

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday, 27 June 2019** in the Council Chambers, commencing at 5.30pm

T Clynch, CEO



Date

20 June 2019

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AGENDA

For an Ordinary Meeting of Council to be held in the Council Chambers on Thursday, 27 June 2019 commencing at 5.30pm

Meeting to be opened by the Presiding Member

Acknowledgment of Country – Presiding Member

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

Attendance, Apologies and Leave of Absence

President	- Cr A Pratico
Councillors	- J Bookless - J Boyle - D Mackman - J Nicholas - P Scallan - A Wilson
In Attendance	- T Clynch, Chief Executive Officer - M Larkworthy, Executive Manager Corporate Services - E Denniss, Executive Manager Community Services - G Arlandoo, Executive Manager Development & Infrastructure - T Lockley, Executive Assistant
Leave of Absence	- Cr J Moore

Attendance of Gallery

Responses to Previous Questions Taken on Notice

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/0619 Ordinary Meeting held 30 May 2019

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 30 May 2019 as a true and correct record.

Announcements by the Presiding Member Without Discussion

Notification of Disclosure of Interest

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

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

C.02/0619 Installation of Statue

Submitted by Cr Scallan

Attachment 1 Background Information on DW Stinton

Motion

That Council considers investigating the installation of a Statue to acknowledge DW Stinton as the founder of the Tin Fields in 1886 and the subsequent significant impact ongoing mining of Tin, Tantalum and now Lithium has, and is continuing to have on Greenbushes, the Shire of Bridgetown Greenbushes, the Region and Western Australia.

Background/Reasons

As background, in many places pioneers have been recognised for the impact on the industry, towns, regions and states such as Hannon in Kalgoorlie, the fishermen on the Fremantle wharf and Forrest and settlers in Busselton. David Stinton found tin in Greenbushes in 1886 with the first mining concessions being granted in 1888. Mining in Greenbushes has continued in one way or the other since 1888 with the Greenbushes population peaking at 3,000 in early 1900's. The acknowledgement of David Stinton, and more important the mining industry by having an appropriate

statue will not only highlight the history and importance of the discovery but be a draw card to the town and will further support the tourist industry of the region.

The expectation is to have a life size action type figure either with Stinton panning, sluicing or similar and placed in a prominent location in town.

Refer Attachment 1 for information compiled by Mr Trevor Riley for Grow Greenbushes.

Officer Comment

In recent years Council has determined not to be the lead agency in the development of art and cultural pursuits within the community, primarily due to a resourcing and prioritization of other key focus areas within the areas of community development. In responding to this Notice of Motion, it was felt that extensive background regarding the art and culture development within the Shire be provided as follows.

In 2009 Council developed an Art and Cultural Development Working Group that was focused at exploring the feasibility of developing the Shire as a centre of excellence for artistic and cultural pursuits. The Working Group comprised a wide range of community and Council representatives. The Working Group consulted with the community, holding a public forum to seek feedback from residents with regard to this concept and what its implementation might entail. The feedback from the community was quite strongly against the exploration of infrastructure development in terms of an actual “centre of excellence” for art and culture. Residents were of the view that existing infrastructure (i.e. Repertory Theatre, Town Hall and various other Halls) are not accessed fully to warrant additional infrastructure and that subsequently the approach ought to be more of an ethos about embracing, enhancing and promoting the wide variety of artistic and cultural opportunities – events and education – currently available with the Shire.

Following on from this, and based on recommendations from the Working Group, during the 2010-2011 budget preparation process, Council considered the appointment of a 12 month permanent part time officer position for 3 days per week. The purpose of the position was to:

Synchronize the current art and cultural events and activities already occurring to deliver a marketable product.

1. Foster partnerships within the arts and cultural community with a view to develop an incorporated arts body.
2. Investigate and pursue avenues to ensure self-sustainability of the position within the structure of an incorporated arts body.
3. The position of Arts and Cultural Development Officer commenced for 12 months 1 November 2010.

In relation to the first objective the ACDO achieved the following:

- Prepared a template for the art and cultural development booklet

- Developed a network of approximately 150 local artists recipients of the monthly “Arts and Culture Roundup” e-newsletter written and distributed by the ACDO
- Investigated the possibility of social media network as cost effective promotional options (Facebook and Twitter)
- Established contacts to promote art and cultural events on ABC radio

In relation to the second objective the ACDO achieved the following:

- Conducted two public meetings open to all of community with attendance of approximately 80 people to present the objectives of the ACDO position and commence exploring the feasibility and interest in establishing an independent arts group;
- Conducted 12 focus group meetings with key artistic and community groups (i.e. Blues at Bridgetown; B-Club; Muso’s Inc; Bridgetown Regional Art Group; members of the former Cultural Centre Working Group);
- Liaised extensively with artistic and creative individuals within the community
- Utilized the database as a vehicle to assist in promoting events including music, repertory, art competitions and creative and cultural events occurring within the Shire.
- Determined a core group of interested individuals who volunteered to form a Community Steering Group and to commit to the development of an independent, incorporated arts group.

In relation to the third objective the ACDO achieved the following:

- Liaised with and applied for South West Development Commission funding (unsuccessful);
- Identified the following possible funding sources for an independent, incorporated arts group to access (local government authorities being ineligible for such funding)
- Department of Culture and Art – “Looking Forward Fund”
- CATALYST Community Art Fund
- Lotterywest “Expanding Capacity of Not-For-Profit Organizations
- Country Arts WA – Art Project Funding

Given the strong support of the community demonstrated by the willingness to participate in the Community Steering Group – for the development of an independent, incorporated, arts body - Council determined to grant approval for a 6 month extension of the ACDO contract for the purpose of:

1. Guiding the Community Steering Group through the process of incorporation including the development of a name, group objectives, constitution, conduction of inaugural Annual General Meeting and official incorporation under the Associations Incorporation Act 1987.
2. Identify and apply for possible funding to ensure the continuity of the ACDO role under the auspice of the independent incorporated arts group and to assist with operational objectives as determined by the Community Steering Group and implemented by the (when formed) independent incorporated arts group.

3. Co-ordinate the preparation and printing of the Art and Cultural Event Promotional Booklet.

In relation to these objectives the ACDO achieved the following:

- The Community Steering Group received official approval, certification and registration of its incorporation in February 2012, the group is known as the Blackwood Valley Arts Alliance Incorporated.
- The inaugural Annual General Meeting for the BVAA Inc. was held on the 3 April 2012 in the Bridgetown Lesser Hall and was attended by 30 people. The meeting was followed by the appointment of office bearers and committee members.
- The committee is now actively engaged in applying for funding to continue the employment of funding for projects supporting the concept of developing the profile of the Shire of Bridgetown-Greenbushes as a centre of excellence for artistic and cultural pursuits.

In 2011, after the completion of the ACDO project/contract, and in alignment with a bequest, Council developed a Public Art Strategy which identified it would support the development of externally funded art projects in the Shire.

Summary

The objective of developing an independent, incorporated art association was to provide a conduit for members of the wider community to liaise with in the area of art and cultural development. The majority of art based funding was, and continues to be, available to such groups often at the exclusion of local governments. The intention was that this group, once established, would be the primary agency/group for the development of art and cultural projects and pursuits within the community, and that the Shire would work in partnership with this group (now BVAA) in a support role.

Therefore, in progressing the requested investigation into the proposed statue, it is considered relevant and appropriate that the proposal be presented to the BVAA with a view to developing a working partnership and/or working group (with possible representation from Grow Greenbushes and the Shire) to develop a project plan and to identify funding sources for the proposal. This will ensure a comprehensive plan and approach is developed within the appropriate framework and processes previously established for the development of art and cultural pursuits.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

- Objective 1.1.1 - A diverse economy that provides a range of business and employment opportunities.
 - Strategy 1.1.2 Develop and implement strategic plans and actions that attract economic development
 - Strategy 1.1.10 Deliver or support a range of events where a demonstrable community benefit can be shown.

- Objective 4.1 A cohesive community with a strength of pride
 - Strategy 4.1.1 Deliver and support a wide range of community activities, events and associated infrastructure
 - Strategy 4.1.2 Deliver programs that encourage community interaction and participation

Corporate Business Plan

- Action 1.1.2.3 – Improve promotion of the Shire as a tourism destination
 - Action 1.1.10.1 – Support festivals and events that promote local businesses and encourage community participation.
 - Action 4.1.1.1 – Support the development of externally funded public art
 - Action 4.1.2.1 – Support a community based approach to the provision of art and culture development
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning

Council's Public Art Strategy states that *Council understands that the impact of public art on a community is priceless and immeasurable. Public art has the power to energize public spaces, arouse thinking and transform the places where residents live, work and play into a more welcoming, beautiful and enriching environments. Public art enhances the quality of life by encouraging a heightened sense of place, by sharing the stories of the community (past and present) and by introducing people to works of art that can positively impact on them, and generations to come. Public art expresses the community's positive sense of identity and values. In addition to community enrichment, public art increases the community's assets and has the potential to encourage visitors to the area, whose casual spend will provide ongoing economic benefit to the community. A co-ordinated and planned approach to public art will ensure that the Bridgetown and Greenbushes communities will continue to receive the myriad of benefits that result from a public art program. Council is committed to the implementation of public art programs that are sympathetic to the natural environment and reflect the environmental, cultural, historic and social nuances of the area.*

Policy - Nil

Budget Implications

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Reports of Officers

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Finance & Administration
- Planning & Environmental Services
- Works & Services
- Community Services

CEO's Office

ITEM NO.	C.03/0619	FILE REF.	
SUBJECT	Corporate Business Plan Annual Review - 2019		
OFFICER	Chief Executive Officer		
DATE OF REPORT	18 June 2019		

Attachment 2 Draft 2019-2023 Corporate Business Plan

OFFICER RECOMMENDATION that Council:

- 1. Adopts its 'Corporate Business Plan 2019-2023' as presented in Attachment 2.*
- 2. Authorises the CEO to insert the financial data into the last page of the Corporate Business Plan once the Long Term Financial Plan has been completed.*

Summary/Purpose

In accordance with section 5.56 of the *Local Government Act 1995* all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to a long-term value creation.

The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The Plan also draws together actions contained within the informing strategies of Council's Integrated Planning Framework including but not limited to the Long Term Financial Plan, Asset Management Plans and capital works plans.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Corporate Business Plan. Attached for Council's consideration is the 2019 Review of the Corporate Business Plan.

Background

The Corporate Business Plan developed as part of the Integrated Planning and Reporting Framework is an internal business planning tool that translates Council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period (4 years). It also contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure.

The Corporate Business Plan is used to drive the development of the Shire's Annual Budget, translate the Strategic Community Plan into actions, provide a link to existing service delivery that supports achieving the aspirations and outcomes set out in the Strategic Community Plan, and align with financial and other resources set out in the informing strategies.

Annual reporting on the implementation of the Corporate Business Plan occurs in the Annual Report noting that reporting in the 2018/19 Annual Report will be based on the Corporate Business Plan applicable to that financial year.

Officer Comment

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

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

A number of existing actions have also been reworded to clarify, amend or make clearer the intended outcomes. Also some timelines for actions have been amended.

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

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

Below is a summary of the changes made to the Action Tables from the former 2018-2022 Corporate Business Plan to the draft 2019-2023 Corporate Business Plan.

Deleted Actions from 2018-22 Corporate Business Plan

- Former 1.1.1.1 – Support the establishment of job creation enterprises.
- Former 1.1.1.2 – Preserve priority agricultural areas.
- Former 1.1.2.1 – In partnership with the business community investigate potential to promote Bridgetown as a small conference destination.
- Former 1.1.2.2 – Determine the need for financial incentives for business to develop land in the LIA.
- Former 1.1.2.2 – Develop a Shire of Bridgetown-Greenbushes Economic Development Strategy.
- Former 1.1.2.6 – Partner with Talison Lithium to prepare an infrastructure plan to present to government on the infrastructure related impacts of the mine expansion project.
- Former 1.1.2.8 – Support the promotion of the Shire as a tourist destination.
- Former 1.1.5.2 – Continue to work with Water Corporation for the provision of infrastructure to improve and secure the continuity of potable water.
- Former 1.1.6.1 – Lobby Government on fixing mobile phone blackspots.
- Former 1.1.8.3 – Implement Local Trails Plan.
- Former 1.1.9.1 – In partnership with the local tourism sector and Shires of Manjimup and Nannup, proceed with the establishment of a Local Tourism Organisation (LTO).
- Former 1.1.9.2 – Review local visitor servicing to take into account establishment of the LTO and the associated financial implications (loss of revenue and financial contributions to LTO).
- Former 1.1.10.1 – Support festivals and events that promote local businesses and encourage community participation.
- Former 1.2.1.2 – Develop internal and external planning, building control and environmental health processes that have regard to the importance of business development and social capacity whilst ensuring regulatory compliance is met.
- Former 1.2.1.3 – As part of the review of the Workforce Plan identify how a “can do” approach to development will be achieved.
- Former 1.2.2.1 – Support regular gatherings of local business to provide information; facilitate networking and demonstrate leadership.
- Former 1.2.3.1 – Attend and participate in "Business After 5" functions.
- Former 1.2.3.2 - Have Council representation on the BGBTA.
- Former 1.2.4.1 - Implement the recommendations of the 2016 Local Purchasing Audit.
- Former 2.1.1.2 – Undertake a stormwater drainage audit.
- Former 2.1.2.1 – Maintain financial support of the community landcare service.
- Former 2.1.2.2 - Work with local landcare groups in informing the community about the importance of weed control.

