2.5.1	Identify long term waste disposal and recycle options for the Shire	2.5.1.1	Participate in the development of the South West Regional Waste Strategy	X	X					CEO
		2.5.1.2	Conduct a post closure clean-up of the former inert waste area	\$30,000					Post Closure Waste Site Reserve	EMDI
		2.5.1.3	Prepare a development plan for the waste site	\$20,000					Sanitation Reserve	EMDI
		2.5.1.4	Investigate (desktop) the financial cost and feasibility of establishing an organic waste service		X					EMDI

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
2.5.2	Implement waste reduction and recycling initiatives	2.5.2.1	Prepare a development plan for the waste site	X						EMDI
2.6.1	Planning processes allow for a diverse range of land and development opportunities		This is an operational task and will be carried out when required or appropriate							MP



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

#### Objectives:

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

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
3.1.1	Ensure relevant policies and plans offer appropriate protection to existing heritage character whilst still allowing appropriate development opportunities	3.1.1.1	Prepare a new Municipal Heritage Inventory	X						MP
		3.1.1.2	Determine the preferred use and land tenure of the Bridgetown Railway Station building	X						CEO
		3.1.1.3	Develop detailed design and costs (and funding strategy) for restoration of Bridgetown Railway Station building		\$10,000					EMCS

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		3.1.1.4	Restoration of Bridgetown Railway Station building			\$100,000	\$100,000		\$40,000	BAC
3.1.2	Ensure town centres achieve a high standard of appearance and amenity	3.1.2.1	Implement the heritage photograph rubbish bin project in Bridgetown and Greenbushes	\$8,000						CEO
		3.1.2.2	Landscape the western side of the railway car park	X						EMDI
3.1.3	Work with community to identify and implement projects that promote the unique heritage and history of each town	3.1.3.1	Offer the existing archives shed to the Bridgetown Historical Society	X						CEO
3.2.1	Community spaces and buildings accommodate a wide range of interests and activities	3.2.1.1	Prepare concept plans for the Bridgetown youth precinct and conduct further community consultation	X						EMCS
		3.2.1.2	Prepare detailed design plans for the Bridgetown youth precinct	X						EMCS

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		3.2.1.3	Develop the Bridgetown youth precinct			\$500,000			\$450,000	EMCS
		3.2.1.4	Review car parking and traffic flow requirements at the Bridgetown Leisure Centre	X						EMDI
		3.2.1.5	Review dog exercise areas including the need for fenced areas	X						CEO
		3.2.1.6	Conduct an electrical capacity assessment of Bridgetown Sportsground Precinct	X						BAC
		3.2.1.7	Re-grout swimming pool					X \$10,000 2023/24 and every 8 years		BAC
		3.2.1.8	Upgrade horse stalls at Bridgetown Sportsground		\$30,000		\$30,000		✓ 66%	BAC

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
3.2.2	Social and recreation programs make the most of existing built facilities		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		EMCS
3.2.3	Bridgetown Sportsground is the base for oval sports in the Shire	3.2.3.1	Identify a solution to improve the water quality and capacity of water sources that supply the Bridgetown Sportsground	\$2,000						EMDI
		3.2.3.2	Conduct cost-benefit assessment for irrigation of Sportsground	X						EMDI
		3.2.3.3	Improve sub soil drainage at sportsground oval					\$60,000 in 2023/24		EMDI
3.2.4	Greenbushes Sportsground is the base for rectangular sports in the Shire	3.2.4.1	Acquire an irrigation source for Greenbushes Sportsground	X						CEO
		3.2.4.2	Upgrade the playing surfaces at Greenbushes Sportsground			X				EMDI

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
3.2.5	Provide and maintain a range of facilities that cater for the community's needs	3.2.5.1	Replace chairs at Bridgetown Civic Centre				\$12,000			EMCOR
3.2.6	Develop new facilities that provide for the identifiable needs of the community	3.2.6.1	Expand the gym at the Bridgetown Leisure Centre	X						EMCS
3.3.1	A well maintained local and regional transport network		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X	√	EMDI
3.3.2	Maximise funding opportunities to improve road safety		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X	√	EMDI
3.3.3	Provide and maintain a safe and efficient pedestrian transport system		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		EMDI
3.3.4	Ensure suitable access to road building materials		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		EMDI

## Key Goal 4 – A Community that is Friendly and Welcoming

### Objectives:

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

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
4.1.1	Deliver and support a wide range of community activities, events and associated infrastructure	4.1.1.1	Support the development of external funded public art	X	X	X	X	X	X	EMCS
		4.1.1.2	Fund community grants, service agreements and donations to a maximum value of \$160,000 per annum	X	X	X	X	X		EMCS
4.1.2	Deliver programs that encourage community interaction and participation		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		EMCS

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
4.2.1	Encourage events, activities, programs and services relevant to, and accessible for local youth		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		EMCS
4.2.2	Increase the awareness and acceptance of diversity and needs in local youth	4.2.2.1	Host an annual event that encourages young people to be welcoming and inclusive of others regardless of ability, culture, age or gender	\$10,000	\$10,000	\$10,000			✓ \$5,000 p.a.	EMCS
4.2.3	Support relevant (local or outreach) support services and programs	4.2.3.1	Advocate for outreach services to be available for youth from Greenbushes or transport assistance is made available to access services in Bridgetown	\$1,000	\$1,000	\$1,000				EMCS
4.2.4	Support educational and employment transitional programs		No specific actions have been identified							

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
4.2.5	Support initiatives that develop confidence, self-esteem and resilience	4.2.5.1	Co-host community awareness events on topical issues; social media, body image, self-harm – in partnership with organizations that provide specific youth services	\$1,000	\$1,000	\$1,000				EMCS
		4.2.5.2	Develop a dedicated Youth Awards program to recognize and celebrate the achievements of young people in the community	\$1,000	\$1,000	\$1,000	X	X		EMCS
4.2.6	Increase the number of aged care housing facilities	4.2.6.1	Ensure the Local Planning Scheme recognises the trends and opportunities associated with smaller/mixed housing developments	X	X					MP



Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
4.2.7	Explore the potential and feasibility of volunteer network/social enterprise models to assist seniors with home maintenance	4.2.7.1	Partner with CRC's to compile a service provider database for seniors and people with a disability	X						EMCS
4.2.8	Establish a central source of information dissemination and promotion of local seniors services and home bound residents	4.2.8.1	Identify suitable agencies or providers to be central source of information	X						EMCS
4.2.9	Improve services and facilities for seniors and people with a disability	4.2.9.1	Implement the recommendations of the Access and Inclusion Plan	X	X	X	X	X		EMCS
4.2.10	Maintain and enhance community services, including education and health		No specific actions have been identified							
4.3.1	Investigate improvements to local transport systems		No specific actions have been identified							

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
4.3.2	Seek to link volunteer transport service timetables with commercial transport providers	4.3.2.1	Investigate links with any volunteer transport services to assist seniors and people with disability access medical specialists	X						EMCS
4.4.1	Acknowledge volunteers and the contribution they make to our community	4.4.1.1	Regularly profile long term volunteers in the Shire Insight Newsletter to promote the abilities of seniors as volunteers	X	X					EMCS
4.4.2	Promote to the community, both individually and at the community level, the importance and benefits of volunteering		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		EMCS
4.5.1	Monitor risk management and emergency management profiles, procedures and preparedness		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		EMCOR

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
4.5.2	Prepare and implement flood mitigation/ management strategies	4.5.2.1	Implement the Flood Mitigation Strategy – Geegelup Brook	X	X					CEO
4.5.3	Improved mobile phone communications	4.5.3.1	Work with regional partners (Local and State Governments) to seek greater investment in mobile phone towers within the Region	X	X	X	X	X	v	CEO
4.6.1	Reduce bush fire hazards	4.6.1.1	Participate in the Mitigation Activity Fund program for the purpose of conducting mitigation activities on Shire controlled land	\$100,000	\$100,000	\$100,000	\$100,000	X	100% funded	CESM
4.6.2	Support community education and information programs in relation to fire protection		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		CESM

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
4.6.3	Develop policies and strategies concerning fire management on private properties		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		CESM
4.6.4	Bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements	4.6.4.1	Provide funding for the repair/replacement of non ESL firefighting equipment	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000pa		CESM
4.7.1	A functional and safe Hampton Street	4.7.1.1	Continue to monitor changes in use patterns, behaviour and the perception of safety, to determine the need or otherwise of further options including the possibility of reactivating planning for a heavy haulage deviation or bypass road	X	X	X	X	X		CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		4.7.1.2	Advocate to Main Roads Western Australia to conduct a safety audit of the Hampton Street precinct	X						CEO
4.7.2	Improve parking and pedestrian accessibility in town centres	4.7.2.1	Acquire suitable tenure of land behind shops adjacent to Geegelup Brook to formalise access and car parking	\$2,500						CEO
		4.7.2.2	Prepare a design plan for completion of car park area behind shops adjacent to Geegelup Brook	X						EMDI
		4.7.2.3	Acquire suitable tenure of land behind Greenbushes commercial businesses in order to upgrade parking and laneway	X						CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		4.7.2.4	Develop new ACROD parking bays in CBD to replace existing on-street infirm parking bays	X						EMDI
		4.7.2.5	Review directional signage to car parking	X						EMDI
		4.7.2.6	Prepare detailed design plans for construction of the car parking area behind shops adjacent to Geegelup Brook	X	X					EMDI
		4.7.2.7	Construct car parking area behind shops adjacent to Geegelup Brook and incorporate with beautification of Geegelup Brook			\$500,000			\$450,000	EMDI

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		4.7.2.8	Upgrade/seal carpark and adjacent laneway behind Greenbushes commercial businesses			\$500,000			\$450,000	EMDI
4.7.3	Develop and implement crime prevention strategies	4.7.3.1	Develop a CCTV Plan for Bridgetown CBD	X						CEO

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

### Objectives:

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

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
5.1.1	The community is involved in local decision making	5.1.1.1	Major projects to include where appropriate a specific community engagement component	X	X	X	X	X		CEO
5.1.2	People are provided opportunities to develop strong leadership skills	5.1.2.1	Host an annual leadership program for young people to encourage the development of new skills and capabilities	X	X	X				EMCS
5.1.3	Monitor, maintain and enhance the way we communicate with the community	5.1.3.1	Prepare a bi-monthly Shire newsletter	X	X	X	X	X		CEO



Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
5.1.4	People receive Shire information, services and opportunities according to their needs	5.1.4.1	Develop a communications procedure	X				X		CEO
5.1.5	Support groups that deliver programs, activities and services for the benefit of the community		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		EMCS
5.2.1	Councillors provide strong and ethical leadership	5.2.1.1	Undertake an in-house councillor induction program for new councillors after Council elections	X		X		X bi-annual		CEO
		5.2.1.2	Provide training opportunities for councillors, both legislative (compulsory) and optional	\$5,000	X	\$5,000	X	X		CEO
		5.2.1.3	Conduct a bi-annual study tour to other councils	\$3,000		\$3,000		X bi-annual		CEO
		5.2.1.4	Review the Code of Conduct	X			X	X Every 3 years		CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		5.2.1.5	Determine method of conducting ordinary and special council elections	\$19,000		\$19,000		X Every 2 years		CEO
5.2.2	Staff work in an ethical manner	5.2.2.1	Achieve full compliance in annual Compliance Audit Return	X	X	X	X	X		CEO
5.2.3	Ensure organisational capability	5.2.3.1	Develop an organisation wide compliance calendar	X						CEO
		5.2.3.2	Review the Records Management Plan	X				X Every 5 years		EMCOR
		5.2.3.3	Undertake review of systems for risk management, internal controls and legislative compliance as required under Audit Regulation 17	\$2,000			\$2,000	X Every 3 years		EMCOR
		5.2.3.4	Review the Business Continuity Plan as identified in the 2014 Audit Regulation No, 17 review	X				X Every 5 years		EMCOR

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		5.2.3.5	Implement 2019 Workforce Plan	X	X					CEO
		5.2.3.6	Prepare plans for depot workshop improvements	\$5,000						BAC
		5.2.3.7	Review Ranger Services Structure and Service Levels	X						CEO
		5.2.3.8	Prepare a local environmental health plan	\$5,000	X					MEH
		5.2.3.9	Staff have access to agreed training and professional development opportunities and pathways	X	X	X	X	X		CEO
		5.2.3.10	Review lease and legal agreements and develop appropriate registers	X						CEO
		5.2.3.11	Investigate the cost benefits of outsourcing selected functions	X						CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		5.2.3.12	Investigate options for conversion of agendas and other information for councillors and staff from hard copy format to digital format	X						EMCOR
5.2.4	Maintain a strong customer focus	5.2.4.1	Review the Customer Service Charter		X			Every 3 years		EMCOR
5.2.5	Regularly review community engagement strategies and policies	5.2.5.1	Conduct community satisfaction and feedback surveys on a bi-annual basis		X		X	X bi-annually		CEO
5.2.6	Ensure the future financial sustainability of the Organisation	5.2.6.1	Review the rating structure		X					EMCOR
		5.2.6.2	Assess level of fees and charges to apply cost recovery principle where appropriate	X	X	X	X	X		EMCOR
		5.2.6.3	Implement the Council endorsed action plan designed to achieve compliance to financial ratios	X	X	X				EMCOR

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
5.2.7	Council's policies and local laws are responsive to community needs	5.2.7.1	Annually review policies	X	X	X	X	X		CEO
		5.2.7.2	Conduct statutory review of all Local Laws.				X	X Every 7 years		CEO
5.2.8	Ensure all legislative responsibilities and requirements are met	5.2.8.1	Implement GRV and UV revaluations	X	X	X	\$65,000	X Every 4 years	Assets & GRV Valuation Reserve	EMCOR
5.3.1	Implement the Shire's Integrated Planning Review Cycle	5.3.1.1	Annually review the Corporate Business Plan	X	X	X	X	X		CEO
		5.3.1.2	In-house review of Strategic Community Plan once every 4 years				X	X 4 yearly		CEO
		5.3.1.3	Facilitated (externally assisted) review of Strategic Community Plan once every 4 years		\$15,000			X 4 yearly \$15k in 2024/25		CEO
		5.3.1.4	Annual review of Long Term Financial Plan	X	X	X	X	X		EMCOR

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		5.3.1.5	Annual review of capital works plans	X	X	X	X	X		EMCOR
		5.3.1.6	Annual review of Fleet/Plant Replacement Plan	X	X	X	X	X		EMDI
		5.3.1.7	Desktop review of Workforce Plan	X	X	X	X	X		CEO
		5.3.1.8	Comprehensive review of Workforce Plan (following full review of SCP)			X		X \$15,000 in 2025/26		CEO
		5.3.1.9	Review Sport and Recreation Strategic Plan		X			2025/26		EMCS
		5.3.1.10	Review Youth Community Plan		X					EMCS
		5.3.1.11	Review Aged Community Plan	X						EMCS
		5.3.1.12	Review Access and Inclusion Plan	X				2023/24		EMCS
		5.3.1.13	Review of Leisure Centre Business Plan		X		X	X Bi-annual		EMCS
		5.3.1.14	Annually review Asset Management Plans	X	X	X	X	X		EMCOR

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
		5.3.1.15	Develop a business software systems Strategy	\$5,000						EMCOR
		5.3.1.16	Develop a Parkland Assets Replacement Plan	X	X					EMDI
5.3.2	Apply best practice asset management principles	5.3.2.1	Review and maintain asset management plans for all relevant asset classes	\$25,000	\$80,000	\$2,500	\$25,000	X 4 year cycle repeats	Assets & GRV Valuation Reserve	EMCOR
5.3.3	Establish and review service levels	5.3.3.1	Prepare or review service levels of at least one service per annum	X	X	X				CEO
5.4.1	Monitor opportunities for shared services in co-operation with regional partners		This is an operational task and will be carried out when required or appropriate	X	X	X	X	X		CEO
5.4.2	Participate in local government collaborative groups	5.4.2.1	Maintain membership of the Warren Blackwood Alliance of Councils	X	X	X	X	X	X	CEO

Strategy Ref.	Strategy	Action Ref.	Action	2019/20	2020/21	2021/22	2022/23	2023/24 Onwards	Dependency on External Funding?	Responsible Officer
5.4.3	Monitor potential initiatives in local government reform	5.4.3.1	Council's position is that it is a sustainable local government and can remain an autonomous local government authority however in the event of local government reform Council's 2009 vision for a "Blackwood Valley Shire" is to be promoted	X	X	X	X	X		CEO
5.5.1	Lobby and advocate to represent the community's needs	5.5.1.1	Implement the findings of the Age Friendly Community Plan, Youth Community Plan, Access and Inclusion Plan and other Shire of Bridgetown-Greenbushes integrated planning strategies	X	X	X	X	X		EMCS



## Financing the Corporate Business Plan

The Corporate Business Plan has been prepared with regard to the limited resources available to the Council and actions have been identified that maximise the delivery of Council's overall vision, key goals, objectives and strategies.

The following tables are extracted from Council's Long Term Financial Plan that has been prepared and is reviewed annually in conjunction with the preparation and review of the Corporate Business Plan.

**NOTE DETAIL IN TABLE BELOW TO BE ADDED AFTER COMPLETION OF LONG TERM  
FINANCIAL PLAN – AUGUST 2019**

	2019/20	2020/21	2021/22	2022/23
	\$	\$	\$	\$
<b>FUNDING FROM OPERATIONAL ACTIVITIES</b>				
<b>Revenues</b>				
Rates				
Operating grants, subsidies and contributions				
Fees and charges				
Interest earnings				
Other revenue				
<b>Expenses</b>				
Employee costs				
Materials and contracts				
Utility charges (electricity, gas, water etc.)				
Depreciation on non-current assets				
Interest expense				
Insurance expense				
Other expenditure				
Depreciation on non-current assets				
<b>Net Funding From Operational Activities</b>				

## FUNDING FROM CAPITAL ACTIVITIES

### Inflows

Proceeds on disposal				
Non-operating grants, subsidies and contributions				
<hr/>				
Purchase of property plant and equipment				
Purchase of infrastructure				
<b>Net Funding From Capital Activities</b>				

## FUNDING FROM FINANCING ACTIVITIES

### Inflows

Transfer from reserves				
New borrowings				
Self supporting loan				
<hr/>				
Transfer to reserves				
Repayment of past borrowings				
<b>Net Funding From Financing Activities</b>				

Estimated Surplus/Deficit July 1 B/Fwd				
<b>Estimated Surplus/Deficit June 30 C/Fwd</b>				

Shire of Bridgetown-Greenbushes
File No: RD288
Document No: 1-2020/1952821
Office: <i>RD</i>
Copy:

**PETITION TO THE SHIRE OF BRIDGETOWN-GREENBUSHES 2019**

We, the undersigned, Residents and Ratepayers of McLarty Street Bridgetown, hereby request that the surface of McLarty Street be bitumised.

The current condition of the road raises health concerns due to the amount of gravel dust that is disturbed by increasing local traffic on the road. The current condition of the road is poor with many ruts and potholes and this will only deteriorate over the coming winter.

We are asking the Shire of Bridgetown-Greenbushes to action this request as a matter of urgency.

Name	Address	Phone	Signature
BRITTANY DELAPORTE	21 McLARTY STREET	0458 062326	<i>B Delaporte</i>
Brendan Delaporte	21 McLarty Street	0458 061300	<i>B Delaporte</i>
Dennis Temby	32 McLarty St	0488920696	<i>Dennis Temby</i>
JULIA TEMBY	32 McLARTY ST	0411 040535	<i>J Temby</i>
FLEUR LYON	28 McLARTY ST	0422952443	<i>Fleur Lyon</i>
Jody RAE	22 McLARTY ST		<i>Jody Rae</i>
GHER RAE	22 McLARTY ST		<i>Gher Rae</i>
STEVE MOULTON	16 McLARTY ST	0423744380	<i>Steve Moulton</i>
Kelly Gibbs	16 McLarty St	0455122550	<i>Kelly Gibbs</i>
Riley Moulton	16 McLarty St	0421504620	<i>Riley Moulton</i>
GLENN SWEET	15 McLARTY ST	043 728 7430	<i>Glenn Sweet</i>
JENNY SWEET	15 McLARTY ST	043 728 7430	<i>Jenny Sweet</i>
Stephen Jeffery	18 McLARTY ST	0439544215	<i>Stephen Jeffery</i>
Jethro Hunter	18 McLarty St	0447284707	<i>Jethro Hunter</i>
Abbey James	18 McLarty St	0474109641	<i>Abbey James</i>
Suzy Wicks.	17 McLARTY ST.	0413009322	<i>Suzy Wicks</i>
ROBERT WICKS	17 McLARTY ST	0410457021	<i>Robert Wicks</i>
SUE MORTON	18 McLARTY ST	0489049889	<i>Sue Morton</i>
MASIE HUNTER	18 McLARTY STREET	97614675	<i>Masie Hunter</i>
braden Suriall		04 88508685	<i>Braden Suriall</i>



# ROLLING ACTION SHEET

**ROLLING ACTION SHEET**  
**June 2019 (encompassing Council Resolutions up to Council Meeting held 30 May 2019)**

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

Council Decision No.	Wording of Decision	Responsible Officer	Past comments	Progress since last report	√
<p>C.28/1108 Public Access to Rear of Shops on Western Side of Hampton Street</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse in-principle the proposal to obtain an easement in gross over private land at the rear of shops west of Hampton Street between Henry Street and the existing public accessway opposite the public car park in Hampton Street.</li> <li>2. That the CEO obtain the necessary legal advice to enable correspondence to be sent to affected property owners seeking their in-principle consent for the creation of an easement in gross for public access to the rear of their premises.</li> <li>3. That upon receipt of responses from affected property owners the matter be brought back to Council for final determination, including consideration of how the proposed public accessway could be designed to take into account risk management of flooding.</li> </ol>	<p>T Clynch</p>	<p>Work on developing a draft easement document has been delayed.</p> <p>A request was to be prepared to a local solicitor requesting preparation of a draft/template easement document. This will be funded from general legal expenses account. Since then the CEO has made the decision to defer the preparation of the document pending completion of the Geegilup Brook Flood Study in case there are implications regarding land acquisition/tenure/use arising from that Study. The Flood Study was endorsed by Council at its November 2014 meeting so the easement proposal will be re-actioned (February 2015).</p> <p>Discussions held with solicitor on best process to progress this matter. Property ownership details currently being compiled for forwarding to solicitor (September 2015)</p> <p>This matter was discussed at quarterly briefing session held on 4 February 2016 where it was agreed that the proposal should be extended to include the car parking areas within the proposed easement. This can happen under the current resolution C.28/1108. A plan of the proposed easement will be prepared and correspondence forwarded to affected property owners (March 2016).</p>	<p><b>June 2019</b> Council resolved last month to allocate funds for design of the car park. Appointment of a consultant engineer to undertake the design phase hasn't occurred to date.</p>	

			<p>Progress of this matter has been deferred pending finalisation of the proposed land exchange and creation of easement for the property at 145 Hampton Street (corner Henry Street).</p> <p>Shire staff will prepare a concept plan showing how the area can be developed for access and public parking and this will be used when corresponding with affected property owners about the proposal to create an easement (March 2018).</p> <p><b>November 2018</b> A concept plan was presented to the November Concept Forum.</p> <p>The differing levels of the land make provision of formalised parking on the eastern side of the laneway difficult as significant excavation and earthworks would be necessary. Therefore the plan proposes the following:</p> <ul style="list-style-type: none"><li>• Extend the single row of sealed and marked parking bays against the kerb line as far north as possible.</li><li>• In order to accommodate the bays at the northern end the current access land will have to be shifted closer to the back of the shops.</li><li>• 11 sealed and marked parking bays could be provided on the eastern side of the laneway at its northern end as the slope of the land is suitable.</li><li>• The balance of the land on the eastern side of the laneway could be sealed on its existing slope and wouldn't be formally marked for</li></ul>		
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			<p>parking but could be used for informal parking.</p> <p>The plan will be used in writing to property owners seeking approval to grant the Shire an easement for access and parking in order to formalise the existing use of the land. No compensation would be offered to property owners – rather the Shire would commit to funding the works. Prior to writing to property owners the CEO will engage a solicitor to prepare an easement document.</p> <p><b>April 2019</b> Discussion at the April Concept Forum identified a proposal to reinvestigate the design of the car parking area. A report will be presented to Council identifying the costs of engaging an engineer to prepare design options and associated costings.</p>	
C.16/0809a Development of Car Parking and Proposed Town Square in Railway Reserve	That Council formally request the Public Transport Authority to initiate the process to gazette the land known as Railway Parade to a public road.	S Donaldson	<p>A written request has been forwarded to PTA and Heritage Council of WA, with favourable support received. Formal gazettal process by State Land Services commenced. Final plan agreed to by PTA and Brookfield Rail, pending finalisation of survey plans and land transfer. This process is still ongoing. Pending 'in-principle' support from Landgate as Railway Parade not formally named and initial response unfavourable. Response pending. At its February 2014 meeting Council resolved to rename the road as an extension of Stewart Street and correspondence seeking approval for this has been forwarded to the Geographic Names Committee. Renaming as Stewart Street approved by Landgate in March 2014. Deposited Plan lodged with Landgate (March 2016).</p>	<p><b>June 2019</b> No updates since March 2019. Still pending finalisation of Deposited Plan.</p>

			<p><b>November 2018</b> Contact is to be made with the Department of Lands to determine what issue is specifically delaying the gazettal of the road.</p> <p><b>January 2019</b> DPLH advised on 12 December 2018 that Public Transport Authority has forwarded closure request for approval of the Minister for Transport, prior to gazettal. Expected timeframe unknown.</p> <p><b>March 2019</b> DPLH advised on 15 March 2018 that final documentation was lodged at Landgate on 14 March 2019.</p>	
C.14/0310 Preliminary Report – Plantation Exclusion Zones	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality.</li> <li>2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table 1 to prohibit 'Afforestation' within the Rural zone of the scheme area.</li> <li>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.</li> <li>4. Directs the Chief Executive Officer to</li> </ol>	S Donaldson	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012.</li> <li>3. Noted.</li> <li>4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy</li> </ol>	<p><b>June 2019</b> No further progress since April 2019.</p>



	<p>engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document.</p> <p>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues:</p> <ul style="list-style-type: none"> <li>a) Definition of woodlots and shelter belts and list of acceptable locally native tree species.</li> <li>b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection.</li> <li>c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy.</li> </ul> <p>6. Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.</p>		<p>Consultant Brief finalised and tenders called for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016 resolved not to progress. See Point 6 below.</p> <p>5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017).</p> <p><b>November 2018</b> New draft Bushfire Hazard Assessment being prepared by consultant, to assist further consideration of plantation exclusion.</p> <p><b>December 2018</b> CEO and Manager Planning met with bushfire consultant on 28 November 2018. Bushfire Hazard Assessment nearing completion for presentation to Council early in 2019.</p> <p>6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be taken with strategy as per C.18/0216. No further action on policy review (May 2016).</p> <p><b>January 2019</b> Final draft Bushfire Hazard Strategy received for Staff review, to be presented to Council by March 2019. No progress made of Plantation Applications Policy Review.</p>		
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			<p><b>February 2019</b> Bushfire Hazard Level Assessment feedback sent to consultant for finalising document. Research commenced for Plantation Applications Policy Review.</p> <p><b>March 2019</b> Final Bushfire Hazard Level Assessment received for staff review then to be presented to Council in April 2019. Research commenced for Plantation Applications Policy Review.</p> <p><b>April 2019</b> Final BHL report received still under review for presentation to Council in May 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p>	
C.16/0513 Greenbushes Overnight Stay Facility	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the proposal to establish a short term caravan and camping transit park (6 sites) at the Greenbushes Sportsground, adjacent to the old cricket pavilion.</li> <li>2. Endorse the proposal to redevelop the old cricket pavilion to a “camper’s bunkhouse” with 4 bunks being provided.</li> <li>3. Seek the approval of the Minister for Local Government for approval of the transit park and bunkhouse</li> <li>4. Consider allocation of a sum of \$6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse.</li> </ol>	T Clynych	<p>An application has been submitted to the Department of Local Government (October 2013).</p> <p>Approval for the use of the land as a transient caravan park has been granted (subject to conditions) by the Department of Lands. The approval of the Minister for Local Government is now required and an application is being submitted (September 2014).</p> <p>Concerns have been raised by Water Corporation due to proximity to Greenbushes water supply and it appears that until such time as the water supply dam is discontinued (as proposed under new integrated water supply project) the transit caravan park will be deferred (May 2015).</p>	<p><b>June 2019</b> No progress since April 2019.</p>

		<p>Progression of this proposal can be seen as a linkage to Council's request for acquisition of the Dumpling Gully Precinct – Resolution C.02/1216 (April 2017).</p> <p><b>November 2018</b> The processes involved in Council's acquisition of the Dumpling Gully Precinct is far longer and complicated than originally estimated by all parties however there is a commitment from both DBCA and Water Corporation to progress it.</p> <p>In the meantime the process for preparing a concept plan for the Greenbushes Sportsground precinct could be commenced and this will be referred to the next Concept Forum for discussion.</p> <p><b>January 2019</b> Refer item in Council agenda about de-vesting of Greenbushes water supply catchment area which is the first step in the Dumpling Gully dams being vested in the Shire for recreational and irrigation purposes.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p><b>April 2019</b> Discussion at the April Concept Forum occurred and identified the need to complete the planning phase of this project and re-engage with the Greenbushes community. A report will be presented to Council.</p>		
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<p>C.10/0315 Investigating the provision of an Organic Waste Collection Service</p>	<p>That Council investigate the possibility of introducing "Organic Waste" kerb side collection for the Shire.</p>	<p>T Clynh</p>	<p>A meeting has been held with the relevant officer at the Shire of Donnybrook-Balingup to discuss various aspects of its organic waste collection service. This will assist in preparing a report to Council (February 2016).</p> <p>Processing of organic waste will be a consideration in the planning and eventual design of any regional waste site (March 2017).</p> <p>At the budget workshop held on 17 May 2018 the annual review of the Corporate Business Plan was workshopped. The updated Corporate Business Plan is being presented to the June council meeting and includes a new Action (2.5.1.9) requiring a desktop investigation into the financial cost and feasibility of establishing an organic waste service (June 2018).</p> <p><b>November 2018</b> Due to other work priorities this project hasn't progressed. The CEO recently met with the Acting CEO of the Shire of Augusta-Margaret River to obtain feedback on similar investigations it recently carried out. Progression of this project is earmarked for early 2019.</p> <p><b>December 2018</b> The CEO had a recent discussion with the CEO of the Bunbury Harvey Regional Council about arranging a council visit to the regional waste site to view and discuss organic waste issues. Further details to be arranged in early 2019.</p>	<p><b>June 2019</b> No progress since last report.</p>
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			<p><b>January 2019</b> A meeting of the regional waste working group is being planned for February 2019.</p> <p><b>March 2019</b> The processing of organic waste will be factored into the studies into establishment of either a single or multiple regional waste processing facilities however the timeframe for development of such facilities is likely to be 5-10 years.</p>	
C.06/0416 Bridgetown Railside Landscaping Project	That Council seek a review of the decision by Brookfield Rail regarding the proposed Bridgetown Railside Landscaping Project and seeks the assistance of the Minister for Transport and Minister for Regional Development in facilitating this review.	T Clynh	<p>Discussions being held with Terry Redman's office on best way to progress this matter (June 2016).</p> <p>Brookfield Rail has recently appointed a community liaison officer and it is intended to meet that person soon to discuss various issues, including this issue (September 2016).</p> <p>A meeting was held with Brookfield Rail on 29 November 2016 and this issue was raised. Brookfield indicated it would reconsider its position on the landscaping and requested that a formal request be submitted based on the landscaping being groundcover only. That application is currently being prepared (February 2017).</p> <p>A new application has been submitted to Arc Infrastructure seeking approval to plant a 100 metre long, 3 metre wide landscaping strip from the town square southwards. The application has nominated the following ground cover selections for consideration by Arc Infrastructure:</p> <ul style="list-style-type: none"> <li>• Banksia blechnifolia</li> </ul>	<p><b>June 2019</b> The CEO attended a meeting with Arc Infrastructure on 17 June where this matter was discussed and a commitment given by Arc Infrastructure to progress the required approvals.</p>

			<ul style="list-style-type: none"> <li>• Banksia integrifolia</li> <li>• Hemiandra pungens (March 2018)</li> </ul> <p>Discussions held with representative of Arc Infrastructure with indications given that approval to this proposal should be provided by June (May 2018).</p> <p>An update has been requested from Arc Infrastructure (July 2018). A follow-up reminder has been sent in August (September 2018).</p> <p>Arc Infrastructure has indicated that it is prepared to grant approval to this proposal once the Shire has signed off on a proposed interface agreement for rail crossings. The contents of the interface agreement have been subject to extensive discussions between the Shire and Arc Infrastructure with particular reference to an un-gazetted rail crossing on Pratt Road. A solution to this issue has been identified – being the ceding of Pratt Road from the railway reserve and this is being progressed and should be presented to Council in November (October 2018)</p> <p><b>November 2018</b></p> <p>Presentation of the Pratt Road issue to Council couldn't occur in November as Arc Infrastructure has yet to provide (despite several reminders) the necessary plans showing the extent of railway reserve to be ceded as a public road reserve. Arc Infrastructure has committed to approving the railside landscaping proposal once the Pratt Road issue has been resolved.</p>	
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			<p><b>January 2019</b> A request has again been submitted to Arc Infrastructure seeking progression of this matter.</p> <p><b>May 2019</b> A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues.</p>	
C.04/0516 Proposed Investigation of Strategic Purchase for Somme Creek Improvements	That Council considers investigating the potential strategic purchase of Lot 84 (42) Forrest Street with the possibility of purchasing a part thereof, which encompasses the Somme Creek creek line and associated riparian edges, to be incorporated into the Somme Creek Parklands project.	T Clynch S Donaldson	<p>Correspondence sent to landowner on 22 August 2016. Meeting arranged for mid September 2016. Waiting for further contact from landowner (October 2016). Letter sent to Valuer General's Office on 17 November 2016, feedback pending (February 2017). Valuer General's Office feedback received. Follow up letter sent to landowner for further negotiation. Response received July 2017. Liaison with other landholders prior to further reporting to Council (August 2017).</p> <p>Negotiations are continuing with land owners but progress is really dependent upon securing an agreement with principle land owner as other parcels to be purchased would be amalgamated with that land. A revised offer is to be sent to that land owner so that this project can be progressed (October 2018).</p> <p><b>November 2018</b> The revised offer to the main land owner wasn't sent in October and is due to be sent by the end of November.</p> <p><b>December 2018</b> Correspondence sent to four different landowners with potential offers to purchase. One favourable response received, pending</p>	<p><b>June 2019</b> No further progress since May 2019.</p>

			<p>feedback from three other landowners prior to presenting report to Council in January 2019.</p> <p><b>January 2019</b> Still waiting responses from three landowners. Shire staff to follow up via phone, email or correspondence. Report to Council expected February or March 2019.</p> <p><b>February 2019</b> Shire staff contacted two of the affected landowners by phone requesting their response. Follow up correspondence sent to the three landowners requesting their response.</p> <p><b>March 2019</b> One verbal response received and still waiting on written response from two others. Matter to be presented to Council in April 2019 notwithstanding any further delays in response.</p> <p><b>April 2019</b> Report to be presented to Council at April meeting of Council.</p> <p><b>May 2019</b> See C.08/0419 below. Correspondence sent to landowner on 6 May 2019 confirming Council Resolution from April 2019 to support partial land purchase. Quotes being sought from land surveyors prior to lodging subdivision application with the WAPC.</p>		
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<p>C.03/1116 RV Friendly Towns</p>	<p>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.</p>	<p>T Clynych</p>	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).</p> <p>Greenbushes appears to comply with the requirements necessary to obtain "RV Friendly Destination" Status and the Visitor Centre Manager is in the process of submitting an application (February 2018).</p> <p>An application to Water Corporation is currently being prepared for a sewerage connection for a dump point at the railway car park. This will enable a cost estimate to be conducted. Funding of the dump point is a proposed new action in the updated corporate Business Plan proposed to be presented to the budget workshop (May 2018).</p> <p>Discussions occurred at August Council Concept forum. Railway car park site confirmed. Costings and design for both sewerage and holding tank options being progressed (September 2018).</p>	<p><b>June 2019</b> At the June Concept Forum council determined to include funding in 2019/20 for installation of a sewer connected dump point in the railway car park. This funding will be confirmed in the 2019/20 budget.</p>	
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			<p><b>November 2018</b> Discussion occurred at the November Concept forum about the proposed dump point in Bridgetown and direction was given to staff to further investigate waste water disposal options.</p> <p><b>February 2019</b> Application has been lodged with Water Corporation for a sewer connection for a dump point in the railway car park.</p> <p><b>March 2019</b> Planning and cost estimates for establishment of a dump point in the railway car park is being completed in time for 2019/20 budget considerations.</p> <p>Greenbushes site – refer comments for Resolution C.16/0513 on Page 5.</p> <p><b>April 2019</b> An application has been submitted to Water Corporation for connection to sewer for the proposed dump point in the railway car park.</p> <p>A dump point at the Greenbushes Sportsground is being investigated as part of the planning for that precinct.</p>		
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynych	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July</p>	<b>June 2019</b> No progress since last report.	

			<p>2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p><b>November 2018</b> Refer comments for Resolution C.16/0513 on Page 5.</p> <p><b>January 2019</b> Refer item in January agenda.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p>	
C.05/1216 Greenbushes Townsite Carpark	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan.</li> <li>2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area.</li> <li>3. Requests the CEO to finalise the plan to</li> </ol>	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 advising:</p> <ul style="list-style-type: none"> <li>• Consultation still in progress</li> <li>• Owner now supportive of concept</li> <li>• Commercial discussions to</li> </ul>	<p><b>June 2019</b> No progress since last report.</p>

	<p>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>commence</p> <ul style="list-style-type: none"> <li>• Once agreement in place discussions will be had with other landowners</li> <li>• Detailed design work now progressing in parallel</li> </ul> <p>The CEO meet with Grow Greenbushes representatives on 31 May 2018 to discuss pathway for acquiring land and investigating grant opportunities (June 2018).</p> <p>An updated concept plan has been received and is being assessed (July 2018).</p> <p>Letters have been sent to land owners requesting written agreement to the proposals for land acquisition (September 2018).</p> <p>Responses have been received from 2 of the 3 land owners with the other advising that a response will be provided by early to mid November (October 2018).</p> <p><b>November 2018</b> Two grant applications have been submitted for this project and will be determined by March 2018.</p> <p><b>January 2019</b> Revised offers for land acquisition are to be sent to the property owners.</p> <p><b>February 2019</b> Awaiting confirmation from Talison about funding commitment to the land acquisition component of the project before sending updated offers to affected land owners.</p>		
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			<p><b>March 2019</b> Grant application was unsuccessful.</p> <p><b>April 2019</b> Updated land acquisition offers have been sent to affected property owners.</p> <p><b>May 2019</b> This is one of the projects identified for inclusion in Council's infrastructure plan prepared for the purpose of assessing and leveraging the expected population increase associated with the Talison Expansion Project.</p>	
C.03/0217 Potential Outsourcing of Selected Park Maintenance Functions	That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.	T Clynych	<p>Compilation of existing maintenance functions and associated resources currently occurring which is required for report to Council. Report being prepared for June meeting. Further reporting is to occur by the end of the year.</p> <p>Council workshop to occur in February.</p> <p>Workshop held on 22.2.18 with the directions from that workshop to be used to refine the service levels before formal presentation back to Council (March 2018)</p> <p>Investigation into processes and specifications for calling tenders for selected outsourcing is currently occurring (July 2018).</p> <p><b>November 2018</b> A tender document for mowing of passive open spaces is currently being prepared.</p> <p><b>December 2018</b> The completion of the tender document has been deferred until completion of the</p>	<p><b>June 2019</b> Discussion on parks and gardens service levels occurred at the June concept forum and the intent is to revisit those service levels commencing with a councillor/staff workshop to be scheduled in September/October. In the meantime the proposal to investigate outsourcing of mowing services will be deferred.</p>

			<p>organisational restructure and new workforce plan. Discussion on this occurred at the Council workshop held on 10.12.18.</p> <p><b>February 2019</b> With completion of the Workforce Plan preparation of the park mowing tender is to be progressed.</p>	
C.05/0217 Registration as a "Waterwise Council"	That Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a "Waterwise Council".	T Clynych	<p>Request has been submitted (April 2017).</p> <p>Process for preparation and signing of a Memorandum of Understanding has commenced (August 2017)</p> <p>A reminder has been sent to Water Corporation requesting an update on the status of Council's registration (July 2018).</p> <p>Water Corporation has requested the Shire prepare a Waterwise Council Action Plan and this is to be progressed through the Sustainability Advisory Committee (September 2018).</p>	<p><b>June 2019</b> No progress since last report.</p>
C.11/0817 Road Safety – Steere Street	<ol style="list-style-type: none"> <li>1. That Council direct the CEO to assess the safety of the intersection of Steere Street, the Shire car park and Stewart Street.</li> <li>2. If the intersection requires modification to increase safe intersection sight distances, Council directs the CEO to explore possible solutions and present them to Council for consideration at a future Council meeting.</li> </ol>	G Arlandoo	<ol style="list-style-type: none"> <li>1. Assessment completed.</li> <li>2. Plans forwarded to Main Roads for approval re: remedial works; once Main Roads response received solutions will be presented to Council. EMWS will monitor and follow up on the progress with Main Roads if a response is not received.</li> </ol> <p>Still awaiting response from MRWA Bunbury which has a significant resource deficiency (July 2018).</p> <p>MRWA officer attended meeting of Roadwise Committee on 31 July 2018 and indicated that in principle MRWA wouldn't</p>	<p><b>June 2019</b> Due to other projects taking priority to ensure completion by 30 June the assessment of submissions hasn't occurred but will be completed in July.</p>

			<p>object to removal of the first car parking bay near this intersection. Previous advice from MRWA was that it wouldn't allow the holding (stop) line at this intersection (Stewart Street) to be brought out further into Steere Street. Discussion of this issue occurred at the August Council Concept Forum where it was agreed that no funds would be included in the 2018/19 budget to progress changes to footpath or Steere Street. Instead investigations would occur into whether removal of box tree near Civic Lane entry would sufficiently improve sight distances so that removal of adjacent parking bay isn't necessary to improve sight distances at intersection (September 2018).</p> <p><b>November 2018</b> This matter was a discussion item at November Concept Forum. The discussion points and outcomes from the forum were:</p> <ul style="list-style-type: none"><li>• Main Roads WA has indicated it wouldn't object to removal of parking bays adjacent to these intersections. Dependent upon whether footpath is to be extended to take in current parking bay areas a formal approval from Main Roads may be required.</li><li>• Two bays are identified for removal – south side of Steere Street outside newsagent and north side of Steere Street between the two entries into civic centre car park.</li><li>• Councillors supported the proposal to refer this proposal out for community consultation for a 35 day period. Included on the concept plan should be the removal</li></ul>	
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			<p>of the box tree immediately adjacent to eastern entry of the civic centre car park.</p> <p><b>December 2018</b> In accordance with Council policy community consultation over the Christmas period is being avoided with consultation to commence in mid to late January 2019.</p> <p><b>January 2019</b> Community consultation scheduled to commence in late January.</p> <p><b>February 2019</b> Community consultation delayed and scheduled to commence before end of February.</p> <p><b>March 2019</b> Community consultation in progress. Closing date for submissions is 15 April 2019.</p> <p><b>April 2019</b> Consultation period has closed and submissions will be assessed with presentation and report to May Council meeting.</p> <p><b>May 2019</b> The community consultation period for removal of parking bays has closed and submissions are currently being assessed.</p>	
C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning	That Council: 1. 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.	S Donaldson	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting</li> </ol>	<p><b>June 2019</b> Further liaison with planning consultant continuing.</p>



<p>Strategy and Local Planning Scheme No 6</p>	<p>2. Notes the appointment of Lush Fire &amp; Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes.</p> <p>3. 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> <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>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).</p> <p>3. Noted.</p> <p>4. Noted.</p> <p>5. Correspondence sent to WAPC on 26 October 2017. Response received.</p> <p><b>November 2018</b> Liaison with Shire's planning consultant and DPLH staff continuing.</p> <p><b>May 2019</b> Liaison with DPLH staff, planning consultant and bushfire consultant continuing.</p>		
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	<p>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <p>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>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>6. Noted. To be actioned.</p> <p><b>December 2018</b> Sections of draft LPS prepared by planning consultant currently being reviewed by Shire staff.</p> <p><b>January 2019</b> Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas.</p> <p><b>February 2019</b> Zoning and Precinct Analysis completed and forwarded to planning consultant for consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>March 2019</b> Meeting scheduled with DPLH staff, SWDC staff and planning consultant. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>April 2019</b> Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p>		
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	(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.				
C.07/1217 Ratio Action Plan – Fair Value Accounting & Depreciation Expense	That Council endorse the following Ratio Improvement Action Plan: <ul style="list-style-type: none"> <li>A full review of Council's asset depreciation expenditure is undertaken. Specifically, a review of each individual Council asset (at component level) of its condition, useful life, remaining useful life and residual value.</li> </ul>	M Larkworthy	<p>Relevant Staff will receive training in condition rating and useful life assessment as part of the Department's Asset Management Capacity Building program. Last training session is scheduled for 27 February 2018. (February 2018). Training complete. Inspections at component level of all Shire buildings is currently being undertaken. An assessment of furniture &amp; equipment has been undertaken (May 2018).</p> <p>Inspection of Shire buildings is now complete. Data (including the remaining useful life of each component) is now being collated to inform Council's future depreciation expenditure for this asset class. A review of 'remaining useful life' for Council's infrastructure assets at component level will now commence. (September 2018).</p> <p><b>November 2018</b> Work is ongoing.</p> <p><b>December 2018</b> Work is ongoing</p> <p><b>February 2019</b> Work is ongoing, current focus is on Road Infrastructure assets</p> <p><b>April 2019</b> Work is ongoing, current focus is on Road Infrastructure assets.</p> <p><b>May 2019</b> Work is ongoing, current focus is on Road</p>	<b>June 2019</b> No progress since last report.	