- Former 2.1.3.1 – Support local landcare groups in initiatives that improve the health of the Blackwood River.
- Former 2.1.5.1– Ensure the Local Trails Masterplan identifies opportunities for trails adjacent to waterways.
- Former 2.2.1.3 – Maintain parkland infrastructure.
- Former 2.2.1.4 - Support establishment of “friends of” groups for parks, gardens and reserves.
- Former 2.2.2.1 - Install a demonstration of the use of Waterwise plants in one of the Shire’s flower beds.
- Former 2.2.2.2 - Install flow meters on the Shire’s main parks and garden water users.
- Former 2.2.3.1 - Have regard to conservation and natural environment in fire mitigation planning for Shire reserves.
- Former 2.2.3.3 - Implement reserve management or conservation plans.
- Former 2.2.5.1 - Audit all playgrounds and skate parks for safety and Australian standards compliance.
- Former 2.3.1.1 - Investigate the installation of energy and water saving equipment at Shire’s facilities.
- Former 2.3.2.1 - Consider environmental sustainability principles in planning for new Shire buildings.
- Former 2.3.2.2 - Budget on an annual basis the retrofitting of energy efficient or water efficient fittings or infrastructure on existing Shire buildings.
- Former 2.4.1.1 - Provide relevant information in Shire welcome packs and on Shire website.
- Former 2.4.1.2 - Feature regular articles on relevant topics in Council newsletter.
- Former 2.4.2.1 - Support the growth of community gardens.
- Former 2.4.2.2 - Feature regular articles on relevant topics in Council newsletter.
- Former 2.4.2.3 - Promote the reduction of water and energy use to the community.
- Former 2.5.1.1 - Monitor regional initiatives and opportunities.
- Former 2.5.1.3 - Operate the Bridgetown Waste Disposal Site within legislative standards.
- Former 2.5.1.5 - Operate the inert waste site.
- Former 2.5.1.6 - Develop a new liquid waste disposal facility.
- Former 2.5.1.7 - Conduct a post closure clean-up of the former green waste facility at Greenbushes.
- Former 2.5.1.8 - Develop an extension to existing waste cell.
- Former 2.5.2.1 - Develop waste information fact sheets and other initiatives to raise community awareness of the benefits of reduced waste outputs.
- Former 2.5.2.2 - Process construction and inert waste for reuse.
- Former 2.6.1.1 - Explore and encourage development of high density blocks for smaller/mixed housing options with sensitivity to natural environment and landscape.
- Former 2.6.1.2 - Development application process allows a balance between sensitively developed places and progressive development.
- Former 3.1.1.1 - Implement conservation plans for key shire owned heritage buildings.
- Former 3.1.1.4 - Relocate the Greenbushes Railway Station to the Greenbushes Discovery Centre for development as a new module.
- Former 3.1.2.2 - Street and footpath sweeping to be focused on Bridgetown Town Centre and street sweeping to be introduced into Greenbushes Town Centre.
- Former 3.1.3.1 - Celebrate the 150 year anniversary of Bridgetown in 2018.
- Former 3.2.1.1 - Plan for a youth precinct and hang out space in Bridgetown by completing and enhancing the skate park, creating linkages with the leisure centre, library and improving amenities such as shade, seating, landscaping and Wi Fi.

- Former 3.2.1.2 - Investigate a trailer-based mobile/pop-up space and equipment that can be utilised by community groups to host activities and events in different locations/facilities within the Shire.
- Former 3.2.1.3 - Renovate the Bridgetown Civic Centre and Shire Administration building.
- Former 3.2.1.6 - Replace parks and recreational equipment and facilities as per Replacement Plan.
- Former 3.2.1.7 - Investigate grant opportunities for replacement of pool solar system.
- Former 3.2.2.1 – Programs are targeted at all age groups and regularly change to encourage ongoing participation.
- Former 3.2.2.2 – Provide advocacy and support for existing youth group activities to continue.
- Former 3.2.2.3 – Work in partnership with clubs to ensure sporting facilities are fit for purpose and improved based on need/funding.
- Former 3.2.2.4 - Host community movie nights (summer only).
- Former 3.2.5.1 - Maintain the Shire's building inventory.
- Former 3.2.5.2 - Upgrade where required the Shire's buildings where a demonstrated need is identified.
- Former 3.3.1.1 - Annually review the 10 year strategic road works plan.
- Former 3.3.1.2 - Renew roads and drainage as identified under the 10 year strategic road works plan.
- Former 3.3.1.3 - Upgrade roads and drainage as identified under the 10 year strategic road works plan.
- Former 3.3.2.1 - Identify black spot eligible projects.
- Former 3.3.3.1 - Renew, upgrade or construct footpaths, trails and cycleways.
- Former 3.3.4.1 - Source gravel from private land for road works, using powers under the Local Government Act.
- Former 4.1.1.3 - Promote the availability of community grants and service agreements.
- Former 4.1.2.1 - Support a community based approach to the provision of art and culture development
- Former 4.1.2.2 - Deliver programs at the Bridgetown Leisure Centre that cater for the community's demographic needs.
- Former 4.1.2.3- Deliver programs at the Bridgetown Library that cater for the community's demographic needs.
- Former 4.1.2.4 - In partnership with the community drivers of the project, deliver the Bridgetown Art Trail.
- Former 4.2.1.1 - Support and encourage a range of recreational and social activities that appeal to different interests amongst young people.
- Former 4.2.1.2 – Encourage the delivery of arts, cultural and music experiences specifically designed for young people.
- Former 4.2.1.3 – Provide advocacy and support for existing youth group(s) activities to continue.
- Former 4.2.1.4 - Investigate the best mechanism for offering non-sport programs for young people such as coding, music and film production, animation and photography.
- Former 4.2.1.5 - Transport options are incorporated into all youth programs delivered by the Shire.
- Former 4.2.1.6 - Encourage local clubs and groups to address transport barriers to participation (carpooling, roster, bus).
- Former 4.2.1.7 - Ensure youth programs are rotated in locations throughout the Shire.
- Former 4.2.2.2 - Youth Leadership Team to provide input into the Access and Inclusion Advisory Committee so that the needs of young people with disability are considered.

- Former 4.2.2.3 - The needs of young people with disability are considered when planning and delivering youth events and activities.
- Former 4.2.3.1 - Continue to advocate for the presence of youth support services in the community that are aligned with the changing needs of young people.
- Former 4.2.3.3 - Collaborate with and support youth groups on projects aligned with goals and strategies of Council's Youth Plan.
- Former 4.2.4.1 - Seek collaboration between schools and the Bridgetown-Greenbushes Tourism & Business Association to encourage local businesses to increase local work experience opportunities.
- Former 4.2.4.2 - Investigate a student scholarship scheme to provide funding support for young people wanting to participate in special youth or study program that brings new skills or ideas to the Shire.
- Former 4.2.4.3 – Explore the potential for the Community Resource Centres and Library to develop a homework club and tutoring services.
- Former 4.2.4.4 - Provide an annual administrative traineeship opportunities for youth within the Shire organization.
- Former 4.2.5.2 - Identify activities that will support young people to look after their well-being.
- Former 4.2.5.4 - Run an annual consultation activity to ensure the current views and ideas from local young people are heard.
- Former 4.2.5.5 - Support the youth leadership group to engage with their peers to understand changing youth needs and concerns.
- Former 4.2.6.1 - Support providers such as Geegeelup Village, Greenbushes Aged Care Committee, Access Housing etc. to build more units and expand residential care options.
- Former 4.2.6.3 - Partner with housing providers and other agencies to provide seniors with information about housing and service options.
- Former 4.2.7.2 - Lobby state and federal government regarding affordability and accessibility of in-home care services.
- Former 4.2.9.1 - Consider recommendations for improvements from the Access and Inclusion Committee.
- Former 4.2.10.1 - Advocate on behalf of the community on health and educational needs.
- Former 4.4.1.1 - Hold an annual volunteers thank you function.
- Former 4.4.1.2 - Coordinate the Australia Day Awards.
- Former 4.4.2.1 – Support and promote volunteer telephone services to connect with socially and physically isolated residents.
- Former 4.4.2.2 - Support volunteer and community groups with advice regarding funding, governance and strategic planning.
- Former 4.4.2.3 – Lobby/work with state and federal government and other agencies regarding the disincentives of volunteering – red tape; insurance costs; transport costs.
- Former 4.4.2.4 – Engage with partners to support volunteers and community groups e.g. prison early release program.
- Former 4.5.1.1 – Annually review emergency arrangements.
- Former 4.5.1.2 - Review the Shire's risk management profile.
- Former 4.5.1.3 - Support the Local Emergency Management Advisory Committee and Bush Fire Advisory Committee.
- Former 4.5.3.1 - Work with relevant Government agencies to identify and secure funding for improvements to mobile phone blackspots.
- Former 4.6.6.1 - Rehabilitate, protect and conserve Shire controlled land through hazard reduction.
- Former 4.6.2.1 - Conduct pre fire season community briefings.

- Former 4.6.2.2 - The Insight Newsletter, Shire website and Welcome Pack to include fire preparedness information and links to key state government emergency websites.
- Former 4.6.2.3 – Shire website to include information regarding fire retardant plant species, weed control, eradication and hazard reduction on private property.
- Former 4.6.2.4 – Shire Welcome Pack to promote importance of volunteer bush fire brigades – encourage volunteers.
- Former 4.6.2.5 – Continue to promote and advise the community that bush fire services are volunteer based.
- Former 4.6.2.6 - Use social media to provide fire protection information.
- Former 4.6.3.1 – Review the design and contents of the Shire’s Fire Break Order to make requirements clearer and more ‘user friendly’.
- Former 4.6.3.2 – Annually review Fire Break Order.
- Former 4.6.3.3 – Maintain a low tolerance approach to non-compliance to Firebreak Order, in particular to property owners that have owned property for more than 1 year.
- Former 4.6.4.1 - Continue to provide support to volunteer emergency services.
- Former 4.6.4.2 – Monitor Shire owned equipment and appliances for fit for purpose.
- Former 4.6.4.3 – Review appliance suitability when due for replacement under ESL Grant Scheme.
- Former 4.6.4.5 - Annual budget submissions are made to DFES for operational and capital funding.
- Former 4.7.3.2 - Arrange regular contact with law enforcement agencies to discuss crime prevention planning and programs.
- Former 5.1.1.1 - Formalise the youth representative group to advise Council on youth issues and lead the engagement of young people in the community - ensure Shire wide representation.
- Former 5.1.1.2 - Support the engagement of youth in the planning and design of a Youth Precinct and other local programs for young people.
- Former 5.1.1.4 - Promote in the Insight newsletter any forthcoming Council elections including articulating the benefits and responsibilities of being a councillor.
- Former 5.1.2.2 - Acknowledge and promote the value of seniors.
- Former 5.1.3.1 - Regularly review community engagement strategies and policies.
- Former 5.1.3.2 – Provide regular feedback to the community following consultation periods.
- Former 5.1.3.3 - Inform the community regarding regulatory requirements.
- Former 5.1.3.5 - Establish a call-waiting information service for the Shire Admin office telephone system.
- Former 5.1.4.2 - Reconstruct the Shire website.
- Former 5.1.5.1 - Provide advice and direction to community groups to identify funding sources.
- Former 5.2.2.2 - Monitor complaints regarding staff behaviour.
- Former 5.2.2.3 – Maintain a strong relationship between Council and the administration through good information and communication.
- Former 5.2.2.4 - Senior Management Group to establish formal budget monitoring processes.
- Former 5.2.3.2 - Implement succession planning in key parts of the organisational structure.
- Former 5.2.3.3- Develop a new archives storage facility that meets legislative requirements.
- Former 5.2.3.7 - Review the organisational structure.
- Former 5.2.3.8 - Ensure the provision of appropriate furniture and equipment for effective operations.
- Former 5.2.3.9 - Regularly review levels of delegated authority to match responsibility.
- Former 5.2.3.10 - Maintain a safe workplace via appropriate occupational health and safety systems and procedures.
- Former 5.2.3.13 - Develop a project management framework.

- Former 5.2.3.15 - Ensure provision of adequate plant and fleet as per Plant & Fleet Replacement Plan.
- Former 5.2.4.2 - Further develop and maintain online communication tools such as Facebook, Shire Bytes email service and website.
- Former 5.2.4.3 - Operate an effective Customer Service Request process where customers receive timely advice on the status of their request.
- Former 5.2.5.2 - Hold the December Council meeting in Greenbushes.
- Former 5.2.6.1 - Establish targets and monitor performance for income streams.
- Former 5.2.6.4 - Limit entry into services and activities provided by others unless there is adequate compensation or available resources.
- Former 5.2.6.5 - Manage debt so annual repayments don't impinge on ability to fund service delivery.
- Former 5.2.7.3 - Conduct a local red-tape reduction strategy.
- Former 5.2.8.1 - Conduct health inspections of food premises, accommodation outlets, etc.
- Former 5.2.8.2 - Provide effective regulatory services.
- Former 5.3.1.16 - Prepare a Works Equipment Replacement Plan.
- Former 5.3.2.2 - Periodically review the use of Shire buildings to ensure their use is optimised.
- Former 5.3.2.3 - Review access to and management of all Shire standpipes.
- Former 5.3.3.1 - Monitor opportunities for outsourcing of selected services.
- Former 5.4.1.1 - Correspond and meet with regional partners to discuss potential shared services.
- Former 5.4.2.1 - Actively participate in the WALGA South West Zone.
- Former 5.4.3.1 - Correspond and meet with regional partners to discuss projects and issues of concern.

New and amended Actions in Draft Corporate Business Plan

A number of new actions have been inserted into the draft (updated) CBP, including but not limited to:

- Preparing and implementing a plan to present to Government on the infrastructure requirements linked to the expected population growth associated with the Talison Lithium project;
- Reviewing the management model and location for the Visitor Centre;
- Partnering with Landcorp for development of land for light industry;
- Completion of the Warren Blackwood Stock Route (trail);
- Lobbying of State Government regarding residential development of un-sewered land;
- Funding and support of the Southern Forests Blackwood Valley Tourist Association;
- Development of a policy to simplify compliance to bush fire guidelines;
- Development of an economic development strategy;
- Identify opportunities and mechanisms for the establishment of local supplier panels;
- Preparation of a climate change strategy;
- Restoration of the Bridgetown Railway Station and identification of its future use;
- Complete planning and subsequently proceed with implementation for youth precinct, river foreshore, Greenbushes Sportsground Precinct and Bridgetown car parking projects;
- Develop the public open space at Highland Estate;

- Advocate for a safety audit of the Hampton Street precinct;
- Preparation of a development plan for the waste site;
- Implement recommendations contained in the 2019 Workforce Plan;
- Investigate solutions for improving water supply at Bridgetown Sportsground; and
- Investigate options for conversion of agendas and other information to digital formats.

In addition to the above changes numerous existing Actions were modified to more accurately describe the intent of the Action.

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

Statutory Environment

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.

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

19DA. Corporate business plans, requirements for (Act s.5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (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.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Integrated Planning

- Strategic Community Plan

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

Objective 5.3 - We operate within the Integrated Planning Framework

Strategy 5.3.1 - Implement the Shire's Integrated Planning Review Cycle

- Corporate Business Plan

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

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

The process through which the Corporate Business Plan is developed incorporates:

- Activation of the Strategic Community Plan.
- Operations planning including asset management, financial management and workforce management.

- Long Term Financial Plan

The Corporate Business Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.

Completion of the Long Term Financial Plan (LTFP) is scheduled for August as adoption of the Corporate Business Plan (and its financial projections) is a key inclusion for completion of the LTFP.

- Asset Management Plans

Recommendations from Council's asset management plans have been incorporated into some of the actions contained in the Corporate Business Plan.

- Workforce Plan
The Workforce Plan is currently being reviewed and the new (reviewed) Corporate Business Plan will inform development/review of this plan.
- Other Integrated Planning – Nil

Budget Implications

Costs associated with implementing Actions listed for determination in 2019/20 will be incorporated into the 2019/20 draft budget.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The Corporate Business Plan interacts with informing strategies such as the Long Term Financial Plan and Asset Management Plans as part of the Integrated Planning and Reporting Framework. The Corporate Business Plan is a critical part of this framework and in itself mitigates business risk through links across Councils infrastructure, finances and workforce.

As the adoption of this plan is a legislative requirement, failure to adopt a Corporate Business Plan would result in non-compliance with the Local Government Act. The alignment of the actions outlined in the CBP with the services levels expressed by the community reduces the risk of a perception of misalignment with the desired service levels and associated rating strategies.

Continuous Improvement

The Integrated Planning and Reporting Framework developed by the Department of Local Government provides a process for local governments to:

- Ensure community input is explicitly and reliably generated.
- Provide the capacity for location and specific planning where appropriate.
- Identify the resourcing required to deliver against the long term objectives.
- Clearly articulate long term financial implications and strategies.

Voting Requirements – Absolute Majority

ITEM NO.	C.04/0619	FILE REF.	
SUBJECT	Amendment to Fees & Charges – Impound Fees for Dogs and Cats		
OFFICER	Chief Executive Officer		
DATE OF REPORT	June 2019		

OFFICER RECOMMENDATION that Council, noting its determination of 2019/20 fees and charges made at its May 2019 meeting vary the following fees/charges for 2019/20:

- *Kennel fee of impounded dog - \$38.60 per day*
- *Kennel fee of impounded cat – \$23.20 per day*

Summary/Purpose

Council last month adopted its 2019/20 Schedule of Fees & Charges. Since that determination the Bridgetown Boarding Kennels & Cattery has significantly increased its dog and cat boarding fees, necessitating a review of the dog and cat pound fees previously adopted.

Background

Council, at its May 2019 meeting resolved:

C.08/0519 That Council:

- 1. Adopt the 2019/20 Schedule of Fees & Charges as per Attachment 4 with the following minor changes:*
 - a) Under ‘Recreation & Culture’ – ‘Miscellaneous Fees’ - retain Bond at \$100, with the standard Hall Hire Agreement being modified to pass liability on to the hall hirer for payment of any damages up to the amount of the insurance excess.*
 - b) Under ‘Recreation & Culture’ – ‘Greenbushes Hall & Other Halls Hire’ - the full day and half day hire of the Greenbushes Hall be equated to the same rate as the Bridgetown Main Hall hire fees.*
- 2. Determine the waste rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2019/20 budget.*
- 3. Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2019/20 budget.*

Shortly after the May Council meeting advice was received from Bridgetown Boarding Kennels & Cattery that its costs to the Shire for using its premises as a pound would increase for dogs from \$20.00 to \$30.00 per day, and for cats from \$10.00 to \$15.00 per day. In explanation the Bridgetown Boarding Kennels & Cattery advised that these increases were the first for seven years.

With the increase in fees charged by Bridgetown Boarding Kennels & Cattery there is a need to review the dog and cat pound fees that were endorsed for 2019/20 by Council last month.

In 2018/19 the kennel (pound) fee charged to owners of dogs or cats impounded by Shire Rangers are:

- Dog - \$25.75 per day
- Cat – \$15.45 per day

The fee charged by the Shire to owners of impounded dogs and cats covers the daily fee charged by the kennel plus a percentage of average costs of Ranger time in impounding the dog/cat and transporting to the kennel (pound).

With the significant increase in kennel costs from 1 July 2019 there is a need to further review the impounded dog and cat kennel fees. In maintaining the current percentages covering Ranger time for the impound process these fees are proposed to rise to:

- Dog - \$38.60 per day
- Cat - \$23.20 per day

Statutory Environment

Section 6.16(1) and (2) of the Local Government Act states:

- (1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*
- (2) *A fee or charge may be imposed for the following —*
 - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*

Section 6.17(1) of the Local Government Act states:

In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) *the cost to the local government of providing the service or goods;*
- (b) *the importance of the service or goods to the community; and*
- (c) *the price at which the service or goods could be provided by an alternative provider.*

Section 6.19 of the Local Government Act states:

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

As the change to dog and cat fees is only a minor variance to the overall fees & charges adopted for 2019/20 by Council last month there isn't a requirement to revoke that resolution. As the fee is being determined by council prior to adoption of the 2019/20 budget there isn't a requirement to advertise these fees.

Policy Implications – Nil

Integrated Planning

- Strategic Community Plan
Key Goal 5 Our leadership will be visionary, collaborative and accountable
Objective 5.2 We maintain high standards of governance, accountability and transparency
Strategy 5.2.6 Ensure the future financial sustainability of the organisation
- Corporate Business Plan
Action 5.2.6.3 Assess level of fees and charges to apply cost recovery principle where appropriate
- Long Term Financial Plan
Council's Long Term Financial Plan proposes an annual increase in fees and charges of CPI plus 2% from 2019/20 to 2032/33. However this doesn't factor in the cost-recovery principle where actual costs of delivering the service are significantly increased.
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Budget Implications

The draft 2019/20 budget will have a number of income streams that will be estimated using the draft Schedule of Fees & Charges.

Fiscal Equity

The fees are determined having regard to the cost of providing the service, the scope of the service and the anticipated preparedness of a person to pay the fee.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

Since 2017 officers have been assessing individual discretionary fees and charges to ensure cost recovery where appropriate.

Voting Requirements – Absolute Majority

ITEM NO.	C.05/0619	FILE REF.	Rd.288
SUBJECT	Petition – Upgrade of McLarty Street		
PROPONENT	B & B Delaporte on behalf of 20 residents		
OFFICER	Chief Executive Officer		
DATE OF REPORT	19 June 2019		

Attachment 3 Petition

OFFICER RECOMMENDATION that Council:

- 1. Receive the petition.*
- 2. List the potential upgrading of McLarty Street for consideration in the next review of the 10 year Strategic Works Program, noting that this isn't a commitment that the works will be included in the Program in future reviews.*

Summary/Purpose

A petition has been received signed by 20 persons requesting McLarty Street be bitumised.

Notwithstanding that the petition does not conform to the criteria for petitions listed in Council's Standing Orders Local Law it is recommended that Council receive the petition.

McLarty Street isn't currently listed for improvements in Council's 10 year Strategic Works program but could be considered for inclusion in future reviews of that document. Maintenance of McLarty Street is currently carried out to a standard typical of rural gravel roads, being graded twice per year.

Background

The petition has been signed by 20 persons, all of which have listed their address as being within the Shire of Bridgetown-Greenbushes. The Petition reads:

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 pot holes 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.

Clause 3.4.1 of Council's Standing Orders sets out the requirements for a petition to be effective. These requirements are:

- Is to be addressed to the Shire President;
- Is to be made by electors of the district;
- Is to state the request on each page of the petition;
- Is to contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
- Is to contain a summary of the reasons for the request;

- (f) Is to state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
- (g) Not relevant to this petition.

The petition complies with Requirements (b), (c), (d) and (e) but does not comply with Requirements (a) and (f).

McLarty Street runs from Bussell Street at its eastern point for a distance of approximately 815 metres to a dead-end termination at its western point. The whole of the road is constructed to a gravel standard with table drains. At its approximate mid-point McLarty Street intersects with Moulton Street. The section of Moulton Street running southwards to connect with Hackett Street is constructed to a bitumen standard.

Notwithstanding that the petition refers to McLarty Street it is noted that all the signatories to the petition provide addresses for the section west of the intersection with Moulton Street. The section of McLarty Street from Moulton Street to its western termination point is approximately 470 metres in length.

Typically Council annually adopts a 10 Year Strategic Works Program which sets out the draft works construction program for the following 10 years. As parts of the annual review process Council brings forward Years 2-9 from the previous year's plan and adds in a new 10th year. This process is also an opportunity for Council to bring in previously unidentified jobs ahead of the 10th year if considered urgent and advance some jobs from latter to earlier years due to a heightened priority. It also allows Council to delete projects if circumstances or priorities change or a new direction is taken.

In 2018/19 however Council chose not to review its 10 Year Strategic Works Program, preferring instead to endorse a single year (2019/20) road construction program. The intent behind this decision is to comprehensively review its current 10 Year Strategic Works Program in September/October 2019 which includes a review of all existing works proposed over the life of that plan.

Taking into account the timing of the 2019/20 budget process it is recommended that the consideration of the sealing of all or part of McLarty Street be referred to the proposed review of the 10 Year Strategic Works Program scheduled for September/October 2019.

Since 2016/17 the 10 Year Strategic Works Program has had a greater focus on "renewal" works as opposed to "new" or "upgrade" works. "Renewal" is restoration of a road (or footpath, drainage, etc.) to its original service potential; "upgrade" is work over and above restoring a road to its original condition and "new" is constructing a new road.