	<ul style="list-style-type: none"> <li>That various scenarios are modelled during the next review of Council's Long Term Financial Plan in relation to achieving minimum ratio benchmarks. The results of these scenarios to be workshopped with Council.</li> </ul>		<p>No progress since last report  <b>December 2018</b>  No progress since last report as point 1 is ongoing</p> <p>A review of Council's Long Term Financial Plan will commence in conjunction with the Corporate Business Plan and 10 Year Capital Works plans annual reviews.</p> <p>The draft Long Term Financial Plan will be workshopped at Council's October 2018 Concept Forum before formal presentation to Council (September 2018).</p> <p>LTFP presented to October Concept Forum, final draft will now be prepared and presented to Council in November. (October 2018)</p> <p><b>November 2018</b>  The 2018/19 to 2032/33 Long Term Financial Plan is included in this agenda for Council endorsement.</p> <p><b>December 2018</b>  Council adopted its Long Term Financial Plan (LTFP) in November. It should be noted that this will be an annual process. The workshop approach for Council's review of the draft LTFP including predicted ratio results is suggested.</p> <p><b>April 2019</b>  Next revision of the LTFP has commenced.</p> <p><b>May 2019</b>  Works are continuing on the LTFP. The plan is being updated with results from Council's review of the 10 year asset/works plans and Corporate Business Plan.</p>		
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<p>C.06/0418 Proposed Road Closure for Amalgamation – Adjoining Roe Street, Bridgetown</p>	<p>That Council, in relation to the proposed closure for amalgamation of the road adjoining Roe Street, Bridgetown, as per Attachment 8:</p> <ol style="list-style-type: none"> <li>1. Notes the public submissions received, as per Attachment 10, and the Shire staff responses in the Schedule of Submissions, as per Attachment 11.</li> <li>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.</li> <li>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.</li> </ol>	<p>S Donaldson</p>	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted.</li> <li>3. Referred to DPLH on 2 May 2018, response pending.</li> </ol> <p><b>November 2018</b> A list of all outstanding actions referred to the Department Planning, Lands and Heritage (as listed in this Rolling Action Sheet) is to be compiled and a meeting requested with relevant staff of that department in order to progress them to conclusion.</p> <p><b>December 2018</b> No progress since November update.</p> <p><b>January 2019</b> Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters not progressed.</p> <p><b>March 2019</b> Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters commenced and liaison continuing with DPLH staff.</p> <p><b>May 2019</b> DPLH response still pending.</p>	<p><b>June 2019</b> Response from DPLH still pending.</p>
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<p>C.08/0718 Licence to Occupy – Greenbushes Railway Station</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Writes to Arc Infrastructure advising the Greenbushes Discovery Centre Incorporated has expressed a long- term goal to relocate the Greenbushes Railway Station Building to the Greenbushes Discovery Centre, 38 Blackwood Road, Greenbushes as an extension to that facility.</li> <li>2. Inform Arc Infrastructure that the Shire of Bridgetown Greenbushes and Greenbushes Discovery Centre have received letters from the Public Transport Authority giving permission for the relocation of the building when finances/grant funding opportunities enable this to occur.</li> <li>3. Enquire whether a Licence to Occupy the land and buildings would be necessary given the agreement with the PTA for community end-use for the building.</li> <li>4. Assist the Greenbushes Discovery Centre finalise the business plan for consideration by all parties, including potential funding partners.</li> </ol>	<p>T Clynych</p>	<p>Correspondence has been forwarded to Arc Infrastructure (September 2018)</p> <p><b>November 2018</b> A response to the Shire’s correspondence is yet to be received.</p> <p><b>May 2019</b> A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues.</p>	<p><b>June 2019</b> At a meeting with Arc Infrastructure held on 17 June this matter was discussed. The Public Transport Authority (PTA) has granted its approval to the proposed removal of the railway station from its current site and Arc Infrastructure will now prepare an agreement for amendment of its licence with PTA.</p>	
<p>C.14/0718 Bridgetown Information Bays</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorses the removal of all structures and signage at the Information Bay at the southern end of Hampton Street.</li> <li>2. Endorses the replacement of structures and signage at the Information Bay at the northern end of Hampton Street.</li> <li>3. Endorses the installation of a new, static Information Bay structure and information boards at the information bay located at the</li> </ol>	<p>E Denniss</p>	<p>The Shire has been invited to submit an application in the Stronger Communities Program Round 4 by Rick Wilson’s office. This project has been identified as a suitable option to apply for (seeking 50% of total project cost). Applications closed 11 October 2018 (September 2018). Rick Wilson’s office has verbally advised that the Shire’s application did not make the funding round for October but will be included in the January non-competitive round (October 2018).</p>	<p><b>June 2019</b> Engineering certification has been received and local builders have been invited to quote on the works. It is anticipated that an appointment to progress works will be made in July 2019.</p>	

	<p>northern end of Hampton Street based upon the concept at Attachment 14.</p> <p>4. Determines to consider interactive technology options for the visitor centre in a review of Visitor Centre service levels to be conducted in 2018/19.</p>	<p><b>November 2018</b> No progress since last report.</p> <p><b>December 2018</b> Email sent to Rick Wilson's office seeking assurance/confirmation of the opportunity for consideration in January, response pending.</p> <p><b>January 2019</b> Rick Wilson's Office has advised that the exact date has not been set for the next funding round. They will contact us in February with further information.</p> <p><b>February 2019</b> A scope of works is currently being prepared for the project to seek Expressions of Interest from local/interested builders. No further advice from Rick Wilson's office has been received regarding funding round.</p> <p><b>March 2019</b> Scope of works was reviewed/finalized at the Executive Leadership Team meeting held on 20/03/19 and will be advertised seeking quotes and timelines for work to begin construction prior to 30 June 2019. There has been no update from Rick Wilson's office re: Stronger Communities Program Funding.</p> <p><b>April 2019</b> Executive Leadership Team determined to proceed to detailed design and engineering prior to construction expressions of interest/tender. These are currently being prepared, to be completed by 30 April with expressions of interest/tender.</p>		
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			<p><b>May 2019</b> Architect has completed the detailed design and awaiting engineering certification prior to seeking quotes.</p> <p>There has been no advice regarding funding opportunities.</p>	
C.03/0818 Installation of Condom Dispensing Machines in Library Toilets	<p>That Council approves the installation of condom dispensing machines in the male and female toilets at the Bridgetown Regional Library subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The machines are being installed on a 6 month trial basis after which a review into making the installations permanent will be held.</li> <li>2. That Blackwood Youth Action is responsible for purchase of the dispensing machines and purchase of stock noting that the CEO has discretion to provide a one-off monetary donation to assist in this initiative.</li> <li>3. That the Shire will be responsible for installation of the dispensing machines, storage of stock (condoms) and replenishing the stock in the machines using the stock purchased by Blackwood Youth Action.</li> <li>4. That signage (posters) be displayed in the male and female toilets explaining the importance of having free condom dispensing machines in our community.</li> <li>5. That Blackwood Youth Action coordinates the making of suitable posters for display in the male and female toilets requesting respect for the initiative and responsible use of stock</li> </ol>	T Clynych	<p>Advice of the Council decision was conveyed to Blackwood Youth Action.</p> <p><b>November 2018</b> Advice has recently been received from Blackwood Youth Action that it is progressing the acquisition and installation of the machines and stock.</p> <p><b>December 2018</b> The CEO provided a \$200 donation to BYA to assist with purchase of machines and stock.</p> <p><b>February 2019</b> A project update has been requested from Blackwood Youth Action</p> <p><b>March 2019</b> Blackwood Youth Action has secured the machines and installation will occur shortly.</p> <p><b>April 2019</b> Condom machines curranty being installed.</p> <p><b>May 2019</b> A process is being put in place for library cleaners to monitor and record stock and replace when necessary.</p>	<p><b>June 2019</b> Machines have been installed. Trial will end mid-December 2019.</p>

C.09/0818 Library Green Roof	That Council approves the following revised scope of works for the library green roof noting: a) All existing vegetation to be removed; b) No weed matting to be installed; c) New plantings of a mix of <i>Carpobrotus</i> (also known as Pigface) and <i>Mesembryanthemum</i> ; and d) Inspection and minor vegetation management program (no more than twice per annum).	T Clynh	Works to be scheduled.  <b>November 2018</b> Staff are in the process of employing a Elevated Work Platform contractor now that the weather is more suitable.  <b>December 2018</b> The works commenced in the late November with removal of all vegetation and spraying. As a significant seed bank has built up regermination of weeds and vegetation is expected so the roof will be sprayed again in 6-8 weeks with the new "pigface" vegetation to be planted in autumn.	<b>June 2019</b> "Pigface" has been purchased and is to be planted imminently.
C.14/0818 ACROD Parking	That Council: 1. Directs the CEO to install an ACROD parking bay in the Bridgetown Community Resource Centre car park area in place of the proposed Post Office car park ACROD parking bay. 2. Reduce the time limit placed on the 6 parallel car parking bays on the western side of Hampton Street outside IGA from 2 hours to 1 hour. 3. Reduce the time limit on the two parking bays on the western side of Hampton Street that are currently infirm bays from 2 hours to 20 minutes. 4. The current infirm bay at the front of the post office be changed to a 20 minute parking bay.	S Gannaway	Works to be scheduled.  <b>November 2018</b> Sourcing of suitable contractors in progress  <b>December 2018</b> No progress since November update.  <b>January 2019</b> Works have commenced.  <b>February 2019</b> Preferred Contractor is not available so alternative contractors are being sought.  <b>March 2019</b> Works on bay next to lawyers office due to commence by end of March.	<b>June 2019</b> This matter was discussed at June Concept Forum: - Works within Bridgetown CRC's carpark will not be progressed. - Works on bays next to lawyer's office and within Shire carpark scheduled for early in the new financial year. - Changes to infirm bays and time limitation on other parking bays will follow.
C.15/0818 Proposed Land Purchase – Western Portion of Lot 150 (39)	That Council: 1. Resolves to purchase the western portion of Lot 150 (39) Hampton Street, Bridgetown (currently on Diagram 60989 Volume/Folio 2763/62) for the sum of \$43,000 plus	S Donaldson	The land owner has formally accepted the offer and the process to subdivide the land off the existing property has commenced (October 2018).	<b>June 2019</b> Settlement still pending.

Hampton Street, Bridgetown	<p>subdivision and legal costs of approximately \$7,000, as shown in Attachment 1.</p> <p>2. That the unbudgeted expenditure of \$43,000 purchase price and estimated \$7000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to \$50,000 from the Land &amp; Buildings Reserve.</p> <p>3. That the CEO be authorised to submit an application to the Western Australian Planning Commission for the subdivision of Lot 150 (on Diagram 60989), with the western portion to be amalgamated with adjoining Lot 14 (on Plan 222161).</p>		<p><b>November 2018</b> Subdivision application posted to WAPC on 12 November 2018.</p> <p><b>December 2018</b> No progress since November update.</p> <p><b>January 2019</b> WAPC decision still pending.</p> <p><b>February 2019</b> WAPC approval granted. Surveyor has been directed to finalise Deposited Plan for endorsement of Department of Lands and Heritage.</p> <p><b>March 2019</b> Deposited Plan sent to DPLH on 11 March 2019 for endorsement, pending.</p> <p><b>April 2019</b> Deposited Plan endorsed by DPLH and finalised at Landgate. Shire Solicitor instructed on 4 April 2019 to commence settlement proceedings.</p> <p><b>May 2019</b> Shire Solicitor currently organising settlement.</p>	
C.08/1218 Proposed Road Closure – Portion of Perry Road, Greenbushes	That Council notes the submissions received, as per Attachment 8, and pursuant to section 58 of the Land Administration Act supports closure of the northern portion of Perry Road, Greenbushes, as per Attachment 9, for conversion to Unallocated Crown Land, and directs the Chief Executive Officer to seek support from the Minister for Lands through the Department of Planning, Lands and Heritage.	S Donaldson	<p><b>January 2019</b> Correspondence sent to Department of Planning, Lands and Heritage. Support received from Land Use Planning Division (Regional South West Office) on 16.1.2019. Decision pending from Land Use Management Division (Perth office).</p> <p><b>March 2019</b> Shire staff met with DPLH staff on 27 February 2019. Decision of Minister for</p>	<p><b>June 2019</b> DPLH response still pending.</p>

			<p>Lands pending.</p> <p><b>April 2019</b> DPLH response still pending.</p> <p><b>May 2019</b> DPLH response still pending.</p>	
<p>C.03/0119 Proposed Mine Access Road</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the submissions received on the mine access road proposal.</li> <li>2. Notes that in addition to its approval the approval of relevant Government agencies will be required for this proposal to proceed.</li> <li>3. Approve in principle the proposed route of the mine access road noting that detailed road design plans will be required for local government approval.</li> <li>4. Notes the potential reopening of the rail line between Greenbushes and Picton, with further upgrades to the line between Picton and the Bunbury Port, Picton and Kemerton complete with in-loading and out-loading facilities at Greenbushes, Bunbury Port, Kemerton and Kwinana, is currently being investigated by State Government agencies, the rail corridor lessee and industry, including Talison Lithium. In-principle Council supports the reopening of the rail from Greenbushes northwards but acknowledges the need for a full business case to be developed to the satisfaction of all parties for this to be progressed, and that the community impacts of the reopening of the line be evaluated against the potential benefits of mitigating some of the future truck movements.</li> </ol>	<p>T Clynych</p>	<p><b>February 2019</b> Notice of Council's decision has been conveyed to the proponent.</p> <p><b>March 2019</b> The CEO will be attending a meeting with Talison on 25 March to discuss project.</p> <p><b>April 2019</b> CEO attended a meeting with Talison and Grow Greenbushes representatives on 25 March to discuss detailed design issues.</p>	<p><b>June 2019</b> CEO attended a meeting with Talison and Grow Greenbushes representatives on 14 June to discuss detailed design issues.</p>

	<p>5. Requests the CEO to liaise with the proponent to ensure that the following areas of concern are addressed in the detailed design plans:</p> <ul style="list-style-type: none"> <li>i. Pedestrian crossings near the Greenbushes Sportsground and any walk trail crossing points;</li> <li>ii. All intersection design and treatments;</li> <li>iii. The need for fencing in proximity to Greenbushes Pool; and</li> <li>iv. Noise attenuation design especially in proximity to Greenbushes Pool and Greenbushes Sportsground.</li> </ul>				
<p>C.03/0219 Construction of Intersection Improvements at Entrance to Bridgetown Gardens Estate</p>	<p>That Council:</p> <ul style="list-style-type: none"> <li>1. Note the legal advice received (Confidential Attachment 2).</li> <li>2. Reaffirm its intent to widen Kangaroo Gully Road at the intersection of Claret Ash Rise in order to improve the intersection for traffic travelling eastwards on Kangaroo Gully Road.</li> <li>3. Advise the Council of Owners for Bridgetown Gardens Estate that the bonded funds obtained in 2006 from the developer of Bridgetown Gardens Estate are only able to be used for works at the intersection of Kangaroo Gully Road and Claret Ash Rise and therefore Council is unable to reassign the funds for other works within the Estate.</li> <li>4. Request the CEO to progress the widening of Kangaroo Gully Road at its intersection with Claret Ash Rise by June 2019 if</li> </ul>	<p>T Clynych</p>	<p><b>March 2019</b> Correspondence sent to Council of owners of Bridgetown Gardens Estate confirming Council's decision.</p> <p>The works will be scheduled for 2019/20.</p>	<p><b>June 2019</b> No progress since last report.</p>	

	capacity and weather permits, or alternatively in the 2019/20 road construction program.			
C.08/0219 Proposed Excision and Change in Purpose to Bush Fire Station	That Council gives support to the proposed excision and change in purpose from Landscape Protection to Bush Fire Station for a portion of Reserve 21157, Lot 11306 Mokerdillup Road, Wandillup, as shown on Attachment 12, with the Chief Executive officer to seek approval from the Minister for Lands through the Department of Planning, Lands and Heritage, including any necessary Management Order changes.	S Donaldson	<p><b>March 2019</b> Correspondence sent to Department of Planning, Lands and Heritage on 8 March 2019, decision pending.</p> <p><b>April 2019</b> Preliminary response received from DPLH. Shire staff investigating land surveying and management order issues.</p> <p><b>May 2019</b> Pending additional surveyor quotes to inform Budget preparation.</p>	<p><b>June 2019</b> Surveyor quotes received to be considered in Budget preparation.</p>
C.14/0219 Community Engagement Strategy - Visitor Information Management Model and Visitor Information Services Location	That Council endorses the Community Engagement Strategy - Visitor Information Management Model and Visitor Information Services Location with the following minor changes: <ul style="list-style-type: none"> <li>Under the heading 'Options' – remove dot points 4 and 5 of the '6 location options'.</li> </ul>	E Denniss	<p><b>March 2019</b> Draft wording for the Special Edition of the Insight to inform community re: Visitor Centre management models and locations (consultative document) was presented at the Council Workshop on 7<sup>th</sup> March. The wording and layout is complete, currently with printer expected distribution period to commence 25<sup>th</sup> March with additional consultation dates set as follows:</p> <ul style="list-style-type: none"> <li>28<sup>th</sup> March – Hampton Street Kiosk</li> <li>7<sup>th</sup> April – River Markets</li> <li>2 April - BGBTA</li> <li>2<sup>nd</sup> May – Community Meeting</li> </ul> <p>Additional consultation opportunities to be explored with:</p> <ul style="list-style-type: none"> <li>Probus</li> <li>Community Gardens</li> <li>BFCC</li> <li>Grow Greenbushes</li> </ul>	<p><b>June 2019</b> Consultation results presented at the June concept forum with a full report being presented at the June Council Meeting.</p>

			<p>Survey questions prepared and survey ready to 'go live' 25<sup>th</sup> March (to coincide with Insight delivery). FB posts promoting the survey will also go live on 25<sup>th</sup> March.</p> <p><b>April 2019</b> Community engagement currently in process</p> <p><b>May 2019</b> Community consultation process is complete. Survey results will be reviewed in May with an item to Council regarding the management model and location of visitor information services will be prepared for the June Council Meeting.</p>	
C.09/0319 Proposed Gym Expansion	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approves unbudgeted expenditure of \$332,615 for expansion of the gym at the Bridgetown Leisure Centre.</li> <li>2. Accepts receipt of \$108,205 income from the Australian Sports Commission as a grant towards the gym expansion project.</li> <li>3. Transfers an amount of \$224,410 from reserve, comprising \$174,410 from the Land and Building Reserve and \$50,000 from the Bridgetown Leisure Centre Reserve, as its contribution towards the gym expansion project.</li> <li>4. Authorises the CEO to prepare tender documentation and call tenders for the construction of the gym extension.</li> </ol>	E Denniss	<p><b>April 2019</b> Grant agreement signed, invoice of first payment issued. Draft procurement plan prepared by WALGA is currently being finalized. Tender to be advertised late April/early May.</p> <p><b>May 2019</b> First funding invoice has been issued to Australian Sports Commission. Tender currently in progress (closes Friday 31 May 2019). CEO, EMCOR and EMCS will participate on the asset panel in June with the preferred tender report to be presented to Council at the June 2019 Council meeting.</p>	<p><b>June 2019</b> Tenders have been assessed. A report to Council with a preferred respondent is to be submitted at the June Council Meeting. Second invoice has been issued to Australian Sports Commission.</p>
C.10/0319 Exclusive Leasing Agreement – Bridgetown Leisure Centre Health & Fitness	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the 2 public submissions responding to the proposal to lease the Health &amp; Fitness Room at the Bridgetown Leisure Centre exclusively to Health on Hampton.</li> </ol>	E Denniss	<p><b>April 2019</b> Legal review of the proposed lease agreement to be finalized by 30 April prior to final review by proponent and sign off.</p> <p><b>May 2019</b></p>	<p><b>June 2019</b> Proponent indicated satisfaction with draft lease, however some minor wording requirements are required and this is currently with lawyer to finalize. Anticipate receipt and signing of lease by 30 June</p>

Room	<ol style="list-style-type: none"> <li>2. Direct the CEO to enter into a 3 year lease agreement of the Health &amp; Fitness Room at the Bridgetown Leisure Centre to Health on Hampton.</li> <li>3. Authorise the CEO to seek legal review of the proposed lease agreement at Attachment 13 prior to finalizing and signing the document with the CEO authorised to modify the lease agreement in accordance with the legal advice received.</li> </ol>		<p>Lease agreement currently being reviewed by proponent, with minor adjustments to be included post legal review of the document.</p> <p>BLC staff currently preparing to vacate the H&amp;F Room, review storage of equipment and look at delivery of classes on courts (Fit 50's) instead of in H&amp;F Room.</p>	2019.	
C.02/0419 Desktop Review of Strategic Community Plan	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the revised Strategic Community Plan 2019 following the desktop review process with the following minor changes: <ul style="list-style-type: none"> <li>• Page 6 – Last paragraph change “at a depth of 45-50 degrees” to read “at depth at 45-50 degrees”.</li> <li>• Page 8 – First paragraph delete “as these workers are permanently based elsewhere” from last sentence.</li> <li>• Page 8 – Fifth paragraph amend first sentence to read “.... within the Shire of Bridgetown-Greenbushes of 853 persons, equating to an approximate 18% population increase by 2022/23.”</li> </ul> </li> <li>2. Request the CEO to report back by March 2020 on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.</li> </ol>	T Clynch		<p><b>June 2019</b></p> <p>This resolution will remain on the rolling action sheet until the report back (by March 2020) has occurred on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.</p>	
C.08/0419 Proposed Land Purchase – Part Lot 84 (42) Forrest Street, Bridgetown	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Resolves to purchase the southern portion of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 222161, Volume/Folio 1327/46) for the sum of \$50,000 plus subdivision and legal costs of approximately \$7,000, as shown in</li> </ol>	S Donaldson	<p><b>May 2019</b></p> <p>1. Correspondence sent to landowner on 6 May 2019 confirming Council resolution to support partial purchase.</p>	<p><b>June 2019</b></p> <p>Surveyor quotes still be sourced.</p>	



	<p>Attachment 10.</p> <p>2. That the unbudgeted expenditure of \$50,000 purchase price and estimated \$7,000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to \$57,000 from the Land &amp; Buildings Reserve.</p> <p>3. That the CEO be authorised to submit an application to the Western Australian Planning Commission for the subdivision of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 22161), and amalgamation with adjoining Lot 873 (83) Steere Street, Bridgetown (on Diagram 98062).</p>		<p>2. Noted.</p> <p>3. Surveyor quotes currently being sourced.</p>	
<p>C.04/0519 Development of Plans for Upgrade of Bridgetown CBD Parking and Geegelup Brook Beautification</p>	<p>That Council:</p> <p>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.</p> <p>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.</p> <p>3. Transfer the sum of \$25,000 from the Strategic Projects Reserve to fund the unbudgeted expenditure.</p>	T Clynch		<p><b>June 2019</b> Consulting engineer still to be engaged.</p>
<p>C.06/0519 Adoption of the 2019-20 Firebreak and Fuel Hazard Reduction Notice</p>	<p>That Council:</p> <p>1. Adopts the 2019/20 Firebreak and Fuel Hazard Reduction Notice as shown in Attachment 2.</p>	T Clynch		<p><b>June 2019</b> Work is progressing on adding the pictorial content and final formatting of the 2019-20 Firebreak and Fuel Hazard Reduction Notice.</p>

	<p>2. Submits an application/request to the Fire and Emergency Services Commissioner seeking a permanent change to the Restricted Burning Period in the Shire of Bridgetown-Greenbushes to end on the 10 May annually.</p>			<p>The request to the Fire and Emergency Services Commissioner is expected to take several months to be determined.</p>													
<p>C.09/0519 Levying Rates 2019-20 – Setting the Rates in the Dollar and Minimum Rates</p>	<p>That Council:</p> <p>1. After consideration of its strategic community plan and corporate business plan fund the estimated budget deficiency of \$4.72m by applying differential rates when drafting the 2019/20 Annual Budget.</p> <p>2. In accordance with section 6.36 of the Local Government Act 1995 endorses the advertising for public submissions on the proposed differential rates as set out in the table below, and makes available to the public Attachment 5 to this report setting out the objects and reasons for the differential rates:</p> <table border="1" data-bbox="465 879 929 1358"> <thead> <tr> <th>Category</th> <th>Rate in \$</th> <th>Minimum Rate</th> </tr> </thead> <tbody> <tr> <td>Gross Rental Value (GRV) Properties</td> <td>8.8471 cents</td> <td>\$942.00</td> </tr> <tr> <td>Rural Unimproved Value (UV) Properties</td> <td>0.6417 cents</td> <td>\$1,168.00</td> </tr> <tr> <td>Mining Unimproved Value (UV) Properties</td> <td>8.1436 cents</td> <td>\$554.00</td> </tr> </tbody> </table> <p>3. Direct the CEO to:</p> <ul style="list-style-type: none"> <li>report back to Council any public</li> </ul>	Category	Rate in \$	Minimum Rate	Gross Rental Value (GRV) Properties	8.8471 cents	\$942.00	Rural Unimproved Value (UV) Properties	0.6417 cents	\$1,168.00	Mining Unimproved Value (UV) Properties	8.1436 cents	\$554.00	<p>M Larkworthy</p>		<p><b>June 2019</b> Proposed differential rates advertised. Item prepared for Council's consideration of public submission received and revised rating information for the Mining Unimproved Value category.</p>	
Category	Rate in \$	Minimum Rate															
Gross Rental Value (GRV) Properties	8.8471 cents	\$942.00															
Rural Unimproved Value (UV) Properties	0.6417 cents	\$1,168.00															
Mining Unimproved Value (UV) Properties	8.1436 cents	\$554.00															

	<p>submissions in relation to the proposed differential rates;</p> <ul style="list-style-type: none"> <li>seek the approval of the Minister to impose in 2019/20 a differential Mining UV rate which is more than twice the lowest general differential UV rate.</li> </ul> <p>4. Incorporate into the 2019/20 Budget a concession of 10% of the rate raised for properties previously rated in the 'UV Urban Farmland' differential rating category. Further, this concession be reduced by 5% in subsequent budgets i.e. 5% concession to apply in 2020/21 and no concession to apply from 2021/22.</p>				
C.12/0519 Proposed Road Naming – Lipple Land and Gumnut Lane, Bridgetown	<p>That Council:</p> <ol style="list-style-type: none"> <li>Notes the single submission received, as per Attachment 11, and pursuant to section 26 of the Land Administration Act 1997 supports the naming of both Lipple Lane and Gumnut Lane, Bridgetown, with additional support for the alternative names of Botany Lane and Eucalyptus Lane respectively, as per Attachment 12.</li> <li>Directs the Chief Executive Officer to seek support from the Minister for Lands through Landgate's Geographic Names Committee in relation to Point 1. above.</li> </ol>	S Donaldson		<p><b>June 2019</b></p> <ol style="list-style-type: none"> <li>Noted.</li> <li>Application to Geographic Names made and response received approving naming as Lipple Lane and Gumnut Lane. Submitter advised in writing.</li> </ol>	√
C.14/0519 Bridgetown Youth Precinct Community Consultation Report	<p>That Council</p> <ol style="list-style-type: none"> <li>Endorse the Bridgetown Youth Precinct Community Consultation report.</li> <li>Progress the Bridgetown Youth Precinct project to the concept design and preliminary cost estimate stage.</li> <li>Increase expenditure in the Youth Precinct Hang Out Space account (PJ06) by \$5,000</li> </ol>	M Richards		<p><b>June 2019</b></p> <p>Quotes are currently being sought to progress the concept and preliminary cost estimate stage. These are anticipated to be received in July and work commenced in August 2019.</p>	

	by transferring \$5,000 from account PJ07 (Youth Event) to account PJ06 (Youth Precinct Hang Out) to complete the concept design and preliminary cost estimates for the Youth Precinct Project.			
C.15/0519 Warren Blackwood 2050 Cycling Strategy	That Council: <ol style="list-style-type: none"> <li>1. Endorses the Warren-Blackwood 2050 Cycling Strategy prepared by the Western Australia Bike Network for Department of Transport.</li> <li>2. Consider in the next review of the 10 Year Strategic Works Program the inclusion of the priority actions/projects listed for the Shire of Bridgetown-Greenbushes.</li> <li>3. Include in the next review of the Corporate Business Plan an action proposing the implementation of the Warren Blackwood 2050 Cycling Strategy with timelines and expenditure associated with the implementation to be determined during the review process.</li> </ol>	M Richards		<b>June 2019</b> Item noted for review in the 10 Year Strategic Works Program (September 2019) and the Corporate Business Plan (March 2020).
C.16/0519 Blackwood River Foreshore Development	That Council <ol style="list-style-type: none"> <li>1. Note the Schedule of Submissions received as a result of the final period of community consultation period on the revised concept plans for the Blackwood River Foreshore Development Project.</li> <li>2. Adopt the revised draft Blackwood River Foreshore Development Concept Plan as per attachment 19 and amend to include the change identified in Attachment 20 as follows:  The location of the proposed interpretive signage currently indicated to be placed in front of</li> </ol>	M Richards		<b>June 2019</b> Works have commenced on the detailed design and costings of the Old Rectory Walk and Boardwalk elements of the project with Riverwood House Consultation to be undertaken in July 2019.

	<p>Riverwood House will be reviewed in consultation with the residents of Riverwood House to ensure the location of the signage is beneficial to trail users without negatively impacting on residents.</p> <p>3. Determine to progress Blackwood River Foreshore Development Project to detailed design and costings for the Old Rectory Walk and Boardwalk elements of the project.</p>				
C.17/0519 Water Corporation Art Project	<ul style="list-style-type: none"> <li>• That Council accepts \$15,000 (ex GST) unbudgeted income from the Water Corporation in the 2018-2019 financial year and associated expenditure on a community art project in the 2019-20 financial year.</li> <li>• That the artists and Bridgetown Landcare provide details, including design work, to Council for formal endorsement prior to the development being commissioned.</li> </ul>	M Richards		<b>June 2019</b> Correspondence has been issued to Art Trail Co-ordinator (Trudy Clothier) advising of Council's requirement to review all design work – landscaping and artwork – prior to works commencing.	





# Consolidated Asset Management Plan

## 2018-2038



Scenario 1      Version 7  
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Adopted:

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## 1. EXECUTIVE SUMMARY

### Context

The Shire of Bridgetown-Greenbushes is located at the heart of the South West of Western Australia close to forests and National Parks, wineries, heritage walks and trails, and some of the state's most stunning historical buildings. In 2000, Bridgetown was recognised as a "Heritage Town" and as such it is important that our assets are managed in such a way to enhance this image and the development of this Asset Management Plan is an important step in this process.

As part of this process, Council faces the significant task of ensuring its infrastructure meets the service levels that the community desires, within its service capabilities whilst maintaining a sustainable financial position. The provision of the level of service desired by the community is also wholly dependent on the level of State Government grant funding for renewal and upgrade works.

Council owns a varied portfolio of Infrastructure Assets within the following major classes:

- Transport
- Property
- Parks, Reserves & Other Infrastructure
- Plant & Equipment

Council needs to ensure that there is an appropriate level of funding to enable its assets to be maintained and renewed to an acceptable standard.

This Plan collates current asset condition, valuation, income and expenditure data, and compares it with the asset stock's long term funding needs (that are required to provide an agreed and sustainable Level of Service).

This Plan investigates whether Council's current level of asset operational, maintenance and renewal funding are sufficient to sustain the assets at a standard that will be acceptable to both asset owners and users.

Asset management involves continuous monitoring and improvement. Specific tasks and projects have been identified in this plan to ensure the progress of asset management in relation to Council's infrastructure assets. Improving the Shire's asset management approach will ensure the provision of information required to ensure the whole of life costs involved in asset management are acknowledged and

the target levels of service are delivered to stakeholders.

### Infrastructure Assets

The Infrastructure Asset network comprises:

Asset Class	Number
Transport – Road network	680 km
Transport – Drainage network	1,413,416 m
Transport – Footpath network	16.5 km
Transport – Bridges	423 m
Transport – Culverts (Rural)	15,852 m
Transport – Drainage Pits & Pipes	681 & 15,566 m
Parks & Gardens	195
Playground Equipment	19
Other Infrastructure	76
Major Plant	67
Minor Plant & Equipment	84
Furniture & Equipment	87
Council Administration & Operations Buildings	17
Emergency Services Buildings	14
Library	1
Community Use Buildings	11
Historical Buildings	8
Sport & Recreation Buildings	33
Public Conveniences	8
Public Halls	5
Residential Properties	3
Tourism Buildings	1
Land	83 parcels

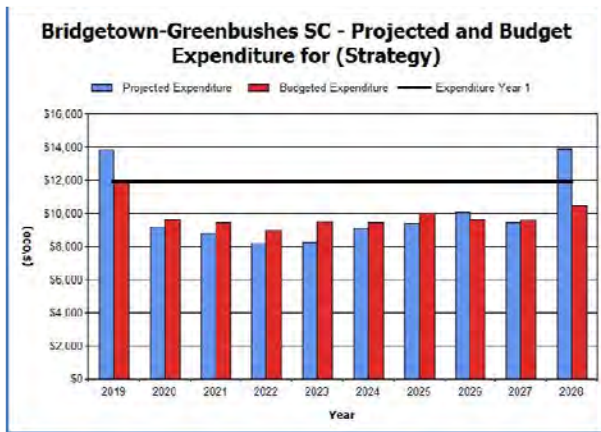
These infrastructure assets have a replacement value of \$264,216,000.

### What does it Cost?

The projected outlays necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operations, maintenance, renewal and upgrade of existing assets over the 10 year planning period is \$100,092,000 or \$10,009,000 on average per year.

Estimated available funding for this period is \$98,570,000 or \$9,857,000 on average per year which is 98% of the cost to provide the service. This is a funding shortfall of **-\$152,000** on average per year.

The graph below shows projected expenditure that is based on a forward planning process that tailors planned works to match available funding in the Long Term Financial Plan. This process does not take into account the actual asset needs based on sound asset management planning and whole of life cost principles.



### What we will do

We plan to provide infrastructure asset services for the following:

- Operation, maintenance, renewal and upgrade of buildings to meet service levels set by Council in annual budgets.

### What we cannot do

Until the issue of poor asset condition, asset useful lives assessment, capacity and utilisation information has been resolved Council will continue to allocate finite resources to assets not based on sound asset management planning principles.

This AM Plan indicates that Council has insufficient funding to provide current levels of service into the future. The funding gap is the shortfall between projected asset expenditure and the long term financial plan budget provision. The Life Cycle (resourcing) gap for services covered by this AM Plan is **-\$1,470,000** per year.

### Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects. We have identified major risks as:

- Lack of condition information about the assets could lead to assets becoming unsafe and/or being replaced at sub-optimum levels
- Current levels of service are not clearly understood or documented; this can create

inconsistencies around service level delivery and dissatisfaction of the service by the community and facility users

- Insufficient knowledge within the organisation of the Asset Management Planning process does not encourage a strategic focus being applied to asset management potentially leading to poor asset management decisions

We will endeavour to manage these risks within available funding by:

- Provide training to relevant staff and Councillors
- Include KPI's in staff job descriptions and annual performance reviews
- Develop and implement an annual condition inspection program
- Undertake community consultation to develop levels of service and incorporate into integrated planning documents
- Undertake annual community survey on levels of service, review resources available to meet expected Levels of Service
- Provide additional resources or adjust levels of service in consultation with the community

### Confidence Levels

This AM Plan is based on medium level of confidence.

### The Next Steps (Improvement Plan)

The actions resulting from this asset management plan are:

- Develop a process for community engagement on Levels of Service including a survey to determine community service level expectations delivered via Council's assets
- Implement a suitable system and process to record property utilisation and booking request levels
- Develop a data collection procedure to ensure repeatability and on-going improvement of condition data collection and modelling processes
- Implement the condition inspection programme for all assets
- Greater degree of componentisation in the condition rating process
- Review the Shire's year acquired/constructed date for all assets
- Determine useful lives and remaining useful lives of Council's assets and adopt consistent unit rates
- Configure the Shire's corporate financial system to record asset expenditure at the individual asset level according to maintenance type and activity
- Identify and improve capture of operational expenditure in the organisation financial system

to enable more accurate reporting of operational expenditure

- Develop and implement safety and maintenance inspection programmes and methodologies for infrastructure assets
- Identify and assess critical assets for failure modes e.g. backup power facilities in the event of prolonged power outages, etc.
- Identify assets for possible future disposal
- Develop staff AM performance measures and link KPI's to individual job descriptions
- Provide asset management training to relevant staff and Councillors
- Develop a long term capital works programme after undertaking condition inspections
- Identify drivers and analyse demand impacts that may impact on future asset management outcomes
- Investigate and implement a suitable asset management software program to consolidate all asset classes into one integrated database
- Develop long term financial projections for Operational, Maintenance and capital costs in line with the Long Term Financial Plan requirements

## **2. INTRODUCTION**

### **2.1 Background**

This asset management plan is to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide the required levels of service over a 20 year planning period with the first 4 years having a high level of accuracy, years 5-10 a medium level of accuracy and years 11-20 being extrapolated from previous years estimates.

The asset management plan follows the format for AM Plans recommended in Section 4.2.6 of the International Infrastructure Management Manual<sup>1</sup>.

The asset management plan is to be read with the organisation's Asset Management Policy, Asset Management Strategy and the following associated planning documents:

- The Shire of Bridgetown-Greenbushes Strategic Community Plan 2017
- The Shire Long Term Financial Plan 2018-2033
- The Shire of Bridgetown-Greenbushes 2018/2019 Budget

### **2.2 Goals and Objectives of Asset Management**

The organisation exists to provide services to its community. These services are provided by infrastructure assets. We acquire assets by 'purchase', by contract, construction by our staff and by donation of assets constructed by others to meet increased levels of service.

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Having a long-term financial plan which identifies required, affordable expenditure and how it will be financed.<sup>2</sup>

### **2.3 Plan Framework**

Key elements of the plan are:

- Levels of service – specifies the services and levels of service to be provided by the organisation,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Life cycle management – how Council will manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices,
- Monitoring – how the plan will be monitored to ensure it is meeting organisation's objectives,
- Asset management improvement plan.

A road map for preparing an asset management plan is shown on the following page.

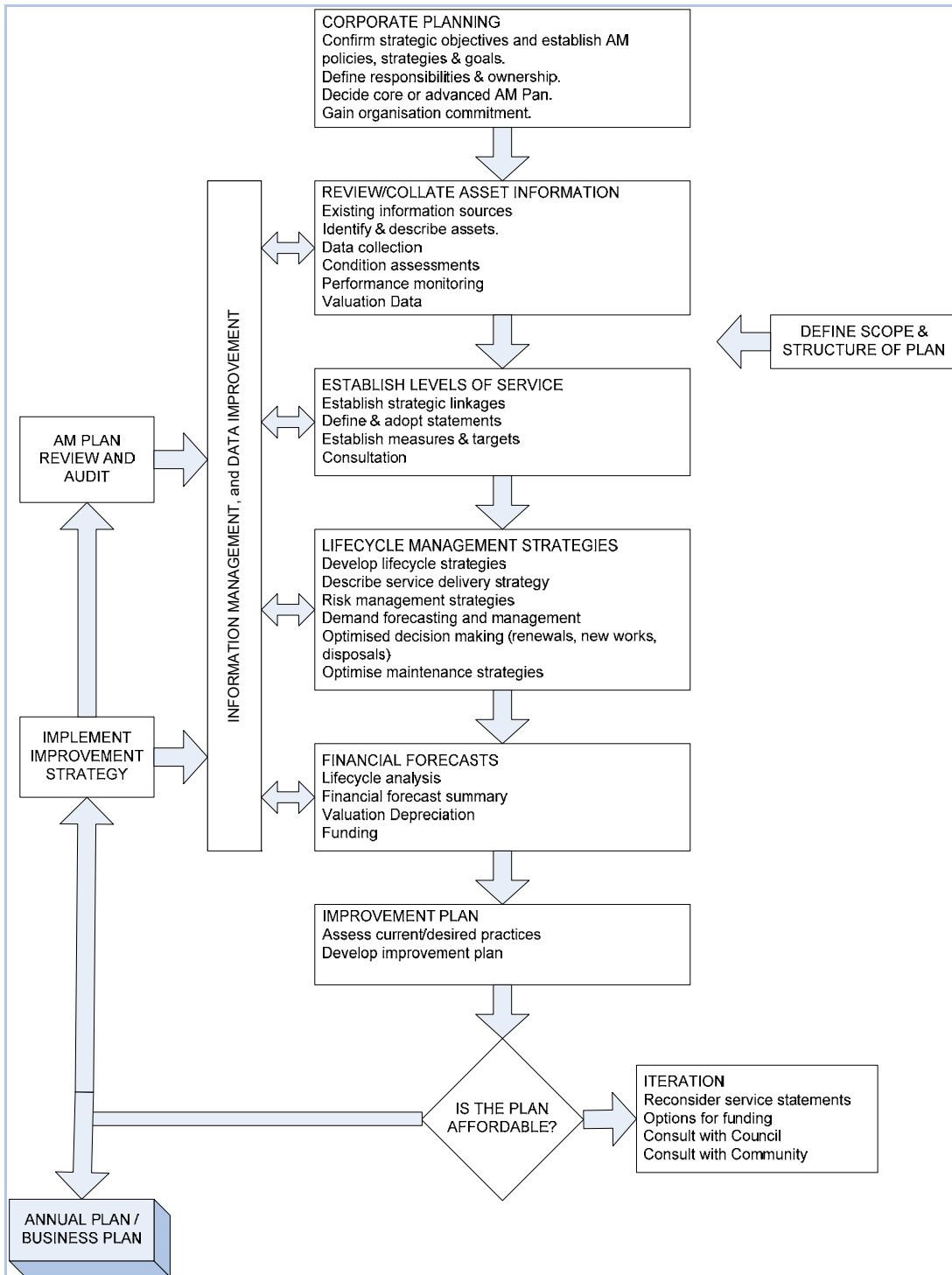
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<sup>1</sup> IPWEA, 2011, Sec 4.2.6, *Example of an Asset Management Plan Structure*, pp 4|24 – 27.

<sup>2</sup> Based on IPWEA, 2011, IIMM, Sec 1.2 p 1|7.

**Road Map for preparing an Asset Management Plan**

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11.



## 2.4 Community Consultation

Future revisions of the individual asset management plans will incorporate community consultation on service levels and costs of providing the service. This will assist the Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability and willingness to pay for the service.

## 3. LEVELS OF SERVICE

### 3.1 Customer Research and Expectations

The outcomes of the community consultation conducted as part of the development of the Strategic Community Plan have informed this 'core' asset management plan.

### 3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the organisation's vision, objectives and desired outcomes.

Our vision is:

***'A beautiful place to live'***  
*Working together with the community to achieve our shared objectives.*

Relevant organisational objectives and how these are addressed in this asset management plan are included in the individual asset management plans for each class of asset.

### 3.3 Community Levels of Service

Service levels are defined service levels in two terms, customer levels of service and technical levels of service.

Community Levels of Service measure how the community receives the service and whether the organisation is providing community value.

Community levels of service measures used in the asset management plan are:

Quality	How good is the service?
Function	Does it meet users' needs?
Capacity/Utilisation	Is the service over or under used?

*Note: The organisation's current and expected community & technical service levels are detailed in each asset management plan for each asset class.*

### 3.4 Technical Levels of Service

**Technical Levels of Service** - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleansing, mowing grass, energy, inspections, etc.
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally (e.g. frequency and cost of road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

- Upgrade – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.<sup>3</sup>

#### 4. FUTURE DEMAND

##### 4.1 Demand Drivers

Drivers affecting demand include population change, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

##### 4.2 Demand Forecast

The present position and projections for demand drivers that may impact future service delivery and utilisation of assets were identified and are documented in Table 4.3.

##### 4.3 Demand Impact on Assets

The impact of demand drivers that may affect future service delivery and utilisation of assets are shown in Table 4.3.

**Table 4.3: Demand Drivers, Projections and Impact on Services**

Demand Factor	Present Position		Projection		Impact on Services
<b>Population</b>	Present population estimated as at 2016 approx. 4618 <sup>4</sup>		Increase of 1.528% from 2016 (4,580) to 2026 (4,650)  Projected increase of 0.1528% per annum <sup>5</sup>		Overall a small increase in demand for all services - <b>Neutral</b>
<b>Demographic</b>	00-09	485	00-09	520	Increasing population in the 80+ age group (+45.35% over 10 years or +4.54% pa) will impact in the area of disability access and mobility for the aged – <b>Increase</b> . Increases in the 10-39 age group (+13.5% or +1.35% pa) will also impact on the provision of infrastructure services to meet increased demand from a younger more mobile population – <b>Increase</b> . Decrease in the 40-79 age group (-11.48% or -1.15% pa) may also impact on infrastructure services as demand declines – <b>Decrease</b> .
	10-19	610	10-19	710	
	20-39	694	20-39	770	
	40-59	1366	40-59	1110	
	60-79	1334	60-79	1280	
	80+	172	80+	250	
			Projected increase in the : 00-09 age group (7.22%) 10-19 age group (16.39%), 20-39 age group (10.95%), 40-59 age groups (-18.74%), 60-79 age group (-4.05%) and 80+ age group (45.35%).		
<b>Seasonal</b>			The population increases during fruit harvesting season with transient workers. The size of the seasonal change is not currently known		Increased demand for short stay, camping and caravan facilities, although with the potential reduction in backpacker numbers due to the proposed “Backpacker Tax” the net increase may be negligible – <b>Neutral</b> .

<sup>3</sup> IPWEA, 2011, IIMM, p 2.22

<sup>4</sup> ABS Estimated Resident Population, Local Government Areas, Western Australia 30<sup>th</sup> March 2017

<sup>5</sup> Department of Planning, WA Tomorrow – Population Report No. 10, Medium Term Population Forecasts V1.2 August 2015

<p><b>Tourism</b></p>		<p>The population Increases during peak tourist periods. The size is not known</p>	<p>Future possible increased demand for short stay, caravan and camping facilities and use of ablution facilities may occur, however current facilities should be able to accommodate any slight increase – <b>Neutral.</b></p>
<p><b>Climate Change</b></p>		<p><b>Temperatures:</b> Based on the Bureau of Meteorology (BOM) climate change charts &amp; graphs, it is predicted that maximum temperatures will increase at a similar rate as current trends indicate (since 1910 the annual temperature anomaly has increased by approximately 1.25°C to date. The minimum temperature anomaly over the same period has also increased by approximately 1.0°C. The trend in the number of colds days since 1970 indicates that days are generally getting warmer with warmer nights resulting in longer growing seasons in the south west.</p> <p><b>Rainfall:</b> The number of consecutive wet days is also reducing as is the number of wet days. The intensity of low pressures systems is increasing since 1950. The overall annual rainfall has decreased on average by approximately 150mm since 1910.</p>	<p><b>Temperatures:</b> With increasingly hotter days during the summer, warmer days and milder nights during winter, there may be an increased demand for more asset maintenance or upgrades. Drier &amp; hotter conditions may contribute to faster than normal deterioration of asset infrastructure. <b>Neutral.</b></p> <p><b>Rainfall:</b> With rainfall decreasing by approximately 150mm over the past 115 years, and with the intensity of low pressure systems increasing, more extreme weather events will continue to occur with local governments in the south west having to adapt to manage possible increased damage to assets as result of more violent weather events - <b>Increase.</b></p>

*Note: Analysis of the demand drivers associated with an individual asset classes is included within each individual asset management plan as are associated graphs to support the analysis.*

#### 4.4 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

*Note: Opportunities identified to date for demand management are shown in the individual Asset Management Plans for each asset class.*

#### 4.5 Asset Programs to meet Demand

New assets constructed/acquired by the organisation are discussed in Section 5.4.



Acquiring these new assets will commit the organisation to fund ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 6.