McLarty Street is maintained to the standard of equivalent gravel roads in the Shire, examples of similar roads in Bridgetown Townsite being Walter Road, Eedle Terrace, Mottram Street and Hovea Close.

The most recent traffic count for McLarty Street was conducted 6 years ago and determined that the average number of vehicles per day was 53. Since that time there has been one additional dwelling constructed on the section of McLarty Street

west of Moulton Street, meaning that the daily traffic count may have increased to approximately 65.

The Australian Roads Research Board (ARRB) outlines key principles in applying economic evaluations as a method to justify the sealing of a road and shall be used as a guide. The principles demonstrate that it is generally not economically warranted to seal a gravel road carrying fewer than 100 vehicles per day, whereas if the road is carrying over 250 vehicles per day it will probably be justified. In between the 100 and 250 vehicles per day is where additional social, practical or maintenance criteria may influence the warrants of sealing of these roads even though the economic benefit falls short.

With regard to dust linked to health effects it is noted that dust is a common air pollutant generated by many different sources and activities. This can include the impacts of traffic driving on gravel roads which is a common activity. It is noted that the dwellings fronting Moulton Street range in setback from the road from 20 metres onwards and therefore the effects of dust from a gravel road may be greater for these properties than for larger rural (agricultural) properties where setbacks tend to be greater. However there has been no definitive research informing the local government sector that the effects of traffic using gravel roads presents health hazards to adjacent residents.

Clause 3.4.1 of Council's Standing Orders sets out the requirements for a petition to be effective and the process to be followed when receiving a petition.

Policy - Nil

Integrated Planning

➤ Strategic Community Plan

Key Goal 3 – our built environment is maintained, protected and enhanced
Objective 3.3 – maintain an appropriate standard of transport networks, roads and pathways.

Strategy 3.3.1 – a well maintained local and regional transport network.

Strategy 3.3.2 – maximise finding opportunities to improve road safety.

Strategy 3.3.3 – provide and maintain a safe and efficient transport system.

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

Objective 5.1 – our community actively participates in civic life.

Strategy 5.1.1 – the community is involved in local decision making.

➤ Corporate Business Plan

Strategy 3.3.1 – a well maintained local and regional transport network.

Action 3.3.1.1 – Annually review the 10 year strategic works program.

Action 3.3.1.2 – renew roads and drainage as identified under the 10 year strategic works program

Action 3.3.1.3 – upgrade roads and drainage as identified under the 10 year strategic works program

➤ Long Term Financial Plan

The 10 Year Strategic Works Program informs the annual review of the Long Term Financial Plan. Consideration of the 2017/18 review of the 10 Year Strategic Works Program is proposed to occur at the budget workshop

scheduled to occur in May with the recommendations from that workshop to be presented to Council in June with recommendations for endorsement of the updated Long Term Financial Plan and Corporate Business Plan.

- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning
The 10 Year Strategic Works Program is an informing strategy for the Long Term Financial Plan and Corporate Business Plan.

Budget Implications - Nil

Fiscal Equity

Council needs to balance the request from the petitioners with the need for improvements of other roads in the district.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

ITEM NO.	C.06/0619	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	23 May 2019		

Attachment 4 Rolling Action Sheet

OFFICER RECOMMENDATION that the information contained in the Rolling Action Sheet be noted.

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Policy/Strategic Plan Implications – Nil

Budget Implications – Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Corporate Services

ITEM NO.	C.07/0619	FILE REF.	108.3
SUBJECT	Consolidated Asset Management Plan 2018-38		
OFFICER	Asset Management Coordinator and Executive Manager Corporate Services		
DATE OF REPORT	14 May 2019		

Attachment 5 Shire of Bridgetown-Greenbushes Consolidated Asset
Management Plan 2018-38

OFFICER RECOMMENDATION that Council adopts the Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan 2018-38 as presented in Attachment 5.

Summary/Purpose

Council is required under the Integrated Planning and Reporting Framework and Guidelines to adopt a Corporate Business Plan that is informed by various strategies and plans, including Asset Management Plans (AMP) developed for Council's various asset classes.

Council's existing individual AMP's have been updated to reflect changes in asset values as a result of works undertaken during 2017/18 on Council assets and inclusion of improved condition and useful life data for building assets. The revised plans reflect the position of Council's assets as at 30 June 2018 hence the consolidated plan being presented for Council endorsement is for the period 2018 to 2038.

Background

The Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform

Program. Integrated Planning is the ongoing development and delivery of a Strategic Community Plan and a Corporate Business plan. Asset Management is a core component of the framework.

Council adopted individual AMP's for all its asset classes at its meeting held 30 June 2016, as follows:

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

The above plans are updated annually, as such the plans have again been updated to incorporate all capital expenditure on assets undertaken during 2017/18 along with any revised condition and useful life estimations.

Officer Comment

Under Council's Asset Management Policy F.15, Council is not required to adopt Asset Management Plans, however, it is important that Council is informed of the current state of its assets, and how it is proposed that these assets are managed and resourced in the future based on a 'whole of life' cost approach that will inform the Long Term Financial Plan.

The Asset Management Plans include improvement plans that outline the actions required to reduce the potential of a funding gap between the required level of renewal/upgrade of assets as compared to the actual funding currently being provided through the Budget and Long Term Financial Planning process.

Preparing AMP's enable Council to produce the asset ratios required under the Local Government (Financial Management) Regulations 1996 as part of Annual Financial Statement reporting.

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

During 2018 a project that focused on improving the quality of data held for Council's building assets was undertaken. As a result of new condition data and useful life estimates at component level being incorporated into the latest plan the reported funding 'gap' has decreased from \$16million to \$4.4million.

Key components of each individual AMP have been consolidated into a single document titled Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan 2018-2038. This document is presented for Council endorsement.

Statutory Environment

Section 5.56 of the Local Government Act 1995 – Planning for the Future
Regulation 19DA of the Local Government (Administration) Regulations 1996 – Planning for the Future

Integrated Planning

- Strategic Community Plan
Key Goal 5: Our leadership will be visionary, collaborative and accountable
Objective 5.2: We maintain high standards of governance, accountability and transparency
Strategy 5.2.6: Ensure the future financial sustainability of the organisation

Objective 5.3: We operate within the Integrated Planning Framework
Strategy 5.3.1: Implement the Shire’s Integrated Planning Review Cycle
Strategy 5.3.2: Apply best practice asset management principles
- Corporate Business Plan
Action 5.3.1.13 Annually review Asset Management Plans
Action 5.3.2.1 Review and maintain asset management plans for all relevant asset classes
- Long Term Financial Plan – Council’s asset management plans inform development of the Long Term Financial Plan
- Asset Management Plans – This item seeks endorsement of an updated Consolidated Asset Management Plan
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Budget Implications – Not applicable

Policy

Council’s ‘F.15 Asset Management’ policy provides:

“Responsibility:

- **Council** is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.
- The **Chief Executive Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.”

Fiscal Equity – Not applicable

Whole of Life Accounting

The Asset Management Plans enshrine the principle of whole of life accounting costs to ensure assets are managed responsibly and cost effectively.

Social Equity

Council's Asset Management Policy F.15 requires social equity principles are considered in the development of asset management strategies and plans in accordance with Council's Strategic Community Plan.

Ecological Equity

Council's Asset Management Policy F.15 requires ecological equity principles are considered in the development of asset management strategies and plans in accordance with Council's Strategic Community Plan.

Cultural Equity – Not applicable

Risk Management

Failure to identify and fund gaps between required and planned expenditure in relation to managing assets will result in a high likelihood of asset failures occurring that may compromise safety to users of the asset and in-turn a financial implication to undertake reactive maintenance.

Continuous Improvement

AMP's contain an asset management improvement plan detailing a program of tasks to be completed and resources required to increase the level of confidence in the AMP's and level of the organisation's asset management maturity.

Voting Requirements – Simple Majority

ITEM NO.	C.08/0619	FILE REF.	134.1
SUBJECT	2019 Review of the Appropriateness and Effectiveness of Financial Management Systems and Procedures		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 June 2019		

Attachment 6 Financial Management Systems & Procedures Review – May 2019

OFFICER RECOMMENDATION That Council:

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

Summary/Purpose

This report is presented for the purpose of receiving the Financial Management Systems & Procedures Review that was conducted in May 2019.

Background

Regulation 5.(2)(c) of the Local Government (*Financial Management*) Regulations 1996 requires that at least every three financial years the CEO will review the

appropriateness and effectiveness of the financial management systems and procedures of the local government.

The previous review was undertaken in May 2016 and endorsed by Council in June 2016. Recommendations contained within the 2016 report were also reviewed and considered as part of this review to ensure appropriate action has occurred.

Officer Comment

A review of the financial systems and procedures has been undertaken in accordance with the Regulations. The review was undertaken as an internal process by the Executive Leadership Team. The overall findings are consistent with recent audit reports which have found that adequate controls and procedures are embedded within the organisation and maintained to a high standard.

This review has found that the financial systems are appropriate and maintain significant controls for the correct financial management of the organisation. A number of minor items have been raised as recommendations for improvement, and these will be addressed as a matter of priority.

The Audit Committee at its meeting held 13 June 2019 considered the CEO's report and reviewed each of the 14 recommendations contained within. Following its review the Audit Committee resolved as follows:

“AC.02/0619

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

Statutory Environment

Regulation 5(2)(c) of the Local Government (*Financial Management*) Regulations 1996 requires the CEO to:

“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.”

Integrated Planning

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

Budget Implications – Not applicable

Policy

A number of Council policies were referred to as part of the review to ensure that the financial management systems and procedures were maintained in accordance with policy.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

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

Continuous Improvement

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

Delegated Authority

A number of delegations were referred to as part of the review to ensure that the financial management systems and procedures were being carried out in line with authorised delegations.

Voting Requirements – Simple Majority

ITEM NO.	C.09/0619	FILE REF.	160.1
SUBJECT	Submission on Proposed 2019/20 Differential Rates and Revised Rate in the Dollar and Minimum Rate for Mining Unimproved Value Properties		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	14 June 2019		

Attachment 7 Submission received from McMahon Mining Title Services Pty Ltd

OFFICER RECOMMENDATION that Council considers the submission from McMahon Mining Title Services Pty Ltd regarding the proposed differential rates for Mining properties and resolves to adjust the Mining Unimproved Value rate in the dollar and minimum payment in consideration of the new valuation roll received for this differential rating category.

OFFICER RECOMMENDATION that following input of the new valuations for Mining Unimproved Value properties Council endorse the following proposed 2019/20 rate in dollar and minimum payments in lieu of those previously advertised:

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	7.6644 cents	\$530.00

OFFICER RECOMMENDATION that in accordance with Regulation 23(b) of the Local Government Financial Management Regulations notice of the reason for adopting a different rate in the dollar and minimum payment than advertised for the Mining Unimproved Value properties be included in the 2019/20 budget papers and also communicated in the rating information document included with each rates notice.

OFFICER RECOMMENDATION that Council makes application to the Minister for Local Government, Sport and Cultural Industries to impose in 2019/20 a differential Mining UV rate which is more than twice the lowest general differential UV rate.

Summary/Purpose

To consider a submission received regarding Council's proposed 2019/20 differential rates and to endorse a revised rate in the dollar and minimum payment for the Mining Unimproved Value category for the 2019/20 rating year.

Background

At its meeting held 30 May 2019 Council adopted, for advertising purposes, its proposed differential rates and minimum payments for the 2019/20 rating year as detailed in the table below:

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

In accordance with Section 6.36 of the Local Government Act the differential rating proposal was advertised for public comment for a period of 22 days. An advertisement appeared in the Manjimup-Bridgetown Times edition of 5 June 2019.

Ratepayers in the Mining Unimproved Value category were notified on an individual basis of the proposed rates in the dollar and minimum payments to allow for comment.

At the time of agenda preparation, one submission was received from McMahon Mining Title Services Pty Ltd (MMTS). The company has a number of clients who hold exploration licences in the Shire of Bridgetown-Greenbushes that are rated in the Mining Unimproved Value category.

In the event of further submissions being received after production of this agenda a further report will be presented to Council for consideration as an addendum to this item.

Subsequent to Council adopting the above proposed differential rating information and advertising of its intention to levy these differential rates a revaluation roll has been received for properties in the Mining Unimproved Value category with values effective 1 July 2019.

Officer Comment

The new valuation roll has been input into Council’s rating system. Rate modeling has been undertaken incorporating the new values to determine a new rate in the dollar and minimum payment for the Mining Unimproved Value category.

The revised rating information for the Mining Unimproved Value category will generate \$545.65 less rate revenue than Council’s previously advertised rates. The reduced rate revenue is primarily the result of a further reduction in the minimum rate payable to ensure that not more than 50% of the properties are rated on the minimum payment in accordance with Section 6.35 of the Local Government Act.

The following new rate in the dollar and minimum payment amount is being recommended to Council for the Mining Unimproved Value category. No change to rates in the dollar or minimum payments for Council’s other differential rating categories is being recommended:

Category	Rate in \$	Minimum Rate
Mining Unimproved Value (UV)	7.6644 cents	\$530.00

Ministerial approval is required to impose a differential general rate that is more than twice the lowest differential general rate. Council’s proposed rates include a rate for the Mining Unimproved Value category that is more than twice the Rural Unimproved Value category.

Differential Rating Submission

Valuations provided by the Valuer General for the purpose of rating mining tenements are based on the rent rate imposed by the Department of Mines, Industry Regulation and Safety. According to McMahon Mining Title Services Pty Ltd rent rates applicable to mining tenements will increase as follows:

“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 submission requests the Shire ensure the automatic increase in rates due to the increase in rents is taken into account during rate modelling, and asks that consideration be given to maintaining or reducing the rates for mining tenements for the 2019/20 year.

It is normal practice for this Shire to adjust its ‘rate in the dollar’ down by the average increase in valuations that have applied to a rating category as a result of annual

reevaluations. It is confirmed that following receipt of the new valuation roll for this category the rate in dollar was adjusted down prior to applying Council's rate increase of 3.8% as required to meet the estimated budget deficiency. While the submission asks that consideration be given to maintaining or reducing the rates for mining tenements Council's 3.8% rate increase has been consistently applied across all rating categories to ensure an equitable distribution of the required rates yield from one year to the next.

Section 6.36(4) of the Act requires Council to consider any submissions received, before imposing the proposed 'rate in the dollar' or minimum payment, with or without modification.

That section empowers a Council to impose differential general rates or minimum payments different from those published in the public notice. This provision is important because it allows Council to consider submissions made by electors and ratepayers, and to consider circumstances that may have changed since it first considered an initial estimate of budget cash deficiency required to be met by the imposition of rates.

In conclusion, Council has adjusted its 'rate in the dollar' down for the Mining Unimproved Value category to offset increased valuations as a result of rent rate increases imposed by the Department of Mines, Industry Regulation and Safety. The rate yield increase applied to this category is consistent with that applied to all other rating categories, it is therefore recommended that Council adopt the differential rates and minimum payments as proposed in this item and seek ministerial approval for a Mining Unimproved Value rate that is more than twice the lowest differential general rate.

Regulation 23(b) of the Local Government Financial Management Regulations requires in the event that Council resolves to impose rates or minimum payments different from those previously advertised the Annual Budget of Council must include details of the rate or minimum payments set forth in the public notice, and provide reasons for the difference. Additionally, written notification to ratepayers explaining Council's reasons should be included with their annual rates notice.

Council will be required to comply with Regulation 23(b), the following reason for a different rate and minimum payment being adopted to that advertised will be included in the statutory budget document and on an information flyer included with each rate notice:

'Council has adopted a different rate in the dollar and minimum payment for the Mining Unimproved Value category to that previously advertised due to new valuations being received for this rate category effective 1 July 2019.'

Statutory Environment

Section 6.32(1) of the Act – Rates and service charges

Section 6.33(1) to (3) of the Act – Differential general rates

Section 6.35(4) of the Act – Minimum payment

Section 6.36 of the Act – Local government to give notice of certain rates

Section 6.36(4) of the Act - Local government to consider any submissions received

Regulation 23(b) Local Government (Financial Management) Regulations – relevant to a decision to impose rates or minimum payments different from those previously advertised.

Integrated Planning

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

Policy

Policy F.10 – Method of Valuation of Rateable Properties

Budget Implications

This item includes a minor reduction of \$545.65 in the proposed 2019/20 rates revenue to those rates previously advertised by Council. The levying of general GRV rates, differential general UV rates and minimum payments in 2019/20 is about deriving an equitable level of revenue from each of the categories of properties in the district.

Fiscal Equity

In setting various rates in the dollar and minimum payment amounts Council aims to achieve a fair and equitable distribution of the rate burden throughout all ratepayers in the district.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The advertising of Council's intention to levy differential rates and subsequent application to the Minister is part of the statutory provisions required to ensure Council's rates are levied in accordance with legislation and are not at risk of being ruled improperly raised or imposed. There is a risk to Council not adopting its 2019/20 budget by the statutory deadline of 31 August 2019 in the event that the Minister does not approve Council's Mining UV differential rate.

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

ITEM NO.	C.10/0619	FILE REF.	131
SUBJECT	May 2019 Financial Activity Statements and List of Accounts Paid in May 2019		
OFFICER	Senior Finance Officer		
DATE OF REPORT	17 June 2019		

Attachment 8 May 2019 Financial Activity Statements
Attachment 9 List of Accounts Paid in May 2019

OFFICER RECOMMENDATIONS

- 1. That Council receives the May 2019 Financial Activity Statements as presented in Attachment 8.*
- 2. That Council receives the List of Accounts Paid in May 2019 as presented in Attachment 9.*

Summary/Purpose

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

Background

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

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

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

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

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

- according to nature and type classification;
- by program; or

- (c) by business unit.

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

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

Statutory Environment

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

Integrated Planning

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

Policy

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

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

Budget Implications

Expenditure incurred in May 2019 and presented in the list of accounts paid, was allocated in the 2018/19 Budget as amended.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

Planning & Environmental Services - Nil

ITEM NO.	C.11/0619	FILE REF.	A21303
SUBJECT	Proposed Telecommunications Infrastructure Upgrade (Fixed Wireless NBN Facility)		
PROPONENT	Aurecon Group on behalf of Ericsson		
LANDOWNER	T & S Bottomley		
LOCATION	Lot 13288 (9) Lindsay Road, Greenbushes		
OFFICER	Manager Planning		
DATE OF REPORT	13 June 2019		

Attachment 10 Location Plan

Attachment 11 Applicant's Planning Report/Proposed Plans

OFFICER RECOMMENDATION: That Council pursuant to Clause 2.2 of Town Planning Scheme No. 4 grants development approval for the proposed minor upgrade to the existing Fixed Wireless NBN Facility, as per Attachment 11, on Lot 13288 (9) Lindsay Road, Greenbushes, subject to the following condition:

- 1. Any outdoor equipment to be coloured dark grey to complement the existing facility.*

Advice Note: The Shire of Bridgetown-Greenbushes accepts no responsibility in respect to non-compliance with the ARPANSA EME requirements.

Summary/Purpose

To consider a development application for an upgrade to an existing fixed wireless telecommunications infrastructure facility, as part of the Federal Government's rollout and improvement to the 'NBN Access Network'. Noting the ultimate purpose of the applicable 'State Forest' reservation of the land, and that no public submissions were received, it is recommended that development approval be granted for the proposal subject to one condition.

Background

A development application has been received for a minor upgrade to an existing fixed wireless telecommunications infrastructure facility located on Lot 13288 (9) Lindsay Road, Greenbushes.

As background, development approval was granted on 5 August 2014 for the existing facility subject to the following conditions as resolved by Council in July 2014 which stated:

“C.07/0714a That Council pursuant to Clause 2.2 and of Town Planning Scheme No. 4 grant planning approval for the proposed Telecommunications Infrastructure (Fixed Wireless NBN Facility), as per Attachment 10 on Lot 13288 Lindsay Road, Greenbushes, subject to the following conditions:

- 1. Prior to the commencement of works the applicant must submit a revised ARPANSA EME Report to the Shire of Bridgetown-Greenbushes, addressing any ‘sensitive sites’ within 500 metres of the proposed facility, including but not limited to the Greenbushes Aged Care Community facility at Lot 500 (70-76) Blackwood Road, Greenbushes.*
- 2. The development of the telecommunications infrastructure and associated ancillary works and the ongoing use must not cause erosion or degradation of the subject or surrounding land, to the satisfaction of the Shire of Bridgetown-Greenbushes.*
- 3. Provision of a new vehicle crossover will require specific approval from the Shire of Bridgetown-Greenbushes, prior to the commencement of construction.*
- 4. Any damage to the Shire of Bridgetown-Greenbushes built assets caused by construction activity, including but not limited to vehicle movements, shall be repaired at the cost of the proponent and to the satisfaction of the Shire of Bridgetown-Greenbushes.*
- 5. A Traffic Management Plan shall be prepared by a person accredited in ‘Advanced Worksite Traffic Management’ and implemented by trained staff during the construction phase.*
- 6. The facility is to accommodate potential co-location by other telecommunication providers, with certification of this capability to be lodged with the Shire of Bridgetown-Greenbushes, prior to commencement of works.*
- 7. Additional screen planting is to be undertaken around the compound perimeter (excluding access gate) within six months of the completion of construction, and thereafter maintained by the applicant and/or their agent, to the satisfaction of the Shire of Bridgetown-Greenbushes.*

Advice Note: In relation to Condition 1, the Shire of Bridgetown-Greenbushes accepts no responsibility in respect to non-compliance with the ARPANSA EME requirements.

Advice Note: In relation to Condition 7, it is suggested that local endemic species be planted to ensure best survival.

Advice Note: A ‘Dial Before You Dig’ check may be required to locate any utility services.”

The applicant requested Council reconsider Conditions 3 and 7 of the development approval, however Council at the Ordinary Meeting held in August 2014 resolved:

C.14/0814a That Council notes the request for reconsideration of conditions from NBN Co, as per Attachment 10, however reaffirms Council Resolution C.07/0714a and Conditions 3 and 7 of the planning approval granted on 5 August 2014 for the proposed Telecommunications Infrastructure (Fixed Wireless NBN Facility) on Lot 13288 Lindsay Road, Greenbushes.”

Conditions 3 and 7 of the development approval dated 5 August 2014 remain unchanged and the crossover and screen landscaping were subsequently actioned during and following construction of the facility in 2015. The revised EME Report was received 4 February 2015.

As reported to Council in July 2014, the property is reserved for State Forest under Town Planning Planning Scheme No. 4 (TPS4), with an area of 4.0468 hectares, and located to the north-east of the Greenbushes townsite. The property is privately owned freehold land, generally cleared of native vegetation, and used for semi-rural 'hobby-farm' purposes. Staff understand that the land was formerly owned by the State Government before a land swap deal was made many years ago in exchange for water catchment land to the west of Greenbushes.

Given the proximity of the property to Greenbushes, the land was likely used for tree felling and/or milling in the late 1800s or early to mid 1900s. It is therefore likely the 'State Forest' reservation still applicable to the land today reflects the original uses. The reservation applicable to the land is considered to be a zoning anomaly and should have been addressed in preparation of the current TPS4, gazetted in 1987.

The land has been identified in the draft Local Planning Strategy for potential residential or rural residential subdivision, with the zoning of the land likely to be changed to Agriculture initially in preparation of new Local Planning Scheme No. 6.

Unlike most State Forest land however, this property is privately owned and not vested in the Department of Biodiversity, Conservation and Attractions and hence consultation with the DBCA is not required for Council to consider this proposal.

Proposal

The existing facility is located in the south-eastern corner of the property and located approximately 220 metres north-east of the Greenbushes townsite, and approximately 800 metres to the Greenbushes post office (corner of Stanifer Street and Blackwood Road).

The existing facility consists of 65m high lattice tower, accommodating two (2) panel antennae at a height of 55 metres, plus three (3) parabolic dish antennae at heights of 65 metres, 60 metres and 37 metres. Two (2) outdoor equipment cabinets installed at ground level, along with ancillary equipment including an air-conditioning unit, all within a 2.4m high chainlink security fenced compound with an area of 176m², with access via Lindsay Road.

As detailed in Attachment 11, Aurecon Group and Ericsson, on behalf of 'nbn', propose to undertake an upgrade to the existing telecommunications facility, consisting of the following:

- Replacement of an existing 1800mm diameter parabolic antenna with a 2400mm diameter parabolic dish antenna approximately 62 metres above ground level;
- Installation of a new 1800mm diameter parabolic antenna approximately 61 metres above ground level;
- Installation of a new Argus SSPX310R panel antenna approximately 57.5 metres 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;
- Relocation of an existing 1800mm parabolic dish antenna approximately 63.5 metres above ground level;
- Relocation of an existing 600mm parabolic dish antenna at approximately 37 metres 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 canister.

The proposed upgrades are required to improve the transmission between this facility and the Boyup Brook and North Greenbushes facilities, and new connection to the Bridgetown South facility (ie. Suttons Tower).

Pursuant to *Telecommunications Act 1997* and *Telecommunications Code of Practice 1997*, minor upgrades to an existing approved facility are exempt from local government development approval where compliant with the *Telecommunications (Low-Impact Facilities) Determination 2018*. Whilst the proposed works would typically be described as 'low-impact', the proposed installation of a new 2400mm parabolic antenna to replace the existing 1800mm parabolic antenna exceeds the maximum allowable diameter.