## 5. LIFECYCLE MANAGEMENT PLAN

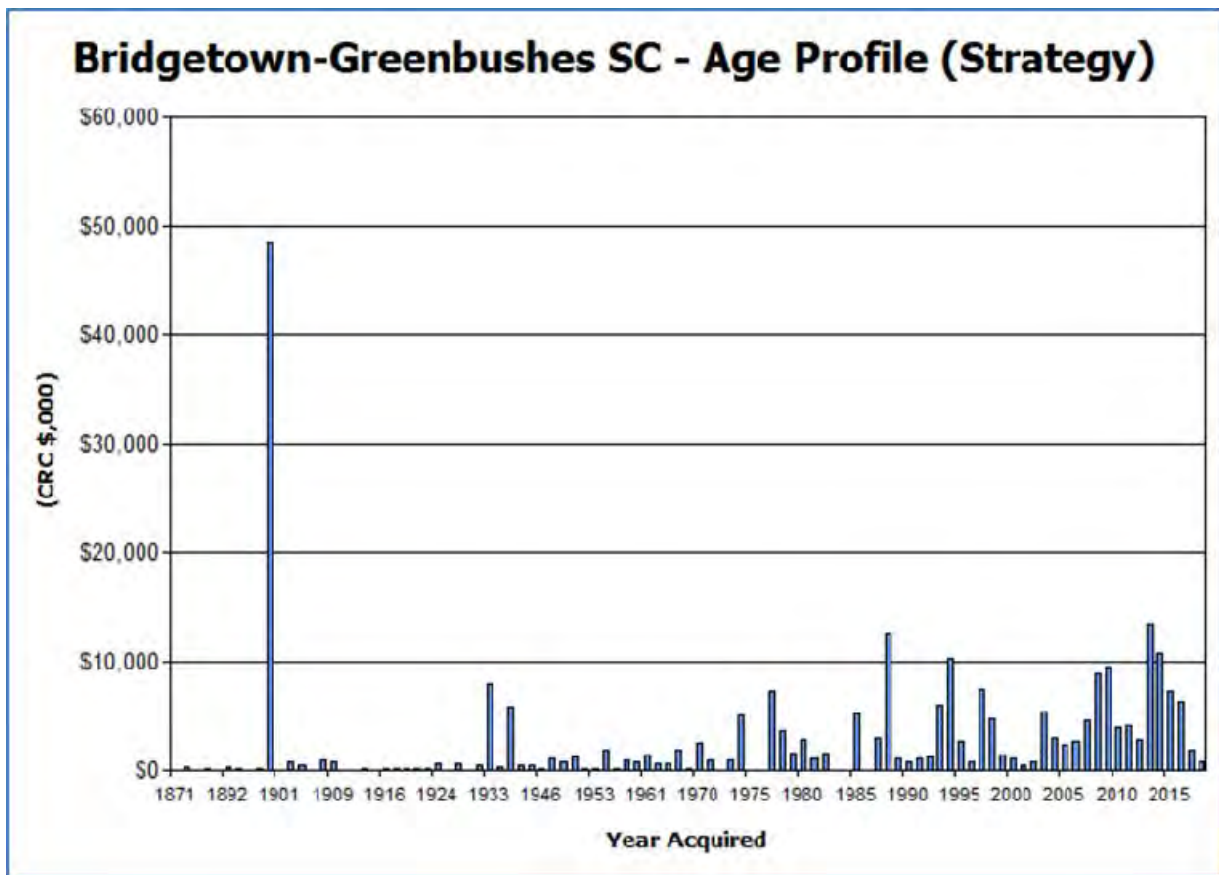
The lifecycle management plan details how the organisation plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

### 5.1 Background Data

#### 5.1.1 Physical parameters

The age profile of the assets included in this AM Plan is shown in Figure 2.

Figure 2: Asset Age Profile



#### 5.1.2 Asset condition

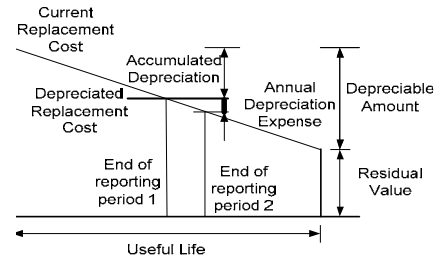
Condition is currently determined via ad hoc inspections by building department staff. Condition data is also provided every three years during independent assessment for fair value accounting purposes. It is identified that a formal condition assessment process is required to be implemented for all Council assets.

*Note: The condition profile of our assets are shown in each asset management plan for each asset class.*

5.1.3 Asset valuations

The value of assets recorded in the asset register as at 30 June 2018 covered by this asset management plan is shown below. Assets are valued at current replacement cost.

Current Replacement Cost	\$264,216,000
Depreciable Amount	\$219,527,000
Depreciated Replacement Cost <sup>6</sup>	\$205,005,000
Annual Depreciation Expense	\$ 3,471,000



Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time.

Rate of Annual Asset Consumption (Depreciation/Depreciable Amount)	1.7%
Rate of Annual Asset Renewal (Capital Renewal Expenditure/Depreciable amount)	1.5%

In 2019 the organisation plans to renew assets at 91.6% of the rate they are being consumed and will be increasing its asset stock by 0.3% in the year.

5.2 Infrastructure Risk Management Plan

An assessment of risks associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’ to the organisation. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Critical risks, being those assessed as ‘Very High’ - requiring immediate corrective action and ‘High’ – requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in Table 5.2. These risks are reported to management and Council.

**Table 5.2: Critical Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Asset management system	Inconsistent LOS delivery	High	Develop asset hierarchy	Low	Nil
Asset management - condition rating and inspections	Assets become unsafe, and/or are replaced at sub-optimum times	Very High	Develop and implement annual inspection program	Low	Nil
Levels of Service	Levels of service not acceptable to	High	Undertake community consultation to develop	Low	\$TBC

<sup>6</sup> Also reported as Written Down Current Replacement Cost (WDCRC).

	the community		levels of service and incorporate into integrated planning documents		
Forward works planning and budgeting	Lack of funding, insufficient resources being available to deliver agreed service levels	High	Undertake annual community survey on levels of service, review resources available to meet expected LOS, provide additional resources or adjust levels of service in consultation with the community.	Low	\$TBC
Asset management - strategic	Asset management system breakdowns due to lack of focus by staff	Very High	Provide training to relevant staff and Councillors. Include KPI's in staff job descriptions and annual performance reviews	Low	\$TBC

Note \* The residual risk is the risk remaining after the selected risk treatment plan is operational.

### 5.3 Renewal/Replacement Plan

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

#### 5.3.1 Renewal plan

*Note: The useful lives of assets used to develop projected asset renewal expenditures are shown in the individual Asset Management Plans for each asset class.*

#### 5.3.2 Renewal and Replacement Strategies

The organisation will plan capital renewal and replacement projects to meet level of service objectives and minimise infrastructure service risks by:

- Planning and scheduling renewal projects to deliver the defined level of service in the most efficient manner,
- Undertaking project scoping for all capital renewal and replacement projects to identify:
  - the service delivery 'deficiency', present risk and optimum time for renewal/replacement,
  - the project objectives to rectify the deficiency,
  - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency,
  - and evaluate the options against evaluation criteria adopted by the organisation, and
  - select the best option to be included in capital renewal programs,
- Using 'low cost' renewal methods (cost of renewal is less than replacement) wherever possible,
- Maintain a current infrastructure risk register for assets and service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council,
- Review current and required skills base and implement workforce training and development to meet required construction and renewal needs,
- Maintain a current hierarchy of critical assets and capital renewal treatments and timings required ,
- Review management of capital renewal and replacement activities to ensure Council is obtaining best value for resources used.

**Renewal ranking criteria**

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. roughness of a road).<sup>7</sup>

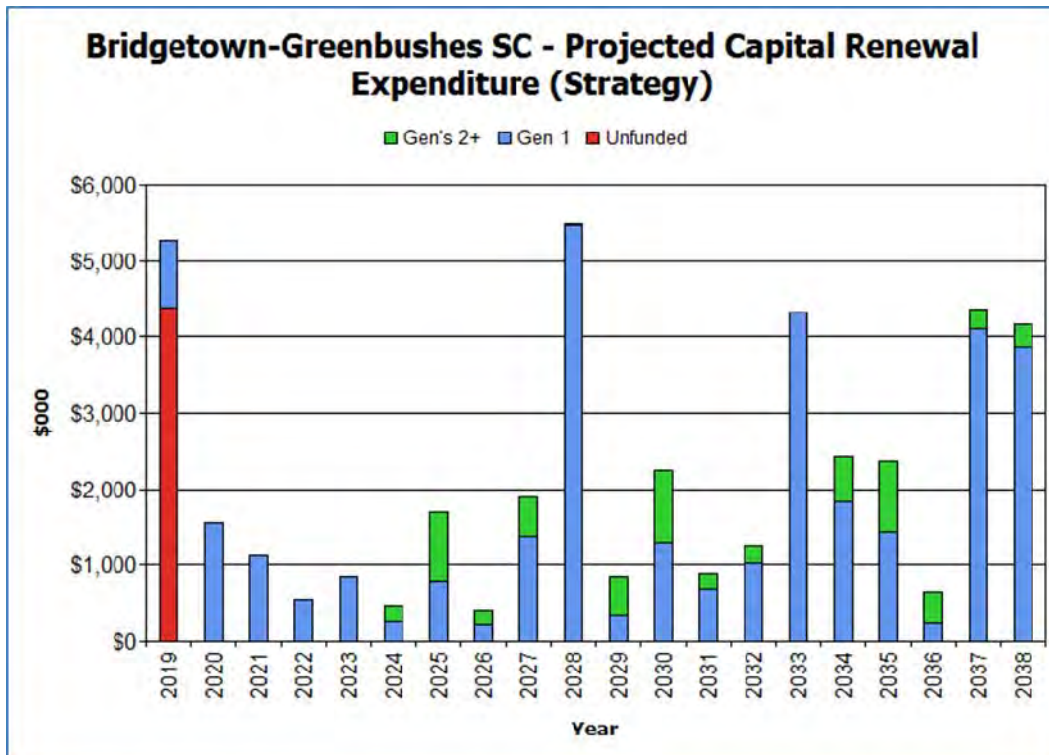
It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have a high utilisation and subsequent impact on users would be greatest,
- The total value represents the greatest net value to the organisation,
- Have the highest average age relative to their expected lives,
- Are identified in the AM Plan as key cost factors,
- Have high operational or maintenance costs, and
- Where replacement with modern equivalent assets would yield material savings.<sup>8</sup>

**5.3.3 Summary of future renewal and replacement expenditure**

Projected future renewal and replacement expenditures are forecast to increase over time as the asset stock increases from growth. The expenditure is summarised in Fig 5. Note that all amounts are shown in real values.

**Fig 5: Projected Capital Renewal and Replacement Expenditure**



<sup>7</sup> IPWEA, 2011, IIMM, Sec 3.4.4, p 3|60.

<sup>8</sup> Based on IPWEA, 2011, IIMM, Sec 3.4.5, p 3|66.

Deferred renewal and replacement, i.e. those assets identified for renewal and/or replacement and not scheduled in capital works programs are to be included in the risk analysis process in the risk management plan.

Renewals and replacement expenditure in the organisation's capital works program will be accommodated in the long term financial plan.

#### **5.4 Creation/Acquisition/Upgrade Plan**

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the organisation from land development.

##### **5.4.1 Capital Investment Strategies**

The organisation will plan capital upgrade and new projects to meet level of service objectives by:

- Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner,
- Undertake project scoping for all capital upgrade/new projects to identify:
  - the service delivery 'deficiency', present risk and required timeline for delivery of the upgrade/new asset,
  - the project objectives to rectify the deficiency including value management for major projects,
  - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency,
  - management of risks associated with alternative options,
  - and evaluate the options against evaluation criteria adopted by Council, and
  - select the best option to be included in capital upgrade/new programs,
- Review current and required skills base and implement training and development to meet required construction and project management needs,
- Review management of capital project management activities to ensure Council is obtaining best value for resources used.

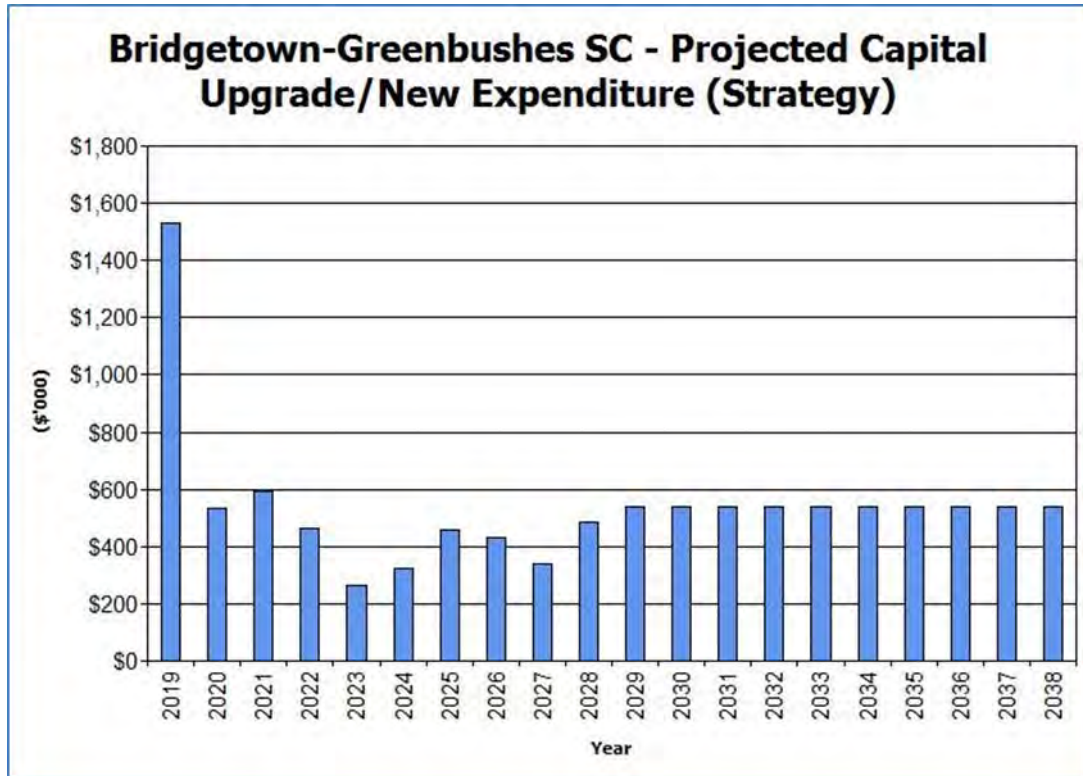
##### **5.4.2 Summary of future upgrade/new assets expenditure**

Projected upgrade/new asset expenditures are summarised in Fig 6.

*Note: The projected upgrade/new capital works programs are shown in individual Asset Management Plans.*

All amounts are shown in real values.

**Fig 6: Projected Capital Upgrade/New Asset Expenditure**



Expenditure on new assets and services in the organisation’s capital works program will be accommodated in the long term financial plan.

**5.5 Disposal Plan**

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation.

At present no properties have been identified for future disposal during the term of the AMP. This has been listed as an improvement action.

**6. FINANCIAL SUMMARY**

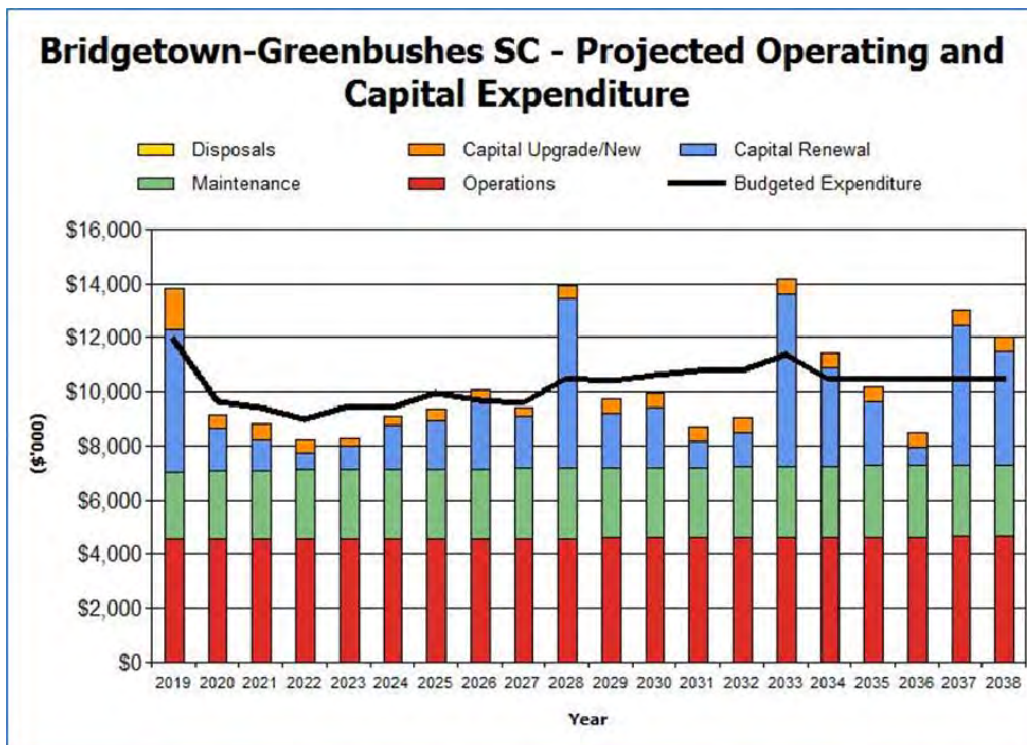
This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on asset condition, desired levels of service and current and projected future asset performance.

**6.1 Financial Statements and Projections**

The financial projections are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). Note that all costs are shown in real values.



**Fig 7: Projected Operating and Capital Expenditure**



**6.1.1 Sustainability of service delivery**

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the asset renewal funding ratio, long term life cycle costs/expenditures and medium term projected/budgeted expenditures over 5 and 10 years of the planning period.

**Asset Renewal Funding Ratio**

Asset Renewal Funding Ratio<sup>9</sup>                      99%<sup>10</sup>

The Asset Renewal Funding Ratio is the most important indicator and reveals that over the next 10 years, Council is forecasting that it will have 99% of the funds required for the optimal renewal and replacement of its assets.

It should be noted however, that until Council’s operating and maintenance costs are projected over the next 10 years as part of the LTFP, the above graph and ratio may not be reliable as the budget projection is based on the 2018-19 budget expenditure.

**Long term - Life Cycle Cost**

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset life cycle. Life cycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The life cycle cost for the services covered in this asset management plan is \$10,792,000 per year (average operations and maintenance expenditure plus depreciation expense projected over 10 years).

Life cycle costs can be compared to life cycle expenditure to give an initial indicator of affordability of projected service levels when considered with age profiles. Life cycle expenditure includes operations, maintenance and capital

<sup>9</sup> AIFMG, 2012, Version 1.3, Financial Sustainability Indicator 4, Sec 2.6, p 2.16

<sup>10</sup> DLGC\_LG\_Operational Guideline\_18 – Target ratio is between 95% and 105%

renewal expenditure. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure over the 10 year planning period is \$9,322,000 per year (average operations and maintenance plus capital renewal budgeted expenditure in LTFP over 10 years).

A shortfall between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is **-\$1,470,000** per year (-ve = gap, +ve = surplus).

Life cycle expenditure is 86% of life cycle costs.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

#### Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$9,468,000 on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is \$9,322,000 on average per year giving a 10 year funding shortfall of **-\$146,000** per year. This indicates that Council expects to have 98% of the projected expenditures needed to provide the services documented in the asset management plan.

#### Medium Term – 5 year financial planning period

The projected operations, maintenance and capital renewal expenditure required over the first 5 years of the planning period is \$8,980,000 on average per year.

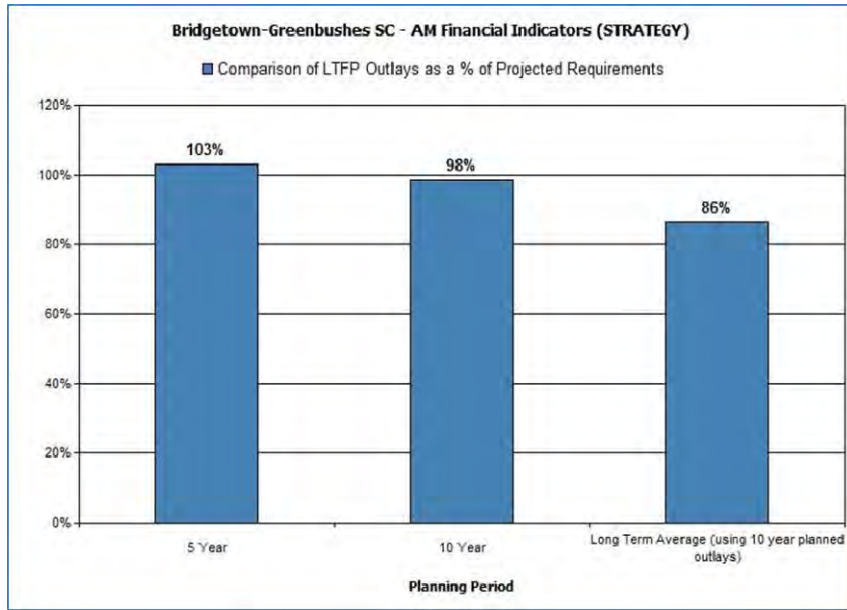
Estimated (budget) operations, maintenance and capital renewal funding is \$9,239,000 on average per year giving a 5 year funding surplus of \$260,000 per year. This indicates that Council expects to have 103% of projected expenditures required to provide the services shown in this asset management plan.

#### Asset management financial indicators

Figure 7A shows the asset management financial indicators over the 10 year planning period and for the long term life cycle.



**Figure 7A: Asset Management Financial Indicators**



Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 for the first years of the asset management plan and ideally over the 10 year life of the Long Term Financial Plan.

Table 6.1.1 shows the shortfall between projected renewal and replacement expenditures and expenditure accommodated in long term financial plan. Budget expenditures accommodated in the long term financial plan or extrapolated from current budgets.

**Table 6.1.1: Projected and LTFP Budgeted Renewals and Financing Shortfall**

Year End June 30	Projected Renewals (\$'000)	LTFP Renewal Budget (\$'000)	Renewal Financing Shortfall (- gap, + surplus) (\$'000)	Cumulative Shortfall (- gap, + surplus) (\$'000)
2019	\$5,263	\$3,365	\$-1,898	\$-1,898
2020	\$1,567	\$1,998	\$431	\$-1,467
2021	\$1,134	\$1,981	\$847	\$-620
2022	\$623	\$1,551	\$928	\$309
2023	\$868	\$2,200	\$1,332	\$1,641
2024	\$1,609	\$2,100	\$491	\$2,132
2025	\$1,776	\$2,411	\$635	\$2,767
2026	\$2,464	\$2,217	\$-247	\$2,520
2027	\$1,917	\$2,230	\$313	\$2,833
2028	\$6,271	\$2,982	\$-3,289	\$-456
2029	\$2,002	\$2,978	\$976	\$520
2030	\$2,247	\$3,181	\$934	\$1,455
2031	\$977	\$3,318	\$2,341	\$3,796
2032	\$1,269	\$3,291	\$2,022	\$5,818
2033	\$6,388	\$3,903	\$-2,485	\$3,333
2034	\$3,620	\$3,018	\$-602	\$2,731
2035	\$2,392	\$3,018	\$626	\$3,357
2036	\$644	\$3,018	\$2,374	\$5,730
2037	\$5,170	\$3,018	\$-2,152	\$3,578
2038	\$4,171	\$3,018	\$-1,153	\$2,425

Note: A negative shortfall indicates a financing gap, a positive shortfall indicates a surplus for that year.

### 6.1.2 Projected expenditures for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in 2018/2019 real values.

**Table 6.1.2: Projected Expenditures for Long Term Financial Plan (\$'000)**

Year	Operations	Maintenance	Projected Capital Renewal	Capital Upgrade/New	Disposals
2019	\$4,563	\$2,475	\$5,263	\$1,528	\$0
2020	\$4,551	\$2,520	\$1,567	\$531	\$0
2021	\$4,563	\$2,527	\$1,134	\$593	\$0
2022	\$4,567	\$2,550	\$623	\$465	\$0
2023	\$4,571	\$2,557	\$868	\$262	\$0
2024	\$4,575	\$2,559	\$1,609	\$326	\$0
2025	\$4,579	\$2,561	\$1,776	\$456	\$0
2026	\$4,585	\$2,564	\$2,464	\$430	\$0
2027	\$4,591	\$2,566	\$1,917	\$337	\$0
2028	\$4,595	\$2,568	\$6,271	\$486	\$0
2029	\$4,602	\$2,571	\$2,002	\$541	\$0
2030	\$4,609	\$2,580	\$2,247	\$541	\$0
2031	\$4,616	\$2,589	\$977	\$541	\$0
2032	\$4,623	\$2,598	\$1,269	\$541	\$0
2033	\$4,630	\$2,606	\$6,388	\$541	\$0
2034	\$4,637	\$2,615	\$3,620	\$541	\$0
2035	\$4,643	\$2,624	\$2,392	\$541	\$0
2036	\$4,650	\$2,632	\$644	\$541	\$0
2037	\$4,657	\$2,641	\$5,170	\$541	\$0
2038	\$4,664	\$2,650	\$4,171	\$541	\$0

All dollar values are in (\$'000)'s

### 6.2 Forecast Reliability and Confidence

The expenditure and valuations projections in this AM Plan are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a 5 level scale<sup>11</sup> in accordance with Table 6.5.

**Table 6.5: Data Confidence Grading System**

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate ± 2%
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate ± 10%
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated ± 25%
D Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy ± 40%
E Unknown	None or very little data held.

<sup>11</sup> IPWEA, 2011, IIMM, Table 2.4.6, p 2|59.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 6.5.1.

**Table 6.5.1: Data Confidence Assessment for Data used in AM Plan**

Data	Confidence Assessment	Comment
Demand drivers	Reliable	Main drivers currently influencing demand within Shire – reviewed at the time of reviewing AMP
Growth projections	Highly reliable	Based on ABS & Department of Planning projection
Operations expenditures	Reliable	Projections entirely based on historical levels of expenditure
Maintenance expenditures	Uncertain	Projections are based on preliminary assessment of asset conditions
Projected Renewal expenditures.	Reliable	Projections are based on Long Term Financial Plan data
- Asset values		
- Asset residual values	Reliable	Residual values based on a high level assessment of the assets
- Asset useful lives	Uncertain	Useful lives and age of individual assets are to be reviewed and updated where necessary to better reflect actual condition of assets
- Condition modelling	Unknown	Condition modelling may be implemented once accurate condition data is known
- Network renewals	Very uncertain	Renewal expenditures not supported by data held - primarily re-active renewal process is utilised
- Defect repairs	Unknown	Not currently used
Upgrade/New expenditures	Reliable	Development of 10 year plans to support future requirements being updated annually.
Disposal expenditures	Unknown	No asset disposal identification process has been undertaken

Over all data sources the data confidence is assessed as medium confidence level for data used in the preparation of this AM Plan.

## 7. PLAN IMPROVEMENT AND MONITORING

### 7.1 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 7.1.

**Table 7.1: Improvement Plan**

Task No	Task	Responsibility	Resources Required
1	Develop a process for community engagement on Levels of Service including a survey to determine community service level expectations delivered via Council's assets	Executive Leadership Team (ELT)	Staff time/ Consultants
2	Implement a suitable system and process to record property utilisation and booking request levels	ELT	Staff time
3	Develop a data collection procedure to ensure repeatability and on-going improvement of condition data collection and modelling processes	Asset Management Team (AMT)	Staff time
4	Implement the condition inspection programme for all assets	ELT/AMT	Staff time
5	Greater degree of componentisation in the condition rating process	ELT/AMT	Staff time
6	Review the Shire's year acquired date for all assets	ELT/AMT	Staff time
7	Determine useful lives and remaining useful lives of Council's assets and adopt consistent unit rates	ELT/AMT	Staff time
8	Configure the Shire's corporate financial system to record asset expenditure at the individual asset level according to maintenance type and activity	ELT/AMT	Staff time
9	Identify and improve capture of operational expenditure in the organisation financial system to enable more accurate reporting of operational expenditure	ELT/AMT	Staff time
10	Develop and implement safety and maintenance inspection programmes and methodologies for all assets	ELT/AMT	Staff time
11	Identify and assess critical assets for failure modes	ELT/AMT	Staff time
12	Identify assets for possible future disposal	ELT/AMT	Staff time
13	Develop staff AM performance measures and link KPI's to individual job descriptions	Human Resource Officer	Staff time
14	Provide asset management training to relevant staff and Councillors	Human Resource Officer	Training Course Fees (\$20,000)
15	Develop a long term capital works programme after undertaking condition inspections	ELT/AMT	Staff time
16	Analyse demand impacts as a result of increased tourism	ELT/AMT	Staff time
17	Analyse demand impacts as a result of age demographic changes	ELT/AMT	Staff time
18	Create Sustainable Assets Policy and an associated action plan	ELT/AMT	Staff time
19	Investigate alternative power generation technologies to help reduce the Shire's carbon footprint and operating costs	ELT/AMT	Staff time
20	Investigate and implement a suitable asset management software program to consolidate all asset classes into one integrated database	ELT/AMT	Staff time/ Consultants
21	Develop long term financial projections for Operational, Maintenance and capital costs in line with the Long Term Financial Plan requirements	ELT/AMT	Staff time

## 7.2 Monitoring and Review Procedures

The AM Plan has a life of 4 years (Council's strategic planning cycle) and is due for complete revision and updating within 12 months following the development of each new strategic plan.

## 7.3 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required projected expenditures identified in this asset management plan are incorporated into Council's long term financial plan,
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Council's Strategic Plan and associated plans,
- **The Asset Renewal Funding Ratio achieving the target of 1.0.**

## 8. REFERENCES

IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)

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**SHIRE OF BRIDGETOWN-GREENBUSHES**

**FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES REVIEW**

**MAY 2019**

## 1. Background

Pursuant to Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer of a local government is to establish efficient systems and procedures for:

- (a) for the proper collection of all money owing to the local government; and
- (b) for the safe custody and security of all money collected or held by the local government; and
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
- (d) to ensure proper accounting for municipal or trust —
  - (i) revenue received or receivable; and
  - (ii) expenses paid or payable; and
  - (iii) assets and liabilities; and
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
- (f) for the maintenance of payroll, stock control and costing records;
- (g) and to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

In addition, Regulation 5(2) requires the Chief Executive Officer of a local government to:

- (a) ensure that the resources of the local government are effectively and efficiently managed; and
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

## 2. Overview and Objectives

In accordance with the requirements outlined within the Local Government (Financial Management) Regulations 5(2)(c), a review of the financial management systems and procedures at the Shire of Bridgetown-Greenbushes has been undertaken. This report summarises the findings and observations of the review and makes recommendations as appropriate to improve any weaknesses in systems and controls.

The primary objective of the review was to provide assurance to the Council that its financial management systems are being effectively managed and have effective controls.



This includes a review:

- Of proper segregation of functional responsibilities
- A system of authorisation and recording adequate to provide accounting control of assets, liabilities, revenues and expenses
- Sound practices in performance of duties and functions

### **3. Methodology**

This review was conducted by the Executive Leadership Team as an internal process to assist the CEO discharge his responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1885. The previous review was conducted in May 2016.

### **4. Scope**

The following financial systems and procedures of Council were examined:

- Receipts
- Rates
- Fees and charges
- Bank reconciliations
- Petty Cash
- Investments
- Information technology
- Record keeping
- Receivables
- Purchases and payables
- Trust Fund
- Fixed assets
- Payments
- Payroll
- Budget and financial reports
- Grant management

### **5. Areas Examined and Findings**

#### **5.1 Proper collection of all money owing to the local government**

The Shire provides monthly reports to Council in regards to outstanding debtors and rates. These reports show the total amount outstanding and the number of days overdue for sundry debtors. Also included are the trends for the collection of rates with a comparison to the previous financial year.

The Shire uses an external company to collect debts on its behalf. The Shire has two policies that guide officers on the procedures to collect outstanding revenue. Where

a debt becomes unrecoverable, the amount is written off by the Chief Executive Officer under delegated authority (up to \$500), or following approval by Council.

### ***Receipts***

The Shire has a number of sites where a receipting function is performed. A sample of receipts from each site were selected and tested. Individual receipt detail, general ledger allocations, end of day balancing and bank deposits were traced to ensure all procedures were correctly performed.

### Administration Office

#### **Findings**

All receipts tested were processed correctly and end of day procedures were followed. Independent review of the end of day reports and banking were evident.

#### **Recommendations**

Nil

### Bridgetown Leisure Centre

#### **Findings**

Reporting of daily receipts is still limited by the absence of a daily transaction listing. We are not confident that robust processes are documented and implemented in relation to cash handling and receipting.

#### **Recommendations**

Continue to work with the software vendor to develop a printable daily transaction listing of all transactions processed through the point of sale module.

Undertake a full cash handling and procedure audit at the Bridgetown Leisure Centre.

### Bridgetown Regional Library

#### **Findings**

We are not confident that robust processes are documented and implemented in relation to cash handling and receipting.

#### **Recommendations**

Undertake a full cash handling and procedure audit at the Bridgetown Regional Library.

### Visitor Centre

#### **Findings**

We are not confident that robust processes are documented and implemented in relation to cash handling and receipting.

#### **Recommendations**

Undertake a full cash handling and procedure audit at the Visitor Centre.

### Bridgetown Landfill Site

#### **Findings**

We are not confident that robust processes are documented and implemented in relation to cash handling and receipting.

The tip shop is not part of core business for the Waste Officers therefore they are not able to devote enough time to oversee its operations.

#### **Recommendations**

Undertake a full cash handling and procedure audit at the Bridgetown Landfill Site.

Review the management model of the tip shop i.e. shire managed or community managed.

#### **Rates**

Rates procedures were reviewed to ensure they were compliant with requirements.

#### **Findings**

Reconciliations of rates monies raised and owed are carried out each month by the rating officer and authorised by the Coordinator Corporate Services. Recovery action on rates outstanding is also attended to regularly by the rates officer. A debt collection policy is in place and was last reviewed on 29 November 2018. The outstanding rates ratio is consistent with previous financial years. The internal controls around the rating process is sound.

#### **Recommendations**

Nil

#### **Fees and Charges**

A sample of fees and charges were reviewed to ensure compliance with legislative requirements.

#### **Findings**

Fees and Charges have been adopted by Council as a part of the 2018/19 budget. Spot checking of receipts found correct allocation of fees and charges.

#### **Recommendations**

To assist with ongoing transparency of the application of fees and charges, a continuation of our current practice to analyse the basis for each fee and charge to ensure it is reasonable and based on cost recovery where applicable is recommended.

## **5.2 Safe custody and security of all money collected or held by the local government**

#### **Bank Reconciliations**

Bank reconciliations for municipal, reserve and trust are conducted by the Coordinator Corporate Services and reviewed by the Senior Finance Officer.

### **Findings**

The bank reconciliations have been completed promptly with relevant signoffs. The monthly bank reconciliation documents are kept for audit purposes and are analysed at least once per year by the Shire auditors.

Reconciliations have all supporting documentation attached including outstanding deposits and cheques. The reconciliations balance back to the general ledger total, debits and credits, and other supporting documentation.

End of month internal control system is in place and consistently used with the correct signing and authorisations.

### **Recommendations**

Nil

### ***Petty cash***

The Shire has a written procedure to provide clear direction for the effective use and security of petty cash, and money received.

All recoup requests are independently audited by the Coordinator Corporate Services prior to a recoup being issued. Petty cash advances have been provided to the following areas:

- Administration Office
- Bridgetown Leisure Centre
- Bridgetown Regional Library
- Bridgetown SES
- Landfill Site

### **Findings**

Petty cash procedures are in place and are followed correctly. Clarity is required around the practices of safe storage of funds at all external sites.

### **Recommendations**

To ensure ongoing compliance with the organisation's Petty Cash Procedure biannual audits of each external facility to be undertaken.

### ***Investments***

A review of Council's current investments was undertaken to ensure compliance with Council's Investment Policy and transactions approved in accordance with the established delegations.

### **Findings**

Investments are being managed in accordance with policy and within delegation limits.

### **Recommendations**

Nil

**5.3 Maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process)**

***Information Technology – Business System and Password Management***

The Shire's financial records are securely maintained electronically within the SynergySoft business system. Access to the SynergySoft system is dependent upon a person's position in the organisation. The level of access granted is detailed in the new employee start up form duly authorised by the relevant manager. Network Access is managed by the Shire's Coordinator Corporate Services. This ensures that there is limited access to make changes in data files and systems.

A security access report is produced and reviewed quarterly by the Executive Manager Corporate Services to ensure access levels within SynergySoft for all staff are consistent with job requirements and delegated authority.

Current practices around password management were also investigated.

**Findings**

Levels of access to the Shire's network and SynergySoft business systems were found to be in accordance with each employees designated position requirements, however passwords for access to the Shire network have not been regularly changed in all cases.

**Recommendations**

Develop an administration procedure that clearly sets out password management requirements.

Action changes to the IT server environment requiring compulsory changing of passwords.

***Records Management***

The Shire's records are to be maintained in accordance with the Shire's Record Keeping Plan, which complies with the State Records Act 2000. Access to the electronic records system is dependent upon a person's position in the organisation.

**Findings**

Anecdotal evidence suggests that emails sent directly to officers are not all being recorded in the electronic records management system.

**Recommendations**

Undertake an audit of staff email inboxes to identify the extent of this issue.

#### **5.4 Ensure proper accounting for all income, expenditure, assets, liabilities of the municipal or trust funds**

The Shire uses SynergySoft which is a thorough and comprehensive finance software system that records income, expenditure, assets and liabilities of the Shire's municipal and trust funds. Financial transactions at the Bridgetown Leisure Centre are recorded in the Phoenix software system and financial transactions at the Bridgetown-Greenbushes Visitor Centre are recorded in Quicken Accounting package. Although information about individual financial transactions for these centres are not contained within SynergySoft, summary transactions are recorded in SynergySoft to reflect accurate allocation to general ledger accounts.

##### ***Accounts Receivable***

A sample of invoices were tested to ensure correct allocations and authorisations were in place.

##### **Findings**

All invoices tested had correct allocations and relevant supporting documentation.

##### **Recommendations**

Nil

##### ***Accounts Payable***

A sample of payments was selected and testing performed to ensure invoices comply with the ATO's requirements, have been processed to the correct creditor, duly authorised by a purchasing officer and allocated to the correct cost centre.

##### **Findings**

All invoices within the sample complied with requirements.

##### **Recommendations**

Nil

##### ***Trust Fund***

The trust fund was examined to determine compliance with regulatory requirements. The trust funds are balanced and reconciled on a monthly basis by the Coordinator Corporate Services and reviewed by the Senior Finance Officer.

##### **Findings**

Sound systems exist for the recording, reconciliation and return of all trust funds.

##### **Recommendations**

Nil

##### ***Fixed Assets***

A review of the fixed assets system was conducted to ensure fixed assets are properly accounted for and supporting controls are in place and operating effectively.

### **Findings**

Sound procedures exist for the proper recording and reconciliation of fixed assets.

### **Recommendations**

Nil

## **5.5 Ensure proper authorisation for the incurring of liabilities and the making of payments**

The Shire has a comprehensive Accounts Payable Procedure which provides clear direction regarding the method for paying creditors that meets organisational, statutory and internal accounting control requirements.

Council has delegated authority to the CEO in regards to:

- Municipal and trust fund procedures and payments
- Some levels of debts, waivers, concessions or write offs

This delegation framework ensures financial decisions are made at the appropriate level.

### ***Purchase Orders***

The Shire has a purchasing structure for its staff in terms of financial authority as delegated by the CEO. Staff may raise a purchase order in the Shire's finance system, providing that it is within their purchasing limits. Officers that have no purchasing authority have the ability to raise a requisition request to an officer with the relevant purchasing delegation. Council's purchasing policy details the requirements a purchasing officer must fulfil prior to raising an order for goods or services.

Purchase orders raised are reviewed for compliance with Council's purchasing authority and policy when being matched to invoices by the relevant Finance Officer. Instances of non-compliance with the purchasing policy are recorded and reported to the Executive Leadership Team on a regular basis.

### **Findings**

Existing system of auditing by Corporate Services staff and reporting to the Senior Management Group are considered sound. However there are instances of non-compliance.

### **Recommendations**

Introduction of a new purchasing software system is to be implemented with electronic workflow built in that will further enhance compliance with Council's purchasing policy and procedures.

### ***Payments***

The Shire has robust processes to report, review and approve financial payments. Each payment run is checked by the Senior Finance Officer to ensure all payments included are for invoices correctly processed, authorised and due for payment.

Electronic funds transfer payments are audited by the Executive Manager Corporate Service to ensure correct bank details of the payee have been recorded in the payment file.

**Findings**

Supporting controls for the payment of Shire accounts are in place and operating effectively.

**Recommendations**

Nil

***Corporate Credit Card***

A review of recent corporate credit card statements was undertaken to ensure purchases were authorised and in accordance with Council's Use of Corporate Credit Cards Policy.

**Findings**

All transactions audited were in accordance with Council policy and statements were authorised and reviewed by the Executive Manager Corporate Services.

**Recommendations**

Nil

**5.6 Maintenance of payroll and costing records**

***Payroll***

Testing of several individual employees was undertaken to ensure that the employee existed, the correct rate of pay was used, correct hours were paid, the timesheet was completed and authorised and the costing allocation was correctly posted.

Each pay run a report is produced that highlights amounts to be paid that differ from a previous fortnight, the change is reviewed to ensure correct hours, and rates etc. have been applied.

A system generated audit trail of the payroll system is also produced fortnightly, the audit trail lists any change that has been made to employee master files including bank account details, rate of pay, new employees, terminated employees and change of address. This report is independently reviewed by the Coordinator Corporate Services as part of the checking process each pay run.

Responsibility for signing and sending of the electronic payment file is delegated to two signatories, independent of the payroll preparation process.

**Findings**

Supporting controls for the recording of employee details and payment of the fortnightly pay run are in place and operating effectively.



## **Recommendations**

Nil

### **5.7 Preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations**

The Shire prepares its budgets, accounts and reports and conducts budget reviews, as required by the Act and Regulations.

The Audit Committee assists Council to monitor the integrity of the Shire's financial statements, risk management, internal controls and compliance with legislative requirements.

#### ***Annual Budget***

The 2018/19 budget documents and supporting documents were examined with a view to confirming compliance with regulatory requirements as outlined in Sections 22-31 of the Financial Management Regulations.

#### **Findings**

All requirements and inclusions as required by the Financial Management Regulations are contained within the 2018/19 Budget documents.

## **Recommendations**

Nil

#### ***Budget Review***

The organisation conducts an annual budget review which is reported to Council. The review contains a comparison and analysis of financial results against budgeted amounts as required by legislation.

#### **Findings**

All requirements and inclusions as required by the Local Government Act and associated Financial Management Regulations are contained within the 2018/19 Budget Review documents.

## **Recommendations**

Nil

#### ***Monthly Financial Report***

Financial statements are presented to Council on a monthly basis and these statements provide information on the variances between actual expenditure and budgeted amounts.

#### **Findings**

All requirements and inclusions as required by the Local Government Act and associated Financial Management Regulations are contained within the monthly financial statements.

## **Recommendations**

Nil

### ***Annual Financial Report***

The Shire's financial statements are audited on an annual basis by the Office of the Auditor General. The results of that audit are reported to the Audit Committee and Council. The Shire's audits have received unqualified opinions for several years, providing reassurance that the Shire's financial statements are accurate and comply with regulatory obligations.

### **Findings**

All requirements and inclusions as required by the Local Government Act, Financial Management Regulations and relevant accounting standards are contained within the 2017/18 Annual Financial Report.

## **Recommendations**

Nil

## **5.8 Other Financial Controls**

### ***Grant Management***

The Shire applies for and receives grants from numerous external bodies, it is important that a formal records trail be established and maintained for every grant application to ensure all conditions of funding are met.

### **Findings**

#### Incoming Grants

It was identified that not all grant applications have been fully documented in the organisation's grant register.

#### Outgoing Grants

It was identified that there were some outstanding grant acquittals in relation to grant monies provided by the Shire.

### **Recommendations**

Establish a process to ensure the recording and tracking of all grant applications occurs from original application stage to final acquittal.

Formalise the annual internal audit process to ensure all grant monies provided by the Shire are appropriately expended and conditions met in alignment with Council policy.

## 6. Summary of Review Recommendations

<b>Area of Financial Management</b>	<b>Recommendations</b>
Receipts – Bridgetown Leisure Centre	Continue to work with the software vendor to develop a printable daily transaction listing of all transactions processed through the point of sale module.  Undertake a full cash handling and procedure audit at the Bridgetown Leisure Centre.
Receipts – Bridgetown Regional Library	Undertake a full cash handling and procedure audit at the Bridgetown Regional Library.
Receipts – Visitor Centre	Undertake a full cash handling and procedure audit at the Visitor Centre.
Receipts – Bridgetown Landfill Site	Undertake a full cash handling and procedure audit at the Bridgetown Landfill Site.  Review the management model of the tip shop i.e. shire managed or community managed.
Fees and Charges	To assist with ongoing transparency of the application of fees and charges, a continuation of our current practice to analyse the basis for each fee and charge to ensure it is reasonable and based on cost recovery where applicable is recommended.
Petty Cash – Safe Custody of Floats	To ensure ongoing compliance with the organisation’s Petty Cash Procedure biannual audits of each external facility to be undertaken.
Information Technology – Password Management	Develop an administration procedure that clearly sets out password management requirements.  Action changes to the IT server environment requiring compulsory changing of passwords.
Records Management – E-mail Correspondence Not Registered in Electronic Records Management System	Undertake an audit of staff email inboxes to identify the extend of this issue.

Purchase Orders	Introduction of a new purchasing software system is to be implemented with electronic workflow built in that will further enhance compliance with Council's purchasing policy and procedures.
Grant Management	<p>Establish a process to ensure the recording and tracking of all grant applications occurs from original application stage to final acquittal.</p> <p>Formalise the annual internal audit process to ensure all grant monies provided by the Shire are appropriately expended and conditions met in alignment with Council policy.</p>

## **7. Conclusion**

A review of the financial management systems and procedures has been undertaken in accordance with the Regulation 5(2) of the Local Government Financial Management Regulations. No significant areas of inadequate systems, controls or procedures were identified, however, some minor items have been raised as recommendations to provide further opportunity for improvement.

The overall findings of this review are consistent with recent audit reports which have found that financial management systems and procedures are appropriate and effectively maintain significant controls for the correct financial management of the Shire.



5 June 2019

Tim Clynch  
Chief Executive Officer  
Shire of Bridgetown Greenbushes  
PO Box 271, Bridgetown WA 6255

by email to: [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au)

Dear Sir

**SUBMISSION - DIFFERENTIAL RATING 2019/20**

Thank you for the opportunity to make a submission regarding the proposed rates for 2019-20.

We note that valuations provided by the Valuer General are used in calculating mining tenement rates, and these valuations are based on the rent imposed by the Department of Mines, Industry Regulation and Safety. Any increases in the rent therefore result in an increase in valuations and in turn an automatic increase in rates.

Effective from 1 July 2018, the Department increased the rent rate by 1.5% for exploration licences and 6% for all other mining tenements. From 1 July 2019, the Department will increase exploration licence rents by a further 1.5% and the rent of all other mining tenements by a further 6%.

The resource sector is already one of the most significant contributors to the State's economy, with the WA Government receiving royalty revenue totalling \$5.8 billion in 2017-18 – a major proportion of the State's annual revenue. It is also one of the most significant employers in the State, with the WA minerals sector directly employing over 120,000 people in 2018.

To encourage the continued contributions made by the resources sector to the State economy it is critical that all government fees are set so as to reduce the cost of doing business in the State in the face of significant international competition wherever possible, and increase and incentivise investment in local exploration to discover vital new resources for the whole of the State.

We note that the Shire has proposed an increase in the rate in dollar and the minimum for Mining UV for 2019-20. We write to ensure the automatic increase in rates due to the increase in rents is taken into account in your budget modelling, and ask that you consider maintaining or reducing the rates for mining tenements for the 2019-20 year.

I would be happy to discuss this matter further on (08) 6467 7997.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S' followed by a flourish.

Shannon McMahon  
**Director**



## SHIRE OF BRIDGETOWN-GREENBUSHES

### MONTHLY FINANCIAL REPORT

For the Period Ended 31 May 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

**October 2018**

**March 2019 (Budget Review)**

**July 2019**

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Program)**  
**For the Period Ended 31 May 2019**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
<b>Operating Revenues</b>					
Governance	369	240	<b>220</b>	(20)	(8.18%)
General Purpose Funding - Rates	4,640,351	4,572,008	<b>4,579,220</b>	7,212	0.16%
General Purpose Funding - Other	1,058,135	1,029,610	<b>1,040,332</b>	10,722	1.04%
Law, Order and Public Safety	895,434	334,294	<b>340,642</b>	6,348	1.90%
Health	15,200	15,000	<b>13,410</b>	(1,590)	(10.60%)
Education and Welfare	20,509	2,050	<b>596</b>	(1,454)	(70.95%)
Housing	21,000	19,170	<b>20,349</b>	1,179	6.15%
Community Amenities	1,070,765	1,057,662	<b>1,044,639</b>	(13,023)	(1.23%)
Recreation and Culture	493,107	440,985	<b>425,869</b>	(15,116)	(3.43%)
Transport	1,193,173	1,131,323	<b>1,128,586</b>	(2,737)	(0.24%)
Economic Services	113,388	106,338	<b>111,734</b>	5,396	5.07%
Other Property and Services	149,226	120,629	<b>120,710</b>	81	0.07%
Total Operating Revenue	<b>9,670,657</b>	<b>8,829,309</b>	<b>8,826,306</b>	(3,003)	
<b>Operating Expenses</b>					
Governance	(1,037,244)	(856,875)	<b>(829,181)</b>	27,694	3.23%
General Purpose Funding	(185,077)	(110,703)	<b>(110,774)</b>	(71)	(0.06%)
Law, Order and Public Safety	(993,103)	(833,879)	<b>(797,292)</b>	36,587	4.39%
Health	(85,618)	(77,151)	<b>(76,847)</b>	304	0.39%
Education and Welfare	(227,959)	(205,331)	<b>(170,276)</b>	35,055	17.07%
Housing	(34,105)	(30,945)	<b>(26,909)</b>	4,036	13.04%
Community Amenities	(1,800,247)	(1,613,625)	<b>(1,557,272)</b>	56,353	3.49%
Recreation and Culture	(3,121,462)	(2,659,100)	<b>(2,425,026)</b>	234,074	8.80%
Transport	(3,824,058)	(3,474,003)	<b>(3,252,371)</b>	221,632	6.38%
Economic Services	(625,917)	(563,215)	<b>(522,141)</b>	41,074	7.29%
Other Property and Services	(149,805)	(91,339)	<b>(188,334)</b>	(96,995)	(106.19%)
Total Operating Expenditure	<b>(12,084,595)</b>	<b>(10,516,166)</b>	<b>(9,956,423)</b>	559,743	
<b>Funding Balance Adjustments</b>					
Add back Depreciation	3,449,719	3,166,240	<b>3,160,505</b>	(5,735)	
Adjust (Profit)/Loss on Asset Disposal	8 34,391	8,660	<b>6,723</b>	(1,937)	
Adjust Provisions and Accruals	0	0	<b>4,439</b>	4,439	
<b>Net Cash from Operations</b>	<b>1,070,172</b>	<b>1,488,043</b>	<b>2,041,550</b>	553,507	
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	8 269,228	213,652	<b>176,460</b>	(37,192)	(17.41%)
Total Capital Revenues	269,228	213,652	<b>176,460</b>	(37,192)	
<b>Capital Expenses</b>					
Land and Buildings	(1,122,424)	(615,499)	<b>(360,239)</b>	255,260	41.47%
Infrastructure - Roads	(1,650,236)	(1,522,249)	<b>(1,505,443)</b>	16,806	1.10%
Infrastructure - Footpaths	0	0	<b>0</b>	0	
Infrastructure - Drainage	(139,099)	(104,929)	<b>(95,530)</b>	9,399	8.96%
Infrastructure - Parks and Ovals	(53,210)	(28,210)	<b>(8,627)</b>	19,583	69.42%
Infrastructure - Bridges	(332,216)	(332,216)	<b>(332,216)</b>	0	0.00%
Infrastructure - Other	(502,925)	(393,367)	<b>(376,104)</b>	17,263	4.39%
Plant and Equipment	(975,281)	(373,573)	<b>(370,197)</b>	3,376	0.90%
Furniture and Equipment	(16,500)	(16,500)	<b>0</b>	16,500	100.00%
Total Capital Expenditure	9 (4,791,891)	(3,386,543)	<b>(3,048,356)</b>	338,187	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Program)**  
**For the Period Ended 31 May 2019**

	<b>Note</b>	<b>Amended Annual Budget</b>	<b>Amended YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>	<b>Var. % (b)-(a)/(a)</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Net Cash from Capital Activities</b>		<b>(4,522,663)</b>	<b>(3,172,891)</b>	<b>(2,871,896)</b>	<b>300,995</b>	
<b>Financing</b>						
Proceeds from New Debentures	10	200,000	0	0	0	
Self-Supporting Loan Principal	10	8,337	4,130	4,130	0	0.00%
Transfer from Reserves	7	2,330,580	1,401,417	1,401,417	0	0.00%
Repayment of Debentures	10	(268,034)	(132,795)	(132,795)	0	0.00%
Transfer to Reserves	7	(766,658)	(141,775)	(141,775)	0	0.00%
<b>Net Cash from Financing Activities</b>		<b>1,504,225</b>	<b>1,130,976</b>	<b>1,130,976</b>	<b>0</b>	
<b>Net Operations, Capital and Financing</b>		<b>(1,948,266)</b>	<b>(553,872)</b>	<b>300,630</b>	<b>854,501</b>	
<b>Opening Funding Surplus(Deficit)</b>	2	<b>1,948,266</b>	<b>1,948,266</b>	<b>1,948,267</b>	<b>1</b>	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>0</b>	<b>1,394,394</b>	<b>2,248,897</b>	<b>854,502</b>	

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

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



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2019**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Operating Revenues</b>						
Rates	11	4,529,351	4,467,357	<b>4,474,920</b>	7,563	0.17%
Operating Grants, Subsidies and Contributions		1,594,842	1,449,587	<b>1,414,816</b>	(34,771)	(2.40%)
Grants, Subsidies and Contributions for the Development of Assets		1,593,701	1,078,270	<b>1,096,626</b>	18,356	1.70%
Fees and Charges		1,620,459	1,563,571	<b>1,547,539</b>	(16,032)	(1.03%)
Interest Earnings		204,821	173,706	<b>187,909</b>	14,203	8.18%
Other Revenue		121,446	90,781	<b>97,037</b>	6,256	6.89%
Profit on Disposal of Assets	8	6,037	6,037	<b>7,460</b>	1,423	23.57%
<b>Total Operating Revenue</b>		<b>9,670,657</b>	<b>8,829,309</b>	<b>8,826,306</b>	<b>(3,003)</b>	
<b>Operating Expenses</b>						
Employee Costs		(4,590,710)	(4,008,974)	<b>(3,792,255)</b>	216,719	5.41%
Materials and Contracts		(3,077,301)	(2,480,386)	<b>(2,166,516)</b>	313,871	12.65%
Utility Charges		(268,000)	(238,946)	<b>(233,791)</b>	5,155	2.16%
Depreciation on Non-Current Assets		(3,449,719)	(3,166,240)	<b>(3,160,505)</b>	5,735	0.18%
Interest Expenses		(77,918)	(38,908)	<b>(39,892)</b>	(984)	(2.53%)
Insurance Expenses		(264,694)	(264,629)	<b>(265,150)</b>	(521)	(0.20%)
Other Expenditure		(315,825)	(303,386)	<b>(284,133)</b>	19,253	6.35%
Loss on Disposal of Assets	8	(40,428)	(14,697)	<b>(14,183)</b>	514	3.50%
<b>Total Operating Expenditure</b>		<b>(12,084,595)</b>	<b>(10,516,166)</b>	<b>(9,956,423)</b>	<b>559,743</b>	
<b>Funding Balance Adjustments</b>						
Add back Depreciation		3,449,719	3,166,240	<b>3,160,505</b>	(5,735)	
Adjust (Profit)/Loss on Asset Disposal	8	34,391	8,660	<b>6,723</b>	(1,937)	
Adjust Provisions and Accruals		0	0	<b>4,439</b>	4,439	
<b>Net Cash from Operations</b>		<b>1,070,172</b>	<b>1,488,043</b>	<b>2,041,550</b>	<b>553,507</b>	
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	8	269,228	213,652	<b>176,460</b>	(37,192)	(17.41%)
<b>Total Capital Revenues</b>		<b>269,228</b>	<b>213,652</b>	<b>176,460</b>	<b>(37,192)</b>	
<b>Capital Expenses</b>						
Land and Buildings		(1,122,424)	(615,499)	<b>(360,239)</b>	255,260	41.47%
Infrastructure - Roads		(1,650,236)	(1,522,249)	<b>(1,505,443)</b>	16,806	1.10%
Infrastructure - Footpaths		0	0	<b>0</b>	0	
Infrastructure - Drainage		(139,099)	(104,929)	<b>(95,530)</b>	9,399	8.96%
Infrastructure - Parks and Ovals		(53,210)	(28,210)	<b>(8,627)</b>	19,583	69.42%
Infrastructure - Bridges		(332,216)	(332,216)	<b>(332,216)</b>	0	0.00%
Infrastructure - Other		(502,925)	(393,367)	<b>(376,104)</b>	17,263	4.39%
Plant and Equipment		(975,281)	(373,573)	<b>(370,197)</b>	3,376	0.90%
Furniture and Equipment		(16,500)	(16,500)	<b>0</b>	16,500	100.00%
<b>Total Capital Expenditure</b>	9	<b>(4,791,891)</b>	<b>(3,386,543)</b>	<b>(3,048,356)</b>	<b>338,187</b>	
<b>Net Cash from Capital Activities</b>		<b>(4,522,663)</b>	<b>(3,172,891)</b>	<b>(2,871,896)</b>	<b>300,995</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2019**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Financing</b>						
Proceeds from New Debentures	10	200,000	0	0	0	
Self-Supporting Loan Principal	10	8,337	4,130	4,130	0	0.00%
Transfer from Reserves	7	2,330,580	1,401,417	1,401,417	0	0.00%
Repayment of Debentures	10	(268,034)	(132,795)	(132,795)	0	0.00%
Transfer to Reserves	7	(766,658)	(141,775)	(141,775)	0	0.00%
<b>Net Cash from Financing Activities</b>		<b>1,504,225</b>	<b>1,130,976</b>	<b>1,130,976</b>	<b>0</b>	
<b>Net Operations, Capital and Financing</b>		<b>(1,948,266)</b>	<b>(553,872)</b>	<b>300,630</b>	<b>854,501</b>	
<b>Opening Funding Surplus(Deficit)</b>	2	<b>1,948,266</b>	<b>1,948,266</b>	<b>1,948,267</b>	<b>1</b>	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>0</b>	<b>1,394,394</b>	<b>2,248,897</b>	<b>854,502</b>	

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

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 May 2019**

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
<b>Operating Revenues</b>						
Governance						
Members of Council	50	0	0	0		
Other Governance	319	240	220	(20)	(8.18%)	
General Purpose Funding - Rates						
Rates	4,640,351	4,572,008	4,579,220	7,212	0.16%	
Other General Purpose Funding	1,058,135	1,029,610	1,040,332	10,722	1.04%	
Law, Order and Public Safety						
Fire Prevention	848,832	289,918	295,168	5,250	1.81%	
Animal Control	23,850	22,525	24,069	1,544	6.86%	
Other Law, Order and Public Safety	22,752	21,851	21,405	(446)	(2.04%)	
Health						
Prev Services - Inspection and Admin	15,200	15,000	13,410	(1,590)	(10.60%)	▼
Education and Welfare						
Other Education	509	384	596	212	55.11%	
Aged and Disabled - Other	0	0	0	0		
Other Welfare	20,000	1,666	0	(1,666)	(100.00%)	▼
Housing						
Staff Housing	21,000	19,170	20,349	1,179	6.15%	
Community Amenities						
Sanitation - General Refuse	981,242	978,342	968,850	(9,492)	(0.97%)	
Sanitation - Other	50	0	200	200		
Sewerage	24,700	20,435	18,044	(2,391)	(11.70%)	▼
Town Planning and Regional Develop	44,273	39,994	37,350	(2,644)	(6.61%)	
Other Community Amenities	20,500	18,891	20,194	1,303	6.90%	
Recreation and Culture						
Public Halls and Civic Centres	17,009	15,672	14,836	(836)	(5.34%)	
Other Recreation and Sport	446,478	412,002	399,366	(12,636)	(3.07%)	
Libraries	11,713	10,892	9,917	(975)	(8.95%)	
Heritage	1,407	919	998	79	8.55%	
Other Culture	16,500	1,500	753	(747)	(49.82%)	
Transport						
Streets and Road Construction	1,020,496	971,706	968,421	(3,285)	(0.34%)	
Streets and Road Maintenance	172,522	159,517	160,115	598	0.37%	
Parking Facilities	55	0	50	50		
Traffic Control	100	100	0	(100)	(100.00%)	
Economic Services						
Tourism and Area Promotion	61,938	55,803	57,105	1,302	2.33%	
Building Control	40,450	39,795	41,113	1,318	3.31%	
Economic Development	500	400	295	(105)	(26.17%)	
Other Economic Services	10,500	10,340	13,221	2,881	27.86%	▲
Other Property and Services						
Private Works	73,200	58,064	57,011	(1,053)	(1.81%)	
Plant Operation Costs	30,000	27,913	27,286	(627)	(2.25%)	
Salaries and Wages	5,000	0	0	0		
Corporate Services Department	4,000	4,000	4,000	0	0.00%	
Admin and Finance Activity Units	200	176	156	(20)	(11.48%)	
Planning and Environment Department	0	0	100	100		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 May 2019**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Operating Revenues (Continued)</b>							
Community Services Department		0	0	149	149		
Unclassified		36,826	30,476	32,009	1,533	5.03%	
Total Operating Revenue		9,670,657	8,829,309	8,826,306	(3,003)		
<b>Operating Expenses</b>							
<b>Governance</b>							
Members of Council		(319,679)	(285,648)	(278,585)	7,063	2.47%	
Other Governance		(717,565)	(571,227)	(550,596)	20,631	3.61%	
<b>General Purpose Funding</b>							
Rates		(184,162)	(110,434)	(110,422)	12	0.01%	
Other General Purpose Funding		(915)	(269)	(352)	(83)	(30.83%)	
<b>Law, Order and Public Safety</b>							
Fire Prevention		(853,684)	(708,082)	(674,898)	33,184	4.69%	
Animal Control		(76,992)	(68,857)	(65,832)	3,025	4.39%	
Other Law, Order and Public Safety		(62,427)	(56,940)	(56,562)	378	0.66%	
<b>Health</b>							
Maternal and Infant Health		(6,000)	(6,000)	(6,000)	0	0.00%	
Prev Services - Inspection and Admin		(72,202)	(64,953)	(64,927)	26	0.04%	
Preventative Services - Pest Control		(1,188)	(874)	(834)	40	4.56%	
Preventative Services - Other		(6,228)	(5,324)	(5,086)	238	4.47%	
<b>Education and Welfare</b>							
Other Education		(27,646)	(25,452)	(23,751)	1,701	6.69%	
Care of Families and Children		(88,949)	(81,565)	(77,044)	4,521	5.54%	▲
Aged and Disabled - Other		(51,636)	(45,988)	(45,267)	721	1.57%	
Other Welfare		(59,728)	(52,326)	(24,214)	28,112	53.72%	▲
<b>Housing</b>							
Staff Housing		(34,105)	(30,945)	(26,909)	4,036	13.04%	▲
<b>Community Amenities</b>							
Sanitation - General Refuse		(871,940)	(788,630)	(767,134)	21,496	2.73%	
Sanitation - Other		(36,806)	(24,009)	(26,122)	(2,113)	(8.80%)	▼
Sewerage		(50,478)	(33,561)	(34,370)	(809)	(2.41%)	
Urban Stormwater Drainage		(274,874)	(251,705)	(252,960)	(1,255)	(0.50%)	
Protection of Environment		(75,830)	(72,487)	(71,980)	507	0.70%	
Town Planning and Regional Develop		(256,077)	(233,542)	(222,433)	11,109	4.76%	
Other Community Amenities		(234,242)	(209,691)	(182,274)	27,417	13.07%	▲
<b>Recreation and Culture</b>							
Public Halls and Civic Centres		(162,619)	(148,954)	(119,193)	29,761	19.98%	▲
Swimming Areas and Beaches		(16,710)	(15,216)	(11,521)	3,695	24.28%	▲
Other Recreation and Sport		(2,339,284)	(1,959,644)	(1,788,672)	170,972	8.72%	▲
Television and Radio Re-Broadcasting		(4,494)	(4,252)	(4,323)	(71)	(1.68%)	
Libraries		(444,022)	(403,464)	(388,443)	15,021	3.72%	
Heritage		(76,424)	(67,305)	(58,751)	8,554	12.71%	▲
Other Culture		(77,909)	(60,265)	(54,122)	6,143	10.19%	▲
<b>Transport</b>							
Streets and Road Maintenance		(3,755,192)	(3,455,669)	(3,235,640)	220,029	6.37%	▲
Parking Facilities		(64,728)	(14,322)	(13,602)	720	5.03%	
Traffic Control		(3,138)	(3,012)	(2,129)	883	29.32%	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 May 2019**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Operating Expenses (Continued)</b>							
Aerodromes		(1,000)	(1,000)	(1,000)	0	0.00%	
Economic Services							
Tourism and Area Promotion		(385,746)	(346,317)	(320,758)	25,559	7.38%	▲
Building Control		(190,042)	(171,924)	(156,115)	15,809	9.20%	▲
Economic Development		(32,969)	(31,899)	(29,758)	2,141	6.71%	
Other Economic Services		(17,160)	(13,075)	(15,509)	(2,434)	(18.62%)	▼
Other Property and Services							
Private Works		(75,006)	(66,913)	(66,186)	727	1.09%	
Works and Services Management		5,462	3,584	(22,322)	(25,906)	(722.83%)	▼
Waste Activity Unit		1,059	2,761	(759)	(3,520)	(127.50%)	▼
Works Activity Unit		(4,025)	7,808	(3,660)	(11,468)	(146.87%)	▼
Fleet Activity Unit		(4,850)	(2,373)	716	3,089	130.17%	▲
Plant Operation Costs		0	(14,205)	(47,051)	(32,846)	(231.23%)	▼
Salaries and Wages		(5,000)	3,398	3,398	0		
Corporate Services Department		(5,005)	2,573	(10,523)	(13,096)	(508.97%)	▼
Chief Executive Office Department		0	10,192	953	(9,239)	(90.65%)	▼
Admin and Finance Activity Units		(15,500)	(91)	(91)	(0)		
Planning and Environment Department		7,500	10,820	(3,120)	(13,940)	(128.83%)	▼
Community Services Department		(1,780)	1,917	(4,888)	(6,805)	(355.00%)	▼
Unclassified		(52,660)	(50,810)	(34,802)	16,008	31.51%	▲
Total Operating Expenditure		(12,084,595)	(10,516,166)	(9,956,423)	559,743		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		3,449,719	3,166,240	3,160,505	(5,735)		
Adjust (Profit)/Loss on Asset Disposal	8	34,391	8,660	6,723	(1,937)		
Adjust Provisions and Accruals		0	0	4,439	4,439		
<b>Net Cash from Operations</b>		<b>1,070,172</b>	<b>1,488,043</b>	<b>2,041,550</b>	<b>553,507</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8						
Governance							
Other Governance		17,200	17,200	17,555	355	2.06%	
Law, Order & Public Safety							
Fire Prevention		46,200	8,624	8,624	(0)	(0.00%)	
Other Law, Order & Public Safety		16,364	16,364	16,364	(0)	(0.00%)	
Health							
Preventative Services		18,000	18,000	18,182	182	1.01%	
Community Amenities							
Sanitation - General Refuse		0	0	0	0		
Town Planning		17,500	17,500	17,982	482	2.75%	
Transport							
Road Plant Purchases		135,964	135,964	97,755	(38,209)	(28.10%)	▼
Economic Services							
Building Control		18,000	0	0	0		
Total Capital Revenues		269,228	213,652	176,460	(37,192)		
<b>Capital Expenses</b>							
Governance							
Members of Council		(5,000)	(5,000)	0	5,000	100.00%	▲

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 May 2019**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Capital Expenses (Continued)</b>							
Other Governance		(137,583)	(132,282)	<b>(72,763)</b>	59,519	44.99%	▲
Law, Order and Public Safety							
Fire Prevention		(512,732)	(34,525)	<b>(31,475)</b>	3,050	8.84%	▲
Other Law, Order and Public Safety		(37,000)	(37,000)	<b>(36,682)</b>	318	0.86%	
Health							
Preventative Services		(28,368)	(28,368)	<b>(28,368)</b>	(0)	(0.00%)	
Housing							
Staff Housing		(17,000)	(17,000)	<b>(9,767)</b>	7,233	42.55%	▲
Community Amenities							
Sanitation - General Refuse		(159,875)	(159,875)	<b>(151,627)</b>	8,248	5.16%	▲
Sewerage		(193,050)	(193,048)	<b>(188,723)</b>	4,325	2.24%	
Urban Stormwater Drainage		(139,099)	(104,929)	<b>(95,530)</b>	9,399	8.96%	▲
Other Community Amenities		(36,000)	(36,000)	<b>(32,425)</b>	3,575	9.93%	
Recreation and Culture							
Public Halls and Civic Centres		(114,550)	(114,550)	<b>(41,236)</b>	73,314	64.00%	▲
Swimming Areas and Beaches		(8,750)	(8,750)	<b>(3,078)</b>	5,672	64.82%	▲
Other Recreation and Sport		(674,925)	(238,319)	<b>(156,999)</b>	81,320	34.12%	▲
Libraries		(11,500)	(11,500)	<b>(8,663)</b>	2,837	24.67%	▲
Transport							
Streets and Road Construction		(2,005,452)	(1,877,465)	<b>(1,848,257)</b>	29,208	1.56%	
Road Plant Purchases		(370,681)	(279,180)	<b>(279,172)</b>	8	0.00%	
Economic Services							
Tourism and Area Promotion		(25,000)	0	<b>0</b>	0		
Building Control		(32,000)	0	<b>0</b>	0		
Other Property and Services							
Unclassified		(283,326)	(108,752)	<b>(63,588)</b>	45,164	41.53%	▲
Total Capital Expenditure	9	(4,791,891)	(3,386,543)	<b>(3,048,356)</b>	338,187		
<b>Net Cash from Capital Activities</b>		<b>(4,522,663)</b>	<b>(3,172,891)</b>	<b>(2,871,896)</b>	<b>300,995</b>		
<b>Financing</b>							
Proceeds from New Debentures	10	200,000	0	<b>0</b>	0		
Self-Supporting Loan Principal	10	8,337	4,130	<b>4,130</b>	0	0.00%	
Transfer from Reserves	7	2,330,580	1,401,417	<b>1,401,417</b>	0	0.00%	
Repayment of Debentures	10	(268,034)	(132,795)	<b>(132,795)</b>	0	0.00%	
Transfer to Reserves	7	(766,658)	(141,775)	<b>(141,775)</b>	0	0.00%	
<b>Net Cash from Financing Activities</b>		<b>1,504,225</b>	<b>1,130,976</b>	<b>1,130,976</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,948,266)</b>	<b>(553,872)</b>	<b>300,630</b>	<b>854,501</b>		
<b>Opening Funding Surplus(Deficit)</b>	2	<b>1,948,266</b>	<b>1,948,266</b>	<b>1,948,267</b>	<b>1</b>		
<b>Closing Funding Surplus(Deficit)</b>	2	<b>0</b>	<b>1,394,394</b>	<b>2,248,897</b>	<b>854,502</b>		

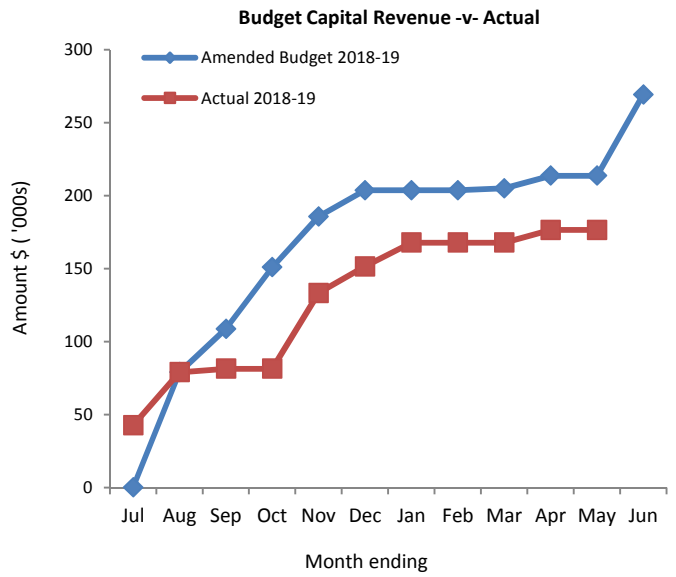
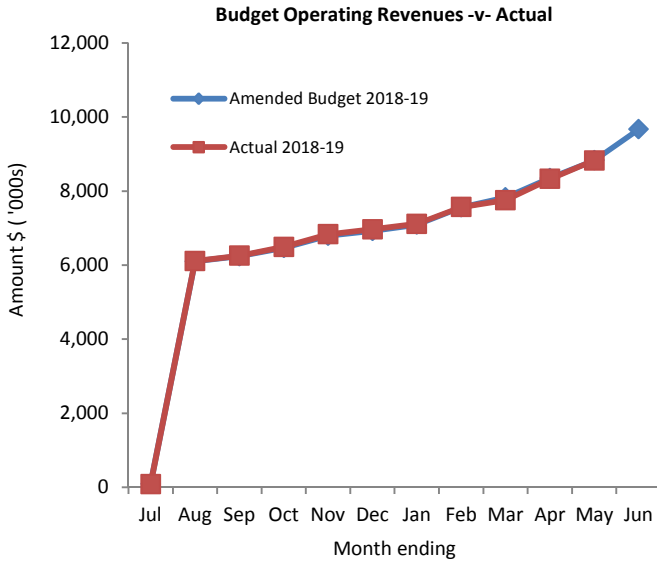
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 3 for an explanation of the reasons for the variance.

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

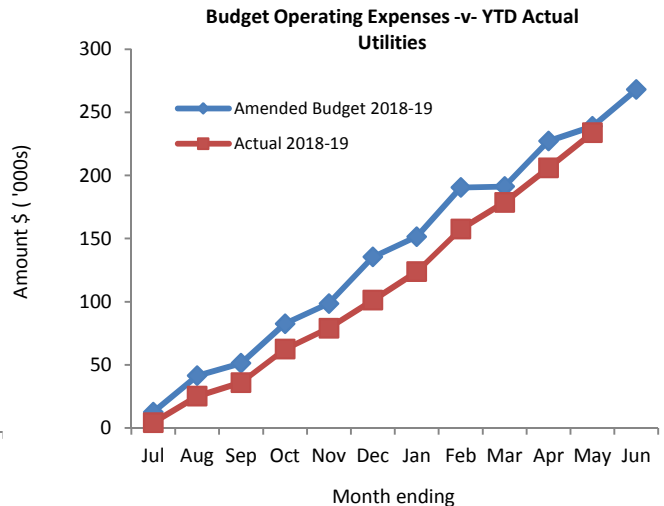
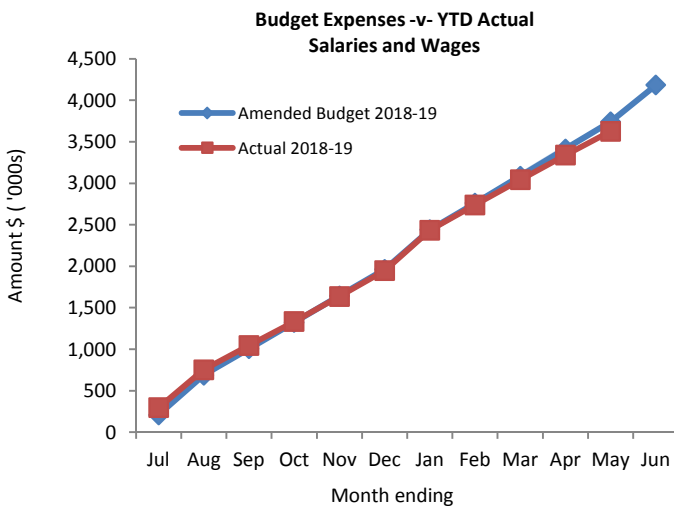
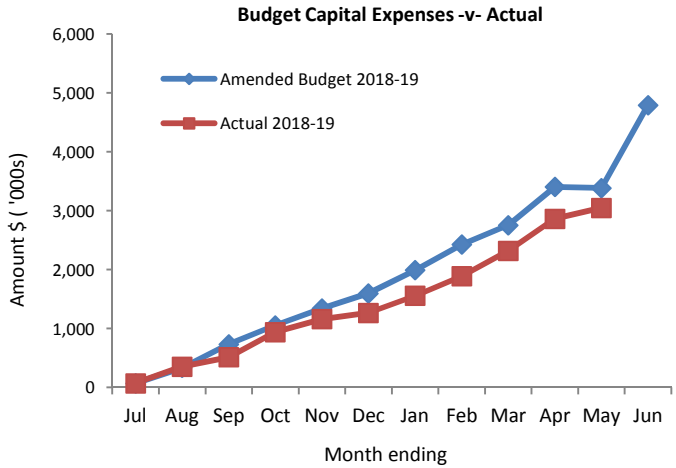
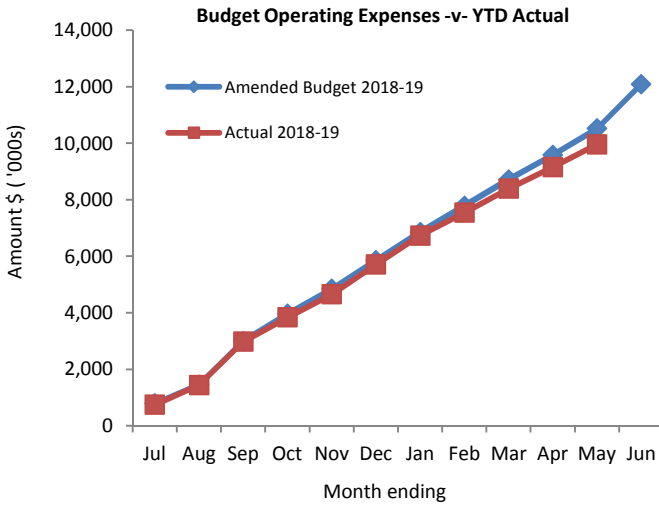
**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

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

**Revenues**



**Expenditure**

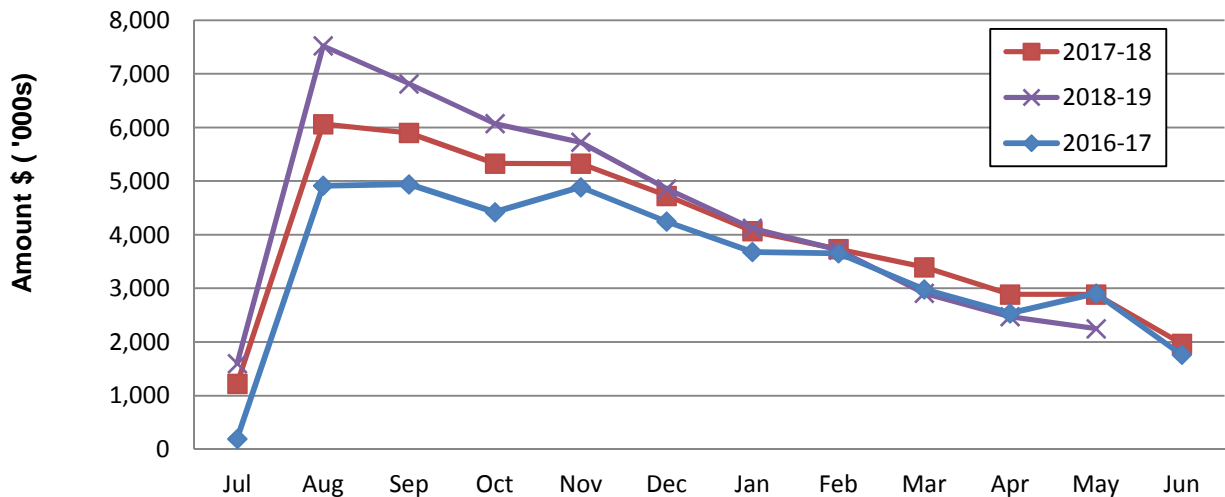


**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 2: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 May 2019	Last Period	Estimated 30 June 2018
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	5	2,709,193	2,787,624	3,073,791
Cash Restricted	5	2,823,051	2,805,201	4,082,692
Receivables - Rates	6	322,192	402,978	126,308
Receivables - Sundry Debtors	6	214,997	649,488	77,720
Receivables - Other		95,580	136,548	73,286
Inventories		21,555	28,245	22,013
		<b>6,186,568</b>	<b>6,810,085</b>	<b>7,455,811</b>
<b>Less: Current Liabilities</b>				
Payables		(495,316)	(912,300)	(929,773)
Provisions		(931,887)	(931,887)	(931,887)
		<b>(1,427,203)</b>	<b>(1,844,187)</b>	<b>(1,861,660)</b>
Less: Cash Reserves	7	(2,823,051)	(2,805,201)	(4,082,692)
Less: Loans - Clubs/Institutions		(4,207)	(4,207)	(8,337)
Add: Current Leave Provision Cash Backed		181,551	180,325	177,112
Add: Current Loan Liability		135,238	135,238	268,033
<b>Net Current Funding Position</b>		<b>2,248,897</b>	<b>2,472,052</b>	<b>1,948,267</b>

**Note 3 - Liquidity Over the Year**





**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

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

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>Operating Revenues</b>					
Health					
Prev Services - Inspection and Admin	(1,590)	(10.60%)	▼	Permanent	Health licence fees less than estimated.
Education and Welfare					
Other Welfare	(1,666)	(100.00%)	▼	Permanent	Income for Youth programmes less than estimated, offset by reduced expenditure.
Community Amenities					
Sewerage	(2,391)	(11.70%)	▼	Permanent	Income received for septic tank applications, inspections and waste disposal fees less than estimated.
Economic Services					
Other Economic Services	2,881	27.86%	▲	Permanent	Sale of water from standpipe greater than estimated.
<b>Operating Expenses</b>					
Education and Welfare					
Care of Families and Children	4,521	5.54%	▲	Timing	Variance due to timing of leave and training being taken.
Other Welfare	28,112	53.72%	▲	Permanent	Various youth projects expenditure less than estimated due to reduced income.
Housing					
Staff Housing	4,036	13.04%	▲	Timing	Expenditure for staff housing building maintenance less than estimated at this time.
Community Amenities					
Sanitation - Other	(2,113)	(8.80%)	▼	Allocations	Variance in wages and overheads allocated to this sub program offset by allocations in other sub programs.
Other Community Amenities	27,417	13.07%	▲	Timing	Public conveniences \$15,636, community bus \$3,826 and cemeteries expenditure \$1,029 less than estimated at this time. Balance relates to other community buildings maintenance.
Recreation and Culture					
Public Halls and Civic Centres	29,761	19.98%	▲	Timing	Costs are less than estimated in building maintenance and operations of halls and civic centres at this time.
Swimming Areas and Beaches	3,695	24.28%	▲	Timing	Costs are less than estimated for Greenbushes pool building maintenance at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

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

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Other Recreation and Sport	170,972	8.72%	▲	Timing/ Allocations	Leisure Centre expenses \$30,830, building operations and maintenance \$34,029 are less than estimated. Works on parks and gardens less due to staff vacancy \$83,453. Balance relates to various other expenditure items and allocations less than estimated at this time.
Heritage	8,554	12.71%	▲	Timing	Heritage building maintenance expenditure less than estimated at this time.
Other Culture	6,143	10.19%	▲	Timing	Various Art & Culture programs expenditure less than estimated at this time.
Transport					
Streets and Road Maintenance	220,029	6.37%	▲	Timing	Allocation of administration costs, wages, overheads and plant to this sub-program less than estimated due to various staff vacancies and amount of leave taken.
Economic Services					
Tourism and Area Promotion	25,559	7.38%	▲	Timing/ Allocations	One-off project Visitor Centre retaining wall not yet commenced \$8,260. Promotional events expenditure \$3,514, building maintenance and operations \$3,149 less than estimated. Balance relates to timing of leave and training been taken.
Building Control	15,809	9.20%	▲	Timing	Variance due to timing of leave and training being taken.
Other Economic Services	(2,434)	(18.62%)	▼	Permanent	Water consumption for stand pipes greater than estimated. Offset by increased income.
Other Property and Services					
Works and Services Management	(25,906)	(722.83%)	▼	Allocations	Under recovery due to staff vacancy. Adjustments to overhead allocation required at year end.
Waste Activity Unit	(3,520)	(127.50%)	▼	Timing	Variance due to timing of leave being taken. Will be offset by reduced leave accruals at year end.
Works Activity Unit	(11,468)	(146.87%)	▼	Allocations	Overheads under recovered. Adjustment to overhead allocations required at year end.
Fleet Activity Unit	3,089	130.17%	▲	Timing	Variance due to timing of leave being taken. Will be offset by increased leave accrual at year end.
Plant Operation Costs	(32,846)	(231.23%)	▼	Allocations	Plant recovery less than estimated. Adjustment to plant recovery allocations required at year end.
Corporate Services Department	(13,096)	(508.97%)	▼	Timing	Variance due to timing of leave and training being taken. Will be offset by reduced leave accruals at year end.
Chief Executive Office Department	(9,239)	(90.65%)	▼	Timing	Variance due to timing of leave being taken. Will be offset by reduced leave accrual at year end.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

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

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Planning and Environment Department	(13,940)	(128.83%)	▼	Timing	Variance due to timing of leave being taken. Will be offset by reduced leave accrual at year end.
Community Services Department	(6,805)	(355.00%)	▼	Timing	Variance due to timing of leave and training being taken. Will be offset by reduced leave accruals at year end.
Unclassified	16,008	31.51%	▲	Timing	Expenditure relating to general building maintenance less than estimated at this time.
<b>Capital Revenues</b>					
Transport					
Road Plant Purchases	(38,209)	(28.10%)	▼	Timing	Sale of light fleet not yet finalised.
<b>Capital Expenses</b>					
Governance					
Members of Council	5,000	100.00%	▲	Timing	Purchase order for honour boards has been raised.
Other Governance	59,519	44.99%	▲	Timing	Administration building renewal works less than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	3,050	8.84%	▲	Permanent	Light vehicle purchase. Reserve transfer to be adjusted.
Housing					
Staff Housing	7,233	42.55%	▲	Timing	Various works on staff housing less than estimated at this time.
Community Amenities					
Sanitation - General Refuse	8,248	5.16%	▲	Permanent	Works completed. Some savings made.
Urban Stormwater Drainage	9,399	8.96%	▲	Timing	Works on drainage jobs less than estimated at this time.
Recreation and Culture					
Public Halls and Civic Centres	73,314	64.00%	▲	Timing	Expenditure on halls \$26,750 less than estimated at this time. Greenbushes hall expenditure \$46,545 to be carried forward to 2019/20.
Swimming Areas and Beaches	5,672	64.82%	▲	Timing	Greenbushes pool toilet works to be carried forward to 2019/20.
Other Recreation and Sport	81,320	34.12%	▲	Timing	Various works not yet undertaken or ongoing - Bridgetown Leisure Centre renewal works \$19,726 Four Seasons Estate tree planting \$4,690, Greenbushes Golf Club \$21,595, Trotting club works \$4,731, Greenbushes sportsground renewal works \$3,870 and Bridgetown Leisure Centre infrastructure works. Horse Stalls \$7,124 to be carried forward to 2019/20.
Libraries	2,837	24.67%	▲	Permanent	Bridgetown Library works completed. Some saving made.
Other Property and Services					
Unclassified	45,164	41.53%	▲	Timing	Various land purchases less than estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 4: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				0
	<b>Permanent Changes</b>						0
1790040	Purchase of Land - Lot 150 Hampton Street	C.15/0818a	Capital Expenses			(50,000)	(50,000)
Reserve 103	Land & Building reserve	C.15/0818a	Reserve Transfer		50,000		0
1065940	Purchase of Plant & Vehicles - Bushfire Logistics	C.05/0918	Capital Expenses		7,000		7,000
Reserve 103	Light Fleet Reserve	C.05/0918	Reserve Transfer			(7,000)	0
06IN	Bridgetown Leisure Centre shade sails	C.09/1018	Capital Expenses			(8,400)	(8,400)
Reserve 131	Bridgetown Leisure Centre reserve	C.09/1018	Reserve Transfer		8,400		0
1790220	General insurance claims - shade sails	C.09/1018	Operating Expenses			(6,600)	(6,600)
1790130	Insurance claims reimbursement - shade sails	C.09/1018	Operating Revenue		6,600		0
83MA	Bridgetown Library building maintenance	C.05/1218	Operating Expenses			(3,867)	(3,867)
Reserve 125	Building maintenance reserve	C.05/1218	Reserve Transfer		3,867		0
59CA	Bridgetown Leisure Centre building operations	C.10/1218	Operating Expenses			(3,500)	(3,500)
Reserve 131	Bridgetown Leisure Centre Reserve	C.10/1218	Reserve Transfer		3,500		0
PJ47	Highlands Public Open Space - Concept plans	C.09/0219	Operating Expenses			(15,000)	(15,000)
Reserve 126	Strategic Projects Reserve	C.09/0219	Reserve Transfer		15,000		0
	<b>Budget Review Changes</b>						
Various	Budget Review Changes to Operating Revenue	C.06/0319	Operating Revenue			(182,888)	(182,888)
Various	Budget Review Changes to Operating Expenses	C.06/0319	Operating Expenses		7,340		(175,548)
Various	Budget Review Changes to Capital Revenue	C.06/0319	Capital Revenue			(68,636)	(244,184)
Various	Budget Review Changes to Capital Expenses	C.06/0319	Capital Expenses		528,977		284,793
Various	Budget Review Changes to Reserve Transfers	C.06/0319	Reserve Transfer			(251,485)	33,308
Various	Increase in Opening Funds as at 1 July 2018	C.06/0319	Opening Surplus(Deficit)		19,524		52,832
Various	Adjustment to loss and profit on sale of assets and depreciation	C.06/0319	Non Cash Item	41			52,873
Various	Transfer of Budget review surplus	C.06/0319	Reserve Transfer			(52,873)	0

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 4: BUDGET AMENDMENTS**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Permanent Changes After Budget Review</b>						
06BN	Bridgetown Leisure Centre gym expansion	C.09/0319	Capital Expenses			(332,615)	(332,615)
1344230	Other Recreation & Sport grants - gym expansion	C.09/0319	Operating Revenue		108,205		(224,410)
Reserve 131	Bridgetown Leisure Centre Reserve	C.09/0319	Reserve Transfer		50,000		(174,410)
Reserve 103	Land & Building reserve	C.09/0319	Reserve Transfer		174,410		0
1790040	Purchase of Land - Lot 60 Hester Street	C.11/0319a	Capital Expenses			(20,000)	(20,000)
Reserve 103	Land & Building reserve	C.11/0319a	Reserve Transfer		20,000		0
1790040	Purchase of Land - Lot 104 Lockley Ave & Lot 115 Nelson St	C.07/0419	Capital Expenses			(80,000)	(80,000)
Reserve 103	Land & Building reserve	C.07/0419	Reserve Transfer		80,000		0
1790040	Purchase of Land - Lot 84 Forrest Street	C.08/0419	Capital Expenses			(57,000)	(57,000)
Reserve 103	Land & Building reserve	C.08/0419	Reserve Transfer		57,000		0
PJ48	Bridgetown CBD parking & Geegelup beautification	C.04/0519	Operating Expenses			(25,000)	(25,000)
Reserve 126	Strategic Projects Reserve	C.04/0519	Reserve Transfer		25,000		0
PJ06	Youth Precinct Hang Out space	C.14/0519	Operating Expenses			(5,000)	(5,000)
PJ07	Youth Event	C.14/0519	Operating Expenses		5,000		0
PJ29	Community Art Trail	C.17/0519	Operating Expenses			(15,000)	(15,000)
1370070	Other Culture Non-recurrent projects	C.17/0519	Operating Revenue		15,000		0
				<b>41</b>	<b>1,184,823</b>	<b>(1,184,864)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 5: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
<b>(a) Cash Deposits</b>								
Municipal Bank Account	Various	58,403				58,403	CBA	At Call
Municipal On-Call Account	1.50%	575,209				575,209	Bankwest	At Call
Trust Bank Account	Various			175,746		175,746	CBA	At Call
Visitor Centre Trust Account	Nil			24,812		24,812	CBA	At Call
Cash On Hand	Nil	2,100				2,100	N/A	On Hand
<b>(b) Term Deposits</b>								
Municipal Funds	2.35%	308,863				308,863	Bankwest	04-Jun-19
Municipal Funds	2.00%	506,369				506,369	Bankwest	19-Jun-19
Municipal Funds	2.00%	401,644				401,644	Bankwest	20-Jun-19
Municipal Funds	2.23%	350,000				350,000	Bankwest	08-Jul-19
Municipal Funds	2.00%	506,605				506,605	Westpac	10-Jul-19
Reserve Funds	2.18%		2,823,051			2,823,051	Westpac	28-Jun-19
<b>Total</b>		<b>2,709,193</b>	<b>2,823,051</b>	<b>200,558</b>	<b>0</b>	<b>5,732,802</b>		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 6: RECEIVABLES**