The proposal was referred by direct correspondence (48 letters sent) to surrounding landowners (including leases of the Greenbushes mining tenement) within a 500 metres radius of the proposed facility. The 21 day submission period ended on 4 June 2019 however no submissions were received.

The main issues relevant to the original proposed facility included alternative sites, public safety, sensitive land uses, co-location, visual amenity and reservation, and were considered by Council in July 2014. The proposed minor upgrade to the facility is not considered to raise any further concerns regarding these issues.

Although noting the ultimate purpose of the 'State Forest' reservation applicable to the land, compliance with relevant State Planning Policies and that no public submissions were received, the proposed upgrade to the existing telecommunications facility is considered acceptable and approval is recommended.

Statutory Environment

- Shire of Bridgetown Greenbushes Town Planning Scheme No. 4

Part II – Reserved Land

Under Clause 2.2.1 *“Except as provided in Clause 2.2.2 a person shall not commence or carry out development of any Scheme Reserve other than the erection of a boundary fence without first having applied for and obtained the Planning Consent of the Council.”*

Under Clause 2.2 *“A Scheme Reserve may be used without the Planning Consent of the Council:*

(a) for the purpose for which the land is reserved under the Scheme;

(b) where such land is vested in a Public Authority for any purpose for which such land may be lawfully used by that Authority.”

Under Clause 2.3 Matters to be Considered by Council *“Where an application for Planning Consent is made with respect to land under a Scheme Reserve, the Council shall have regard to the ultimate purpose intended for the Reserve and the*

Council shall, in the case of land reserved for the purposes of a Public Authority, confer with that Authority before giving its approval.”

As reported to Council in July 2014, although the land is reserved for ‘State Forest’ under TPS4, the property is privately owned, freehold land and has not been used for state forest purposes for a significant period of time. The proposed upgrade to the telecommunications facility is considered suitable noting the ultimate purpose of the reserve, and consultation with other public authorities is not necessary.

Part IV – Objectives, Policies and Development Requirements

Under Clause 4.1 – General Objectives and Policies *“Council’s general objective is to ensure that the Scheme protects the District’s present economic base, whilst allowing where appropriate, for development of more intensive forms of agriculture, for growth of the District’s tourist potential and for increased settlement within certain areas of the District.*

Council’s Policies will therefore be to (inter alia):

- (d) permit, subject to adequate control, uses which add to and facilitate the District’s potential for Tourism and recreational use.*
- (e) require development, under a Planning Consent procedure, to achieve and maintain satisfactory standards of amenity;*
- (f) protect, wherever possible and consistent with the General Objective, the District’s landscape and rural character.*

The proposed upgrade to the existing facility will not have any detrimental impact on the landscape amenity of the area as the proposed site, with existing dense, mature vegetation helping to screen the facility from nearby residential properties and the broader landscape. The proposal meets the objective and policy as improving broadband telecommunications for the local area and broader district, resulting in social, economic, tourism and recreational benefits for the community.

Under Clause 4.10 Amenity and Development *“Council’s objectives will be to ensure that the overall amenity of the district is retained and enhanced for the benefit of residents and in the interests of the District’s tourist potential, and that the landscape values of the environment are maintained.”*

Under Clause 4.10.1 Standard of Development *“Notwithstanding that a proposed development conforms in all other respects with any provision of the Scheme or any by-law in force, Council may at its discretion, refuse to grant approval if it considers that such development would by its siting, design, construction or materials result in a significant deterioration of the landscape and amenity of the general locality.”*

The proposed upgrade to the existing facility is not expected to have any detrimental impact upon the local amenity, landscape and social values of the area.

Under Clause 4.12 Telecommunications, Clause 4.12.1 states *“An application for Council’s Planning Consent will be required for the development of all telecommunications infrastructure (overhead cabling, telecommunications towers,*

radio communications, dishes, etc) excluding those listed in the Telecommunications] (*Low-Impact Facilities*) Determination 1997 and subsequent amendments to that determination.”

Clause 4.12.2 states “*Applications for the development of telecommunications infrastructure shall be accompanied by the plans and information for applications for Planning Consent under Clause 5.1 and will be considered in relation to the following:*

- (i) consistency with the objectives and purpose of the zone or reserve;*
- (ii) social and economic benefits of the proposal;*
- (iii) the impact of the proposal upon landscape, heritage and environmental values of the locality;*
- (iv) coordination with other services; and*
- (v) any relevant policy adopted by the Council.”*

These five key issues were considered by Council in June 2014 when approving the original application. The proposed minor upgrade is considered consistent with these issues, and no detrimental impacts upon the local or broader area are anticipated.

- (i) consistency with the objectives and purpose of the zone or reserve;*

The ultimate purpose of the State Forest reservation is conservation, recreation and forestry, however given the land is privately owned, fully cleared of significant vegetation and used as a lifestyle, hobby farm, the State Forest reservation is no longer applicable. Notwithstanding, the proposed upgrade to the existing telecommunications facility is considered suitable within this reservation. The proposal is consistent with this sub-clause.

- (ii) social and economic benefits of the proposal;*

The proposed facility upgrade will benefit users in the ‘NBN Access Network’ through the provision of high speed broadband providing social and economic benefits to local residences, businesses and the broader community. The proposal is consistent with the sub-clause.

- (iii) the impact of the proposal upon landscape, heritage and environmental values of the locality;*

The proposed facility upgrade will not have any detrimental impacts upon the local landscape, given the location of the existing facility and partial screening by mature vegetation. The proposal is generally consistent with this sub-clause.

- (iv) coordination with other services; and*

Shire staff understand that the facility retains co-location potential for other telecommunications services, although not proposed at this time. The proposal is consistent with this sub-clause.

(v) any relevant policy adopted by the Council.”

The Shire of Bridgetown-Greenbushes does not have a current planning policy relevant to telecommunications infrastructure. The Shire’s Natural Environment Strategy and Managing the Natural Environment Policy are relevant and discussed below. The proposal is consistent with this sub-clause.

Schedule 1 - Interpretations

Under Schedule 1 of TPS4, Telecommunications Infrastructure “means any part of infrastructure of a telecommunications network and includes any line, equipment apparatus, tower, antenna, tunnel, duct, hole, pit or other structure uses, or for use, in or in connection with a telecommunications network.”

The proposed facility upgrade is consistent with the above definition

- Planning and Development (Local Planning Schemes) Regulations 2015 - Clause 67, Schedule 2 (Deemed Provisions)

Requirement	Comment
(a) the aims and provisions of this scheme and any other local planning scheme operating within the Scheme area;	The proposed telecommunications facility upgrade is generally consistent with provisions of Town Planning Scheme No.4, noting the proposed use is contrary to the ultimate purpose of the State Forest reservation.
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this scheme that has been advertised under the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving;	The proposed telecommunications facility upgrade is generally consistent with provisions of Town Planning Scheme No.4, noting the proposed use is contrary to the ultimate purpose of the State Forest reservation. The draft Local Planning Strategy and Local Planning Scheme No. 6 are being prepared, with due regard to the expected zoning change to Agriculture and investigation for residential or rural residential development.
(c) any approved State planning policy;	The development site is located within the designated bushfire prone area however assessment against SPP 3.7 Planning in Bushfire Prone Areas is not applicable for a utility facility. See SPP 5.2 Telecommunications Infrastructure below.
(d) any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d);	Not applicable.
(e) any policy of the Commission;	The development site is located within the designated bushfire prone area however assessment against the Guidelines for Planning in Bushfire Prone Areas is not applicable for a utility facility.
(f) any policy of the State;	Not applicable.

(g) any local planning policy for the Scheme area;	Natural Environment Strategy and Managing the Natural Environment Policy, see below.
(h) any structure plan, activity centre plan or local development plan that relates to the development;	Not applicable.
(i) any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> ;	Not applicable.
(j) in the case of land reserved under this scheme, the objectives for the reserve and the additional permitted uses identified in this Scheme for the reserve;	Although the land is reserved for State Forest under TPS4, the property is privately owned, freehold land and not been used for state forest purposes for a significant period of time. The proposed upgrade to the telecommunications facility is considered suitable noting the ultimate purpose of the reserve, and consultation with other public authorities is not necessary.
(k) the built heritage conservation of any place that is of cultural significance.	Not applicable.
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;	Not applicable.
(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	No detrimental impacts upon the nearby local development are anticipated.
(n) the amenity of the locality including the following: (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	No detrimental impacts upon the local environment, character of the locality or adjoining properties are anticipated.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	No impacts upon the natural environment or water resources are anticipated.
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	Existing screening of the facility compound is already in place.

(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	See bushfire risk issues above. No evidence of landslip, soil erosion or other risks.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety.	Acceptable, noting that local government has no jurisdiction to consider health implications from electro magnetic radiation.
(s) the adequacy of: (i) the proposed means of access to and egress from the site, and (ii) arrangements for the loading, unloading, maneuvering and parking of vehicles;	Existing crossover to Lindsay Road is acceptable.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	Only low levels of domestic traffic expected during upgrade works and ongoing intermittent maintenance.
(u) the availability and adequacy for the development of the following: (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with a disability;	Mains power is available. Other services are not applicable.
(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;	Not applicable.
(w) the history of the site where the development is to be located;	Not applicable.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	Nil.
(y) any submissions received on the application;	Nil.
(za) the comments or submissions received from any authority consulted under clause 66.	Not applicable.
(zb) any other planning consideration the local government considers appropriate.	Nil.

Policy Implications

- Shire of Bridgetown-Greenbushes Natural Environment Strategy

The Shire of Bridgetown-Greenbushes Natural Environment Strategy was adopted by Council on 11 July 2008 and the purpose of the Strategy is to ensure that proposed development is environmentally sustainable, that consumption of limited natural resources is minimised, and that the impact on the environment in delivering Shire services is minimised.

Relevant general principles were fully considered by Council in July 2014, and the proposed upgrade to the facility does not raise any concerns regarding compliance with the Natural Environment Strategy.

- Shire of Bridgetown-Greenbushes Managing the Natural Environment Policy

The Shire of Bridgetown-Greenbushes Managing the Natural Environment Policy was adopted by Council in October 2008, and is to be read in conjunction with the Natural Environment Strategy. Council is to have due regard to the objectives and policy measures before determining any application for development approval.

Relevant objectives were fully considered by Council in July 2014, and the proposed minor upgrade to the facility does not raise any concerns regarding compliance with the Managing the Natural Environment Policy.

- State Planning Policy No. 5.2 – Telecommunications Infrastructure (SPP5.2)

SPP5.2 has been prepared by the Western Australian Planning Commission to guide assessment of telecommunications infrastructure proposals, including guiding principles, matters to be considered and required information discussed below.

Clause 5.1 Guiding Principles for the Location, Siting and Design of Telecommunications Infrastructure

Of particular important to the assessment of telecommunications infrastructure proposals are the fourteen guiding principles (numbered for convenience):

1. *There should be a co-ordinated approach to the planning and development of telecommunications infrastructure, although changes in the location and demand for services require a flexible approach.*

The proposed facility upgrade will improve the regional connectivity of the 'NBN Access Network' serve Greenbushes and the broader district including Boyup Brook and Bridgetown, and a flexible approach is warranted. The proposal is therefore consistent with this guiding principle.

2. *Telecommunications infrastructure should be strategically planned and co-ordinated, similar to planning for other essential infrastructure such as networks and energy supply.*

The proposed facility upgrade will improve the regional connectivity of the 'NBN Access Network' serve Greenbushes and the broader district including Boyup Brook and Bridgetown. The proposal is therefore consistent with this guiding principle.

3. *Telecommunications facilities should be located and designed to meet the communication needs of the community.*

The proposed facility upgrade will improve the regional connectivity of the 'NBN Access Network' serve Greenbushes and the broader district including Boyup Brook and Bridgetown. The proposal is therefore consistent with this guiding principle.

4. *Telecommunications facilities should be design and sited to minimise any potential adverse visual impact on the character and amenity of the local environment, in particular, impacts on prominent landscape features, general views in the locality and individual significant views.*

SPP5.2 does not define the parameters of the term 'character', however Shire staff consider that the visual character of the area can be described as sparse population, semi-rural, treed landscape, on the periphery of Greenbushes.

The proposed facility upgrade is not considered to have a detrimental impact upon the local ad broader landscape character and amenity. The proposal is therefore consistent with this guiding principle.

5. *Telecommunications facilities should be designed and sited to minimise impacts on areas of natural conservation value and places of heritage significance or where declared rare flora are located.*

The existing facility is within an existing paddock and the proposed facility upgrade will not have impact upon natural conservation values, places of heritage significance or declared rare flora. The proposal is therefore consistent with this guiding principle.