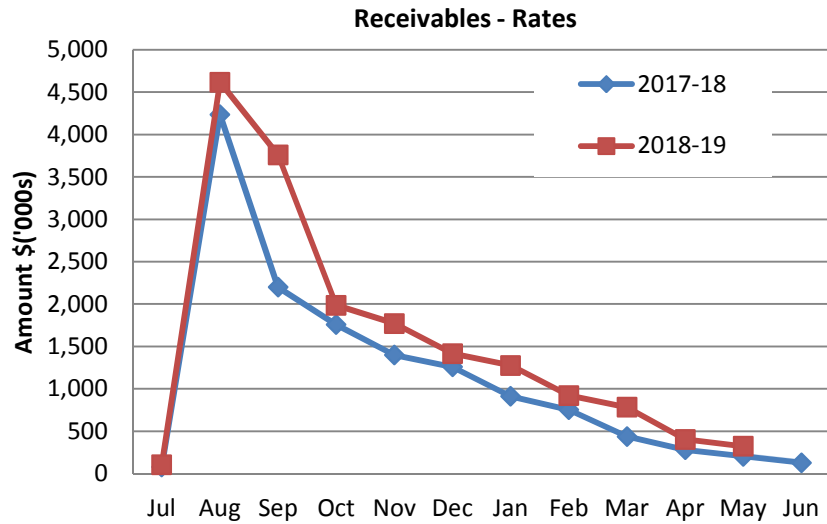
**Receivables - Rates**

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

	YTD 31 May 2019	30 June 2017
	\$	\$
Opening Arrears Previous Years	126,308	102,877
Levied this year	4,538,968	4,371,071
Less Collections to date	(4,343,084)	(4,345,704)
<b>Equals Current Outstanding</b>	<b>322,192</b>	<b>128,244</b>
<b>Net Rates Collectable</b>	<b>322,192</b>	<b>128,244</b>
% Collected	93.09%	97.13%

**Net Rates Collectable**

% Collected



**Receivables - Sundry Debtors**

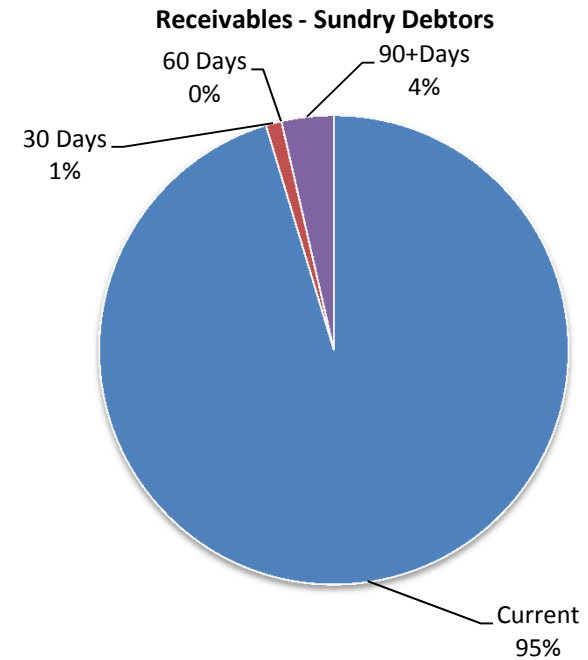
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	207,366	2,363	0	7,817

**Total Sundry Debtor Receivables Outstanding**

**217,547**

Amounts shown above include GST (where applicable)



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 7: CASH BACKED RESERVE**

2018-19										
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	177,112	5,705	4,439					182,817	181,551
102	Plant Reserve	318,625	5,338	5,459	237,550		(138,435)	(138,435)	423,078	185,649
103	Land and Building Reserve	709,401	21,389	17,780	25,000		(426,736)		329,054	727,181
104	Bush Fire Reserve	687	183	17	10,000				10,870	704
105	Maranup Ford Road Maintenance Reserve	101,525	114	1,714			(98,000)	(98,000)	3,639	5,239
106	Subdivision Reserve	379,565	12,548	9,513	10,000				402,113	389,078
107	Sanitation Reserve	19,903	133	1,858	102,222	74,475	(69,375)		52,883	96,236
109	Recreation Centre Floor and Solar Reserve	175,310	5,969	4,394	10,000				191,279	179,704
111	Mobile Garbage Bins Reserve	74,222	0	253			(74,222)	(74,475)	(0)	0
112	Refuse Site Post Closure Reserve	208,099	6,445	5,216	5,000		(13,000)		206,544	213,314
113	Drainage Reserve	10,747	668	269	10,000				21,415	11,016
114	Community Bus Reserve	48,985	1,578	1,228					50,563	50,213
115	SBS Tower and Infrastructure Reserve	30,718	989	770					31,707	31,488
118	Playground Equipment Reserve	25,846	929	648					26,775	26,494
119	Swimming Pool Reserve	4,307	139	108	3,000				7,446	4,415
121	Car Park Reserve	922	30	23					952	945
123	ROMANS Reserve	4,591	148	115					4,739	4,706
125	Building Maintenance Reserve	145,551	4,688	3,615			(3,867)	(3,867)	146,372	145,300
126	Strategic Projects Reserve	64,136	2,227	1,607	32,873		(45,000)		54,236	65,744
127	Matched Grants Reserve	30,287	976	759	10,000		(10,000)		31,263	31,046
128	Aged Care Infrastructure Reserve	54,477	1,755	1,365					56,232	55,843
129	Equipment Reserve	5,844	188	146					6,032	5,991
130	Assets and GRV Valuation Reserve	84,308	1,693	2,040	35,767		(67,500)	(4,000)	54,268	82,348
131	Bridgetown Leisure Centre Reserve	124,897	3,739	2,955			(70,700)	(20,700)	57,936	107,152
132	Trails Reserve	20,698	667	519					21,365	21,217
133	Light Fleet Vehicle Reserve	19,500	4	489	94,830		(99,692)		14,642	19,989



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 7: CASH BACKED RESERVE**

2018-19										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$	\$	\$	\$	\$
	<b>Cash Backed Reserves (Continued)</b>									
134	Prepaid Rates Reserve	0	966		30,000			30,966	0	
135	Blackspot Reserve	0	322		10,000			10,322	0	
201	Unspent Grans Reserve	1,242,429	0		60,886		(1,214,053)	(1,061,940)	89,262	180,489
		<b>4,082,692</b>	<b>79,530</b>	<b>67,301</b>	<b>687,128</b>	<b>74,475</b>	<b>(2,330,580)</b>	<b>(1,401,417)</b>	<b>2,518,770</b>	<b>2,823,051</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 8: CAPITAL DISPOSALS**

YTD Actual Replacement			Disposals	Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
\$	\$	\$		\$	\$	\$	\$
			<b>Plant and Equipment</b>				
11,818	9,800	(2,018)	P3055 2014 Subaru Liberty (EMCOR)	11,818	9,800	(2,018)	(0)
8,426	7,755	(671)	P3060 2013 Holden Cruze (Pool Vehicle)	8,427	7,755	(672)	1
15,000	16,364	1,364	P2051 2014 Holden Colorado (Ranger)	15,000	16,364	1,364	(0)
			P4135 1998 Hino Fire Tender (Hester Brook)	65,047	40,000	(25,047)	25,047
6,000	8,624	2,624	P4155 2005 Nissan (Btwn Support)	5,000	6,200	1,200	1,424
18,266	18,182	(84)	P3020 2014 Nissan Pathfinder (MEH)	18,000	18,000	0	(84)
16,909	17,982	1,073	P3010 2014 Holden Colorado (MP)	16,427	17,500	1,073	(0)
			P2082 2006 Cat Tracked Loader (Landfill)	0	0	0	0
20,603	16,391	(4,212)	P3065 2014 Nissan Pathfinder (EMWS)	20,603	16,391	(4,212)	0
			P3035 2014 Nissan Pathfinder (SETO)	18,492	18,000	(492)	492
			P2280 2008 Ford Ranger (General Hand)	8,960	8,854	(106)	106
			P2165 2009 Ford Ranger (BMO)	11,000	11,000	0	0
40,122	36,364	(3,758)	P2037 2009 Mitsubishi Tip Truck	40,122	36,364	(3,758)	(0)
12,000	11,800	(200)	P2092 2007 John Deere Tractor	12,000	11,800	(200)	0
1,761	1,200	(561)	54674 New Holland Nugget Slasher	1,761	1,200	(561)	0
32,278	29,600	(2,678)	P2236 2014 New Holland Tractor	32,278	29,600	(2,678)	5,356
0	1,200	1,200	54658 Metro count Traffic Classifier	0	1,200	1,200	(2,400)
0	1,200	1,200	54682 Metro count Traffic Classifier	0	1,200	1,200	0
			P3090 2014 Holden Colorado (PBS)	18,684	18,000	(684)	0
<b>183,183</b>	<b>176,460</b>	<b>(6,723)</b>		<b>303,619</b>	<b>269,228</b>	<b>(34,391)</b>	<b>29,940</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	YTD 31 May 2019				Comment
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings</b>						
<b>Other Governance</b>						
Records Storage Facility	07BN	63,783	63,782	62,694	(1,088)	Works continuing
Shire Administration Building	07BU	62,300	57,000	10,069	(46,931)	Works continuing
		<b>126,083</b>	<b>120,782</b>	<b>72,763</b>	<b>(48,019)</b>	
<b>Fire Prevention</b>						
Bridgetown Bushfire Brigade Garage	05BN	5,500	5,500	5,500	0	Job completed
		<b>5,500</b>	<b>5,500</b>	<b>5,500</b>	<b>0</b>	
<b>Staff Housing</b>						
146 Hampton Street	26BU	5,000	5,000	4,889	(111)	Carpet installation completed
144 Hampton Street	38BU	6,000	6,000	745	(5,255)	Works continuing
31 Gifford Road	28BU	6,000	6,000	4,134	(1,866)	Works continuing
		<b>17,000</b>	<b>17,000</b>	<b>9,767</b>	<b>(7,233)</b>	
<b>Other Community Amenities</b>						
Hampton Street Toilets	46BU	6,000	6,000	484	(5,516)	Works to be carried forward
Bridgetown Cemetery Toilets	02BN	30,000	30,000	31,941	1,941	Job completed
		<b>36,000</b>	<b>36,000</b>	<b>32,425</b>	<b>(3,575)</b>	
<b>Public Halls and Civic Centres</b>						
Bridgetown Civic Centre	02BU	34,850	34,850	13,243	(21,607)	Works continuing
Greenbushes Hall	20BU	72,200	72,200	25,636	(46,564)	Works to be carried forward
Greenbushes Offices	21BU	7,500	7,500	2,358	(5,142)	Works continuing
		<b>114,550</b>	<b>114,550</b>	<b>41,236</b>	<b>(73,314)</b>	
<b>Swimming Areas and Beaches</b>						
Greenbushes Pool Toilet	05BU	8,750	8,750	3,078	(5,672)	Works to be carried forward
		<b>8,750</b>	<b>8,750</b>	<b>3,078</b>	<b>(5,672)</b>	
<b>Other Recreation and Sport</b>						
Bridgetown Leisure Centre - Gym expansion	06BN	332,615	5,565	5,565	0	
Bridgetown Leisure Centre Renewals	16BU	99,300	99,300	79,574	(19,726)	Works continuing
Bridgetown Trotting Club	23BU	5,000	5,000	269	(4,731)	Works not yet commenced

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Other Recreation and Sport (Continued)</b>						
Greenbushes Golf Club	39BU	24,750	24,750	3,155	(21,595)	Preliminary planning
Bridgetown Sports Ground Horse Stalls	56BU	30,000	30,000	22,876	(7,124)	Balance to be carried forward
Greenbushes Sportsground Toilets/Kiosk	45BU	5,050	5,050	1,180	(3,870)	Works continuing
		<b>496,715</b>	<b>169,665</b>	<b>112,619</b>	<b>(57,046)</b>	
<b>Libraries</b>						
Bridgetown Library	1365540	11,500	11,500	8,663	(2,837)	Job completed
		<b>11,500</b>	<b>11,500</b>	<b>8,663</b>	<b>(2,837)</b>	
<b>Streets and Road Construction</b>						
Shire Depot	08BU	23,000	23,000	10,599	(12,401)	Works continuing
		<b>23,000</b>	<b>23,000</b>	<b>10,599</b>	<b>(12,401)</b>	
<b>Unclassified</b>						
Geegelup Brook Land	1790040	248,326	83,752	38,444	(45,308)	Land purchases continuing
Asbestos Removal	1790240	35,000	25,000	25,144	144	Works continuing
		<b>283,326</b>	<b>108,752</b>	<b>63,588</b>	<b>(45,164)</b>	
<b>Land and Buildings Total</b>		<b>1,122,424</b>	<b>615,499</b>	<b>360,239</b>	<b>(255,260)</b>	
<b>Roads</b>						
<b>Streets and Road Construction</b>						
Winnejup Road Regional Road Group 17/18	RR21	213,000	212,998	210,383	(2,615)	Works continuing
Mockerdillup Road Regional Road Group	RR16	9,000	9,000	9,399	399	Job completed
Kerbing	KB01	5,000	5,000	0	(5,000)	Works not yet commenced
Glentulloch Road Roads to Recovery	RT10	156,109	156,109	156,109	0	Job completed
Tweed Road Roads to Recovery	RT52	35,963	35,963	35,963	0	Job completed
Maranup Ford road	RC32	796,013	698,830	698,831	1	Job completed
Kangaroo Gully Road	RC33	30,800	0	0	0	
Blackwood Park Road	RC46	60,843	60,843	55,234	(5,609)	Works continuing
Nelson Street	RC41	43,173	43,173	52,210	9,037	Job completed
Roadside Vegetation Removal	RC43	80,735	80,735	76,190	(4,545)	Job completed

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	YTD 31 May 2019				Comment
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Streets and Road Construction (Continued)</b>						
Brockman Highway Blackspot	BK02	219,600	219,598	211,122	(8,476)	Job completed
		<b>1,650,236</b>	<b>1,522,249</b>	<b>1,505,443</b>	<b>(16,806)</b>	
<b>Roads Total</b>		<b>1,650,236</b>	<b>1,522,249</b>	<b>1,505,443</b>	<b>(16,806)</b>	
<b>Footpaths</b>						
<b>Streets and Road Construction</b>						
Footpaths Disability Access	FP28	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Footpaths Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Drainage</b>						
<b>Urban Stormwater Drainage</b>						
Geegelup Brook	DR17	22,800	0	0	0	
Palmers Road	DR21	20,000	20,000	20,000	0	Job completed
Four Seasons Estate	DR24	11,364	0	0	0	
Barlee Street	DR26	5,754	5,754	5,754	(0)	Job completed
Dusting Drive	DR28	9,667	9,667	9,667	0	Job completed
Forest/Padbury Street	DR29	13,975	13,973	13,975	2	Job completed
Sunridge Drive	DR30	5,973	5,973	5,974	1	Job completed
Claret Ash Rise	DR31	9,000	8,998	0	(8,998)	Works not yet commenced
Moultin Street	DR32	40,566	40,564	40,161	(403)	Job completed
		<b>139,099</b>	<b>104,929</b>	<b>95,530</b>	<b>(9,399)</b>	
<b>Drainage Total</b>		<b>139,099</b>	<b>104,929</b>	<b>95,530</b>	<b>(9,399)</b>	
<b>Parks and Ovals</b>						
<b>Other Recreation and Sport</b>						
Somme Park (Fitness Trail Equipment)	05IU	7,010	7,010	3,089	(3,921)	PO raised for fitness equipment
Bridgetown Leisure Centre Shade Sails	06IN	21,200	21,200	5,537	(15,663)	Works continuing
		<b>28,210</b>	<b>28,210</b>	<b>8,627</b>	<b>(19,583)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Tourism &amp; Area Promotion</b>						
Bridgetown Information Bays	11IN	25,000	0	0	0	
		<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Parks and Ovals Total</b>		<b>53,210</b>	<b>28,210</b>	<b>8,627</b>	<b>(19,583)</b>	
<b>Bridges</b>						
<b>Streets and Road Construction</b>						
Maranup Ford Road Bridge 3318A	BR06	88,206	88,206	88,206	0	Job completed
Catterick Bridge 3703A	BR13	19,307	19,307	19,307	(0)	Job completed
Hester Cascades Bridge 3704A	BR08	43,010	43,010	43,010	(0)	Job completed
Blackbutt Bridge 3707A	BR14	129,114	129,114	129,114	(0)	Job completed
Fletchers Bridge 3329A	BR16	15,729	15,729	15,729	(0)	Job completed
Blackbutt Road Bridge 3706A (RTR)	BR17	18,847	18,847	18,847	0	Job completed
Blackbutt Road Bridge 3707A (RTR)	BR18	18,003	18,003	18,003	0	Job completed
		<b>332,216</b>	<b>332,216</b>	<b>332,216</b>	<b>(0)</b>	
<b>Bridges Total</b>		<b>332,216</b>	<b>332,216</b>	<b>332,216</b>	<b>(0)</b>	
<b>Infrastructure Other</b>						
<b>Sanitation - General Refuse</b>						
Bridgetown Landfill - Reticulation	WA01	142,075	142,075	135,811	(6,264)	Job completed
Bridgetown Inert Waste	WA03	17,800	17,800	15,817	(1,983)	Job completed
		<b>159,875</b>	<b>159,875</b>	<b>151,627</b>	<b>(8,248)</b>	
<b>Sewerage</b>						
New Bridgetown Septic Pit Site	WA05	193,050	193,048	188,723	(4,325)	Job completed
		<b>193,050</b>	<b>193,048</b>	<b>188,723</b>	<b>(4,325)</b>	
<b>Other Recreation and Sport</b>						
Blackwood River Boardwalk	10IN	50,000	4,080	4,080	0	
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Construct New Sportsground Dam	12IN	0	0	0	0	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Other Recreation and Sport (Continued)</b>						
Four Seasons Estate - Street Tree Planting	05IN	36,364	36,364	31,674	(4,690)	Works continuing
		<b>150,000</b>	<b>40,444</b>	<b>35,754</b>	<b>(4,690)</b>	
<b>Infrastructure Other Total</b>		<b>502,925</b>	<b>393,367</b>	<b>376,104</b>	<b>(17,263)</b>	
<b>Plant and Equipment</b>						
<b>Fire Prevention</b>						
Fire Fighting Equipment - Brigades Funded	1065540	5,000	4,025	4,036	11	
Vehicles for Brigade	1065940	502,232	25,000	21,938	(3,062)	Vehicle purchased, some savings made
		<b>507,232</b>	<b>29,025</b>	<b>25,975</b>	<b>(3,050)</b>	
<b>Other Law, Order and Public Safety</b>						
Rangers Vehicle	1080240	37,000	37,000	36,682	(318)	Vehicle purchased, some savings made
		<b>37,000</b>	<b>37,000</b>	<b>36,682</b>	<b>(318)</b>	
<b>Health</b>						
EHO Vehicle	1145540	28,368	28,368	28,368	0	Vehicle purchased
		<b>28,368</b>	<b>28,368</b>	<b>28,368</b>	<b>0</b>	
<b>Community Amenities</b>						
Tracked Loader	PL14	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Road Plant Purchases</b>						
Tractor	PL03	60,600	60,600	60,600	(0)	Job completed
Tip truck	PL04	156,799	156,799	156,798	(1)	Job completed
Works and Services Fleet	1405040	127,892	43,900	43,892	(8)	Vehicle purchased
Sundry Equipment	1403740	25,390	17,881	17,881	0	
		<b>370,681</b>	<b>279,180</b>	<b>279,172</b>	<b>(8)</b>	
<b>Economic Services</b>						
PBS Vehicle	1470140	32,000	0	0	0	
		<b>32,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant and Equipment Total</b>		<b>975,281</b>	<b>373,573</b>	<b>370,197</b>	<b>(3,376)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2019			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b><i>Furniture and Equipment</i></b>						
<b>Members of Council</b>						
Council Honour Boards	1040040	5,000	5,000	0	(5,000)	Purchase order raised
		<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	
<b>Other Governance</b>						
IT Communications Equipment and Software	1055140	11,500	11,500	0	(11,500)	Purchase order raised
		<b>11,500</b>	<b>11,500</b>	<b>0</b>	<b>(11,500)</b>	
<b>Furniture and Equipment Total</b>		<b>16,500</b>	<b>16,500</b>	<b>0</b>	<b>(16,500)</b>	
<b>Capital Expenditure Total</b>						
		<b>4,791,891</b>	<b>3,386,543</b>	<b>3,048,356</b>	<b>(338,187)</b>	



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 10: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1/07/2018	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Community Amenities</b>								
Loan 108 Landfill Plant	96,654		11,235	22,703	73,951	73,951	1,996	3,760
Loan 113 Landfill Site New Cell	306,774		49,691	99,949	206,825	206,825	3,497	6,428
Loan 114 Liquid & Inert Waste Sites	120,000		11,281	22,716	97,284	97,284	1,638	3,122
Loan 115 Landfill Cell Extension	0			0		100,000		0
Loan 116 Liquid Waste Facility	0			0		100,000		0
<b>Recreation and Culture</b>								
Loan 105 Memorial Park Improvements	27,987		13,778	27,987	14,209	0	875	1,319
Loan 106 Somme Creek Parkland	22,137		10,898	22,137	11,239	0	692	1,043
Loan 110 Bridgetown Bowling Club - SSL	25,964		4,130	8,337	21,834	17,627	484	891
Loan 112 Bridgetown Swimming Pool	1,532,099		31,781	64,205	1,500,318	1,467,894	30,948	61,255
	<b>2,131,615</b>	<b>0</b>	<b>132,795</b>	<b>268,034</b>	<b>1,925,659</b>	<b>2,063,581</b>	<b>40,130</b>	<b>77,818</b>

(b) New Debentures

Particulars	Amount to be Borrowed Budget	Institution	Loan Type	Term Years	Amount Borrowed Actual
	\$				\$
<b>Community Amenities</b>					
Loan 115 Landfill Cell Extension	100,000	WATC	Debenture	5	0
Loan 116 Liquid Waste Facility	100,000	WATC	Debenture	10	0
	<b>200,000</b>				<b>0</b>

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 May 2019**

**Note 11: RATING INFORMATION**

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV Shire	0.090434	1,684	25,684,292	2,322,733	6,959	100	2,329,792	2,322,733	9,000	1,000	2,332,733
UV Shire Rural	0.006222	490	185,418,000	1,139,982	1,462	28	1,141,473	1,153,671			1,153,671
UV Bridgetown Urban Farmland	0.000000	0	0	13,688			13,688	0			0
UV Mining	0.078450	14	911,447	71,503	1,363		72,866	71,503			71,503
<b>Sub-Totals</b>		2,188	212,013,739	3,547,907	9,784	128	3,557,819	3,547,907	9,000	1,000	3,557,907
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV Shire	897.00	793	4,030,005	711,321	248		711,569	711,321			711,321
UV Shire Rural	1,112.00	239	31,385,900	265,768	(2,877)		262,891	265,768			265,768
UV Bridgetown Urban Farmland	0.00	0	0	0			0	0			0
UV Mining	534.00	12	27,764	6,408	281		6,689	6,408			6,408
<b>Sub-Totals</b>		1,044	35,443,669	983,497	(2,348)	0	981,149	983,497	0	0	983,497
<b>Rates Paid in Advance</b>							4,538,968				4,541,404
<b>Amount from General Rates</b>							(61,994)				(10,000)
Discounts/concessions							4,476,974				4,531,404
<b>Totals</b>							(2,053)				(2,053)
							<b>4,474,920</b>				<b>4,529,351</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-17	Amount Received	Amount Paid	Closing Balance 31-May-19
	\$	\$	\$	\$
BCITF	3,366	13,393	(15,184)	1,575
Builders Registration Board Levy	5,584	30,567	(31,486)	4,665
Traffic Act	0	1,124,463	(1,124,463)	0
Relocated Housing Bonds	6,077	26	(603)	5,500
Subdivision Clearance Bonds	22,103	97		22,200
Cat Trap Bonds	100	550	(550)	100
Community Bus Bonds	1,800	4,700	(5,300)	1,200
Community Stall Bonds	100	1,250	(1,050)	300
Earthworks Bonds	50,884	2,612	(4,879)	48,617
Hall Hire Bonds	1,200	5,350	(4,200)	2,350
Standpipe Card Bonds	7,783	1,086	(521)	8,348
Council Built Asset Bonds	17,632	76	(515)	17,193
Bushfire Donations	5,399	24		5,422
Accommodation - Visitor Centre	53,929	164,540	(195,503)	22,967
South West Coach Lines	467	6,208	(6,055)	620
Other Visitor Centre	744	3,531	(3,947)	329
TransWA	1,408	12,121	(12,633)	896
Local Drug Action Group	762	3		766
Coral Marble - Extractive Industries Bond	4,497	20		4,516
Department of Agriculture - Bond	7,138	31		7,169
Bridgetown Tidy Town Bank A/C	829	4		833
Perry - Fee Relating to Caveat	104	0		104
Seagate Holdings - Turning Lane Bond	37,608	164		37,772
Ouch Festival	619	3		621
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	230			230
Dress Down Donations	610	264		874
R Edwards Bond Gifford Rd	200			200
BG Hockey Windup of Assn	3,860	17		3,877
M Olsen - Rental bond	0	440		440
Frank Draper Cemetery Fees	0	700		700
Interest to be Distributed	0	972	(818)	154
	<b>235,054</b>	<b>1,373,210</b>	<b>(1,407,706)</b>	<b>200,558</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount</b>
<b><u>MUNICIPAL FUND</u></b>				<b>\$</b>
<b><u>DIRECT DEBITS</u></b>				
DD13721.1	08/05/2019	WA SUPER	PAYROLL DEDUCTIONS	17,142.15
DD13721.10	08/05/2019	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	45.43
DD13721.11	08/05/2019	HOST PLUS EXECUTIVE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	101.97
DD13721.12	08/05/2019	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	102.43
DD13721.13	08/05/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	81.17
DD13721.2	08/05/2019	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	66.03
DD13721.3	08/05/2019	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	678.46
DD13721.4	08/05/2019	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	221.15
DD13721.5	08/05/2019	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	137.57
DD13721.6	08/05/2019	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	251.30
DD13721.7	08/05/2019	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	142.54
DD13721.8	08/05/2019	COMMONWEALTH BANK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	106.73
DD13721.9	08/05/2019	COLONIAL FIRST STATE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	138.26
DD13729.1	07/05/2019	CALTEX STARCARD	FUEL FOR THE MONTH OF APRIL	4,170.38
DD13729.2	30/05/2019	GO GO MEDIA	MONTHLY ON HOLD MESSAGE FEE - MAY	75.90
DD13729.3	10/05/2019	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	63.50
DD13729.4	15/05/2019	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLER ADMIN BUILDING	136.88
DD13757.1	22/05/2019	WA SUPER	PAYROLL DEDUCTIONS	17,731.58
DD13757.10	22/05/2019	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	100.81
DD13757.11	22/05/2019	COMMONWEALTH BANK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	99.25
DD13757.12	22/05/2019	COLONIAL FIRST STATE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	135.88
DD13757.13	22/05/2019	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	65.87
DD13757.14	22/05/2019	HOST PLUS EXECUTIVE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	101.97
DD13757.15	22/05/2019	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	65.26
DD13757.16	22/05/2019	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	99.51
DD13757.2	22/05/2019	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	86.31
DD13757.3	22/05/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	81.17
DD13757.4	22/05/2019	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	71.54
DD13757.5	22/05/2019	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	125.67
DD13757.6	22/05/2019	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	678.46
DD13757.7	22/05/2019	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	221.15
DD13757.8	22/05/2019	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	137.57
DD13757.9	22/05/2019	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	251.30
DD13763.1	28/05/2019	COMMONWEALTH BANK	QUARTERLY RENTAL OF SERVERS FOR 28/05/2019 - 27/08/2019	3,212.89
B/S	02/05/2019	COMMONWEALTH BANK	MERCHANT FEES	914.85
B/S	08/05/2019	COMMONWEALTH BANK	TOTAL WAGES FOR 25/04/2019 - 08/05/2019	104,328.25
B/S	15/05/2019	COMMONWEALTH BANK	ACCOUNT KEEPING FEES	44.61
B/S	15/05/2019	COMMONWEALTH BANK	BPOINT/BPAY FEES	658.32
B/S	22/05/2019	COMMONWEALTH BANK	TOTAL WAGES FOR 09/05/2019 - 22/05/2019	107,463.56
B/S	27/05/2019	COMMONWEALTH BANK	RETURNED EFT/CHEQUE FEES	10.00
B/S	02/05/2019	COMMONWEALTH BANK - CREDIT CARD	RE-STOCK COUNCIL BAR WITH REFRESHMENTS	57.80
B/S	02/05/2019	COMMONWEALTH BANK - CREDIT CARD	BISCUITS FOR VISITOR CENTRE PUBLIC MEETING	7.74
B/S	02/05/2019	COMMONWEALTH BANK - CREDIT CARD	VISITOR CENTRE DINNER	63.90
B/S	10/05/2019	COMMONWEALTH BANK - CREDIT CARD	VOLUNTEER REFRESHMENTS & CLEANING	15.20
B/S	10/05/2019	COMMONWEALTH BANK - CREDIT CARD	CARTON OF BEER FOR DEPOT FUNCTION	53.99
B/S	14/05/2019	COMMONWEALTH BANK - CREDIT CARD	POISON PERMIT FOR CHLORINE GAS	125.00
B/S	15/05/2019	COMMONWEALTH BANK - CREDIT CARD	CEO DONATION FOR ELECTRICITY ACCOUNT AT CATTERICK HALL	112.47

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount</b>
B/S	15/05/2019	COMMONWEALTH BANK - CREDIT CARD	MANAGEMENT TRAINING COURSE FOR T CLYNCH	1,265.00
B/S	16/05/2019	COMMONWEALTH BANK - CREDIT CARD	FOOD FOR COUNCIL FUNCTION	21.60
B/S	22/05/2019	COMMONWEALTH BANK - CREDIT CARD	STOCK FOR COUNCIL BAR	480.34
B/S	23/05/2019	COMMONWEALTH BANK - CREDIT CARD	SOFT DRINK FOR VOLUNTEERS FUNCTION	68.00
B/S	23/05/2019	COMMONWEALTH BANK - CREDIT CARD	BEER FOR VOLUNTEER FUNCTION	170.97
B/S	27/05/2019	COMMONWEALTH BANK - CREDIT CARD	DINNER FOR COUNCIL WORKSHOP	445.60
<b>ELECTRONIC PAYMENTS</b>				
EFT28289	02/05/2019	ABCO PRODUCTS PTY LTD	BULK CLEANING SUPPLIES	419.61
EFT28290	02/05/2019	ANTHONY JAMES BALLARD	VARIOUS SHIRE MAINTENANCE WORKS	840.00
EFT28291	02/05/2019	BLACKWOOD BIOSECURITY INC.	REFUND OF HALL HIRE FEES PAID DUE TO CANCELLATION OF BOOKING	137.90
EFT28292	02/05/2019	BLISS FOR DESIGN	MINOR ITEMS	10.67
EFT28293	02/05/2019	BRIDGETOWN MUFFLER & TOWBAR CENTRE	SERVICE OF CESM VEHICLE & MITIGATION VEHICLE	851.00
EFT28294	02/05/2019	BRIDGETOWN MITRE 10 & RETRAVISION	TOOL BOX FOR RANGERS VEHICLE AND VARIOUS MINOR ITEMS	335.70
EFT28295	02/05/2019	BRIDGETOWN TYRES	REPAIR FLAT TYRE	45.00
EFT28296	02/05/2019	BUNBURY MACHINERY	3 WEEKS HIRE OF 12M ELEVATED WORK PLATFORM LIFT FOR REC CENTRE WORKS	2,461.23
EFT28297	02/05/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	216.87
EFT28298	02/05/2019	COURIER AUSTRALIA	FREIGHT CHARGES	368.03
EFT28299	02/05/2019	ECO ENVIRONMENTAL HOLDINGS PTY LTD	DORMER SOIL AUGER & T-HANDLE	638.00
EFT28300	02/05/2019	ENVIROBOOK	VC STOCK - BOOKS	372.78
EFT28301	02/05/2019	ESPRESSO ESSENTIAL WA	SUPPLIES FOR LIBRARY COFFEE MACHINE	343.50
EFT28302	02/05/2019	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT28303	02/05/2019	FISHERS TYRE CENTRE	ROTATE TYRES ON B.15324	220.00
EFT28304	02/05/2019	H C JONES & CO	REPLACE FILL MECHANISM IN FAULTY LADIES TOILET CISTERN AT HAMPTON ST TOILETS	213.80
EFT28305	02/05/2019	HEATLEY SALES PTY LTD	VARIOUS STAFF PPE	186.11
EFT28306	02/05/2019	KATHLEEN HOLDSWORTH	SHIRES CONTRIBUTION TO CROSSOVER	689.95
EFT28307	02/05/2019	INTERFIRE AGENCIES PTY LTD	32 X 20L PAILS OF SOLBERG FIRE-BRAKE FOAM - CLASS A & 20 X BUSHFIRE HATS WITH CHINSTRAPS	4,470.40
EFT28308	02/05/2019	JASON SIGNMAKERS	VARIOUS HAZARD, OBSTRUCTION & NO THROUGH ROAD SIGNS	3,734.50
EFT28309	02/05/2019	JOLYON ELLIOTT TREE SERVICES	REMOVAL OF HUNG-UP TREE LIMB AT GREENBUSHES CAMPING AREA	200.00
EFT28310	02/05/2019	KANGAROO GULLY BUSHFIRE BRIGADE	ASSISTANCE FOR BURN	400.00
EFT28311	02/05/2019	KEYBROOK UTILITY SERVICES	ASBESTOS REMOVAL FOR BRIDGETOWN CIVIC CENTRE, TENNIS CLUB & SAMPLE AIR TESTING	6,325.00
EFT28312	02/05/2019	ALBERT KLAASSEN ELECTRICAL	RCD TESTING & CHECK MAIN EARTHS ON MULTIPLE SHIRE BUILDINGS	1,210.00
EFT28313	02/05/2019	MANJIMUP MOTORS PTY LTD	MINOR PARTS & EQUIPMENT	183.12
EFT28314	02/05/2019	MICK TUCK GRADER SERVICES PTY LTD	CONTRACT GRADER SERVICES	5,981.25
EFT28315	02/05/2019	MONITORING EXCELLENCE	QUARTERLY BUILDING MONITORING	693.00
EFT28316	02/05/2019	MUIRS MANJIMUP	15,000KM SERVICE FOR EMWS VEHICLE	343.82
EFT28317	02/05/2019	PRESTON POWER EQUIPMENT	MINOR PARTS & EQUIPMENT	63.00
EFT28318	02/05/2019	SHIRE OF MANJIMUP	WBSR CAMP SITE WORKS & SEPTIC APPLICATION FOR WARREN EQUESTRIAN CENTRE	6,092.51
EFT28319	02/05/2019	TIM SHINGLES	PREPARATION OF LOCAL PLANNING STRATEGY - CLAIM 3	3,815.00
EFT28320			CANCELLED EFT	
EFT28321	02/05/2019	SOUWEST GLASS SERVICE	REPAIR 2 X SHIRE ADMIN LEAD LIGHT ENTRY DOORS	2,541.00
EFT28322	02/05/2019	DION STEVEN	ENVIRONMENTAL WORKS FOR THE MONTH OF APRIL	2,418.00
EFT28323	02/05/2019	ST JOHN AMBULANCE AUSTRALIA - BTOWN	2 X MEDIUM LEISURE FIRST AID KITS	179.74
EFT28324	02/05/2019	STRATAGREEN	SUPPLIES & EQUIPMENT FOR PARKS & GARDENS	777.25
EFT28325	02/05/2019	THE STABLES IGA	VARIOUS GROCERY SUPPLIES FOR SHIRE OFFICES & EVENTS	124.49
EFT28326	02/05/2019	TRAFFIC FORCE	TRAFFIC MANAGEMENT PLAN FOR GOLDEN HORSE SHOE ENDURANCE RIDE	2,217.40
EFT28327	02/05/2019	WINC AUSTRALIA PTY LTD	20 X FOLDING TABLES FOR TOWN HALL, STATIONERY SUPPLIES & BULK CLEANING SUPPLIES	3,966.54
EFT28328	02/05/2019	WORKWEAR GROUP	CORPORATE UNIFORMS	101.15
EFT28329	06/05/2019	WARD BUILDING COMPANY	OFFICE ALTERATIONS REQUIRED FOR IMPLEMENTATION OF WORKFORCE PLAN	6,600.00
EFT28330	09/05/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	216.87

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount</b>
EFT28331	09/05/2019	EASISALARY	EMPLOYEE SALARY PACKAGED ITEMS	667.35
EFT28332	16/05/2019	ACORN PROJECTS PTY LTD	REPLACE DOORS TO KITCHEN AREA OF GREENBUSHES HALL	1,396.00
EFT28333	16/05/2019	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT COLLECTION CHARGES	572.00
EFT28334	16/05/2019	AROMATIC ESSENTIALS	VC STOCK - SOAPS & SKIN PRODUCTS	116.35
EFT28335	16/05/2019	AUSTRALASIAN PERFORMING RIGHT ASSOC	CIVIC CENTRE ANNUAL LICENCE FEES FOR 01/06/2019 - 31/05/2019	73.16
EFT28336	16/05/2019	AUSTRALIA POST	SHIRE POSTAGE CHARGES FOR APRIL	519.16
EFT28337	16/05/2019	ANTHONY JAMES BALLARD	VARIOUS SHIRE MAINTENANCE WORKS	578.00
EFT28338	16/05/2019	BCE SURVEYING PTY LTD	WASTE SITE STOCKPILE SURVEY	836.00
EFT28339	16/05/2019	BLACKWOOD FRESH	REFRESHMENTS FOR CITIZENSHIP CEREMONY	34.82
EFT28340	16/05/2019	BLACKWOOD SKIPBINS	SKIP BIN HIRE - REC CENTRE	132.00
EFT28341	16/05/2019	BLACKWOOD HEAVY TILT	TOWING OF ABANDONED VEHICLE	160.00
EFT28342	16/05/2019	GLENN BLECHYNDEN	PERFORM REQUIRED FLOOR REPAIRS FOR CIVIC CENTRE	990.00
EFT28343	16/05/2019	BLISS FOR DESIGN	MINOR ITEMS	302.81
EFT28344	16/05/2019	BOOEASY AUSTRALIA PTY LTD	BOOEASY BOOKING RETURNS/MONTHLY FEES - APRIL	292.15
EFT28345	16/05/2019	BRIDGETOWN TIMBER SALES	COLORBOND GUTTERS, DOWNPIPES & TIMBER ETC FOR GREENBUSHES HALL WORKS & MINOR ITEMS	1,353.24
EFT28346	16/05/2019	BRIDGETOWN GLASS SERVICE	REPLACE CRACKED PANEL ON BOTTOM SIDE OF DOOR AT BLC	377.30
EFT28347	16/05/2019	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	173.20
EFT28348	16/05/2019	BRIDGETOWN NEWSAGENCY	10 BOXES OF A4 WHITE PAPER & MONTHLY NEWSPAPER CHARGES	349.60
EFT28349	16/05/2019	SALLY E BROWNE	DOG REGISTRATION REFUND	30.00
EFT28350	16/05/2019	BULLIVANTS PTY LTD	32 TONNE SNATCH STRAP & SAFETY HOOK	538.08
EFT28351	16/05/2019	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC CONTROL FOR WINNEJUP ROAD & BROCKMAN HIGHWAY RECONSTRUCTIONS	37,890.33
EFT28352	16/05/2019	RAYMOND PETER CHINNERY	CROSSOVER CONTRIBUTION	870.90
EFT28353	16/05/2019	CITY & REGIONAL FUELS	BULK FUEL SUPPLIES & VARIOUS MEALS FROM BP FOR FIRE CREWS FOR APRIL	12,315.36
EFT28354	16/05/2019	CJD EQUIPMENT PTY LTD	3 X ACCUMULATOR PARTS & FILTERS FOR VOLVO WHEEL LOADER	1,413.28
EFT28355	16/05/2019	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR APRIL 2019	28,255.83
EFT28356	16/05/2019	CLOVERS GENERAL & LIQUOR STORE	MONTHLY GROCERIES FOR THE BRIDGETOWN LEISURE CENTRE KIOSK	13.40
EFT28357	16/05/2019	COMMISSIONER OF POLICE	VOLUNTEER CHECKS	47.70
EFT28358	16/05/2019	COURIER AUSTRALIA	FREIGHT CHARGES	51.21
EFT28359	16/05/2019	AMANDA CURRIE	DOG REGISTRATION REFUND	30.00
EFT28360	16/05/2019	CUSTOM SERVICE LEASING LTD	VEHICLE LEASING FOR MAY	393.31
EFT28361	16/05/2019	DEPT OF WATER & ENVIRO REGULATION	ANNUAL LICENCE FEE FOR BRIDGETOWN LANDFILL SITE	1,218.18
EFT28362	16/05/2019	GRACE RECORDS MANAGEMENT PTY LTD	DESTRUCTION OF RECORDS	449.02
EFT28363	16/05/2019	GROW GREENBUSHES INCORPORATED	SERVICE AGREEMENT - MARQUEE HIRE FOR GREENBUSHES FUN RUN	3,019.50
EFT28364	16/05/2019	INTERPHONE	NBN FOR ADMIN OFFICE - MAY	130.90
EFT28365	16/05/2019	INTERFIRE AGENCIES PTY LTD	3 X REPLACEMENT LAY FLAT HOSES FOR BUSH FIRE BRIGADES - FAILED DURING TESTING	1,057.10
EFT28366	16/05/2019	ISA TECHNOLOGIES	MONTHLY IT SUPPORT - APRIL	1,694.00
EFT28367	16/05/2019	JOHN PAPAS TRAILERS PTY LTD	8x5 TRAILER FOR BUSHFIRE MITIGATION WORKS	1,900.00
EFT28368	16/05/2019	JOLYON ELLIOTT TREE SERVICES	REMOVAL OF MARRI TREE ON PENINSULA ROAD	350.00
EFT28369	16/05/2019	ALBERT KLAASSEN ELECTRICAL	ELECTRICAL WORKS FOR GREENBUSHES HALL	440.00
EFT28370	16/05/2019	RADOVAN KOLOC	VARIOUS SHIRE MAINTENANCE WORKS	860.00
EFT28371	16/05/2019	LANDGATE	LAND VALUATION ENQUIRY CHARGES	256.02
EFT28372	16/05/2019	LG PEOPLE & CULTURE	REVIEW OF WORKFORCE PLAN - FINAL PAYMENT	5,500.00
EFT28373	16/05/2019	LUCKY 7 BRIDGETOWN	WREATH FOR ANZAC DAY - BRIDGETOWN	85.00
EFT28374	16/05/2019	MANJIMUP AUTOMOTIVE SERVICES	90.000KM SCHEDULED SERVICE	744.20
EFT28375	16/05/2019	MANJIMUP LIQUID WASTE	PUMP SEPTIC TANKS - GREENBUSHES CAMPING GROUND ABLUTION BLOCK	480.00
EFT28376	16/05/2019	MARKETFORCE	AD FOR BUILDING ASSETS COORDINATOR - MB TIMES 17.4.19	326.33
EFT28377	16/05/2019	J.L & G.F MAY	REGRADE FIREBREAK - MAF BURN 10 LES WOODHEAD AVE	220.00
EFT28378	16/05/2019	MCG FIRE SERVICES	REPLACE MALFUNCTIONING STROBE LIGHTS FOR FIRE DETECTION SYSTEM & MONTHLY FEE	1,032.90
EFT28379	16/05/2019	MOORE STEPHENS	REGISTRATION FOR GST WORKSHOP	660.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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EFT28380	16/05/2019	O'DWYER'S PAINTING SERVICE	PAINTING OF WALLS FOR OFFICE REDEVELOPMENT	600.00
EFT28381	16/05/2019	OFFICEWORKS LTD	4 X BLACK NEWPORT CONFERENCE CHAIRS	365.95
EFT28382	16/05/2019	P.A. DOUST & CO.	LANDSCAPING MATERIAL - BRIDGETOWN BFS HQ	66.00
EFT28383	16/05/2019	RED ELECTRICAL	ELECTRICAL WORKS FOR ASBESTOS REMOVAL - CIVIC CENTRE	1,892.00
EFT28384	16/05/2019	MEGAN RICHARDS	REIMBURSEMENT YOUTH WEEK HANGOUT	117.00
EFT28385	16/05/2019	STUART RUSSELL ROMERO	SMS SENT - APRIL 2019	2.10
EFT28386	16/05/2019	SANDS FRIDGE LINES	FREIGHT FOR BRIDGETOWN LEISURE CENTRE	39.02
EFT28387	16/05/2019	SCOPE BUSINESS IMAGING	MONTHLY PRINTING & COPYING CHARGES - SES	18.39
EFT28388	16/05/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	EMPLOYEE SOCIAL CLUB DEDUCTIONS FOR APRIL	128.00
EFT28389	16/05/2019	SIGMA POOL & SPA SUPPLIES	SUPPLIES FOR SWIMMING POOL	156.20
EFT28390	16/05/2019	SOUTHERN LOCK & SECURITY	INSPECT AND SERVICE ALARM SYSTEMS FOR LIBRARY & BLC	454.00
EFT28391	16/05/2019	SOUTH WEST ISUZU	RADIATOR CAP PART	72.57
EFT28392	16/05/2019	STEWART & HEATON CLOTHING CO PTY LTD	DFES NOMEX TROUSERS BRIDGETOWN BFB - SIZE 92	515.43
EFT28393	16/05/2019	SUPACHOOK CARVERY	MEAL FOR CONCEPT FORUM - 11.4.19	108.00
EFT28394	16/05/2019	THE STABLES IGA	VARIOUS GROCERY SUPPLIES FOR SHIRE OFFICES & EVENTS	238.96
EFT28395	16/05/2019	THE WHITE ANT MAN	INSTALL TERMITE PREVENTION SYSTEM - CIVIC CENTRE & SHIRE ADMIN	3,850.00
EFT28396	16/05/2019	TUCK'S GARDEN SERVICES	MAF PROJECT - SPRAY WEEDS FROM TREATMENT 2244 - DAVIS STREET BRIDGETOWN	1,078.00
EFT28397	16/05/2019	WA NATURALLY PUBLICATIONS	VC STOCK - BUSH BOOKS	41.70
EFT28398	16/05/2019	WARREN PEST CONTROL	TERMITE INSPECTIONS AND TREATMENT ON SHIRE TIMBER BRIDGES 2018-19	2,365.00
EFT28399	16/05/2019	WESTBOOKS	BOOK PURCHASES FOR BRIDGETOWN LIBRARY	125.22
EFT28400	16/05/2019	WINC AUSTRALIA PTY LTD	FURNITURE REQUIRED FOR IMPLEMENTATION OF WORKFORCE PLAN	1,737.41
EFT28401	16/05/2019	WRITING WA	WRITING WA 2019 MEMBERSHIP RENEWAL	135.00
EFT28406	16/05/2019	BRIDGETOWN'S GRUMPY OLD MEN INC	WBSR - WOODEN CAMP SITE AND MAIN CROSSING SIGNAGE	7,500.00
EFT28407	20/05/2019	AUSTRALIAN TAXATION OFFICE	BAS APRIL 2019	91,291.00
EFT28408	22/05/2019	EASISALARY	EMPLOYEE SALARY PACKAGED ITEMS	667.35
EFT28414	23/05/2019	SYNERGY	ELECTRICITY	21,837.82
EFT28417	30/05/2019	AMITY SIGNS	VARIOUS SMOKE HAZARD & CONTROLLED BURN SIGNS FOR HAZARD REDUCTION	1,485.00
EFT28418	30/05/2019	ANALYTICAL REFERENCE LABORATORY	MARCH 2019 BORE SAMPLING - BRIDGETOWN WASTE FACILITY	124.30
EFT28419	30/05/2019	ARROW BRONZE	CEMETERY PLAQUE	220.38
EFT28420	30/05/2019	AUSLEC	15 X 3.6W LED EXIT LIGHTS FOR BLC	2,612.61
EFT28421	30/05/2019	B & J CATALANO PTY LTD	42 TONNE CRUSHED LIMESTONE FOR REFUSE SITE MANAGEMENT	1,401.20
EFT28422	30/05/2019	ANTHONY JAMES BALLARD	VARIOUS SHIRE MAINTENANCE WORKS	2,245.00
EFT28423	30/05/2019	BELIA ENGINEERING	PICKUP & REMOVAL OF USED MATTRESSES & E-WASTE RECYCLING FROM WASTE FACILITY	1,496.00
EFT28424	30/05/2019	BLACKWOOD FRESH	SUPPLIES FOR THE BFS HQ	9.19
EFT28425	30/05/2019	BLISS FOR DESIGN	PARTS & EQUIPMENT FOR CHAINSAW SERVICING	305.60
EFT28426	30/05/2019	BOOK TALK	BOOK CLUB APRIL 2019	105.00
EFT28427	30/05/2019	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT28428	30/05/2019	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT28429	30/05/2019	BRIDGETOWN MUFFLER & TOWBAR CENTRE	VEHICLE SERVICE FOR SES TROOPY & SES HILUX	704.00
EFT28430	30/05/2019	BRIDGETOWN TIMBER SALES	MINOR ITEMS	57.69
EFT28431	30/05/2019	BLACKWOOD AUTO ELECTRICAL SERVICES	GAS RECOVERY CHANGE OUT FOR CONDENSER WITH REGAS & REPAIR DAMAGED FUEL INJECTOR	706.80
EFT28432	30/05/2019	B-TOWN VOLUNTEER BUSH FIRE BRIGADE	ASSISTANCE AT MAF BURNS ON RIFLE RANGE ROAD, LOT 10 LES WOODHEAD AVE AND WINNEJUP RD	2,237.50
EFT28433	30/05/2019	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	296.96
EFT28434	30/05/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	216.87
EFT28435	30/05/2019	CJD EQUIPMENT PTY LTD	SUPPLY PARTS FOR REPAIRS COMPLETED FOR INSURANCE CLAIM	7,463.43
EFT28436	30/05/2019	MICHAEL CORNISH	CROSSOVER CONTRIBUTION	1,002.30
EFT28437	30/05/2019	COURIER AUSTRALIA	FREIGHT CHARGES	185.87
EFT28438	30/05/2019	D & J COMMUNICATIONS	LIFT THE HEIGHT ON THE NBN ANTENNA AT BUSH FIRE SERVICE HQ	930.60
EFT28439	30/05/2019	DAVMECH	HOSE FOR VOLVO GRADER	125.58

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EFT28440	30/05/2019	DOMESTIC MAINTENANCE SW	MAINTENANCE WORKS FOR GREENBUSHES COURTHOUSE & POOL	2,730.00
EFT28441	30/05/2019	ENVIRONMENTAL HEALTH AUSTRALIA	10 X AFSA FOOD BUSINESS INSPECTION BOOKS	386.20
EFT28442	30/05/2019	HOWARD I EVANS	SOLICITOR COSTS AND DISBURSEMENTS FOR PURCHASE OF LAND	2,725.70
EFT28443	30/05/2019	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT28444	30/05/2019	FIRE & RESCUE SAFETY AUSTRALIA	ROPE FOR SES UNIT	916.96
EFT28445	30/05/2019	FIRE AND RESCUE AUSTRALIA PTY LTD	WIND AND WATERPROOF MATCHES FOR HAZARD REDUCTION PROGRAM	660.00
EFT28446	30/05/2019	FLYING DUCK CAFE	CATERING FOR VOLUNTEERS FUNCTION 23 MAY 2019	750.00
EFT28447	30/05/2019	GEOGRAPHE CIVIL PTY LTD	RECONSTRUCTION OF MARANUP FORD ROAD SECTION - APRIL CLAIM	400,277.87
EFT28448	30/05/2019	H C JONES & CO	REPAIR COPPER PIPE ON EXTERNAL ENTERTAINING DECK OF BTN CRC	122.76
EFT28449	30/05/2019	HESTER BROOK BUSH FIRE BRIGADE	ASSISTANCE AT BURN ON LOT 10 LES WOODHEAD AVE & WINNEJUP ROAD RESERVE	750.00
EFT28450	30/05/2019	INSTITUTE OF PUBLIC WORKS ENGINEERING	IPWEA PLANT & VEHICLE MANAGEMENT MANUAL - EDITION 3	474.82
EFT28451	30/05/2019	INTERFIRE AGENCIES PTY LTD	2 X 19MM X 30M YELLOW HOSES	970.20
EFT28452	30/05/2019	KANGAROO GULLY BUSHFIRE BRIGADE	BRIGADE ASSISTANCE AT MAF BURNS ON RIFLE RANGE RD, WINNEJUP RD & LES WOODHEAD AVE	1,837.50
EFT28453	30/05/2019	KEYBROOK UTILITY SERVICES	PICKUP AND TRANSPORT ASBESTOS FROM WASTE FACILITY TO MANJIMUP	454.00
EFT28454	30/05/2019	ALBERT KLAASSEN ELECTRICAL	RCD TESTING & CHECK MAIN EARTHS OF VARIOUS SHIRE BUILDINGS	2,090.00
EFT28455	30/05/2019	RADOVAN KOLOC	VARIOUS SHIRE MAINTENANCE WORKS	2,200.00
EFT28456	30/05/2019	LANDGATE	LAND VALUATION ENQUIRY CHARGES	11,832.20
EFT28457	30/05/2019	LIFESPORTS BRIDGETOWN	2 X TABLE SOCCER TABLES BALLS FOR BLC	17.98
EFT28458	30/05/2019	LONSDALE PARTY HIRE	TABLECLOTH AND GLASS HIRE FOR VOLUNTEERS FUNCTION 23 MAY 2019	157.90
EFT28459	30/05/2019	DOREEN MACKMAN	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT28460	30/05/2019	MANJIMUP TOYOTA & MITSUBISHI	STIHL 661 CHAINSAW	1,900.00
EFT28461	30/05/2019	MANJIMUP LIQUID WASTE	PUMP OUT OF SEPTIC TANKS AT GREENBUSHES CAMPING GROUND ABLUTION BLOCK	480.00
EFT28462	30/05/2019	MICK TUCK GRADER SERVICES PTY LTD	CONTRACT GRADER SERVICES	10,139.43
EFT28463	30/05/2019	JOANN ROBERTA MOORE	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT28464	30/05/2019	DI, IJ & ME MUIR	GRAVEL FOR WINNEJUP ROAD RECONSTRUCTION WORKS	16,857.44
EFT28465	30/05/2019	MULLALYUP FOREST FARM NURSERY	VARIOUS TREES FOR FOUR SEASONS, BRIDGETOWN CEMETERY & BLACKWOOD RIVER PARK	9,680.00
EFT28466	30/05/2019	NELSONS OF BRIDGETOWN	ACCOMMODATION FOR WORKFORCE PLAN CONSULTANTS	325.00
EFT28467	30/05/2019	JOHN DIGBY NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT28468	30/05/2019	ORBIT HEALTH AND FITNESS SOLUTIONS	EQUIPMENT FOR FIT50S PILATES PROGRAM & 3 MONTHS HIRE OF GYM EQUIPMENT	1,447.54
EFT28469	30/05/2019	P.A. DOUST & CO.	SUPPLY CONCRETE FOR BARRIER KERB FOR WINNEJUP ROAD & MOULTON STREET	3,927.00
EFT28470	30/05/2019	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,730.00
EFT28471	30/05/2019	RAECO	LIBRARY SUPPLIES & EQUIPMENT	287.10
EFT28472	30/05/2019	RED ELECTRICAL	ELECTRICAL WORK FOR OFFICE REDEVELOPMENT	1,430.00
EFT28473	30/05/2019	RICHFEEDS AND RURAL SUPPLIERS	CHICKEN MANURE (DYNAMIC 2000) FOR MEMORIAL PARK	49.00
EFT28474	30/05/2019	PATRICK M SCALLAN	MONTHLY COUNCILLOR ALLOWANCE	880.00
EFT28475	30/05/2019	SCHWEPPE AUSTRALIA PTY LTD	DRINKS FOR THE BLC CAFE	103.86
EFT28476	30/05/2019	SCOPE BUSINESS IMAGING	MONTHLY PRINTING AND COPYING CHARGES & TRAVEL CHARGES	3,779.16
EFT28477	30/05/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF SOCIAL CLUB DEDUCTIONS FOR MAY	128.00
EFT28478	30/05/2019	SOUTHERN LOCK & SECURITY	KEYS CUT FOR BLC (BN170G SYSTEM)	70.50
EFT28479	30/05/2019	SOUTH WEST ISUZU	REPAIRS TO HOIST ON PARKS & GARDENS TIPTRUCK	561.76
EFT28480	30/05/2019	STEWART & HEATON CLOTHING CO PTY LTD	MULTIPLE PAIRS OF DFES NOMEX TROUSERS BRIDGETOWN BFB	687.24
EFT28481	30/05/2019	DION STEVEN	ENVIRONMENTAL WORKS FOR THE MONTH OF MAY	2,123.30
EFT28482	30/05/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC	CONTRIBUTION TOWARDS DEFIBS AT FIRE STATIONS- CATTERICK BFB	256.43
EFT28483	30/05/2019	SYNERGY	ELECTRICITY	415.45
EFT28484	30/05/2019	THE STABLES IGA	VARIOUS GROCERY SUPPLIES FOR SHIRE OFFICES & EVENTS	145.55
EFT28485	30/05/2019	TOTAL GREEN RECYCLING	E-WASTE RECYCLING - MAY	791.67
EFT28486	30/05/2019	TPG NETWORK PTY LTD	NBN FOR LIBRARY - MAY	159.50
EFT28487	30/05/2019	ALAN JOSEPH WILSON	MONTHLY COUNCILLOR ALLOWANCE	1,057.08
EFT28488	30/05/2019	JESSICA-MARY WILSON	REIMBURSEMENT FOR MEDICAL	169.80



**SHIRE OF BRIDGETOWN-GREENBUSHES**

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EFT28489	30/05/2019	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES, OFFICE STATIONERY & OFFICE FURNITURE	2,300.73
EFT28490	30/05/2019	WORKWEAR GROUP	CORPORATE UNIFORMS	199.16
EFT28491	30/05/2019	YORNUP HALL COMMITTEE	REIMBURSEMENT FOR ELECTRICITY	365.50
<b>CHEQUES</b>				
30833	02/05/2019	AIBS WA CHAPTER	PBO TRAINING COURSE	300.00
30834	02/05/2019	HARVEY NORMAN BUNBURY	DRONE FOR BUSH FIRE MITIGATION WORKS	88.00
30835	02/05/2019	TELSTRA	TELEPHONE	1,155.73
30836	02/05/2019	WATER CORPORATION	WATER CHARGES	2,091.03
30837	16/05/2019	AUSTRALIAN ARTIST PUBLISHING	ANNUAL SUBSCRIPTION RENEWAL	75.00
30838	16/05/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR APRIL	1,955.00
30839	16/05/2019	TELSTRA	TELEPHONE	2,966.43
30840	30/05/2019	NATIONAL GEOGRAPHIC SOCIETY	ANNUAL SUBSCRIPTION RENEWAL TO NATIONAL GEOGRAPHIC MAGAZINE	75.00
30841	30/05/2019	PACIFIC MAGAZINES	ANNUAL SUBSCRIPTION RENEWAL FOR HOME BEAUTIFUL MAGAZINE	35.64
30842	30/05/2019	PIVOTEL SATELLITE PTY LTD	2018-19 MONTHLY TRACK SPOT TRACKERS FEES - MAY	155.00
30843	30/05/2019	RAC	ANNUAL RENEWAL FOR BUSINESS ABSOLUTE FOR COMMUNITY BUS	196.00
30844	30/05/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTORS DEDUCTIONS FOR MAY	1,890.94
30845	30/05/2019	SHIRE OF DARDANUP	2018/19 ANNUAL SUBSCRIPTION SIRSIDYNIX	3,524.26
30846	30/05/2019	ST BARNABAS ANGLICAN CHURCH GUILD	BAGS OF COTTON RAG	60.00
30847	30/05/2019	TELSTRA	TELEPHONE	1,080.25
				<b><u>1,106,782.69</u></b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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<b>TRUST FUND</b>				
<b>DIRECT DEBITS - LICENSING TRUST</b>				
22667	01/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/05/2019	2,116.75
22668	02/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/05/2019	3,367.45
22669	03/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/05/2019	5,514.85
22670	06/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/05/2019	3,494.70
22671	07/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/05/2019	7,521.95
22672	08/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/05/2019	5,457.00
22673	09/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/05/2019	3,769.35
22674	10/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/05/2019	7,358.05
22675	13/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/05/2019	5,120.25
22676	14/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/05/2019	3,087.35
22677	15/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/05/2019	7,175.00
22678	16/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/05/2019	6,806.05
22679	17/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/05/2019	2,184.25
22680	20/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/05/2019	2,717.00
22681	21/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/05/2019	2,258.85
22682	22/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/05/2019	2,504.85
22683	23/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/05/2019	3,402.60
22684	24/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/05/2019	7,256.55
22685	27/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/05/2019	6,608.05
22686	28/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/05/2019	2,012.65
22687	29/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/05/2019	3,972.70
22688	30/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 30/05/2019	5,465.95
22689	31/05/2019	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/05/2019	1,882.30
<b>CHEQUES - GENERAL TRUST</b>				
2262	16/05/2019	CONSTRUCTION TRAINING FUND	BCITF LEVIES COLLECTED FOR THE MONTH OF APRIL	151.75
2263	16/05/2019	CITY AND REGIONAL FUELS MANJIMUP	HALL HIRE BOND REFUND	100.00
2264	16/05/2019	PATRICIA RODGERS	HALL HIRE BOND REFUND	100.00
2265	16/05/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS RETAINED	33.25
2266	24/05/2019	MICHAEL HOAR	STANDPIPE CARD BOND REFUND	100.00
2267	24/05/2019	JOYCE INGRAM	ANIMAL TRAP BOND REFUND	50.00
2268	24/05/2019	LISA PRATICO	GREENBUSHES HALL HIRE BOND REFUND	100.00
2269	24/05/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES FEES & COMMISSIONS RETAINED	600.00
<b>ELECTRONIC PAYMENTS - GENERAL TRUST</b>				
EFT28402	16/05/2019	B-TOWN COMMUNITY RESOURCE CENTRE	HALL HIRE BOND REFUND	100.00
EFT28403	16/05/2019	BUILDING COMMISSION	BSL'S COLLECTED FOR THE MONTH OF APRIL	331.20
EFT28404	16/05/2019	BUNBURY POOL CENTRE	REFUND OF BCITF LEVY INCORRECTLY CHARGED	52.44
EFT28405	16/05/2019	JULIA CAROL WILSON	COMMUNITY STALL BOND REFUND	50.00
EFT28415	24/05/2019	BRIDGETOWN CHURCH OF CHRIST	HALL HIRE BOND REFUND	100.00
EFT28416	24/05/2019	ADRIAN WILLIAMS	COMMUNITY BUS BOND REFUND FOR CANCELLED BOOKING	300.00
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
1302	22/05/2019	JOHN MASLIN	CONSIGNMENT STOCK SOLD FOR APRIL	40.50
1303	22/05/2019	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE COMMISSIONS RETAINED	282.99

**SHIRE OF BRIDGETOWN-GREENBUSHES**

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

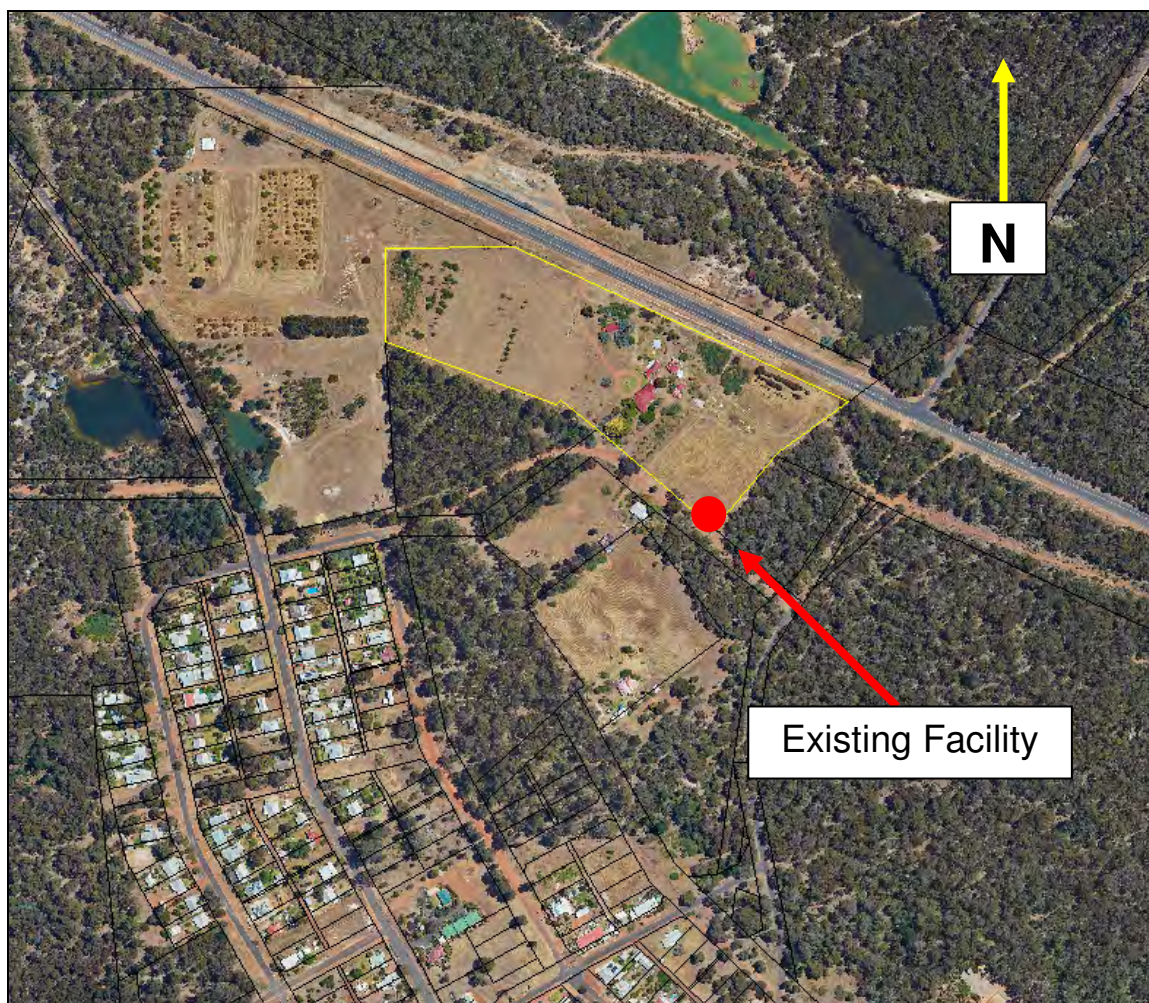
<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount</b>
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT28409	22/05/2019	BGBTA INC	CONSIGNMENT STOCK SOLD FOR APRIL	45.00
EFT28410	22/05/2019	BRIDGETOWN'S GRUMPY OLD MEN INC	CONSIGNMENT STOCK SOLD FOR APRIL	30.00
EFT28411	22/05/2019	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR APRIL	854.19
EFT28412	22/05/2019	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR APRIL	148.76
EFT28413	22/05/2019	WUD	CONSIGNMENT STOCK SOLD FOR APRIL	82.31
V300177	13/05/2019	COMMONWEALTH BANK	TOTAL ACCOMMODATION FOR THE MONTH OF APRIL	18,343.13
				<b><u>123,050.02</u></b>

This schedule of accounts paid for the Municipal Fund totalling **\$1,106,782.69** and for the Trust Fund totalling **\$123,050.02** which was submitted to each member of the Council on 27th June 2019 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/05/2019 - \$277,374.77

  
.....  
CHIEF EXECUTIVE OFFICER

27 June 2019



**Proposed Telecommunications Infrastructure Upgrade  
(Fixed Wireless NBN Facility) - Lot 13288 Lindsay Road, Greenbushes**

(Shire of Bridgetown-Greenbushes – Aerial Photograph 2018)



Aurecon Australasia Pty Ltd  
 ABN 54 005 139 873  
 Level 5, 863 Hay Street  
 Perth WA 6000  
 Australia

T +61 8 6145 9300  
 F +61 8 6145 5020  
 E perth@aurecongroup.com  
 W aurecongroup.com

29 March 2019

The Chief Executive Officer  
 Shire of Bridgetown Greenbushes  
 PO Box 271  
 BRIDGETOWN WA 6255

Attention: Planning Department

Via email: <btnshire@bridgetown.wa.gov.au>

Dear Sir/Madam

**Proposed upgrade to an existing nbn 65m Guyed Mast located at Lot 13288 Plan 188481 Lindsay Road, Greenbushes WA 6254 (Lot 13288 DP188481)**

nbn has engaged Ericsson as the equipment vendor and project manager to establish the infrastructure required to facilitate the fixed wireless component of the nbn™ network. Ericsson has in turn engaged Aurecon to act on its behalf in relation to the establishment of the required fixed wireless network infrastructure.

The nbn™ network is an upgrade to Australia's existing telecommunications network. It is designed to provide Australians with access to fast, affordable and reliable internet and landline phone services.

nbn plans to upgrade the existing telecommunications network in the most cost-efficient way using best-fit technology and taking into consideration existing infrastructure. In this respect, Ericsson on behalf of nbn is proposing to undertake upgrade works on the existing nbn™ Fixed Wireless lattice tower within the property described above.

The upgrade works would otherwise be deemed low-impact in accordance with the *Telecommunications (Low-impact Facilities) Determination 2018* ("The Determination") if it was not for a replacement parabolic dish antenna having a diameter 600mm greater than that permissible without development approval under the Determination. As such the single element of the works for which development approval is required is for a 2400mm parabolic dish antenna that will replace an existing 1800mm diameter parabolic dish antenna.

It is our assertion that the visual impact of the larger parabolic dish above that of what it replaces in addition to the additional low-impact works are trivial in the context of the overall facility. The proposed upgrade will not result in any impacts on the amenity of the area given the works are confined to the lattice tower (no soil disturbance) and the operation of the facility will be unchanged (vehicle movements, noise or emissions).

For transparency we have captured the full extent of the proposed upgrade in this application.

We propose to pay the \$147 application fee by credit card over the phone at the time of lodgement.

**Proposed Development**

The proposed amendment consists of the following works:

- Replacement of an existing 1800mmØ parabolic dish antenna with a 2400mmØ parabolic dish antenna at an approximate elevation of 62m;
- Installation of a 1800mmØ parabolic dish antenna at an approximate elevation of 61m;
- Installation of an Argus SSPX310R panel antenna at the 57.5m above ground level;



- Installation, relocation and replacement of associated ancillary equipment including the installation of ten (10) additional RAU's and four (4) RRUS 2218 remote radio units; and
- Relocation of an existing 1800m parabolic dish antenna at an approximate elevation of 63.5m above ground level;
- Relocation of an existing 600mm parabolic dish antenna at an approximate elevation of 37m above ground level;
- Replacement of two (2) outdoor cabinets and an upgrade to the existing meter panel; and
- Ancillary works including new cables and a cannister.

The proposed upgrade is necessary to ensure that a crucial link in transmission between this facility and the Boyup Brook and North Greenbushes can be improved and a new connection to Bridgetown South within the Fixed Wireless network is established. A break in this chain of connection would have a flow on effect throughout the network and would impact the provision of service to multiple communities throughout the Greenbushes area and wider region. Plans of the proposed upgrade are provided at **Appendix B**.

### **Telecommunications Act 1997**

Under the *Telecommunications Act 1997* (The Act), the Government established the *Telecommunications Code of Practice 1997* (Code of Practice), which sets out the conditions under which a carrier must operate. nbn, as a licensed telecommunications carrier, must comply with the *Telecommunications Act 1997* and the *Telecommunications Code of Practice 1997* for all telecommunication facilities. Under the Act, provisions allow telecommunications carriers to be exempt from State and Territory planning laws legislation when the proposed facility is compliant with the *Telecommunications (Low-impact Facilities) Determination 2018* ("The Determination").

As stated above the proposed installation of the antennas and associated equipment in this way would typically be described as a 'low-impact' facility in accordance with The Determination. However, the proposed works include the installation of a replacement 2400mm diameter parabolic antenna, which exceeds the maximum allowable diameter for a parabolic antenna to be considered as a low-impact installation within a principal designated rural area, in accordance with the Schedule, Part 1, Item 7(a) of the *Telecommunications (Low-impact Facilities) Determination 2018*.

Alternative antenna arrangements including parabolic antenna with a reduced diameter (which would not require planning approval) were considered; however, an 1800mm diameter would not have met the network requirements.

### **Subject Land and Locality**

The subject land is legally described as Lot 13288 on Plan 188481 (No. 9) Lindsay Road, Greenbushes WA 6254. A Copy of Title is provided at **Appendix D**.

The subject land is located within the State Forest, in accordance with the Shire of Bridgetown - Greenbushes Town Planning Scheme No.4 (TPS4).

The existing nbn™ Fixed Wireless facility comprises a 65m lattice structure and associated equipment, located towards the south-eastern corner of land which is owned by Suzanne Elizabeth Bottomley and Trevor George Bottomley, which is situated approximately 14.75km north-west of the Bridgetown - Greenbushes Township. The subject land is rural and includes a dwelling and ancillary buildings and structures. Whilst predominantly cleared, the subject land contains scattered mature trees and abutting properties contain substantial remnant vegetation that provides significant screening when viewed from the West, South and East.

The surrounding locality consists primarily of State forests with the Township area of Greenbushes to the south. The nearest dwelling (not in same ownership) at 10 Lindsay Road is located approximately 100m south of the existing facility. It is unclear whether the additional equipment would be visible when viewed from this dwelling.

## Planning Policy Framework

The following section identifies the pertinent Federal, State and Local Government policies and assessment criteria. A summary of the compliance against the key objectives and relevant requirements from these documents has been provided as applicable.

### Western Australian Planning Commission Statement of Planning Policy No 5.2 – Telecommunications Infrastructure

State Planning Policy 5.2, prepared under Part Three of the *Planning and Development Act 2005* is applicable in the assessment of this facility. The State Policy applies to all telecommunications infrastructure except that exempted by the *Telecommunications (Low Impact Facilities) Determination 2018*.

The State Policy encourages co-location of facilities. Given this is an upgrade it is considered that the objectives of the planning policy have been satisfied.

### Shire of Bridgetown - Greenbushes Town Planning Scheme No.4 (TPS4)

In the case of current proposed upgrades, the subject site is reserved under the TPS4 for 'State Forest' (Figure 1). In accordance with the TPS4 Telecommunications Infrastructure:

*"means any part of infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, put or other structure used, or for use, in or in connection with a telecommunications network."*

The subject land is zoned 'State Forest' under the TPS4.



Figure 1 Extract from map 6, TPS4

The tower is reserved under TPS4 for State Forest. It is noted that there are several properties in the vicinity of Lindsay Road reserved as 'State Forest' but are used for residential or agricultural purposes.

The subject land does not exhibit the land use characteristics typically associated with State Forest being for the purposes of conservation, recreation of forestry. Furthermore, the subject land is in private ownership rather than Crown land vested to the State of Western Australia.

The aims and purposes of Telecommunications Infrastructure as per Clause 4.12.2 states:

- (a) *Consistency with the objectives and purpose of the reserve;*
- (b) *Social and economic benefits of the proposal.*

The Council may determine that the proposed development may be consistent with the objectives and purpose of the reserve. Given the land use is established we submit that non-conforming use rights affirms this consistency. Furthermore, the upgrade will not result in any measurable adverse impact on the amenity of the area, nor will the operation of the facility change or additional attendance for maintenance or other purposes be required.

Where possible, nbn look for opportunities to utilise existing infrastructure in upgrading it's fixed wireless network service rather than establish new facilities. As such, no 'greenfield' options were explored as they were not required to achieve the network performance upgrade and would result in a greater environmental and visual impact.

### **Planning Assessment**

The upgrade is limited to the installation, replacement or relocation of four (4) parabolic dish antennas, one (1) panel antenna and ancillary equipment to maintain the chain of transmission between this existing facility at Greenbushes (Site Ref: Greenbushes R02-6KAZ-6BGT-5108) and others within the nbn™ Fixed Wireless network.

As previously mentioned, the component of the upgrade not otherwise exempt from local government approval is will have little visual impact in the context of the location, siting and design of the existing facility, and is consistent with the principles and objectives of the planning policy framework.

### **Visual Impact**

The proposed upgrade will not significantly alter the profile of the existing 65m lattice structure and, as such, is considered to have a negligible impact on the visual amenity of the surrounding locality. Importantly, the existing facility is removed by approximately 190m from a motorists' viewshed when travelling along the South Western Highway in either direction and is significantly screened by mature vegetation.

Furthermore, the equipment will be colour-matched and will be of a non-reflective finish.

Overall it is considered that the proposed upgrade works will have a negligible visual impact.

### **Public Safety related to Radiofrequency Emissions**

In relation to public safety and specifically Electromagnetic Emissions (EME) and public health, nbn™ network operates within the operational standards set by the Australian Communication and Media Authority (ACMA) and Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA is a Federal Government agency incorporated under the Health and Ageing portfolio and is charged with the responsibility for protecting the health and safety of both people and the environment from the harmful effects of radiation (ionising and non-ionising).

All nbn™ network installations are designed and certified by qualified professionals in accordance with all relevant Australian Standards. This helps to ensure that the nbn™ facility does not result in any increase in the level of risk to the public. It is for this reason that the new Telecommunications Infrastructure State Planning Policy makes it clear that public health is not a matter for local government to consider when determining development applications.

This facility will remain in compliance with the mandatory standard for human exposure to EME – currently the Radio communications (Electromagnetic Radiation Human Exposure) Standard 2014. The EME Report associated with this site is attached in **Appendix C** and is unchanged as a result of the installation of the



parabolic dish. The report shows that the maximum predicted EME will equate to 0.081% of the maximum exposure limit (where 100% of the limit is still considered to be safe).

## **Telecommunications Facilities**

The upgrade will ensure the continuance of the **nbn™** Fixed Wireless network throughout the Shire of Bridgetown - Greenbushes in order to allow for the provision of fast, reliable broadband internet service.

The availability of wireless high-speed internet enables smaller settlements to be serviced for which a cable service is not economically feasible. Services such as the transfer of medical images, marketing and research activities are all able to be performed more efficiently so as to allow more equitable competition with metropolitan businesses. These services also have the potential to allow people to stay in their homes longer by providing improved access to medical professionals, or medical monitoring services. The introduction of the **nbn™** within the community will allow for access to information and services which have the potential to provide a richer and more diverse experience for the end user.

The proposed upgrade will ensure the existing telecommunications facility continues to meet the needs of the surrounding community.

## **Conclusion**

The proposed upgrade in its entirety (let alone the assessable component being the additional 600mm width of a single parabolic dish antenna at the 62m level) is considered minor in nature and consistent with the provisions of the Shire of Bridgetown - Greenbushes Town Planning Scheme No.4 and the broader planning policy framework.

The visual impact will be negligible and does not outweigh the community benefit an enhancement to the existing technology will bring to the community.

We are of the opinion that approval of this proposal should be treated as a procedural matter and determined under delegated authority.


If you have any queries regarding the subject application please do not hesitate to call Joel Gajic on 6145 9405 or alternatively email on [joel.gajic@aurecongroup.com](mailto:joel.gajic@aurecongroup.com)

Yours Sincerely,




Joel Gajic  
Manager, Environment and Planning

Appendix A	Development Application Form
Appendix B	Plans of the Upgrade
Appendix C	EME Report
Appendix D	Copy of Title



Client:



ERICSSON

Client:

Project:

**NATIONAL BROADBAND NETWORK**

**SITE No: 68GT-51-08-GREB GREENBUSHES**

LOT 13288  
LINDSAY ROAD  
GREENBUSHES  
WA 6254

**FOR CONSTRUCTION**

B 212010 EXPANSION PROJECT

AD 202010 AS BUILT

A 100000 UPDATING PARABOLIC ANTENNAS & ODC


20 200000 AS BUILT

30 200000 UNSEALING FLOOR ADED

40 200000 FOR CONSTRUCTION REVIEW BASE

50 200000 FOR CONSTRUCTION REVIEW BASE

Rev: Date: Revision: Details



Aurecon Australia Pty Ltd ABN 54 005 489 870

DESIGNED MV

CHECKED ODC

APPROVED PP

Drawing Title:

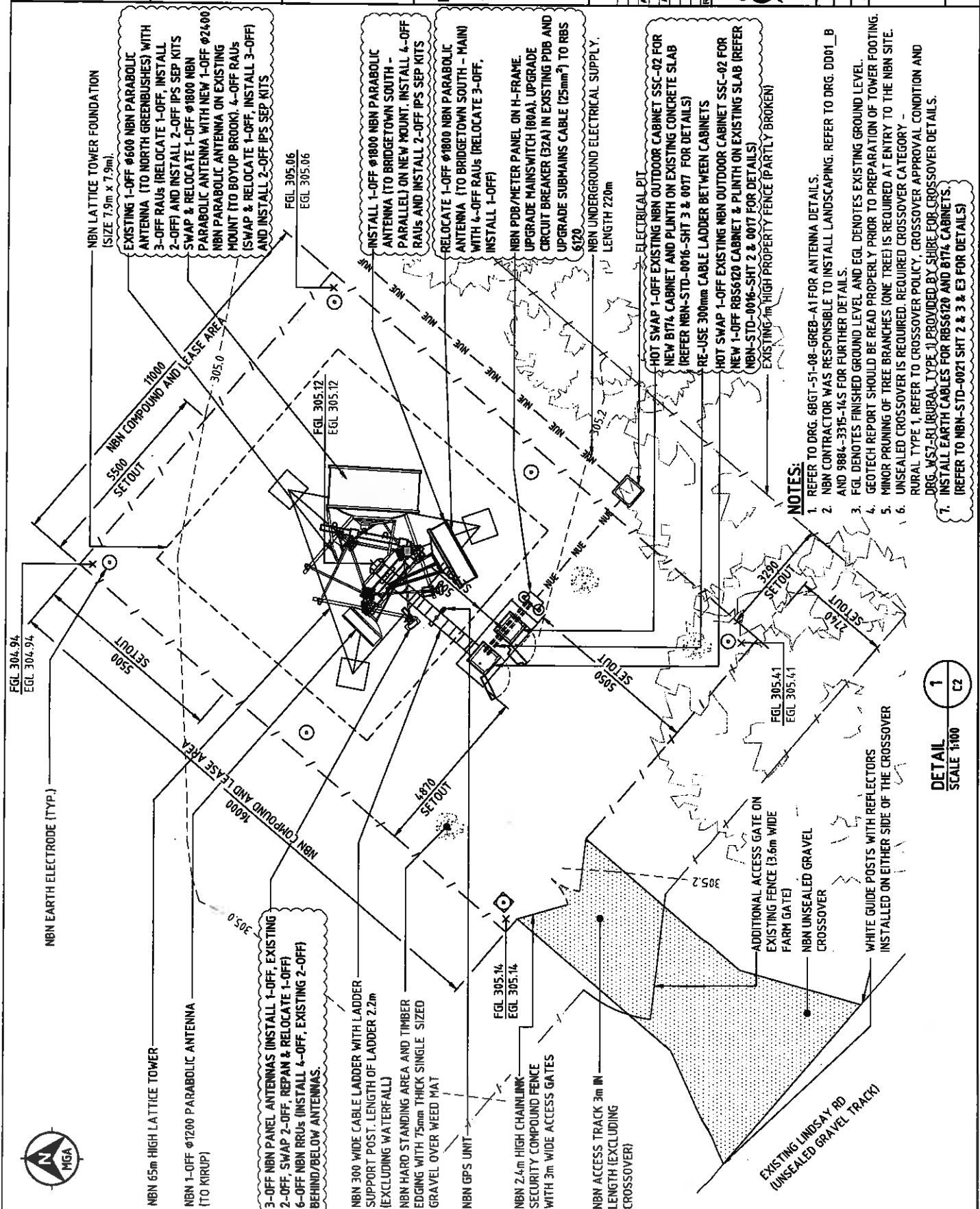
**SITE SETOUT PLAN**

Drawing No:

**68GT-51-08-GREB-C3**

Revision:

**B**



- NOTES:**
- REFER TO DRG. 68GT-51-08-GREB-A1 FOR ANTENNA DETAILS.
  - NBN CONTRACTOR WAS RESPONSIBLE TO INSTALL LANDSCAPING. REFER TO DRG. DD01\_B AND 9884-3315-14'S FOR FURTHER DETAIL S.
  - FGL DENOTES FINISHED GROUND LEVEL AND EGL DENOTES EXISTING GROUND LEVEL.
  - GEOTECH REPORT SHOULD BE READ PROPERLY PRIOR TO PREPARATION OF TOWER FOOTING. MINOR PRUNING OF TREE BRANCHES (ONE TREE) IS REQUIRED AT ENTRY TO THE NBN SITE.
  - UNSEALED CROSSOVER IS REQUIRED. REQUIRED CROSSOVER CATEGORY - RURAL TYPE 1. REFER TO CROSSOVER POLICY, CROSSOVER APPROVAL CONDITION AND DRG. WS2-BLUBRAL TYPE 1 PROVIDED BY SHIRE FOR CROSSOVER DETAILS.
  - INSTALL EARTH CABLES FOR RBS6120 AND B714 CABINETS. REFER TO NBN-STD-0021 SHT 2 & 3 & E3 FOR DETAILS.

**DETAIL**

**SCALE 1:100**

**1**

**C2**



Client: NBN

Client: ERICSSON

Client:

Project: NATIONAL BROADBAND NETWORK  
SITE No: 6BG7-51-08-GREB  
GREENBUSHES  
LOT 13286  
LINDSAY ROAD  
GREENBUSHES  
WA 6254

FOR CONSTRUCTION

B. 31.08.19 EXPANSION PROJECT  
ART 20.03.19 AS BUILT  
A. 30.04.19 UPDATING PARABOLIC ANTENNAS & ODC  
AB 27.08.19 AS BUILT  
B. 28.04.19 FOR CONSTRUCTION ISSUE  
A. 16.01.19 PRE CONSTRUCTION REVIEW ISSUE  
Rev. Date Revision Details



DESIGNED MV  
CHECKED ODC  
APPROVED PP

Drawing Title: SITE ELEVATION

Drawing No. 6BG7-51-08-GREB-C4  
Revision B

Scale 1:250

Sheet A3

▽ EL. 62.00m  
C/L SWAP & RELOCATE 1-OFF #1800 NBN PARABOLIC ANTENNA WITH NEW 1-OFF #2400 NBN PARABOLIC ANTENNA ON EXISTING MOUNT (TO BOYUP BROOK). 4-OFF RAUS (SWAP & RELOCATE 1-OFF, INSTALL 3-OFF) AND INSTALL 2-OFF IPS SEP KITS

▽ EL. 60.00m  
C/L NBN 1-OFF #1200 PARABOLIC ANTENNA (TO KRUPP)

▽ EL. 55.50m  
C/L 2-OFF NBN CANNISTERS (EXISTING 1-OFF, INSTALL 1-OFF) MOUNTED TO STEELWORK

▽ EL. 65.00m  
TOP OF NBN LATTICE TOWER

▽ EL. 63.50m  
C/L RELOCATE 1-OFF #1800 NBN PARABOLIC ANTENNA (TO BRIDGETOWN SOUTH - MAIN) WITH 4-OFF RAUS (RELOCATE 3-OFF, INSTALL 1-OFF) EXISTING 2-OFF IPS SEP KITS

▽ EL. 61.00m  
C/L INSTALL 1-OFF #1800 NBN PARABOLIC ANTENNA (TO BRIDGETOWN SOUTH - PARALLEL) ON NEW MOUNT. INSTALL 4-OFF RAUS AND INSTALL 2-OFF IPS SEP KITS

▽ EL. 57.50m  
C/L 3-OFF NBN PANEL ANTENNAS (INSTALL 1-OFF, EXISTING 2-OFF) 6-OFF NBN RRUs (INSTALL 4-OFF, EXISTING 2-OFF) BEHIND/BELOW ANTENNAS.

▽ EL. 37.00m  
C/L EXISTING 1-OFF #600 NBN PARABOLIC ANTENNA (TO NORTH GREENBUSHES) WITH 3-OFF RAUS (RELOCATE 1-OFF, INSTALL 2-OFF) AND INSTALL 2-OFF IPS SEP KITS

NBN 65m LATTICE TOWER

NEW AND EXISTING NBN FEEDER CABLES ON TOWER FEEDER BRACKET

NBN UNDERGROUND ELECTRICAL SUPPLY ROUTE

EXISTING 1m HIGH PROPERTY FENCE (PARTLY BROKEN)

▽ EL. 0.00m (RL 305.27m AHD) BOTTOM OF TOWER

▽ EL. -0.15m (RL 305.12m AHD) FINISHED GROUND LEVEL AT TOWER FOOTING CENTRE

### SOUTHEAST ELEVATION

SCALE 1:250

▽ EL. 62.00m  
C/L SWAP & RELOCATE 1-OFF #1800 NBN PARABOLIC ANTENNA WITH NEW 1-OFF #2400 NBN PARABOLIC ANTENNA ON EXISTING MOUNT (TO BOYUP BROOK). 4-OFF RAUS (SWAP & RELOCATE 1-OFF, INSTALL 3-OFF) AND INSTALL 2-OFF IPS SEP KITS

▽ EL. 60.00m  
C/L NBN 1-OFF #1200 PARABOLIC ANTENNA (TO KRUPP)

▽ EL. 55.50m  
C/L 2-OFF NBN CANNISTERS (EXISTING 1-OFF, INSTALL 1-OFF) MOUNTED TO STEELWORK

- NOTES:**
1. NBN PANEL ANTENNAS ARE FACTORY COLOUR (LIGHT GREY).
  2. REFER TO DRG. 6BG7-51-08-GREB-A1 FOR ANTENNA DETAILS.
  3. LANDSCAPE OMITTED IN THIS PAGE FOR CLARITY.
  4. INSTALL EARTH CABLES FOR RBS6120 AND B774 CABINETS. (REFER TO NBN-STD-0021 SHT 2 & 3 & E3 FOR DETAILS)

NBN GPS UNIT

NBN 300 WIDE CABLE LADDER WITH LADDER SUPPORT POST

HOT SWAP 1-OFF EXISTING NBN OUTDOOR CABINET SSC-02 FOR NEW 1-OFF RBS6120 CABINET & PLINTH ON EXISTING SLAB (BEHIND) (REFER NBN-STD-0016-SHT 2 & 0017 FOR DETAILS)

HOT SWAP 1-OFF EXISTING NBN OUTDOOR CABINET SSC-02 FOR NEW B774 CABINET AND PLINTH ON EXISTING CONCRETE SLAB (REFER NBN-STD-0016-SHT 3 & 0017 FOR DETAILS)

NBN PDB/METER PANEL ON H-FRAME. UPGRADE MAINS SWITCH (B0A). UPGRADE CIRCUIT BREAKER (B2A) IN EXISTING PDB AND UPGRADE SUBMANN'S CABLE (25mm<sup>2</sup>) TO RBS 6120

NBN 2.4m HIGH CHAINLINK SECURITY COMPOUND FENCE WITH 3m WIDE ACCESS GATES

NBN LATTICE TOWER FOUNDATION



NOTE: 2 TRAY SUPPORT POSTS AT TOWER

CONNECT THE NEW RBS6120 TO THE EXISTING SERVICE EARTH BAR (REFER NBN-STD-0021-SHT 3 FOR CONNECTION DETAILS)

SEE NOTE 11

SEE NOTE 10

BOND FENCE POST TOGETHER UNDER GROUND

CONNECT NEW 1-OFF BT14 TO MAIN EARTH TERMINAL (REFER NBN-STD-0021-SHT 3 FOR DETAILS)

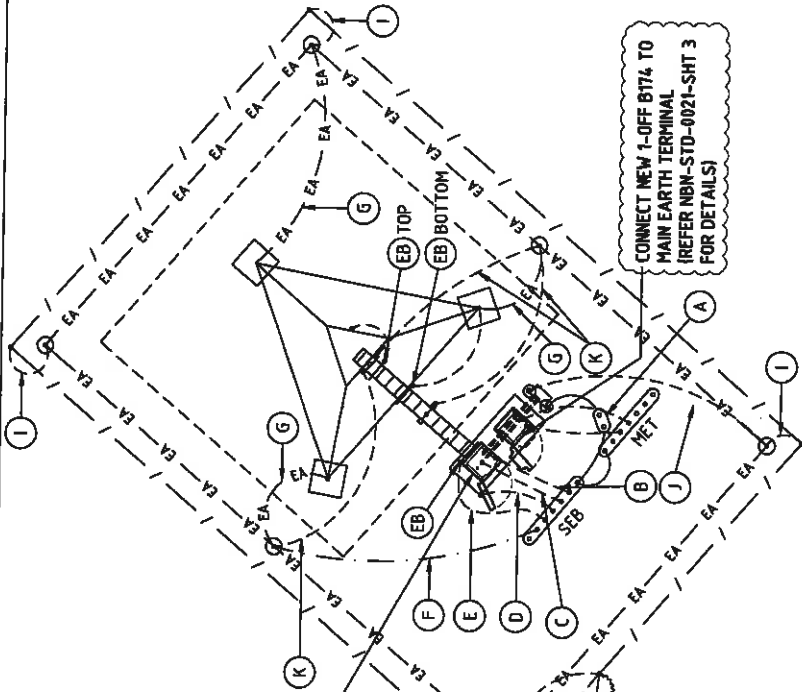
**EARTHING INSTALLATION:**

ALL ITEMS ARE EARTHED GENERALLY AS SHOWN ON THIS DRAWING. FOR CONNECTION REFERENCE NUMBER, CABLE SIZE, REFER BELOW. FOR SPECIFICATIONS AND CONNECTION DETAILS REFER TO "NBN RAN INSTALLATION" DESIGN/CONSTRUCTION SPECIFICATION, SECTION 11 "SITE EARTHING".