6. *Telecommunications facilities should be designed and sited with specific consideration of water catchment protection requirements and the need to minimise land degradation.*

The existing site is not located within a designated Public Drinking Water Supply Catchment Area, nor is it located in proximity to any known watercourse. The site is relatively flat and no adverse impacts of soil erosion have been observed due to the existing facility. The proposed facility upgrade will have no impact upon water catchment. The proposal is therefore consistent with this guiding principle.

7. *Telecommunications facilities should be designed and sited to minimise adverse impacts on the visual character and amenity of residential areas.*

The existing facility has not proven to have a detrimental impact upon local amenity or the character when viewed from nearby semi-rural and residential properties within the Greenbushes townsite. The proposed facility upgrade is not expected to have any detrimental visual impacts. The proposal is therefore consistent with this guiding principle.

8. *Telecommunications cables should be placed underground, unless it is impractical to do so and there would be no significant effect on visual amenity or, in the case of regional areas, it can be demonstrated that there are long-term benefits to the community that outweigh the visual impact.*

The proposed facility upgrade will improve the regional connectivity of the 'NBN Access network'. The proposal is therefore consistent with this guiding principle.

9. Telecommunications cables that are installed overhead with other infrastructures such as electricity cables should be removed and placed underground when it can be demonstrated and agreed by the carrier that it is technically feasible and practical to do so.

The existing facility is currently linked via parabolic antennae to nearby base stations thereby negating the need for overhead cabling. The proposed facility upgrade does not include any overhead cables. The proposal is therefore consistent with this guiding principle.

10. *Unless it is impractical to do so telecommunications towers should be located within commercial, business, industrial and rural areas and areas outside identified conservation areas.*

The existing facility is to be located on the northern periphery of the Greenbushes townsite, on land reserved for 'State Forest' under TPS4 and is outside of any identified conservation areas. The proposal is therefore consistent with this guiding principle.

11. *The design and siting of telecommunications towers and ancillary facilities should be integrated with existing buildings and structures, unless it is impractical to do so, in which case they should be sited and designed so as to minimise any adverse impact on the amenity of the surrounding area.*

The proposed facility upgrade takes advantage of the existing infrastructure to improve regional connectivity with other existing facilities, therefore negating the need for new structures. The proposal is therefore consistent with this guiding principle.

12. *Co-location of telecommunications facilities should generally be sought, unless such an arrangement would detract from local amenities or where operation of the facilities would be significantly compromised as a result.*

The proposed facility upgrade takes advantage of the existing infrastructure to improve regional connectivity with other existing facilities, therefore negating the need for new structures. The proposal is therefore consistent with this guiding principle.

13. Measures such as surface mounting, concealment, colour co-ordination, camouflage and landscaping to screen at least the base of towers and ancillary structures, and to draw attention away from the tower, should be used, where appropriate, to minimise the visual impact of telecommunications facilities.

The proposed facility upgrade is considered minor in scale and no detrimental impacts upon amenity are expected. The proposal is therefore consistent with this guiding principle.

Should Council support the proposal it is suggested that any outdoor equipment cabinets be coloured dark grey or similar.

14. *Design and operation of a telecommunications facility should accord with the licensing requirements of the Australian Communications Authority, with physical isolation and control of public access to emission hazard zones and use of minimum power levels consistent with quality services.*

The applicant has indicated the proposed facility upgrade will comply with the ACMA, ARPANSA and Australian Standard requirements, with an updated EME Report included in the application. The proposal is therefore consistent with this guiding principle.

Clause 5.2 Matters to be Considered when Determining Planning Applications

Before determining an application for telecommunications infrastructure the Shire should consider and have regard to the following criteria (numbered for convenience):

1. *“extent to which the proposal contributes to the social and economic benefits of affordable convenient access to modern telecommunications services for people and businesses throughout the State;”*

The proposed facility upgrade will improve broadband connectivity in the region and have social and economic benefits for the local community. The proposal is consistent with this criterion.

2. *“need to ensure continuity of supply of telecommunications services to people and business in the local area or region;”*

The proposed facility upgrade will improve broadband connectivity in the region for people and businesses in the region. The proposal is consistent with this criterion.

3. *“effect of the proposal on the environment and natural landscape and the extent to which the proposal affords protection of these elements;”*

The proposed facility upgrade will have minimal impact upon landscape values. The proposal is inconsistent with this criterion.

4. *“effect of the proposal of any place of cultural heritage significance on or near the land;”*

The subject site is not identified in a state or local heritage list. The proposal is consistent with this criterion.

5. *“extent to which the proposal enhances or maintains visual amenity including streetscape and minimises visual impacts;”*

The proposed facility upgrade will have minimal impact on visual amenity. The proposal is inconsistent with this criterion.

6. *“degree to which the proposal is co-ordinated with other services;”*

The existing facility is a ‘hub’ facility as part of the broader regional network. The proposal is consistent with this criterion.

7. *“extent to which the proposal fulfils the requirements of Section 5.3 of this Policy; and”*

Pursuant to Section 5.3 of the SPP 5.2 Policy, in addition to the requirements for development applications under the relevant town planning scheme, applications for development approval of telecommunications infrastructure are to include information as listed relevant to a description and assessment of the proposal.

The original application approved in August 2014 included a detailed report addressing required information, although a detailed photomontage of the proposed facility was not provided at that time. A basic report has been provided by the applicant as part of this new application with necessary details provided in relation to the proposed facility upgrade. The proposal is consistent with this criterion.

8. *“extent to which the proposal adheres to the Guiding Principles for the Local, Siting and Design of Telecommunications Infrastructure set out in Section 5.1 of this Policy.”*

The proposed facility upgrade satisfies the Guiding Principles in Section 5.1 of the Policy. The proposal is consistent with the criterion.

Budget Implications

The applicable development application fee has been paid. Should Council refuse development approval the applicant/landowner may seek compensation for injurious affection however a value can not be estimated at this time.

Should Council approve the proposal with conditions not supported by the applicant, or issue a refusal decision, the applicant may seek a right of review with the State Administrative Tribunal with legal expenditure likely.

Strategic Plan Implications

- Strategic Community Plan 2017

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

- *Objective 1.1 A diverse economy that provides a range of business and employment opportunities*
- *Strategy 1.1.6 work with key partners (business and government) to improve telecommunications within the Shire*
- *Objective 1.2 A proactive approach to business development*
- *Strategy 1.2.1 Embrace a “can-do” approach to development*

The proposed facility upgrade will improve broadband connectivity across the region and assist business communications.

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

- *Objective 2.6 Development is sympathetic to the landscape*

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

The proposed facility upgrade is not expected to have any detrimental impacts upon the local environment.

Key Goal 3: Our built environment is maintained, protected and enhanced

- *Objective 3.1 Maintain townsite heritage and character*
- *Strategy 3.1.1 Ensure relevant policies and plans offer appropriate protection to existing heritage character whilst still allowing appropriate development opportunities*

The proposed facility upgrade is not expected to have any detrimental impacts upon the heritage character of Greenbushes or surrounding residential properties.

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

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

The development application was referred directly to the landowners of freehold and leasehold properties within a 500 metre radius of the existing facility, with no submissions received.

- Corporate Business Plan 2018/22

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

- *Objective 1.1 A diverse economy that provides a range of business and employment opportunities*
- *Strategy 1.1.1 Encourage long term growth in the district in order to retain and enhance services*
- *Strategy 1.1.3 Plan for expansion of the commercial area*
- *Strategy 1.1.4 Develop industrial and light industrial areas*
- *Strategy 1.1.6 Work with key partners (business and government) to improve telecommunications within the Shire*

- *Objective 1.2 A proactive approach to business development*
- *Strategy 1.2.1 Embrace a “can do” approach to development*
- *Action 1.2.1.2 Development internal and external planning, building control and environmental health processes that have regard to the importance of business development and social capacity whilst ensuring regulatory compliance is met*

Approval is recommended for the proposed facility upgrade to improve broadband connectivity across the region.

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

- *Objective 2.6 Development is sympathetic to the landscape*

- *Strategy 2.6.1 Planning processes allow for a diverse range of land and development opportunities*
- *Action 2.6.1.2 Development application process allows a balance between sensitively developed places and progressive development.*

The proposed facility upgrade is not expected to have any detrimental impacts upon the local environment.

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

- *Objective 3.1 Maintained townsite heritage and character*
- *Strategy Ensure relevant policies and plans offer appropriate protection to existing heritage character whilst still allowing appropriate development opportunities*
- *Strategy 3.1.2 Ensure town centres achieve a high standard of appearance and amenity*

The proposed facility upgrade is not expected to have any detrimental impacts upon the local character or amenity.

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

- *Objective 5.1 Our community actively participates in civic life*
- *Strategy 5.1.1 The community is involved in local decision making*
- *Objective 5.2 We maintain high standards of governance, accountability and transparency*
- *Strategy 5.2.8 Ensure all legislative responsibilities and requirements are met*
- *Action 5.2.8.2 Provide effective regulatory services*

The development application was referred directly to the landowners of freehold and leasehold properties within a 500 metre radius of the existing facility, with no submissions received. A detailed assessment of the application has been undertaken and presented to Council for determination.

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

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not applicable

Continuous Improvement

This report acknowledges that no public submissions were received and the zoning anomaly applicable to the land needs to be addressed in preparation of Local Planning Scheme No. 6.

Delegated Authority

Officers do not have delegation to determine an application for development that is contrary to the ultimate purpose of a Scheme Reserve.

Voting Requirements – Simple Majority

Works & Services - Nil

Community Services

ITEM NO.	C. 12/0619	FILE REF.	228
SUBJECT	Disability Access and Inclusion Plan		
PROPONENT	Council		
OFFICER	Access and Inclusion Committee		
DATE OF REPORT	June 2019		

Attachment 12 Draft Disability Access and Inclusion Plan 2019-2023

OFFICER RECOMMENDATION that Council adopts the draft Disability Access and Inclusion Plan 2019 -2023 at Attachment 12.

Summary/Purpose

This recommendation seeks to enact the requirements of the Department of Communities in relation to the Disability Access and Inclusion Plan (DAIP) and ensure Council is compliant with the *Disability Services Act 1993* by undertaking a regular review of the DAIP.

Background

The WA Disabilities Services Act 1993 requires public authorities in Western Australia to develop and implement a Disability Access and Inclusion Plan (DAIP) that will further the principles and objectives of the Act.

One of the requirements of the Department of Communities in relation to the regular review of the DAIP is to engage with community as part of a consultative review process.

Officer Comment

State government legislation requires local government authorities to have a compliant Disability Access and Inclusion Plan (DAIP). The purpose of the DAIP is to ensure people with disabilities can access services and information provided by agencies, including local governments, throughout Western Australia. Further, that these agencies provide services in a manner that facilitates increased

independence, opportunities and inclusion for people with disabilities in the community.

The recent DAIP review process included a desktop review of the current DAIP by officers and members of the Access and Inclusion Advisory Committee; this was followed by community consultation in the form of an online survey. Access to the online survey was promoted on the Shire Facebook Page and website. Posters were displayed around Bridgetown and Greenbushes and the survey link was sent directly to local and regional service providers to complete (and also to promote to their clients). This promotional methodology complies with legislative requirements of a DAIP review process and also aligns with Council's Integrated Planning Framework process and Consultation Policy.

The response rate for the Disability Access and Inclusion survey was low with only 16 respondents completing surveys during an 8 week period. The responses come from a mixed age range, with the majority of respondents being in the 65+ age category. Respondents were approximately 55% female and 45% male. Most of the respondents were residents of the Shire (68%) with 25% having a disability and 6% of respondents were from organizations representing or supporting people with disability.

The rating system on the survey questions was as follows;

- Not Satisfied
- Somewhat Satisfied
- Satisfied
- Very Satisfied or
- Unsure

The majority of respondents were 'satisfied' with the Shire's overall understanding of the needs of people with a disability, responses to the concerns, inquiries or needs of people with disability and the availability of information in a form that may be required by those with a disability.

The majority of respondents were either 'satisfied' or 'very satisfied' with access to the Shire administration building, committee room and chambers. The majority of respondents were also 'satisfied' or 'very satisfied' with access to the Library, Leisure Centre, other sporting facilities and parks and facilities (BBQs and toilets).

Respondents reported less satisfaction in relation to their ability to use the Shire's footpaths, walk trails and the Blackwood River foreshore. Access to retail premises in the Shire town sites was also reported by respondents as less satisfactory with 50% being 'satisfied', 18% 'somewhat satisfied' and 18% 'unsatisfied'.

Of the respondents, 25% were unsure if there was enough information provided about programs offered for people with a disability in the community. The remaining 75% of respondents were evenly divided as to whether they considered there was enough information provided about programs offered for people with a disability in the community. The majority of respondents did feel that the programs offered in the Shire's facilities were inclusive.