**NOTES:**

1. ALL EARTHING COMPLIED WITH AS/NZS3000 SECTION 5.3.2. AND AS/NZS 1768
2. ALL EARTHING ELECTRODES ARE 13mm DIAMETER COPPER BONDED HARDENED STEEL RODS DRIVEN TO 3m DEPTH UNLESS SPECIFIED OTHERWISE.
3. PROVIDED MINIMUM OF 3-OFF EARTH BARS: ON HEADFRAME OR TURRET, ON TOWER ABOVE ELEVATED CABLE LADDER AND THE ODC.
4. SERVICE EARTH BAR ARE FACE FIXED TO ODC BASE FRAME VIA INSULATORS.
5. WHERE LANDSCAPING IS REQUIRED, THE CONTRACTOR ENSURED THAT EXCAVATION FOR LANDSCAPING IS COMPLETED BEFORE INSTALLATION OF THE EARTH TAPE AND LEADS TO AVOID DAMAGE TO THE EARTHING SYSTEM. INSTALLED EARTH BAR CONNECTED TO TOWER CLEAR IF INSUFFICIENT HOLES.
7. PROVIDED LINK BAR 'TRAFFOLYTE', LABEL WHITE BACKGROUND AND MINIMUM 8mm HIGH BLACK LETTERING "BONDING TERMINAL /LINK BAR BEHIND".
8. REFER TO NBN STANDARD DRAWINGS NBN-STD-0019, NBN-STD-0021 AND THE LATEST NBN RAN INSTALLATION DESIGN/CONSTRUCTION SPECIFICATIONS.
9. MADE 1-HOLE LUG CONNECTIONS TO FENCE/ SUPPORT POSTS (WITH TAPPED HOLES FORM EARTHING BONDS.
10. 2mm MINIMUM THICKNESS OF 35mm<sup>2</sup> EQUIVALENT BRAIDED STRAP FOR FENCE AND GATE BONDING.
11. ALLOWANCE WAS MADE BY THE ELECTRICAL BUILD CONTRACTOR FOR ADDITIONAL ELECTRODES AS REQUIRED TO ACHIEVE EARTH RESISTANCE LESS THAN 5Ω.
12. REFER NBN-STD-0021 SHT 2 FOR CONNECTION DETAILS OF SEB AND MET.

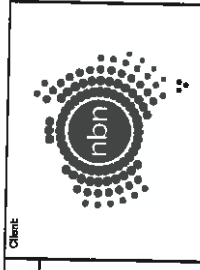
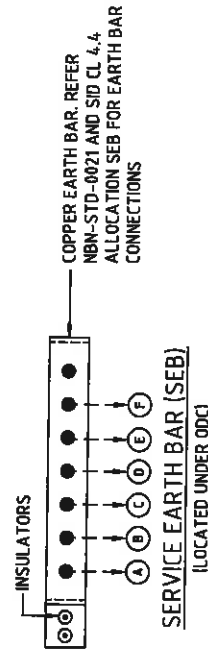
**SITE EARTHING PLAN**



ITEM	DESCRIPTION
(A)	SEB TO POWER SYSTEM EARTH BAR VIA LINK BAR
(B)	BASE FRAME TO SEB
(C)	EQUIPMENT EARTH TO SEB
(D)	CONCRETE SLAB REO TO SEB
(E)	EARTH BAR TO SEB
(F)	SEB TO ELECTRODE
(G)	TOWER TO EARTH ELECTRODE
(H)	ANTENNA FRAME TO EQUIPOTENTIAL FENCING AND GATES
(I)	H-FRAME STEELWORK TO ELECTRODE
(J)	GANTRY SUPPORT TO ELECTRODE
(K)	

**LEGEND:**

- EXISTING EARTHING ELECTRODE IN INSPECTION SLEEVE
- EXISTING TRAFFICABLE INSPECTION SLEEVE (WHERE REQUIRED)
- 16mm<sup>2</sup> STRANDED COPPER YELLOW / GREEN PVC
- 35mm<sup>2</sup> STRANDED COPPER YELLOW / GREEN PVC
- EA --- 70mm<sup>2</sup> BARE COPPER CABLE/25x3mm COPPER TAPE
- 70mm<sup>2</sup> STRANDED COPPER YELLOW / GREEN PVC
- ..... FLEXIBLE BRAIDED STRAP
- (EB) EARTH BAR (RRU, FEEDER AND RAU EARTHING)
- LINK BAR LOCATION BELOW PDB / METER PANEL IN CABLE LADDER
- EXISTING NBN COMPOUND FENCE



Client: NATIONAL BROADBAND NETWORK  
 SITE No: 68GT-51-08-GREB GREENBUSHES  
 LOT 13288  
 LINDSAY ROAD  
 GREENBUSHES  
 WA 6254

**FOR CONSTRUCTION**

**airecon**  
 Aircon Australia Pty Ltd ABN 64 008 786 070

DESIGNED MV  
 CHECKED TC  
 APPROVED PP  
 Drawing Title: **SITE EARTHING PLAN**

Drawing No.	68GT-51-08-GREB-E3
Revision	B



# Environmental EME Report

**Location** Greenbushes, Lot 13288 Lindsay Road, GREENBUSHES WA 6254

**Date** 26/07/2018

**RFNSA No.** 6254004

## How does this report work?

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at Greenbushes, Lot 13288 Lindsay Road, GREENBUSHES WA 6254. These levels have been calculated by nbn co limited using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

A document describing how to interpret this report is available at ARPANSA's website:

[A Guide to the Environmental Report.](#)

## A snapshot of calculated EME levels at this site

The maximum EME level calculated for the **existing** systems at this site is:

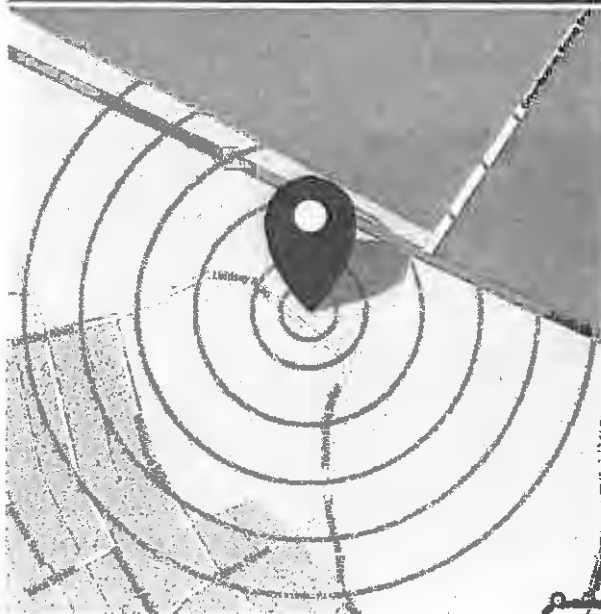
**0.027%**

out of 100% of the public exposure limit, 364.31m from the location.

The maximum EME level calculated for the **proposed** changes at this site is:

**0.081%**

out of 100% of the public exposure limit, 394.34m from the location.



### EME levels with the proposed changes

Distance from the site	Percentage of the public exposure limit
------------------------	-----------------------------------------

0-50 m	0.0056%
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50-100 m	0.0088%
----------	---------

100-200 m	0.0095%
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200-300 m	0.057%
-----------	--------

300-400 m	0.081%
-----------	--------

400-500 m	0.081%
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For additional information please refer to the EME ARPANSA Report annexure for this site which can be found at <http://www.rfnsa.com.au/6254004>.

## Radio systems at the site

This base station currently has equipment for transmitting the services listed under the existing configuration. The proposal would modify the base station to include all the services listed under the proposed configuration.

Carrier	Existing		Proposed	
	Systems	Configuration	Systems	Configuration
NBN Co	4G	LTE2300	4G	LTE2300, LTE3500 (proposed)

## An in-depth look at calculated EME levels at this site

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined. All EME levels are relative to 1.5 m above ground and all distances from the site are in 360° circular bands.

Distance from the site	Existing configuration			Proposed configuration		
	Electric field (V/m)	Power density (mW/m <sup>2</sup> )	Percentage of the public exposure limit	Electric field (V/m)	Power density (mW/m <sup>2</sup> )	Percentage of the public exposure limit
0-50m	0.28	0.2	0.002%	0.46	0.56	0.0056%
50-100m	0.39	0.41	0.0041%	0.57	0.88	0.0088%
100-200m	0.28	0.2	0.002%	0.6	0.95	0.0095%
200-300m	0.88	2.055	0.021%	1.47	5.7	0.057%
300-400m	1.005	2.68	0.027%	1.75	8.081	0.081%
400-500m	1.0	2.64	0.026%	1.74	8.059	0.081%

## Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest, identified through consultation requirements of the [Communications Alliance Ltd Deployment Code C564:2011](#) or other means. Calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

### Maximum cumulative EME level for the proposed configuration

Location	Height range	Electric field (V/m)	Power density (mW/m <sup>2</sup> )	Percentage of the public exposure limit
Greenbushes Aged Care Community facility	0-3 m	1.25	4.15	0.041%





# Disability Access & Inclusion Plan

2019-2024



Shire of  
**Bridgetown-Greenbushes**  
.... simply beautiful

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## Message from the President

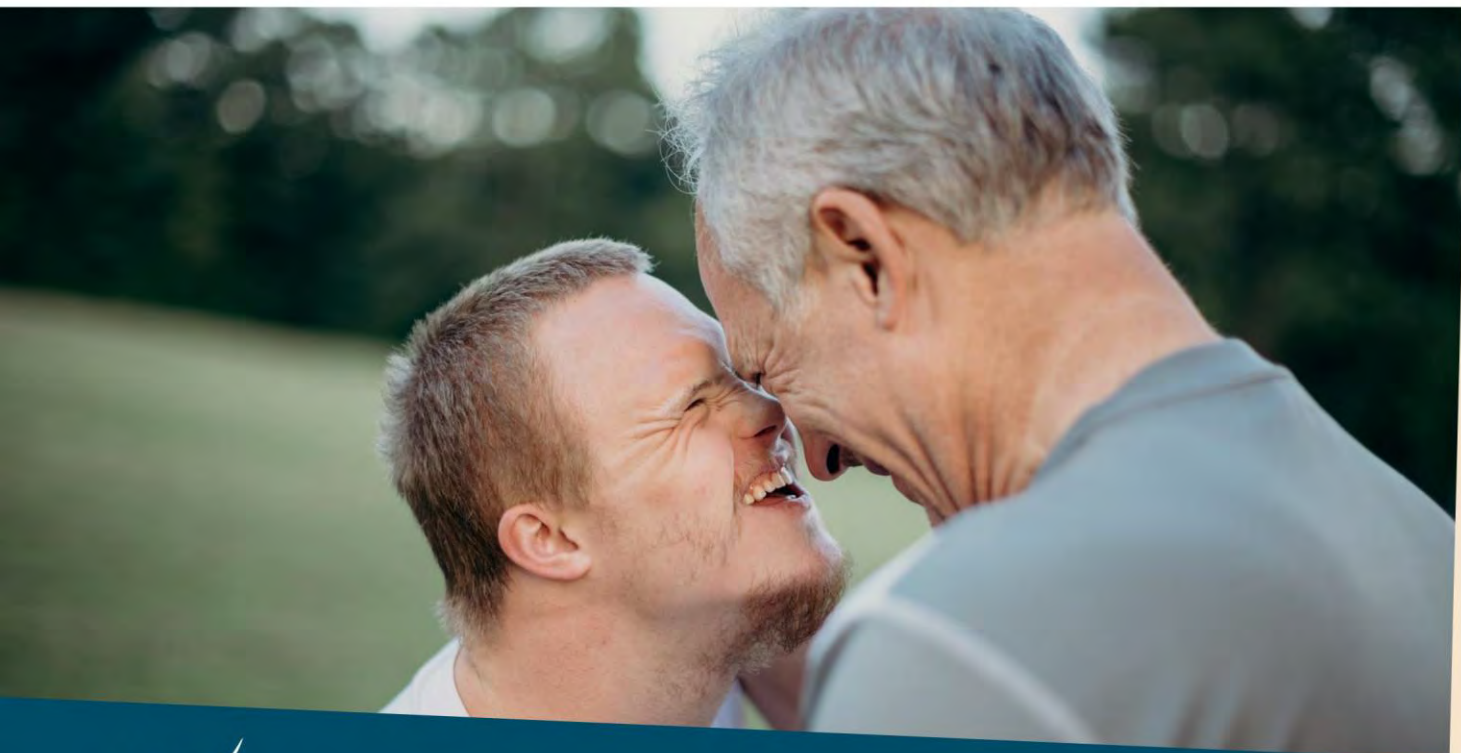
The Shire of Bridgetown-Greenbushes is pleased to present the 2019-2024 Disability Access and Inclusion Plan (DAIP). This plan will continue to build on the successes of the last five years which have improved access to facilities, information, programing and equal opportunity for all residents and visitors to the Shire of Bridgetown Greenbushes.

Some of the Shire's accomplishments from the 2013-2016 DAIP include improvements to the access of facilities across the Shire, an increase in seating in the Bridgetown CBD, training and education initiatives for staff across the organisation, the purchase of mobile hearing equipment, the pilot of an intra-shire transport service and a suite of inclusive programs trialled over 18 months in the Bridgetown Library and Bridgetown Leisure Centre. These initiatives have continued to improve the Shire's accessibility and inclusion for all community members and visitors.

Council believes it is a part of a community that recognises and promotes diversity and supports the participation and inclusion of all its members. This new plan will continue to encourage equitable opportunities and positive outcomes for all members of the community irrespective of their abilities.

I would like to thank the people who have contributed to the development of the revised DAIP 2019-2024.

Tony Pratico  
Shire President  
Shire of Bridgetown-Greenbushes





# Acknowledgement

The Shire of Bridgetown-Greenbushes acknowledges the Noongar people as the traditional owners of the land on which the Shire rests today and pays its respect to their elders past, present and emerging.



# Executive Summary

Access and inclusion across the community is essential to generate a sense of community where all people feel they belong and can enjoy equal opportunity in every facet of life. As a local government the Shire of Bridgetown-Greenbushes is committed to ensuring that it fulfils its responsibility to the community and its obligations under the law. The WA Disability Services Act (1993) requires all local government authorities to develop and implement a Disability Access and Inclusion Plan (DAIP). Other legislation which underpins the objectives of this plan includes the WA Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act (1992).

The Disability Access and Inclusion Plan DAIP outlines the ways in which a local government authority will ensure that people with disabilities, their family and carers have equal access to its facilities, services and events.

This Plan will outline the key strategies, adopted by Council, to address each of the Outcome areas, identified by the Disability Services Commission, under the DAIP, these being:

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





# The Shire of Bridgetown–Greenbushes Overview

The Shire of Bridgetown Greenbushes is located approximately 269km south of Perth and has an estimated population of 4670 living in the townships of Bridgetown, Catterick, Hester, Glenlynn, Greenbushes, North Greenbushes, and Yornup.

The Shire covers 1,691m<sup>2</sup> of agriculture farm land, state forest and national park, mining leases, crown land and town sites. The majority of the Shire is in the Blackwood River Catchment area. The Blackwood River and its tributaries provide a picturesque backdrop to the town of Bridgetown and is the source of its unique undulating terrain.

## What is Disability?

A disability is any condition that restricts a person's mental, sensory or mobility functions. It may be caused by accident, trauma, genetics or disease. A disability may be temporary or permanent, total or partial, lifelong or acquired, visible or invisible.

## Demographics

Over 4 million people in Australia have some form of disability. That's 1 in 5 people. The likelihood of living with disability increases with age; 2 in 5 people with disability are 65 years or older. 35.9% of Australia's 8.9 million households include a person with disability.

Figures from the 2016 census reveal that within the Shire of Bridgetown Greenbushes, 5.6% of the population of the Shire of Bridgetown-Greenbushes required assistance with core activities due to disability/age.

As in most developed countries, Australia's population is ageing. The Shire of Bridgetown Greenbushes has a higher proportion of residents aged 65 years+ than the national average. The discrepancy between the national average and the Shire average for residence 65+ is also increasing with the 2016 Census indicating the proportion of the population in the Shire aged 65 years+ was 23% of the shire population, however, in 2012 the proportion of the population 65+ was 18%.

## Types of Disability

Only 4.4% of people with a disability in Australia use a wheelchair.

1 in 6 Australians are affected by hearing loss. There are approximately 30,000 Deaf Auslan users with total hearing loss [1].

Vision Australia estimates there are currently 357,000 people in Australia who are blind or have low vision. They project that the number of Australians who are blind or have low vision will grow to 564,000 by 2030 (refractive error not included).

45% of Australians aged 16–85 years, experience a mental health condition during their lifetime.

3 million Australians live with depression or anxiety.

## Employment of People with Disability

People aged between 15 and 64 years with disability have both lower participation (53%) and higher unemployment rates (9.4%) than people without disability (83% and 4.9% respectively).

There are 2.1 million Australians of working age with disability, of these, just over 1 million are employed and another 114,900 are looking for work.

Australia's employment rate for people with disability (46.6% in 2015) is on par with developed countries. In developing countries, 80% to 90% of people with disability of working age are unemployed, whereas in industrialised countries the figure is between 50% and 70%. [5]

34% of people with disability are managers & professionals. Graduates with disability take 56.2 % longer to gain fulltime employment than other graduates. [6]

People with disability aged 15-24 years are 10 times more likely to experience discrimination than those aged 65 years and over. The source of discrimination is an employer in almost half of those instances.

## Customers with Disability

People with disability are three times as likely to avoid an organisation and twice as likely to dissuade others because of an organisation's negative diversity reputation. [9]

36% of people with disability are often treated less favourably than customers without disability. [9]

28% of people with disability have experienced discrimination by one or more of the organisations they've recently interacted with. [9]

1 in 3 people with disability report that their customer needs are often unmet

62% of SME's have not done anything in the past 12 months to make it easier for customers with disability. For almost half of these, there is a perception of not being asked to. "We have received no specific requests."

## Other Disability Statistics

The likelihood of living with disability increases with age; 31% of 55-64 year olds are living with disability. Almost nine in ten people aged 90 and over (88%) have a disability.

Disability discrimination accounts for the highest volume of complaints across the board to the Australian Human Rights Commission.

Over one third (35.1%) of women and over one quarter (28.1%) of men with disability, aged 15 years and over, had avoided situations because of their disability.



## Disability Access and Inclusion Plan

A Disability Access and Inclusion Plan (DAIP) is a commitment to identify and address barriers to participation, be they physical, emotional, social and economic - to enhance the life choices for people with disability.

It is a plan that supports an accessible and inclusive shire in which all people feel valued and celebrated for who they are and confident that their human rights are respected. Disability access and inclusion is critical to a sense of community.

The DAIP is a plan that applies to all areas of Council business and is a way for us to measure what we are doing and how well we are doing it. The plan ensures that we continue to include everyone in everything we do.

The DAIP is a living document which considers the impact of the National Disability Insurance Scheme and allows for potential new priorities and emerging needs to be considered.

## Functions, Facilities and Services

The Shire of Bridgetown-Greenbushes is responsible for a wide range of functions, facilities and services. This includes services to properties and the environment, the community, regulatory services, general administration and processes of local government.



# Linkages to the Shire of Bridgetown-Greenbushes Strategic Community Plan 2017-2027

## Overview of the Plan's Key Goals and Objectives

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



Our latest Strategic Community Plan 2017-2027 outlines the community's aspirations for the future of the Shire. The five community aspirations include;

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

The Corporate Business plan reflects the community's aspiration to be a community that is friendly and welcoming - where the community is Accessible and Inclusive to all, through the following Corporate Business Plan strategies;

4.2.1 Encourage events, activities, programs and services relevant to, and accessible for local youth

4.2.2 Increase the awareness and acceptance of diversity and needs in local youth

4.2.9 Improve services and facilities for seniors and people with a disability

4.2.10 Maintain and enhance community services, including education and health

4.7.2 Improve parking and pedestrian accessibility in town centres

**The following plans and strategies are also relevant to the ongoing implementation of this DAIP:**

- Age Friendly Community Plan
- Youth Plan
- Sport and Recreation Plan
- Local Trails Plan

## Background

The Shire of Bridgetown-Greenbushes has been committed to facilitating the inclusion of people with disabilities through the improvement of access to its facilities and services for many years. In 2007 Council adopted the first DAIP after partnering with eight shires in the South West, being Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Donnybrook-Balingup, Harvey, Manjimup and Nannup to secure a 12 month fixed contract, grant funded position to assist each shire in producing their DAIP.

In August 2012 Council resolved to rename the Disability Access and Inclusion Committee the Access and Inclusion Committee and increase the scope of the Committee to include the implementation of the Age Friendly Community Plan and Disability Access and Inclusion Plans. The committee continues to benefit from a diverse representation of community and service agency members. This diversity has ensured comprehensive advice from the relevant sectors of the community to Council to assist in decision making regarding issues faced by people with disabilities and senior members of the community.

**The following outlines a summary of achievements and initiatives implemented by the Shire over the years including under the most recent DAIP:**

- Main Street upgrade (Hampton Street) project improved accessibility and safety via paving (footpaths) and nibs to improve access for wheelchairs/gophers/prams to access retail business on the Main Street and improve safety at pedestrian crossings.
- Implementation of a procedure to correlate annual building maintenance/development with the budget process to link in with areas identified for improvement in the 2007 Disability Audit Checklist. This Checklist details Shire owned facilities which require works to improve access and compliance.
- Formation of a local Disability Access and Inclusion Committee after two years of inactivity due lack of interested community volunteers.
- Development of annual training program for all staff regarding access and inclusion issues.
- Installation of a lift at the Shire Administration Building to provide universal access to all 3 levels.
- Preparation of a Local Bicycle Network Plan with consideration for the needs of consultation with the increasing number of gopher users in the community.
- Implementation of an internal procedure to ensure all consultants and contractors are provided with a copy of the DAIP.





- Development of additional parking in the CBD through the development of a Town Square Project which included 30 new parking bays and 2 new infirm parking bays.
- Library service established in Greenbushes for residents who cannot regularly visit Bridgetown (in partnership with the Greenbushes Telecentre).
- Purchase of Netpac Online Catalogue to enable home bound residents to browse borrowing catalogues on line, request books (in addition to a fortnightly delivery service of requested items).
- Installation of universal access playground equipment (Memorial Park).
- The car park at the rear of the Community Resource Centre was upgraded and the rear entrance to the building is now fully accessible from the car park, with the installation of a universal access toilet facility.
- The Disability Access and Inclusion Committee (DAIC) membership has been consolidated with the appointment of a permanent LAC representative from the DSC which is of great value to the Shire and the local DAIC.
- The DAIC initiated community awareness of, and seeking support for, a community driven “vulnerable persons” registry for times of emergency (contact details).
- The DAIC has also identified the need for an Equine Facilitated Learning program in the Shire, with Shire officers securing DSC funding of \$45K (Count Me In) to implement such a program over 2 years. (2012)
- Officer training delivered by Strive Warren Blackwood and Enable South West Inc. (2011-2012)
- The Shire has built a new library which will meet all required access and inclusion standards, including width of aisle to ensure clients with mobility devices can comfortably and safely move through the facility, e-books, an improved large print section and gopher parking. (2012-2013)
- The Shire administration building refurbishment project will include the upgrade of toilet facilities to accessible standards to provide for a universal access toilet and accessible parent-room. (2012-design)



- Council endorsed an Active Aging Strategy based on World Health Organization standards and following support from the community determined to redefine the DAIC to an “Access and Inclusion Advisory Committee” to provide advice and input regarding the implementation of the Active Aging Strategy and the Disability Access and Inclusion Plan.
- A copy of the DAIP has been included in the Induction pack given to all new staff members and contractors prior to commencing work at the Shire.
- A key focus for the design and development of the new aquatic centre was accessibility to the facility and each of the pools.
- The Shire invested in the purchase of a training platform which has facilitated the organisation wide Disability Awareness Training over the past 12months.
- Council have continued to prioritize pathways and roads for accessibility through their 10 year Works Program.
- An 18 month pilot program was undertaken in each of the facilities to trial a variety of inclusive term programs for all community members including swimming lessons, coding, indoor soccer, gym fitness for kids and teens and the purchase of an accessible piece of cardio gym equipment.
- Purchase of accessible community bus
- Three month Shuttle Bus pilot program (intra-Shire bus service)
- A parking review was undertaken to assess the safety of the infirm bays and to increase the number of ACROD parking bays in the CBD and decrease the amount of time close carparks are available to community to encourage accessibility for people with mobility challenges.
- The Access and Inclusion committee worked with the WA Police to upgrade access to the local police station to increase accessibility.
- Administration building design and construction for the redevelopment included a focus on increasing accessibility to the building and to customer service.
- Council’s continued support of the Access and Inclusion Committee and their recommendations.
- The development and promotion of the Accessible Business List for the Shire of Bridgetown-Greenbushes the Shire website and the Visitor Centre website.
- A CBD seating audit was undertaken by the Access and Inclusion Committee to ensure sufficient seating is available along the length of Hampton Street for people with mobility challenges.

## The Shire of Bridgetown-Greenbushes Policy Environment

The Anti-Discrimination, Sexual Harassment and Bullying Policy reviewed in November 2017, relates to all officers, elected members and contractors, stating that the Shire strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire has the right to do so in an environment where every employee is treated equally, fairly and without prejudice, free from discrimination, sexual harassment and bullying. The Shire is committed to providing such an environment.

### Scope

This DAIP applies to the Shire of Bridgetown-Greenbushes as a public authority, its officers, employees, agents and contractors and sets out the objectives, strategies and initiatives to make continual improvements across the 7 outcome areas outlined under this plan. The plan will be in place from 2019 to 2024.

The responsibility for developing, monitoring, implementing, reviewing and amending the DAIP is a whole of organisational responsibility that is coordinated by the Shires Community Services Department. This includes the responsibility of ensuring that the plan is rolled out throughout the organisation. The Implementation Plan is integrated within the Shires reporting processes with the relevant officers, ensuring each action is completed.



## Goals and Objectives

Based on the requirements of the definitions provided by Department of Communities, responses from community consultation and a review of the corporate priorities and consultation with other local governments the following goals for a more Accessible and Inclusive Shire have been determined:

Goal	Objective
<b>Equitable access to services and events</b>	People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Bridgetown-Greenbushes
<b>Equitable access to buildings and facilities</b>	People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Bridgetown-Greenbushes
<b>Equitable access to information</b>	People with disability receive information from the Shire of Bridgetown-Greenbushes in a format that will enable them to access the information as readily as other people access information.
<b>Equitable access to quality customer service</b>	People with disability receive the same level and quality of service from the staff of the Shire of Bridgetown-Greenbushes as other people receive from the Shire of Bridgetown-Greenbushes.
<b>Equitable complaints procedure</b>	People with disability have the same opportunities as other people to make complaints to the Shire of Bridgetown-Greenbushes.
<b>Equitable access to community engagement</b>	People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Bridgetown-Greenbushes.
<b>Equitable access to employment and traineeships</b>	People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Bridgetown-Greenbushes.



## DAIP Review Process

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

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

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

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

The engagement methods used included:

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

### **Feedback and results from the consultation and survey:**

- The respondents were 56% female and 44% male with no respondents preferring to not to say or to self-describe their gender.
- The respondents' ages ranged between 25-34 and 65+ with the majority of respondents fitting in the 65+ and 35-44 categories.
- 70% of respondents were residents of this Shire with 25% being people with disability and 7% being from an organisation that represents people with a disability.
- When asked to rate the Shire of Bridgetown-Greenbushes regarding services and accessible environments the majority of respondents were satisfied with the Shire's overall understanding of the needs of people with disability, customer service or response to concerns, inquiries or needs and the availability of information in a form that is needed by those with a disability (large font, audio etc.)
- When asked to rate the accessibility of shire facilities for people with a disability as Not Satisfied, Somewhat Satisfied, Satisfied, Very Satisfied or Unsure the results were as follows;
  - Shire administration building, committee room and chambers – the majority of respondents said they were very satisfied or satisfied with access.
  - Bridgetown Library – the majority of respondents said they were very satisfied or satisfied with access.
  - Bridgetown Leisure Centre – the majority of respondents suggested they were satisfied with access.



- Shire sporting facilities – the majority of respondents were satisfied with, or unsure of the accessibility.
- Shire bus stops – the majority of respondents were unsure or satisfied with accessibility.
- Shire parks and facilities – the majority of respondents were satisfied with accessibility.
- Shire footpaths – respondents were spread across satisfied, somewhat satisfied and not satisfied.
- Shire walk trails – the majority of respondents were satisfied or somewhat satisfied.
- Blackwood River Foreshore – the ranking given by respondents regarding accessibility were even across all possible responses.
- Retail premises – the majority of respondents were satisfied with accessibility.
- When asked if there is enough information on facilities and programs for people with disability in the community the respondents answered evenly across yes and no, with slightly less respondents being unsure.
- Respondents were asked if they felt that the programs run in the Shire’s facilities were inclusive. The majority of respondents said yes the programs were inclusive or were unsure if the programs were inclusive or not.
- The respondents were asked to rank the overall level of access and inclusion for people with disability. The majority of responses rated the shire as either very good or good (75%) with a smaller percentage of respondents suggesting the shire was either poor or very poor (25%)
- There are a number of comments submitted by respondents available in the survey results included at Appendix B.

## Implementation and Time Lines

It must be stated that the following strategies and key actions are subject to being incorporated in forecasted financial year budgets and, where appropriate, the annual review of the Shire of Bridgetown-Greenbushes Forward Capital Works program.

The Shire of Bridgetown-Greenbushes’ Access and Inclusion Advisory Committee has been established to provide advice to Council in relation to implementing this Plan in conjunction with the Active Aging Strategy.

It is important that the Committee, relevant officers and Council, review both plans on annual basis in order to ensure the documents are kept current AND to allow for financial planning to implement the objectives of the plan in an ongoing manner. This is a key responsibility of the Community Development Manager as the support officer for the Access and Inclusion Committee.

The DAIP will be promoted through local newspapers, on the Shire website and in the Shire newspaper, the “Insight”. The DAIP will be made available in alternative formats including electronic format and hard copy format in both standard and large print. The plan will be available by email and via download from the Shire of Bridgetown-Greenbushes website.



## Sources

Except where stated otherwise, data is taken from Australian Bureau of Statistics (ABS) 2016, 4430.0 - Survey of Disability, Ageing and Carers 2015, viewed 24 February 2017.

[1] 'Listen Hear! The economic impact and cost of hearing loss in Australia' 2006, Access Economics, viewed 24 February 2017.

[2] Vision Australia estimate is based on ABS population data and ABS Survey of Disability Ageing and Carers.

[3] Australian Bureau of Statistics (ABS) 2008, 4326.0 - National Survey of Mental Health and Wellbeing: Summary of Results, 2007, viewed 24 February 2017.

[4] Price, R.H., Choi, J.N. and Vinokur, A.D. 2002, Links in the chain of adversity following job loss: How financial strain and loss of personal control lead to depression, impaired functioning, and poor health, *Journal of Occupational Health Psychology*, 7(4), 302-312.

[5] 'Employment of persons with disabilities' 2007, United Nations Department of Public Information, viewed 24 February 2017.

[6] 'Grad Stats', 2015, Graduate Careers Australia, viewed 24 February 2017.

[7] 'Benefits to business: The evidence for investing in health and wellbeing' 2011, ComCare, viewed 15 March 2017.

[8] Inc Magazine 2014, How a Sense of Purpose Boosts Engagement, viewed 15 March 2017.

[9] 'Missing out: The business case for customer diversity' 2017, Australian Human Rights Commission, viewed 15 March 2017.

[10] '2017 Disability Confidence Survey' 2017, Australian Network on Disability, viewed 19 February 2018.



## Appendix A: Strategies and Actions to improve Access and Inclusion 2019-2024

The following table is an implementation plan that will outline the broad strategies, actions, timeline and responsibilities for implementing the revised DAIP. The implementation plan will be updated annually to progress the achievements of the strategies over the duration of the five year plan. This table will also be used for the purposes of reporting progress each financial year as required under the Disability Services Act 1993 to the Department of Communities.

### DAIP Outcome 1

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

Strategies	Actions	Responsibility	Timeframe
1.1. Access and Inclusion are a part of the way the Shire of Bridgetown-Greenbushes plans and evaluates events, meetings and consultations.	1.1.1. Develop Accessible Event resources, including accessible parking at all events and a specific checklist for staff	CDM	2019-20
	1.1.2. Ensure all relevant staff have access to, and are familiar with, the Accessible Events Checklist.	CDM	2019-20
	1.1.3. Provide the Accessible Events Checklist to other organisations/community groups holding events including promotion of the mobile audio equipment.	CDM	2019-20
	1.1.4. Continue to promote the availability of hearing assistance equipment at meeting and events and for community use.	CSD, CEOD	Ongoing
1.2. Accessibility information to be clearly communicated with the promotion of Shire of Bridgetown-Greenbushes events, meetings and consultations where applicable.	1.2.1. Internal staff will be aware and guidelines will be produced to ensure all events, consultations and programs are actively promoted in print and through social media, as accessible.	CDM	2019-20

Strategies	Actions	Responsibility	Timeframe
1.3. Continue to improve the awareness of new staff, contractors and agents regarding the Shires requirements around access and inclusion.	1.3.1. Ensure all new staff, contractors and agents continue to be provided with a copy of the DAIP at their induction.	HR	Ongoing
	1.3.2. Continue implementing disability awareness training for all staff through the training platform and other training opportunities.	HR	Ongoing
1.4. Consider transport needs and ease of access when planning events and delivery of services.	1.4.1. Ensure the Community Bus is available for use for Shire events and consultations and for community facilitated events where possible.	CSD	Ongoing
	1.4.2. Continue to share events and programs across various Shire locations, including Greenbushes, to provide equal opportunity for community members to participate in community and Shire events, meetings and consultation in or close to their township.	CSD, CEO's Office	Ongoing
	1.4.3. Continue to explore ACROD parking bay opportunities along Hampton Street and Steere Street.	CDM, IDD	Ongoing
1.5. Shire facilities to provide activities, programs and equipment that are accessible and inclusive.	1.5.1. A range of inclusive sports and fitness programs will be offered at the BLC for people with a range of abilities.	FM, CDM	Ongoing
	1.5.2. Potential new programs and methods of delivery will be explored to increase opportunities for the participation and inclusion of people with disabilities.	FM, CDM	Ongoing
	1.5.3. A range of inclusive activities and programs offered at the Bridgetown Library for people with a range of abilities.	FM, CDM	Ongoing
	1.5.4. Potential new programs and methods of delivery will be explored to increase opportunities for the participation and inclusion of people with disabilities.	FM, CDM	Ongoing
	1.5.5. Explore ways to promote inclusive programs offered at the Shire facilities in a more effective manner to increase community awareness.	FM, CDM	Ongoing
	1.5.6. The Emergency Evacuation Plans developed for each Shire building and facility includes safeguards and management of people with disabilities.	ESM, FM, CDM	2019-20

## DAIP Outcome 2

People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Bridgetown-Greenbushes.

Strategies	Actions	Responsibility	Timeframe
2.1. New buildings and facilities, including significant upgrades, will adhere to disability access requirements.	2.1.1. Apply the Building Code of Australia, Australian Standards on Access and the Advisory Notes on Access and when work is being undertaken on Shire owned facilities.	PBS	Ongoing
	2.1.2. Engage the Disability Access and Inclusion Advisory Committee for significant infrastructure planning and refurbishment of shire owed facilities.	IDD, CSD	Ongoing
	2.1.3. Accessibility will be considered during the development and upgrade of public open space including infrastructure within those spaces.	IDD, CSD	Ongoing
2.2. Continue to identify barriers to access throughout the Shire and actively engage with community to identify positive outcomes.	2.2.1. Continue to review the Accessible Businesses List and promote the list widely.	CDM	Ongoing
	2.2.2. Investigate ways of improving access to heritage buildings while maintaining their integrity.	IDD, CSD	Ongoing
	2.2.3. Annual consultation will be undertaken with people with disabilities, carers and service providers to identify barriers in the community.	CDM	Annually
2.3. Continuous improvement of external infrastructure including pathways, access ways, parking, transport, playgrounds, streetscapes and public open spaces	2.3.1. As a part of the Capital Works programme, accessibility will be considered during the development and upgrade of public open spaces including the infrastructure within those spaces.	IDD	Annually
	2.3.2. The Capital Works Plan will be used to plan upgrades and address any accessibility issues identified in customer requests or through the Access and Inclusion Advisory Committee, where appropriate.	IDD	Annually
	2.3.3. Continue to explore ACROD parking bay opportunities along Hampton Street and Steere Street.	IDD, CDM	Ongoing
	2.3.4. Staff in specific works areas will participate, where identified, in specific disability related training that covers current legislation and best practice.	Organisational, HR, CDM	Ongoing

## DAIP Outcome 3

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

Strategies	Actions	Responsibility	Timeframe
3.1. Continue to improve community awareness that Council information can be made available in alternative formats upon request.	3.1.1. Promote the availability of Council information in alternative formats to the community through the Insight, Greenbushes-Balingup Newsletter, group email updates and social media.	CSD, CEO's Office	Ongoing
	3.1.2. Ensure all public documents carry a notation regarding availability in alternative formats.	CSD, CEO's Office	Ongoing
	3.1.3. Promote the Disability Access and Inclusion Plan to the community.	CDM	Ongoing
3.2. Continue to improve the accessibility of the Shires documents and website.	3.2.1. The Shire uses appropriate certified and tested version of corporate software applications including Windows and Microsoft Office	Organisation	Ongoing
	3.2.2. Aim to achieve WCAG 2.0 A compliance of the Shire's websites and other digital platforms through continuous improvement.	EA	Ongoing
3.3. That promotion is consistent with accessibility standards for information.	3.3.1. That a Shire of Bridgetown-Greenbushes Style Guide is developed and is consistent with best practice in accessible information. The guide would be reviewed annually to include any updates.	CSD	Ongoing
	3.3.2. That training for Customer Service staff refers specifically to access and inclusion and covers accessible communication strategies and available information alternatives.	CDM, HR	Ongoing



## DAIP Outcome 4

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

Strategies	Actions	Responsibility	Timeframe
4.1. Disability awareness is continuously improved.	4.1.1. All staff Disability Awareness Training to be developed, reviewed and deployed as part of the annual organisational training requirements.	HR	Ongoing
	4.1.2. The DAIP is incorporated into the orientation and induction process of new staff members and Councillors.	HR	Ongoing
	4.1.3. Provide regular updates on access and inclusion in the Councillor Information Bulletin and the Insight.	CDM	Ongoing
	4.1.4. Ensure disability access and inclusion information is circulated.	CDM	Ongoing
4.2. Information and resources are readily available to staff on access and Inclusion.	4.2.1. Develop a Disability Awareness Materials file on the public drive to include access and inclusion resources to be easily accessible for staff use.	CDM	2019-20
4.3. Feedback received through complaints and compliments will form part of the Shire's continuous improvement process.	4.3.1. Review any feedback received through complains and compliments regarding access and inclusion as a mechanism for reporting on DAIP outcomes and improving any internal processes/services.	CDM	Ongoing

## DAIP Outcome 5

People with disability have the some opportunities as other people to make complaints to the Shire of Bridgetown-Greenbushes.

Strategies	Actions	Responsibility	Timeframe
5.1. Complaint mechanisms and feedback systems are regularly reviewed and maintained to ensure people with disabilities have equal rights to make complaints.	5.1.1. A complaint to the Shire of Bridgetown-Greenbushes may be lodged in writing, in person, online using an e-form, by email or by telephone. The Shire also has social media as a communication tool where feedback and information may be provided including information on the process to make complaints. These processes will be reviewed annually.	CDM	Annually
	5.1.2. Promote the Shire's complaints procedure to the community.	CDM	Ongoing
5.2. Staff are provided training and support when responding to complaints and feedback on access and inclusion.	All staff to be trained in how to receive and respond to a complaint through the online training platform.	HR, CSD	2019-20



## DAIP Outcome 6

People with disability have the same opportunities as other people to participate in a public consultation by the Shire of Bridgetown-Greenbushes.

Strategies	Actions	Responsibility	Timeframe
6.1 Improve community awareness about consultation processes in place.	6.1.1. Promote the existence, role and activities of the Shire's Access and Inclusion Committee to the community.	CDM	Ongoing
	6.1.2. Access and Inclusion Committee to meet regularly to provide strategic advice to Council, with support from Council staff.	AIC, CDM	Ongoing
	6.1.3. Ensure that media releases are available in both print and electronic media for key disability groups and are promoted on the website.	EA, CDM	Ongoing
6.2. Ongoing monitoring of the DAIP to ensure implementation and positive outcomes.	6.2.1. Access & Inclusion Committee to regularly monitor the progress of the plan and be involved in all reviews of the plan.	CDM, AIC	Ongoing
	6.2.2. Consult people with disability using a range of different consultation mediums e.g. focus group, interviews, and surveys.	AIC, CDM	Ongoing
6.3. A range of consultation techniques are employed where appropriate	6.3.1. Consultation documents are available on the website in accessible formats and in alternative formats on request. Review these options annually.	EA, CDM	Ongoing
	6.3.2. Where undertaking a community engagement strategy, a variety of methods of consultation should be undertaken such as - online, in person, hard copy and at different locations across the Shire, where appropriate.	CSD	Ongoing



## DAIP Outcome 7

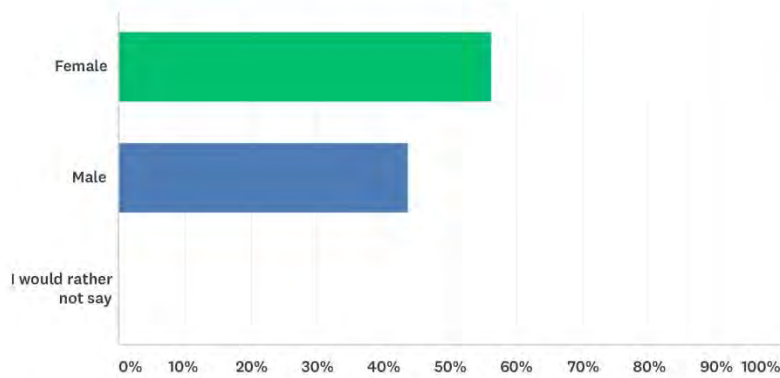
People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Bridgetown-Greenbushes.

Strategies	Actions	Responsibility	Timeframe
7.1. The Shire's recruitment strategies ensure equal employment opportunity	7.1.1. Human resources undertake an annual review of its Equal Opportunity Employment plan to ensure processes meet the requirements for people with disability	HR, CDM	Annually
	7.1.2. Adaptive equipment and work processes are provided to staff or prospective staff where reasonable and practical.	HR	Ongoing
	7.1.3. Job vacancies are promoted via the supported employment network.	HR, CDM	Ongoing
	7.1.2. Explore ways to increase employment opportunities for people with disability in the community through social procurement strategies and support of small businesses	CDM, HR	Ongoing
7.2. The Shire considers people with disability for traineeships, apprenticeships, work experience and work placement.	7.2.1. All placement requests by people with disability or their training provider are given the same consideration as requests by people without disability.	HR	Ongoing
	7.2.2. Adaptive equipment and work processes are provided to trainees or prospective trainees where reasonable and practical.	HR	Ongoing

# Appendix B: Survey Results

## Q1 Please tick the gender that best represents you

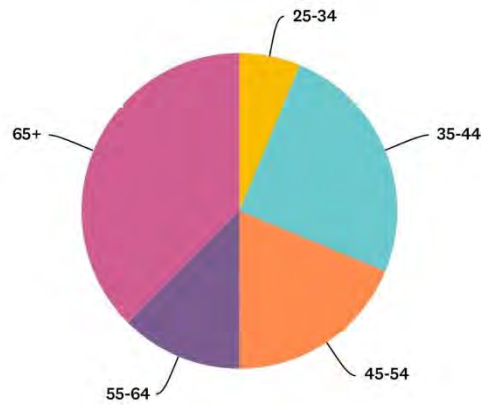
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Female	56.25%	9
Male	43.75%	7
I would rather not say	0.00%	0
<b>TOTAL</b>		<b>16</b>

## Q2 What is your age?

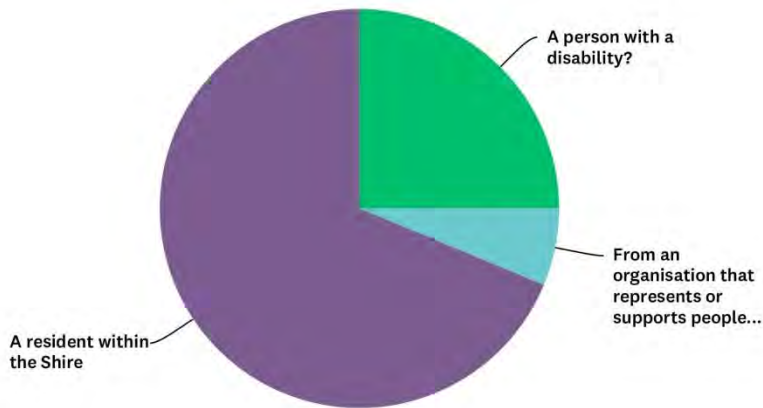
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 18	0.00%	0
18-24	0.00%	0
25-34	6.25%	1
35-44	25.00%	4
45-54	18.75%	3
55-64	12.50%	2
65+	37.50%	6
<b>TOTAL</b>		<b>16</b>

### Q3 Are you:

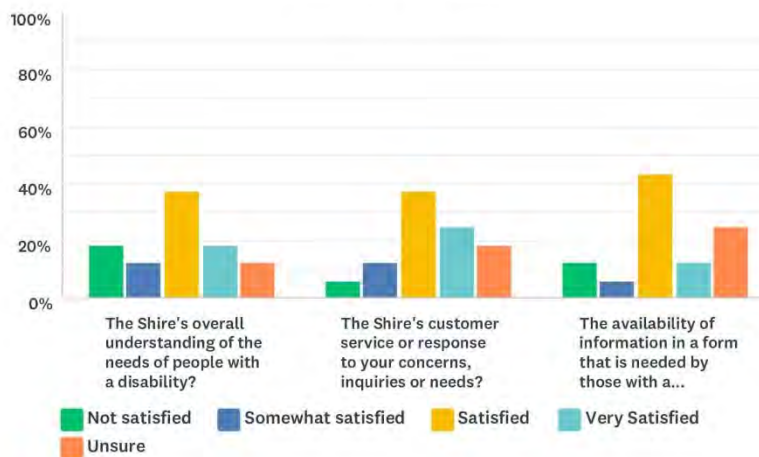
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
A person with a disability?	25.00%	4
A carer of someone who has a disability?	0.00%	0
A support worker (paid) for someone who has a disability?	0.00%	0
From an organisation that represents or supports people with a disability?	6.25%	1
A business owner within the shire	0.00%	0
A resident within the Shire	68.75%	11
<b>TOTAL</b>		<b>16</b>

### Q4 When dealing with the Shire of Bridgetown-Greenbushes about services and accessible environments, how would you rate:

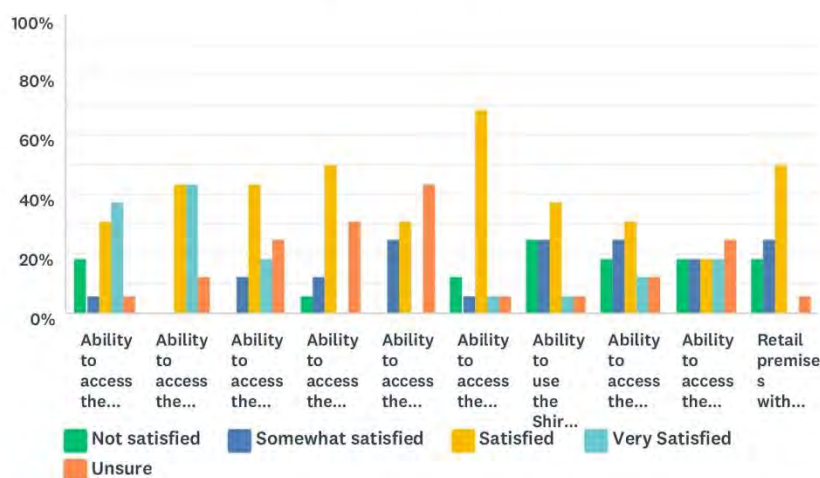
Answered: 16 Skipped: 0



	NOT SATISFIED	SOMEWHAT SATISFIED	SATISFIED	VERY SATISFIED	UNSURE	TOTAL	WEIGHTED AVERAGE
The Shire's overall understanding of the needs of people with a disability?	18.75% 3	12.50% 2	37.50% 6	18.75% 3	12.50% 2	16	2.94
The Shire's customer service or response to your concerns, inquiries or needs?	6.25% 1	12.50% 2	37.50% 6	25.00% 4	18.75% 3	16	3.38
The availability of information in a form that is needed by those with a disability (large font, audio)	12.50% 2	6.25% 1	43.75% 7	12.50% 2	25.00% 4	16	3.31

## Q5 Thinking about physical access to the Shire of Bridgetown-Greenbushes' facilities, how would you rate the following for people with a disability?

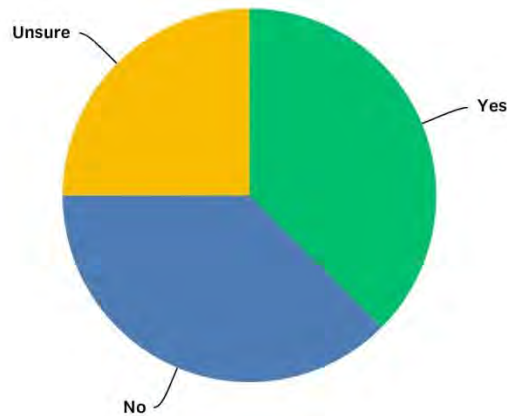
Answered: 16 Skipped: 0



	NOT SATISFIED	SOMEWHAT SATISFIED	SATISFIED	VERY SATISFIED	UNSURE	TOTAL
Ability to access the Shire administration building, committee room and chambers	18.75% 3	6.25% 1	31.25% 5	37.50% 6	6.25% 1	16
Ability to access the Bridgetown Library	0.00% 0	0.00% 0	43.75% 7	43.75% 7	12.50% 2	16
Ability to access the facilities at the Bridgetown Leisure Centre	0.00% 0	12.50% 2	43.75% 7	18.75% 3	25.00% 4	16
Ability to access the Shire's sporting facilities	6.25% 1	12.50% 2	50.00% 8	0.00% 0	31.25% 5	16
Ability to access the Shire's bus stops	0.00% 0	25.00% 4	31.25% 5	0.00% 0	43.75% 7	16
Ability to access the Shire's parks and facilities (BBQ's, toilets etc)	12.50% 2	6.25% 1	68.75% 11	6.25% 1	6.25% 1	16
Ability to use the Shire's footpaths	25.00% 4	25.00% 4	37.50% 6	6.25% 1	6.25% 1	16
Ability to access the Shire's walk trails	18.75% 3	25.00% 4	31.25% 5	12.50% 2	12.50% 2	16
Ability to access the Blackwood River Foreshore	18.75% 3	18.75% 3	18.75% 3	18.75% 3	25.00% 4	16
Retail premises within the Shire town sites (cafes, restaurants, shops)	18.75% 3	25.00% 4	50.00% 8	0.00% 0	6.25% 1	16

### Q6 Do you think there is enough information on facilities and programs for people with a disability in the community

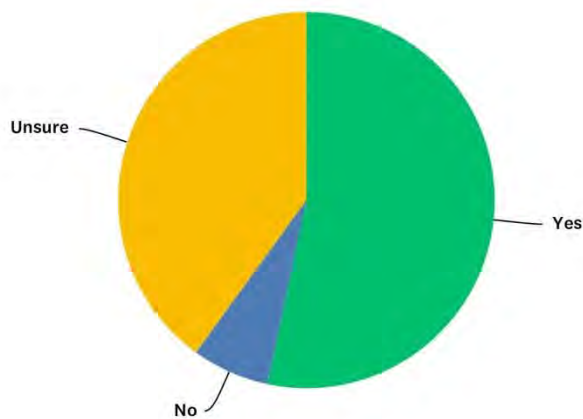
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	37.50%	6
No	37.50%	6
Unsure	25.00%	4
TOTAL		16

### Q7 Do you feel that the programs run in the Shire's facilities (Library and Leisure Centre) are inclusive?

Answered: 15 Skipped: 1

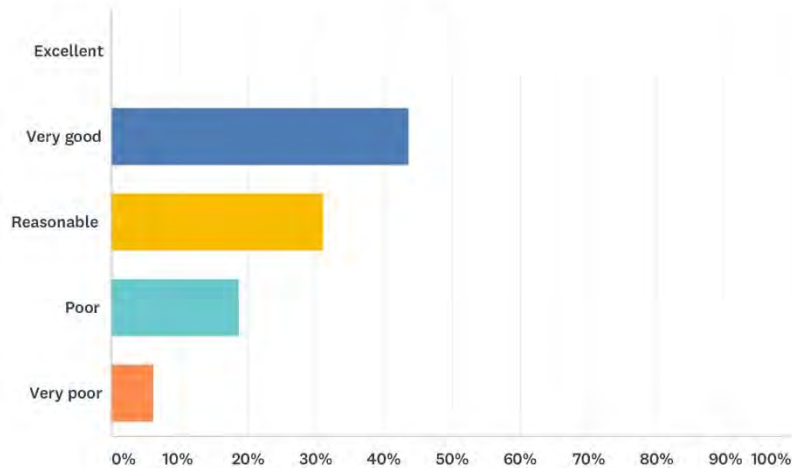


ANSWER CHOICES	RESPONSES	
Yes	53.33%	8
No	6.67%	1
Unsure	40.00%	6
TOTAL		15



### Q8 Overall, how would you rate the Shire of Bridgetown-Greenbushes level of access and inclusion for people with a disability?

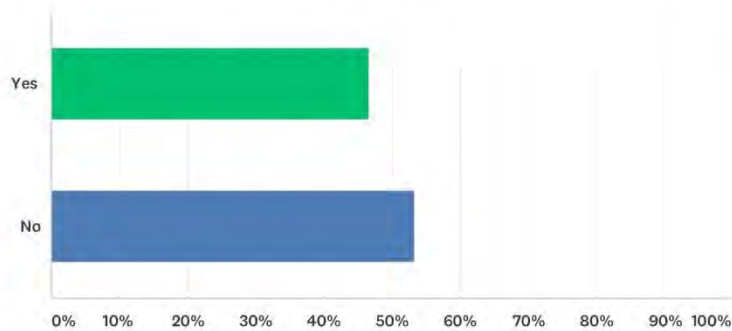
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	0.00%	0
Very good	43.75%	7
Reasonable	31.25%	5
Poor	18.75%	3
Very poor	6.25%	1
<b>TOTAL</b>		<b>16</b>

### Q9 Are there any specific access and/or inclusion issues you would like addressed in the Shire of Bridgetown-Greenbushes?

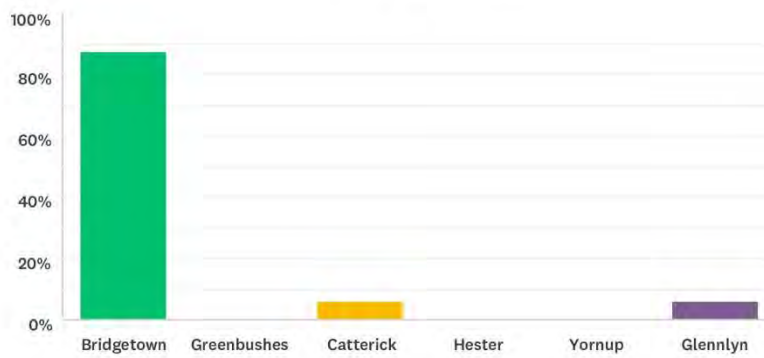
Answered: 15 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	46.67%	7
No	53.33%	8
<b>TOTAL</b>		<b>15</b>

## Q13 Where do you live?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Bridgetown	87.50%	14
Greenbushes	0.00%	0
Catterick	6.25%	1
Hester	0.00%	0
Yornup	0.00%	0
Glennlyn	6.25%	1
<b>TOTAL</b>		<b>16</b>

The following comments were provided by survey respondents:

<p><b>Q6</b> Do you think there is enough information on facilities and programs for people with a disability in the community</p>	<p><b>No,</b> If you answered no, please specify what you would like: there is no knowledge of even where to get information from</p>
<p><b>Q9</b> Are there any specific access and/or inclusion issues you would like addressed in the Shire of Bridgetown-Greenbushes?</p>	<p><b>Yes,</b> Please specify: The art trail path at the Somme Creek area, where there is limited access to visit the sculptures &amp; no signage.</p>
<p><b>Q6</b> Do you think there is enough information on facilities and programs for people with a disability in the community</p>	<p><b>No,</b> If you answered no, please specify what you would like: brochures with information</p>
<p><b>Q9</b> Are there any specific access and/or inclusion issues you would like addressed in the Shire of Bridgetown-Greenbushes?</p>	<p>Please specify: Every morning delivery vans use the disabled parking bays in Bridgetown as a loading bay, even when there are other bays available. I was told to "get stuffed" when I approached them</p>
<p><b>Q9</b> Are there any specific access and/or inclusion issues you would like addressed in the Shire of Bridgetown-Greenbushes?</p>	<p><b>Yes,</b> Please specify: better wheelchair access for shops etc, better wheelchair access for acrod parking</p>
<p><b>Q9</b> Are there any specific access and/or inclusion issues you would like addressed in the Shire of Bridgetown-Greenbushes?</p>	<p><b>Yes,</b> Please specify: Information re facilities and services still not always available</p>
<p><b>Q9</b> Are there any specific access and/or inclusion issues you would like addressed in the Shire of Bridgetown-Greenbushes?</p>	<p><b>Yes,</b> Please specify: River Park, access to toilets, can this be improved. Currently lengthy climb to toilets, is an alternative available? Library access, would be difficult for limited mobility or wheelchair if not driving</p>



**Q10** What could the Shire of Bridgetown-Greenbushes improve on to make access and inclusion better within the Shire of Bridgetown-Greenbushes

Parking for the disabled

**Q10** What could the Shire of Bridgetown-Greenbushes improve on to make access and inclusion better within the Shire of Bridgetown-Greenbushes

Ensure that new footpaths have no camber angle - the centre of a road has no camber angle and there's no reason why footpaths aren't designed the same way.

**Q10** What could the Shire of Bridgetown-Greenbushes improve on to make access and inclusion better within the Shire of Bridgetown-Greenbushes

Pool could be made to be indoors so it can be utilised all year round and a perfect place for all people to use for health and wellness reasons

**Q10** What could the Shire of Bridgetown-Greenbushes improve on to make access and inclusion better within the Shire of Bridgetown-Greenbushes

Encourage some of the business owners/landlords to add wheelchair friendly access.

**Q10** What could the Shire of Bridgetown-Greenbushes improve on to make access and inclusion better within the Shire of Bridgetown-Greenbushes

It can never be perfect due to (a) the terrain being very hilly, and (b) Hampton Street being part of a major truck route. Parking for people with a disability will remain a problem in Hampton Street.

**Q10** What could the Shire of Bridgetown-Greenbushes improve on to make access and inclusion better within the Shire of Bridgetown-Greenbushes

improve wheelchair accessibility with in the shire

Concerns or general comments	<b>Some retail premises could be a bit difficult for wheelchair access.</b>
Concerns or general comments	<b>I am of the opinion that the Shire has absolutely NO IDEA about people with disabilities accessing the community</b>
Concerns or general comments	<b>Trip hazards on Steere Street footpath due to tree roots. Also lack of good walking path on north side of Steere Street from Roe Street up to the library and recreation facility.</b>
Concerns or general comments	<b>Footpath camber angle is a significant (in some places such as in front of the Barking Cow it is severe) hindrance for wheelchair users</b>
Concerns or general comments	<b>The art trail - there is a walk trail around Somme Creek and a path meanders off to some sculptures where disabled/elderly cannot access the path to see the art.</b>





## Evaluation Report

**Contract Name:** Construction/Expansion of Gym at  
Bridgetown Leisure Centre and Installation  
of Photovoltaic Panels

**Contract Number:** 07/1819

Prepared by: [Niamh Kelly O'Neill](#), Evaluation Facilitator, WALGA  
Date: [17/06/19](#)

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## 1.0 Executive Summary

The Shire of Bridgetown has undertaken an open public tender process to appoint a suitable Contractor for Construction/Expansion of Gym at Bridgetown Leisure Centre and the Installation of Photovoltaic Systems. This process has been facilitated by the WA Local Government Association (WALGA).

The scope of this tender includes provision of a suitably qualified and experienced contractor to undertake the construction or an expansion to the existing gymnasium and installation of two (2) 30kW photovoltaic systems at the Bridgetown Leisure Centre, located on the corner of Steere Street and Gifford Road.

The expansions will provide additional space for gym members to increase fitness levels. The new gymnasium will be developed to the highest possible standards and will attract a healthy lifestyle for new and existing members. It is of the Shire's preference that the gym be kept open during the construction for as long as possible to minimise disruption.

The installation of the two (2) 30kW solar systems are to be in line with the Shire's Energy Audit Report recommendations for the Bridgetown Leisure Centre. Details of this report will be made available to the successful tenderer.

All work to be carried out in accordance with conditions, licenses, registrations, standards.

The anticipated value of the Contract was \$270,000 and the term was for the duration of the construction which is estimated to be 6 months.

Six (6) Responses were received by the deadline of the Request for Tender (RFT). The responses were reviewed by an evaluation panel consisting of:

Name	Organisation	Evaluation role
Elizabeth Denniss	Shire of Bridgetown	Evaluator
Tim Clynh	Shire of Bridgetown	Evaluator
Niamh Kelly O'Neill	WALGA	Evaluator/Facilitator

Of the companies not appointed, the tender process identified insufficient technical capacity or resources.

Financial due diligence checks were undertaken along with reference checks.

The company Team BRC is recommended for award for the Construction/Expansion of Gym at Bridgetown Leisure Centre and the Installation of Photovoltaic Systems subject to contracting and satisfaction of outstanding clarifications and minor variations.

**Recommendation**

That this report be approved and that Team BRC be offered a Contract for Construction/Expansion of Gym at Bridgetown Leisure Centre and the Installation of Photovoltaic Systems subject to contracting and satisfaction of minor variations.

It is further recommended that the CEO be given delegated authority to award the Contract subject to the above conditions being met, or if required, to enter into negotiations with the second preferred respondent.

**Recommended by (evaluation panel members):**

Elizabeth Denniss Executive Manager Shire of Bridgetown	<b>{{Sig_es_:signer1:signature}}</b>
Tim Clynch CEO Shire of Bridgetown	<b>{{Sig_es_:signer2:signature}}</b>
Niamh Kelly O'Neill Procurement Specialist Facilitator (WALGA)	<b>{{Sig_es_:signer3:signature}}</b>

**Endorsed by:**

Tim Clynch CEO	<b>{{Sig_es_:signer4:signature}}</b>
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*According to procurement delegations schedule*

**Approved by:**

<b>Date</b>	<b>Shire of Bridgetown Greenbushes</b>
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*According to procurement delegations schedule*

## 2.0 Background

### 2.1 Title

The Shire of Bridgetown issued a Request for Tender (RFT) for Construction/ Expansion of Gym at Bridgetown Leisure Centre and Installation of Photovoltaic Systems as an open tender.

### 2.2 Contract Overview

The scope of this tender included provision of a suitably qualified and experienced contractor to undertake the following scope:

- Construction / Expansion of the Gym
- Installation of Photovoltaic Panels

All work to be carried out in accordance with specifications.

### 2.3 Contract Term

The new contract will be for the duration of the construction which is estimated to be 6 months. The commencement date is to be agreed by the Shire and Contractor but estimated to be 1 July 2019.

### 2.4 Pre-Tender Estimate

The Estimated Contract Value (ECV) is \$259,762 (construction representing \$189,386; solar representing \$70,376).

## 3.0 Request Process

### 3.1 Pre Tender Notification

A pre-tender notification was not issued.

### 3.2 Advertisement

The RFT was advertised in the West Australian and WALGA's Tendering Portal (Tenderlink at [www.tenderlink.com/walga](http://www.tenderlink.com/walga)) on 4<sup>th</sup> May 2019.

### 3.3 Request Open Period

Three (3) addenda were issued during the RFT Open Period.

Nine (9) clarifications were provided. They related to:

- Photovoltaic Systems (x2)
- Electrical Enquiries (x2)
- Ceiling Tiles
- Cable Trenching

- Alternative Floor Plans
- Floor Coverings
- Tender Application Forms

### 3.4 Request Closing Date

The closing date was Tuesday 28<sup>th</sup> May at 2pm WST.

### 3.5 Responses Received

Six (6) submissions were received:

Tenderer	Submission Date
COAST ENTERPRISES PTY LTD	28/05/19
Devlyn	28/05/19
J & K REED CONSTRUCTIONS PTY LTD	28/05/19
PAE FOS PTY LTD t/a Fos Energy (Perth WA)	28/05/19
Team: brc@westnet.com.au	28/05/19
The trustee for Anil Family Trust	28/05/19

There were no formal requests for late tenders to be accepted.

## 4.0 Evaluation Details

### 4.1 Participants

The evaluation panel members are listed in the table below.

Name	Organisation	Evaluation role
Elizabeth Denniss	Shire of Bridgetown	Evaluator
Tim Clynych	Shire of Bridgetown	Evaluator
Niamh Kelly O'Neill	WALGA	Evaluator/Facilitator

Declarations were collected from all evaluators for confidentiality and procedural fairness including conflict of interest.



## 4.2 Evaluation Material

After signing the declaration and prior to the evaluation, each panel member was provided with a list of respondents and reconfirmed there was no conflict of interest. They then attended a teleconference to discuss the following issues:

- Confidentiality
- Scoring System and how it should be applied
- Pricing matrix
- Value for Money

Each evaluator was provided with:

- (a) a copy of each tender submission; and
- (b) an overview of the scoring matrix and process; .

The responses were assessed online using APET360.

## 4.3 Evaluation Process

The Tender responses were evaluated as follows:

Section(s)	Evaluators
Compliance and Disclosure Criteria (non-weighted)	Facilitator
Qualitative Criteria	Evaluation Panel
Pricing	Evaluation Panel

The evaluation process consisted of:

- (a) each panel member individually read and assessed each response. The assessment was based on the member allocating a score against the selection criterion resulting in an overall score determining their ability to provide the services.
- (b) the panel discussed the individual scores and then reached a consensus on the preferred respondent;
- (c) Reference checks and financial due diligence on preferred respondent was undertaken;
- (d) The evaluation report was drafted and issued to the Evaluation Panel for input and then endorsement; and
- (e) The recommendation was finalised for CEO/Council endorsement and approval.

## 4.4 Evaluation Criteria

The selection criterion utilised in this RFT consisted of Compliance and Disclosure, Qualitative and a non-weighted pricing assessment.

The Compliance and Disclosure criteria were not point scored and were assessed on a Yes/No basis as to whether the criterion is satisfactorily met. A 'No' statement by the Respondent does not automatically disqualify the Respondent's response from proceeding through to assessment of the qualitative criteria.

A scoring system was used as part of the assessment of the weighted qualitative criteria. The Evaluation Criteria and scoring system is outlined at Appendix A.

## 5.0 Assessment Summary

A summary statement for each Respondent follows. The summaries have been prepared for the purpose of providing feedback to Respondents and as a brief overview of the principal issues used by the Evaluation Panel to reach a decision on the recommended Respondent. The summaries are not meant to cover all criteria and issues discussed by the Evaluation Panel during the assessment process.

### 5.1 Compliance

All submissions were processed through to the qualitative/price evaluation on the basis that all compliance criteria had been met for the purposes of assessment.

### 5.2 Qualitative

All submissions contained a qualitative component, which the evaluation panel considered initially as individuals before reaching a consensus. This related to:

Capability and Methodology – 20%

Organisational Experience – 45%

Organisational Capacity and Personnel – 30%

### 5.3 Pricing

The pricing submissions were considered only after the qualitative criteria had been considered by the evaluation panel.

The pricing submissions were split into:

- Construction Work
- Photovoltaic Panel Installation

This provided the tenderers with an option to tender for one or more portions, however only two submissions opted to respond by only tendering for a portion of the contract.

- PAE FOS PTY LTD – Photovoltaic Panel Installation Only
- The Trustee for Anil Family Trust – Photovoltaic Panel Install Only

All other respondents submitted pricing for each portion and for the aggregated contract.

#### Regional Price Preference

Regional Price Preference (RPP) was applied according to the Shire of Regional Price Preference policy.

Company Name	Price Section	Submitted Price	% of RPP	\$value of RPP	New price
Team BRC	Construction	\$148,807.65	5%	\$7,440.38	\$141,367.27
Team BRC	PV Panels	\$32,620	5%	\$1,631	\$30,989

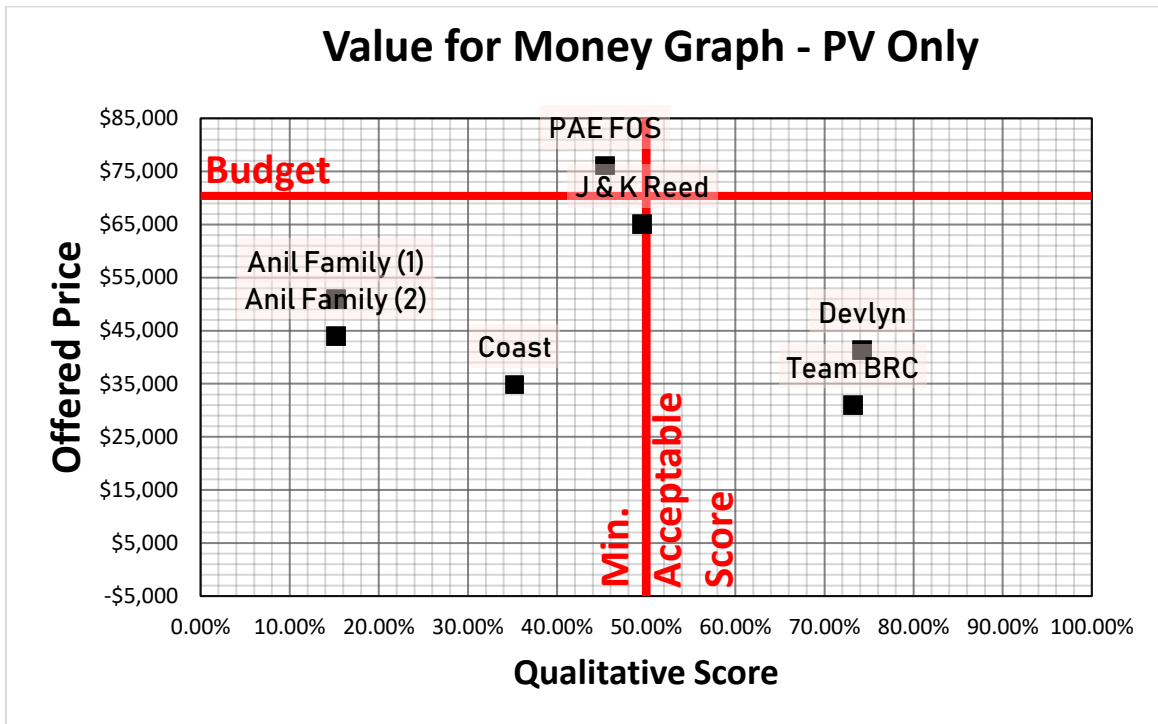
Team BRC are the only team to meet the criteria of the RRP, as they are from the Bridgetown area.

The RPP is used for evaluation purposes only.

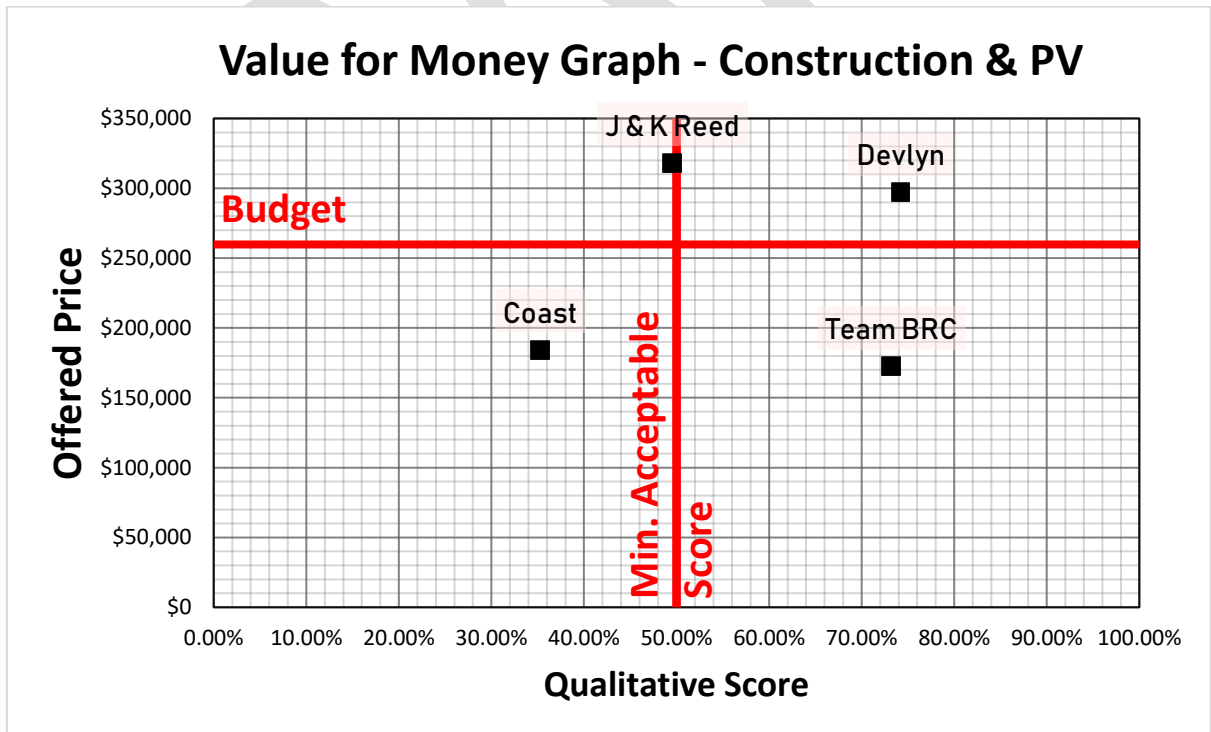
The pricing evaluation takes into consideration the regional price preference and also any discount offered by the tenderers' for the award the aggregated contract of work where applicable.

### 5.4 Value for Money Assessment

The qualitative criteria and the pricing were then considered by the evaluation panel, to determine a Value for Money (VFM) Assessment. Value for money assessment is split in the same manner as the pricing – Construction and Photovoltaic Panel Installation.



Since the two tenderers that tendered for PV Installation only (PAE & Anil) fall below the minimum acceptable score, it is recommended to go with a single supplier for the entirety of the project.



Two tenderers fall below the minimum acceptable qualitative score. While there was only a marginal qualitative score difference, the Value for Money decision by the evaluation panel led to the decision to recommend Team BRC.

## 5.5 Summary of Comments about each Respondent

These have been split again in terms of the construction and PV versus PV install only.

### Construction & PV Install Respondents:

Devlyn		
<b>Summary</b>	The detail provided in the Devlyn response led the panel to find it convincing and credible. There were no uncertainties or shortcomings against the criteria. The evaluation panel was confident that the tenderer would be able to meet the requirement of the Request to a good standard.	
<b>Compliances</b>	Compliant	
<b>Criteria</b>	<b>Score (/10)</b>	<b>Summary of Evaluation Panel Findings</b>
<b>Capability &amp; Methodology</b>	8	Comprehensive and detailed works program with realistic delivery timeline. Each stage is broken down into detail and it is highly credible. Risk assessments are project specific with probability and how to manage/avoid clearly stated
<b>Organisation Experience</b>	7	Excellent recreational construction projects documented that are similar in size and scope. Different large scale jobs are also listed. Very good detailed provided for the key components of the demolition and construction. Solid methodology provided. However, no mention of PV.
<b>Organisational Capacity &amp; Personnel</b>	7	Key personnel for project listed with their experience and education. Wide range of experience covered. List of subcontractors provided and included local traders.
<b>Total Weighted Score</b>	74%	Ranked <b>1st / 4</b>
<b>Price Offer</b>	\$296,940 (excluding GST)	
<b>Recommendation</b>	Not Recommended	

<b>Team BRC</b>		
<b>Summary</b>	The experience demonstrated in the response by Team BRC led the evaluation panel to find the respondent convincing and credible. The evaluation panel is confident that the tenderer would be able to meet the requirements of the Request for a very good standard. The respondent benefitted from the Regional Pricing Preference Policy.	
<b>Compliances</b>	Compliant	
<b>Criteria</b>	<b>Score (/10)</b>	<b>Summary of Evaluation Panel Findings</b>
<b>Capability &amp; Methodology</b>	7	Works plan was very detailed with each stage broken down and thought through. The risk assessment was high level. Timeline was realistic.
<b>Organisation Experience</b>	7	Excellent list of projects including those similar in scale and type to gym expansion project. The company are operating long term and have worked with other similar LG projects. Core elements of the job were addressed in a detailed site management plan.
<b>Organisational Capacity &amp; Personnel</b>	7	Experienced team listed with key personnel and years of experience. Keen to work with local contractors and trades.
<b>Total Weighted Score</b>	73%	Ranked 2 <sup>nd</sup> / 4
<b>Price Offer</b>	\$ 175,618.27 (excluding GST)	
<b>Recommendation</b>	Recommended	

<b>J &amp; K Reed Construction</b>		
<b>Summary</b>	This respondent provided a marginal response to the criterion and did not cover all the aspects required by the evaluation panel. This led the evaluation panel to have some reservations that the tenderer would be able to meet the requirements of the Request to the required standard.	
<b>Compliances</b>	Compliant	
<b>Criteria</b>	<b>Score (/10)</b>	<b>Summary of Evaluation Panel Findings</b>
<b>Capability &amp; Methodology</b>	5	Reasonable level of detail provided in the works program. Timeframe is logical. No methodology was provided as to how the job would be undertaken and a generic OSH manual provided that did not contain anything specific to the project

<b>Organisation Experience</b>	4	Whilst a long list of projects have been documented, none of these were delivered by J & K Reed Constructions P/L but instead they were delivered as an employee of other building companies. Mostly residential experience was provided as examples. Little information on company provided, although it seems quite new. No detail was attached for the understanding of the project – just the initial timeline with no elaboration.
<b>Organisational Capacity &amp; Personnel</b>	5	Company is a sole operator relying on subcontractors. It is Interested in using local trades.
<b>Total Weighted Score</b>	49%	Ranked 3 <sup>rd</sup> / 4
<b>Price Offer</b>	\$318,000 (excluding GST)	
<b>Recommendation</b>	Not Recommended	

<b>Coast Enterprises PTY LTD</b>		
<b>Summary</b>	Coast received a poor score for its unconvincing response due to the lack of detail and unrealistic timelines and overview provided. This lack provided the panel with major reservations that the tenderer would be able to meet the requirements of the Request to the required standard.	
<b>Compliances</b>	Compliant	
<b>Criteria</b>	<b>Score (/10)</b>	<b>Summary of Evaluation Panel Findings</b>
<b>Capability &amp; Methodology</b>	3	A high level overview was provided which was unrealistic in terms of timeframe (30days) and not comprehensive of the project scope. The works program provided lacked detail and methodology. A generic safety management plan was attached but nothing specific to this job was listed.
<b>Organisation Experience</b>	3	Listing of projects provided but no detail on any of them or on how they relate to this project. None of the projects are of similar value and there was no mention of PV element.
<b>Organisational Capacity &amp; Personnel</b>	3	Provided an organizational listing with experience and did not identify key personnel that will be involved in project
<b>Total Weighted Score</b>	35%	Ranked 4 <sup>th</sup> / 4
<b>Price Offer</b>	\$184,071 (excluding GST)	

<b>Recommendation</b>	Not Recommended
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PV Only Install Respondents:

<b>PAE FOS PTY LTD</b>		
<b>Summary</b>	The submission provided was considered marginal by the evaluation panel as it did not cover all the aspects requested. This raised concerns for the evaluation panel, even when considering that the response was only for the PV section of the work. Based on the information provided, the evaluation panel had some reservations that the tenderer would be able to meet the requirements of the Request to the standard required.	
<b>Compliances</b>	Compliant	
<b>Criteria</b>	<b>Score (/10)</b>	<b>Summary of Evaluation Panel Findings</b>
<b>Capability &amp; Methodology</b>	4	Adequate detail provided on works plan. High level milestones were identified. There was minimal information provided for project methodology and no clarity on risks associated and how these would be handled.
<b>Organisation Experience</b>	4	Minimal information was provided on the organisation. They have worked with other LGs however and demonstrated PV installations in a range of KW.
<b>Organisational Capacity &amp; Personnel</b>	5	Minimal detail was provided on personnel, education and experience for solar element. Details of solar subcontractors provided.
<b>Total Weighted Score</b>	45%	Ranked 1/2 (PV only)
<b>Price Offer</b>	\$42,275.38 - \$76,069.99 Depending on system chosen (excluding GST)	
<b>Recommendation</b>	Not Recommended	

<b>The Trustee for Anil Family Trust</b>	
<b>Summary</b>	The submission provided was totally inadequate and did not meet the requirements. Claims against the evaluation criterion were not met or relevant, leaving the evaluation panel unconfident that the respondent



	would be able to meet the requirements of the request to the required standard.	
<b>Compliances</b>	Compliant	
<b>Criteria</b>	<b>Score</b>	<b>Summary of Evaluation Panel Findings</b>
<b>Capability &amp; Methodology</b>	1	No plan was provided for the works specifications and no risks were addressed.
<b>Organisation Experience</b>	2	They have varied experience installation PV systems but only attached a generic brochure and no site management plan specific to this project.
<b>Organisational Capacity &amp; Personnel</b>	1	No personnel were clearly addressed here. One non local subcontractor was listed.
<b>Total Weighted Score</b>	15%	Ranked 2/2 PV only
<b>Price Offer</b>	\$44,000 - \$50,900 Depending on system chosen (excluding GST)	
<b>Recommendation</b>	Not Recommended	

## 5.6 Referee Reports

As part of the evaluation process, referees were contacted for the preferred Tenderer.

No issues were raised by referees that were of concern to the panel.

Or

Referees raised concerns regarding the following Tenderer(s) and further details are provided in Appendix B:

An overview of the referee reports and the questions asked is contained in Appendix B. Reference details are contained on file and accessible if required.

## 5.7 Financial Report/Adverse Risk Report

As part of the evaluation process, an independent financial check/adverse risk report was undertaken on the preferred Tenderer(s). These reports were supplied by Illion and are contained on file and accessible if required.

No issues were raised during this part of the process.

Or

The following Tenderer(s) were found to be of concern:

- Insert organisation name and reason.

Comment on what occurred as a result of the adverse finding.

Was further due diligence undertaken and if so what was outcome.

What did the evaluation panel decide as an outcome?

An overview of the financial check/adverse risk report reports is contained in Appendix C.

## 6.0 Recommended Respondent/s

The Evaluation Panel recommends that Council:

- a) Accepts the Tender submitted by Team BRC as the most advantageous Tender to form a Contract for construction/expansion of the Bridgetown Gym. The estimated start date for the contract is 1 July 2019 and it will be in place until end of construction project.

*Note: Complies with Regulation 18(4) of the Functions and General Regulations*

- b) Delegates the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.

*Note: Complies with Regulation 20(1) of the Functions and General Regulations*

- c) Should a Contract not be formed within thirty (30) business days with Team BRC that the Chief Executive Officer may form a Contract with the next most advantageous Tenderer Devlyn.

*Note: Complies with Regulation 20(2) of the Functions and General Regulations*

## Appendix A - Evaluation Criteria and Scoring System

The following Non Weighted Compliance Criteria was used for this RFT.

<p><b>a)</b></p>	<p><b>Tenderer Profile</b></p> <ul style="list-style-type: none"> <li>i. Provide the Tenderers Australian Business Number (ABN) and Registered Entity Name.</li> <li>ii. State the Tenderer's business structure (i.e. sole trader/partnerships/proprietary limited liability company/trustee).</li> <li>iii. Provide details of the Tenderers person authorised to prepare your response to this Request including; full name, position title, postal address, phone number and email address.</li> </ul>
<p><b>b)</b></p>	<p><b>Tenderer's Declaration</b></p> <ul style="list-style-type: none"> <li>i. By indicating Comply I (The Tenderers Authorised Person) / We (The Tenderer) agree that I am/We are bound by, and will comply with the Conditions of Tender contained in this Request.  I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Request irrespective of its outcome.  By submitting this Response, I the person named as the authorised person, confirm my understanding that by lodging a Tender, in accordance with Part 1 of this Request, I understand no physical signature is required on this Declaration; that by lodging this Tender I am automatically providing an electronic signature for this Declaration in accordance with the Electronic Transactions Act 1999 (Cth) and corresponding state and territory Acts.</li> <li>ii. In submitting a Tender to this Request for Tender the Tenderer acknowledges and agrees that it is subject to the Western Australian Building and Construction Industry Code of Conduct 2016, and must apply with each of the obligations described in the Code.</li> </ul>
<p><b>c)</b></p>	<p><b>Financial Position</b></p> <ul style="list-style-type: none"> <li>i. Does your organisation have the ability to pay all debts in full as and when they fall due? (If no, please provide details).</li> <li>ii. Does your organisation have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (If yes, please provide details).</li> <li>iii. Will you co-operate with an independent financial assessor during the conduct of financial assessments? (If no please outline your reason why).</li> </ul>

<p><b>d)</b></p>	<p><b>Conflict of Interest</b></p> <p>i. Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?</p>
<p><b>e)</b></p>	<p><b>Electronic Signature</b></p> <p>i. If successful, do you consent to signing the contract electronically through Adobe E - Sign? (If no please outline your reason why).</p> <p>ii. Provide details of your organisations signatories to execute this Contract under the section 127 of the Corporations Act 2001 (Cth) (<a href="http://www.austlii.edu.au/au/legis/cth/consol_act/ca2001172/s127.html">http://www.austlii.edu.au/au/legis/cth/consol_act/ca2001172/s127.html</a>) (Note: If you are a sole director only one signatory is required)</p> <ul style="list-style-type: none"> <li>• Full Name:</li> <li>• Position Title</li> <li>• Direct email address</li> </ul> <p>The email account must be the account for the authorised signatory and cannot be a generic email such as admin@, info@, customer@ etc.</p>
<p><b>f)</b></p>	<p><b>Insurance Details</b></p> <p>i. Does the Tenderer maintain the minimum insurance requirements as detailed in Part 3 of this Request? If Yes, provide evidence of the Tenderers insurance policies that meets the requirements for the following:</p> <ol style="list-style-type: none"> <li>a. Public and Products Liability Insurance (20m);</li> <li>b. Professional Indemnity Insurance (\$5m);</li> <li>c. Workers Compensation Insurance (\$50m).</li> </ol> <p>ii. If the Tenderer does not currently meet the minimum insurance requirements, does Tenderer agree to amend its insurance policies to meet these requirements at no additional cost to the Principal prior to award of a Contract?</p>
<p><b>g)</b></p>	<p><b>Addendums / Acknowledgement</b></p> <p>i. Tenderers are to acknowledge receipt of any addendums issued and whether you have allowed for any price adjustments resulting in any issued addendum.</p>
<p><b>h)</b></p>	<p><b>Critical Assumptions</b></p> <p>i. Tenderers are to specify any assumptions they have made that are critical to the Tender, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request.</p>

<p><b>i)</b></p>	<p><b>Licencing Requirements</b></p> <ul style="list-style-type: none"> <li>i. Is the Tenderer a registered builder in accordance with Western Australian government requirements? If yes, attach a copy of the registration detailing the holder, registration number and expiry date.</li> <li>ii. Does the Tenderer have the necessary licence requirements to undertake these Works? If yes, provide a copy of the licence detailing the licence holder, licence number and expiry date.</li> </ul>
<p><b>j)</b></p>	<p><b>Registrations/Certifications</b></p> <ul style="list-style-type: none"> <li>i. Highlight your registrations/certifications that will support your credentials: (E.g. OSH certifications, Supervisory credentials etc).</li> </ul>
<p><b>k)</b></p>	<p><b>Code Compliance</b></p> <p>Tenderers must address the following information in an attachment and label it “Code Compliance”</p> <ul style="list-style-type: none"> <li>i. Is the Tenderer or any related entity of the Tenderer subject to a current finding of material Code non-compliance (as defined in paragraph 30 of the Western Australian Building and Construction Industry Code of Conduct 2016)?</li> </ul> <p>A copy of the Code can be downloaded from:  <a href="http://www.commerce.wa.gov.au/publications/wa-building-and-construction-industry-code-conduct-2016">http://www.commerce.wa.gov.au/publications/wa-building-and-construction-industry-code-conduct-2016</a></p>
<p><b>l)</b></p>	<p><b>Pricing</b></p> <ul style="list-style-type: none"> <li>i. Complete the Microsoft Excel pricing spreadsheet “Price Schedule.xls” (a separate attachment has been provided for this Criterion and is available in the WALGA Provider Portal).</li> </ul>
<p><b>m)</b></p>	<p><b>Referees</b></p> <ul style="list-style-type: none"> <li>i. Complete the referee table. Provide a minimum of two project referees, including the name, position, telephone, email address and type of service provided. Describe the nature of the relationship and relevance to this Request.</li> </ul>

The following Weighted Criteria was used for this RFT:

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Qualitative Criteria		Weighting
<b>1</b>	<p><b>Capability and Methodology</b></p> <ul style="list-style-type: none"> <li>i. Provide a detailed Works Program detailing all tasks including sub-tasks, interdependencies, critical path items/actions required for the completion of the works in Microsoft Project/Gantt chart or similar format. Showing the project methodology highlighting key hold points for all stages of the demolition and construction phases of the project, from contract award through to practical completion.</li> <li>ii. Detail how each stage of the project is intended to be performed by the Tenderer to ensure that the project deliverables are met in accordance with the requirements of the Contract.</li> <li>iii. Provide a detailed Risk Assessment of the project complete with risks identified, risk ratings and mitigation strategies.</li> </ul>	<b>25%</b>
<b>2</b>	<p><b>Organisational Experience</b></p> <ul style="list-style-type: none"> <li>i. Provide examples of three (3) recent and relevant projects to demonstrate the Tenderers' performance in providing construction of similar projects in the Project Experience attachment.</li> <li>ii. Provide detail on your organisation's capability that demonstrates your ability to satisfy the requirements of this tender.</li> <li>iii. Detail the Tenderers understanding and appreciation of the demolition and construction requirements for this project, by describing the key elements to be taken into consideration specifically for this project, including whole of project costing and sustainability factors, regulatory requirements, local environmental and societal factors, disability access requirements and other factors that contribute to meeting and exceeding the Principal's requirements.</li> <li>iv. Provide a detailed site Management Plan detailing all aspects of the proposed Site Management methodology with regards to this project. (e.g. Site security and Site safety)</li> <li>v. Provide a detailed Total Recordable Injury Frequency Rate (TRIFR).</li> </ul>	<b>45%</b>

<b>3</b>	<p><b>Organisational Capacity and Personnel</b></p> <ul style="list-style-type: none"> <li>i. Provide a list of the personnel from your organisation that will be involved in this project, specifying their particular roles and relevant experience. Contractors should supply a CV for each key personnel. (Note: Please only include relevant personnel not a full organisational listing.)</li> <li>ii. Provide a list of key organisations/subcontractors and personnel contributing to this project, specifying their particular roles and relevant experience.</li> </ul> <p>NOTE: Prior to awarding the contract the respondent must confirm the availability and participation of key personnel identified. If this is not the case then a revised response must be provided for review and approval by the Principal who, if not satisfied reserves its rights of refusal.</p>	<b>30%</b>
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The following scoring criteria was used for evaluating this RFT:

Rating	Definition	Score
<b>UNACCEPTABLE</b>	Was not evaluated as it did not provide any requested information relevant to the evaluation criterion. The Evaluation Panel is not confident that the Tenderer would be able to meet the requirements of the Request.	0
<b>INADEQUATE</b>	Totally unconvincing and requirement has not been met. The Tenderer provided an inadequate response to the criterion. Claims against the evaluation criterion were not relevant to the requirements. The Evaluation Panel is not confident that the tenderer would be able to meet the requirements of the Request to the required standard.	1
<b>VERY POOR</b>	Significantly flawed and fundamental details are lacking. The Tenderer provided a very poor response to the criterion. Minimal information provided in response to the evaluation criterion. The Evaluation Panel has critical reservations that the tenderer would be able to meet the requirements of the Request to the required standard.	2
<b>POOR</b>	Unconvincing. The Tenderer provided a poor response to the criterion. Significant shortcomings in claims made against the evaluation criterion. The Evaluation Panel has major reservations that the tenderer would be able to meet the requirements of the Request to the required standard.	3
<b>MARGINAL</b>	The tenderer has provided a marginal response to the criterion and may not cover all aspects. Response has some shortcomings and deficiencies in demonstrating claims against the evaluation criterion. The Evaluation Panel has some reservations that the tenderer would be able to meet the requirements of the Request to the required standard.	4
<b>ADEQUATE</b>	The tenderer has provided an adequate response to the criterion. Claims against the evaluation criterion cover the basic requirements. The Evaluation Panel is reasonably confident that the tenderer would be able to meet the requirements of the Request to the required standard.	5
<b>GOOD</b>	Response complies and is credible. The Evaluation Panel is reasonably confident that the tenderer would be able to meet the requirements of the Request to a good standard.	6
<b>VERY GOOD</b>	Response complies, is convincing and credible. No uncertainties or shortcomings in claims against the criterion. The Evaluation Panel is confident that the tenderer would be able to meet the requirements of the Request to a very good standard.	7

Rating	Definition	Score
<b>SUPERIOR</b>	Response complies, is convincing and credible. All claims substantiated and supported. The Evaluation Panel is highly confident that the tenderer would be able to meet the requirements of the Request to a high standard.	8
<b>OUTSTANDING</b>	Highly convincing and credible. Tenderer demonstrates outstanding quality in response to the criterion. All claims demonstrated and substantiated. The Evaluation Panel is very confident that the tenderer would be able to meet the requirements of the Request to a high standard.	9
<b>EXCELLENT</b>	Highly convincing and credible. Tenderer demonstrates excellent quality in response to the criterion. Comprehensively documented with all claims fully substantiated. The Evaluation Panel is extremely confident that the tenderer would be able to meet the requirements of the Request to a very high standard.	10

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## Appendix B - Referee Reports

- 1) What was the project / scope they worked on for you?
- 2) Were they able to deliver the works in line with the required schedule and budget?
- 3) Did you have any concerns with the Project Management / Supervision of the works?
- 4) Were there any safety concerns during the works?

The following table summarises the feedback received from referee checks for the Preferred Respondent. Full details are available in a separate document.

Tenderer	Name of Referee, Position and Organisation	Feedback Summary

## Appendix C - Financial Check Reports

The following table summarises the results of the financial check performed on the Preferred Tenderer. Further information is available upon request on a confidential basis.

Tenderer	Financial Check Result
List	