The Shire was rated by 75% of respondents for the overall level of access and inclusion for people with a disability either 'very satisfied' or 'satisfied', with 25% of respondents rating the Shire's level of access and inclusion for people with a disability either 'somewhat satisfied' or 'not satisfied'.

There was a free comment section at the end of the survey to request additional information from respondents regarding specific issues relating to access and inclusion within the Shire. A number of comments were made regarding access to ACROD parking bays and improved access for wheel chairs into shops and facilities.

Given the high level of involvement from the Access and Inclusion Committee and the low level of response over the length of time the surveys have been available to the community, the officer has recommended that Council adopts the draft DAIP without further community consultation. If Council wish to provide the draft DAIP for community consultation, a period of 6 weeks is suggested which would take the community consultation period to Friday 10 August 2019.

Statutory Environment

- *Disability Services Act 1993*
- *Local Government Act 1998 (section 5.9)*
- *Equal Opportunity Act (1984) WA*
- *Disability Discrimination Act (1992) WA*

Integrated Planning

- Strategic Community Plan
Key Goal 4: A community that is friendly and welcoming
Objective 4.2: Programs and facilities that encourage community resilience
Strategy 4.2.9: Improved services and facilities for seniors and people with a disability
Objective 4.7: A safe area
Strategy 4.7.2: Improve parking and pedestrian accessibility in town centres
- Corporate Business Plan
Action 4.2.9.1: consider recommendations for improvements from the Access and Inclusion Committee
Action 4.7.2.4: Develop new ACROD parking bays in the CBD to replace existing on-street infirm parking bays
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning
The Disability Access and Inclusion Plan is an informing strategy within the Integrated Planning Framework.

Budget Implications – Not Applicable

Fiscal Equity – Not Applicable

Whole of Life Accounting

The DAIP will provide representative strategic direction to assist with Councils decision making in relation to service delivery so that whole of life accounting implications are considered.

Social Equity

This recommendation seeks to improve social equity for community members with a disability who may encounter barriers to accessing facilities and services by engaging with community and including community input prior to formal endorsement of the Disability Access and Inclusion Plan 2019-2023.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The recommendation seeks to mitigate Council’s exposure to risk by clearly identifying community need through consultation with stakeholders/community to ensure the strategic document is reflective of the community and will provide sound direction for Council’s future decision making.

Continuous Improvement

The recommendation achieves continuous improvement in service provision by reviewing and updating the DAIP when required to ensure the continued progress towards a more accessible and inclusive community. Compliance with relevant state government legislation is also integral to ensuring principles of continuous improvement are met in decision making.

Voting Requirements - Simple Majority

ITEM NO.	C.13/0619	FILE REF.	494
SUBJECT	Community Engagement Outcomes - Visitor Information Management Model and Visitor Information Services Location		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	17 June 2019		

OFFICER RECOMMENDATION: That Council host a consultation event to engage with the local business and tourism sector/s with regard to the management model and location of service delivery of the Visitor Centre.

OFFICER RECOMMENDATION: That Council directs the CEO to commence formal discussions with the Bridgetown-Greenbushes Business and Tourism Association to explore the viability of a community management model under their auspice.

OFFICER RECOMMENDATION: That Council determines to finalize the management model of the Visitor Centre prior to further investigations into potential location changes to the delivery of services.

Summary/Purpose

The recommendations seek to progress community consultation with regard to a preferred management model and location for the ongoing provision of visitor information services.

Background

At the February 2019 meeting, Council endorsed a consultation strategy to explore two key issues, primarily the management model and location of visitor information services.

This consultation was informed by the direction provided by Councillors at the February Concept Forum where the following 3 management options were identified as being preferred options to seek community consultation on:

1. Shire managed model
2. Agency managed model (i.e. Community Resource Centre managed)
3. Community managed model (i.e. Bridgetown-Greenbushes Business & Tourism Association).

This consultation was further informed (by the direction provided by Councillors at the February Concept Forum) regarding 6 location options identified to in relation to the 3 management models:

1. Shire managed in existing location
2. Shire managed in refurbished Railway Station
3. Agency managed OR Community managed in existing location
4. Agency managed (CRC) co-located in refurbished Railway Station
5. Agency managed (CRC) co-located in Bridgetown CRC building
6. Community managed in refurbished Railway Station

Officer Comment

Shire officers conducted the following community consultation sessions:

- Community Kiosk on 28 March 2019 from 10am – 2.30pm with 27 individuals attending
- River Markets on 7 April from 8am – 11am with 47 individuals attending
- Greenbushes CRC on 10 April 2019 from 2pm – 3pm with 4 individuals attending
- Community Meeting in the Lesser Hall on 2 May from 6pm – 8pm with 104 individuals attending

An online survey was conducted from 18 March 2019 through to Monday 6 May 2019. Following feedback from the first 2 consultation sessions the CEO determined to provide hardcopy versions of the survey. These were received and entered by Shire staff to the online survey portal so that all survey responses could be assessed within the same parameters. A total of 343 survey responses (including approximately 50 hard copy surveys) were received.

In reviewing the surveys, with regard to the preferred management model, it is noted that:

- 60% of respondents rated a community management model as first preference
- 29% of respondents rated Shire management model as first preference
- 11% of respondents rated agency management model as first 1 preference

In reviewing the surveys, with regard to the preferred management model and location, it is noted that:

- 38% of respondents rated a community management model in the current location as first preference
- 23% of respondents rated a community management model in a refurbished railway station as their first preference
- 23% of respondents rated Shire management model in current location as their first preference

Submissions were not called for, however 6 were received. Of the 6 submissions received only 1 addressed the 2 primary issues indicating a preference for an agency managed model (outsourced) in the refurbished railway station. Of the 6 submissions received 1 addressed location only (not management model) indicating a preference for the current location

The remaining 4 submissions addressed:

- Suggestion to upgrade existing building/surrounds
- Comments on service level, consultation and decision making processes, location (no preference indicated)
- Suggestion to purchase the packing shed for the purpose of Visitor Centre, Blues and Jigsaw Gallery AND renovate railway station for office/community group use
- Suggestion to upgrade the railway station AND expand/build additional infrastructure in the precinct

The feedback outlined in this report was presented at the June Council Forum where direction was received from Council with regard to progressing the management model and location of service delivery of visitor information services as follows:

- Identification of the need for industry specific consultation (local businesses, main street traders, tourism operators) – an invitation only event.
- Identification of the need to commence formal discussions with Bridgetown-Greenbushes Business & Tourism Association regarding the community management model and development of a business case (and to have this identified as an action in the corporate business plan).

- Exploration of additional ‘community groups’ who may wish to commence discussions regarding the management model opportunity.
- Confirmation that service delivery of visitor information services will continue in the current facility under Shire management while the additional consultation and exploration of community management option/s are explored and developed.
- That while the issue of management model is being explored, no alternative locations will be explored, noting that the future management association/group may wish to explore these options in consultation with the Shire once the management model is determined.
- Identification of the need to commence basic refurbishments/upgrade of the railway station and to have this identified in the corporate business plan.

Statutory Environment – Not Applicable

Integrated Planning

➤ Strategic Community Plan 2017

- Key Goal 1 – Our Economy will be Strong, Diverse and Resilient
- Objective 1.1- A diverse economy that provides a range of business and employment opportunities

➤ Corporate Business Plan 2018

- Strategy 1.1.2 - Develop and implement strategic plans and actions that attract economic development
- Action 1.1.2.2 - Review visitor centre/information service delivery

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans – Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning – Nil

Policy/Strategic Implications – Not Applicable

Budget Implications

There are no budget implications arising from the officer recommendation.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

Principles of continuous improvement are achieved via the recommendations in so far as consultation with the community to ascertain preferred options regarding management model and location of visitor information services can assist to inform Council decisions.

Voting Requirements – Simple Majority

ITEM NO.	C.14/0619	FILE REF.	
SUBJECT	Request for Tender 01-18/19 – Construction/Expansion of Gym at Bridgetown Leisure Centre and Installation of Photovoltaic Systems		
PROPONENT	Council		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	20 June 2019		

Attachment 13 WALGA Evaluation Report

OFFICER RECOMMENDATION that Council:

- 1. Note the Draft Evaluation Report for the Construction/Expansion of the Bridgetown Leisure Centre Gym Tender recommending Team BRC (Bridgetown Residential Contractors) be offered a contract for the construction/expansion of the gym (and installation of photovoltaic panels) subject to contracting and satisfaction of minor variations.*
- 2. Grant the CEO delegation to award the contract to Team BRC (Bridgetown Residential Contractors) for the construction/expansion of the gym at the Bridgetown Leisure Centre (and installation of photovoltaic systems) subject to finalization of Evaluation Report including referee and financial checks.*

Summary/Purpose

The recommendations seek to finalize the appointment of the successful tender and proceed to the awarding of a construction contract for the gym expansion project to allow works to commence early in the new financial year in order to ensure the project is completed on time and in alignment with external grant funding milestones.

Background

Council endorsed the Bridgetown Leisure Centre Business (BLC). Plan Version 1.4 in September 2018. This version of the Business Plan identifies the proposed gym expansion as a key focus for the ongoing development of the Centre. External grant funding of \$108,205 was procured through a federal grant funding opportunity to assist with the total project cost of \$324,615. Receipt of this income, along with approval for associated expenditure, was endorsed by Council at the March 2019 meeting. A tender process was subsequently undertaken in partnership with WALGA to seek a suitably qualified and experienced contractor to undertake the expansion works and install photovoltaic systems at the BLC.

Officer Comment

The request for tender was advertised in the West Australian and via WALGA's Tendering Portal on 4 May 2019. The closing date was 28 May 2019. There were no formal requests for late tenders to be accepted and 6 responses were received. Two

of the 6 responses were for the photovoltaic system installation only and 4 were for the construction and photovoltaic system installation. The request for tender documentation allowed for 'all or part' of the scope of works to be tendered. This was done to the acknowledgement of the specialized field of photovoltaic systems.

The evaluation panel comprised the CEO, EMCS and a WALGA procurement representative. Declarations were collected from all evaluators for confidentiality and procedural fairness including conflict of interest.

The compliance and disclosure criteria (non-weighted) were assessed by the WALGA procurement representative with the qualitative criteria and pricing being undertaken by the evaluation panel. Each panel member individually read and assessed each response. The assessment was based on the member allocating a score against the selection criteria resulting in an overall score determining the applicant's ability to provide the required service. The panel then discussed the individual scores to reach consensus on the preferred respondent. The qualitative criteria and the pricing were then considered by the evaluation panel to determine a Value for Money Assessment.

The WALGA Evaluation Report at Attachment 13 provides a summary of comments about each applicant. At the time of writing this report, reference checks and financial due diligence were currently being undertaken by the WALGA procurement representative with the intent to have this information from WALGA prior to the June Council meeting.

Statutory Environment – Not applicable

Integrated Planning

➤ Strategic Community Plan

Objective 3.2.6 – Develop new facilities that provide for the identifiable needs of the community

➤ Corporate Business Plan

Action Item 3.2.6.1 – Expand the gym at the Bridgetown Leisure Centre

➤ Long Term Financial Plan

Grant funding 33% total project cost; balance funded from Land & Building Reserve

➤ Asset Management Plans

Infrastructure developments and equipment purchases will be included within relevant Council's asset management plans.

➤ Workforce Plan – Not Applicable

➤ Other Integrated Planning - Nil

Budget Implications - Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting

The Bridgetown Leisure Centre Business Plan contains 10 year whole of life costings for the operations of the facility.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The principles of risk management are being met by working with procurement specialists through the tender process and undertaking a comprehensive assessment process to ensure risks regarding the appointment of a contractor are mitigated in terms of capability to complete the project on time and on budget (referee checks, financial checks and contract development).

Continuous Improvement – Not Applicable

Voting Requirements - Absolute Majority

Receival of Minutes from Management Committees – Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)

Closure

The Presiding Member to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	C.02/0619	Background information on DW Stinton
2	C.03/0619	Draft 2019-2023 Corporate Business Plan
3	C.05/0619	Petition
4	C.06/0619	Rolling Action Sheet
5	C.07/0619	Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan 2018-38
6	C.08/0619	Financial Management Systems & Procedures Review – May 2019
7	C.09/0619	Submission received from McMahon Mining Title Services Pty Ltd
8	C.10/0619	May 2019 Financial Activity Statements
9	C.10/0619	List of Accounts Paid in May 2019
10	C.11/0619	Location Plan
11	C.11/0619	Applicant's Planning Report/Proposed Plan
12	C.12/0619	Draft Disability Access and Inclusion Plan 2019-2023
13	C.14/0619	WALGA Evaluation Report

Agenda Papers checked and authorised by T Clynch, CEO		20.6.19
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